

February 3, 2014

The Washington County Board of Commissioners met in a regular session on Monday, February 3, 2014 at 6:00 PM in the Commissioners Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, McCray, Phelps and Sexton were present. Also present were County Manager Jerry W. Rhodes, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney Curtis Potter.

Chair Johnson called for a motion to adjourn the January 6, 2014 Board of Commissioners meeting. Commissioner Sexton made a motion to adjourn the January 6, 2014 Board of Commissioners meeting. Commissioner Phelps seconded, motion carried unanimously.

Chair Johnson called the February 3, 2014 meeting to order. Rev. Harry White gave the invocation; Commissioner Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: Additions under the Consent Agenda:  
1--Tax Refunds & Releases and Insolvent Accounts

Under Item 2 (Public Forum)

2A--Tax Collector's Report—Unpaid 2013 Taxes that are Liens on Real Property—January 31, 2014

2B—Letter of Support for NERSBA for USDA application for planning funds.

Under Item 5 (CAFR Presentation)

5A—2014-2015 Budget Calendar and Approval of Budget Guidelines

And a Closed Session under NCGS 143-318.11(a)(4) economic development and NCGS 143-318.11(a)(3) attorney-client privilege.

Commissioner Phelps made a motion to approve the additions to the agenda. Commissioner Manning seconded, motion carried unanimously.

CONSENT AGENDA: **Commissioner Sexton made a motion to approve the Consent Agenda as amended:**

- a) Tax Refunds & Releases and Insolvent Accounts

**Commissioner McCray seconded, motion carried unanimously.**

PUBLIC FORUM:

Jimmy Jones, 51 Cardinal Lane is still concerned about his road not being taken into the State's secondary roads system. Chair Johnson said that he needs to take his proof to DOT.

Chair Johnson wished Ms. Ann Keyes, our Emergency Management/Planning/Safety Director a Happy Birthday today!

Ms. Ann Keyes thanked all the Emergency Responders, DOT and Mayor/County Manager for their assistance during the recent snowstorm.

Lloyd Jones, Jr. Gourd Neck Road, thanked DOT for scraping his road during the storm.

Bunny Sanders stated that she attended a meeting sponsored by the Chamber today regarding Economic Development. She stated that she still has concerns regarding our support of Seymour Johnson AFB Land Use Study.

County Manager Jerry Rhodes introduced Harry White as the County's new GIS Director effective on February 10, 2014.

TAX COLLECTOR'S REPORT—UNPAID 2013 TAXES THAT ARE LIENS ON REAL PROPERTY AS OF JANUARY 31, 2014: Ms. Sherri Wilkins, Tax Administrator, told the Board the unpaid 2013 taxes that are liens on real property as of January 31, 2014 are in the amount \$942,535.34. Commissioner Phelps asked what steps are being taken to collect these taxes. Ms. Wilkins explained that the Tax Office is short staffed at this time and hopes this will change in the coming weeks so that the delinquent taxes can be pursued more aggressively in the near future. Commissioner Phelps would like to see more aggressive steps taken to collect delinquent taxes.

**Commissioner Sexton made a motion to approve Ms. Wilkins posting in the newspaper the unpaid 2013 taxes that are liens on real property as of January 31, 2014 in the amount of \$942,535.34. Commissioner Phelps seconded, motion carried unanimously.**

LETTER OF SUPPORT FOR THE NORTHEAST REGIONAL SCHOOL OF BIOTECHNOLOGY AND AGRISCIENCE (NERSBA) FOR USDA APPLICATION FOR PLANNING FUNDS: County Manager Jerry Rhodes and Ms. Jean Woolard spoke to the Board about writing a letter in support of the proposal for planning funds through the US Department of Agriculture being submitted on behalf of the Northeast Regional School of Biotechnology and Agriscience (NERSBA). Commissioner Phelps asked if there is any obligation to the County if the County supports this application. Mr. Rhodes replied that there is no obligation to the County.

**Commissioner Sexton made a motion to approve the Board's letter of support for NERSBA for USDA application for planning funds. Commissioner Manning seconded, motion carried unanimously.**

SEYMOUR JOHNSON AFB LAND USE STUDY LETTER: Chair Johnson and County Attorney Curtis Potter have worked together on a letter to send to Seymour Johnson regarding the AFB Land Use Study.

Commissioner Phelps asked what 'going to the table' means. Will the County be able have input? Mr. Potter said the County's representative will be there to gather information. The County representatives will probably not be allowed to be in the technical sessions.

**Commissioner Sexton made a motion to approve the letter of support for the Seymour Johnson AFB Land Use Study. Commissioner Manning seconded.**

Commissioner Phelps stated that he has had several constituents contact him on this matter and he is not comfortable voting for this since it is unclear what part the County will play.

Commissioner Sexton said he doesn't know how the County will know what's going on if the County doesn't send a representative.

Commissioner Manning is against anyone taking the County's land or airspace but the County needs to be able to express the Board's concerns by having representation.

**Motion carried 4 ayes to 1 nay. (Commissioner Phelps voted nay).**

Commissioner Sexton volunteered to attend the Seymour Johnson AFB Land Use Study (JLUS) meetings.

**Chair Johnson made a motion to appoint Commissioner Sexton to attend the Seymour Johnson AFB Land Use Study (JLUS) meetings. Commissioner Manning seconded, motion carried unanimously.**

Commissioner Sexton recommended that there be an alternate in case he is unable to make JLUS meeting.

**Commissioner Sexton made a motion to appoint Commissioner Manning as an alternate to attend the Seymour Johnson AFB Land Use Study (JLUS) meetings. Commissioner McCray seconded, motion carried unanimously**

REQUEST FOR CAPITAL FUNDS TRANSFER: Lou Manring, Public Utilities Director, spoke to the Board and requested a capital funds transfer of \$54,623 from the reserve fund to the capital fund for the phase II expansion of the landfill. Mr. Manring explained there was an accounting mistake on his part. Commissioner Sexton asked Mr. Milazi if this is correct. Mr. Milazi explained that there is no reserve for water/landfill and that what Mr. Manring is requesting will be taken out of the general fund.

**Commissioner Sexton made a motion approve Mr. Manring's capital funds transfer request of \$54,623 from the general fund for the phase II expansion of the landfill. Commissioner Manning seconded, motion passed unanimously.**

CAFR PRESENTATION: Chris Burton, auditor from Carr, Riggs and Ingram spoke to the Board regarding the audit for 2012-2013.

Mr. Burton stated that the audit was given a clean opinion---there was nothing materially wrong. There was one operating transfer that didn't balance. This was just an oversight--no big deal whatsoever.

## Washington County Audit Report As of June 30, 2013



### General Fund

	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013</u>
Total Net Assets	18,330,030	18,442,493	19,481,273
<b>General Fund</b>			
Unassigned Fund Balance	1,450,659	814,303	2,458,399
General Fund			
Total Fund Balance	3,444,984	2,978,474	4,174,050
Unassigned Fund Balance as % of Expenditures	0.099%	0.056%	1.67%
General Fund Revenues	12,794,948	13,877,704	15,155,581
General Fund Expenditures	14,654,512	14,660,555	14,758,914
Other Income	<u>716,046</u>	<u>317,341</u>	<u>409,356</u>
Revenues over (under) Expenditures	<u>(1,143,518)</u>	<u>(466,510)</u>	<u>806,003</u>

## Enterprise Funds

	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013</u>
<b>Sanitation Fund</b>			
Sanitation Revenues	1,165,285	1,353,316	1,175,330
Sanitation Expenditures	1,180,991	1,238,513	1,154,094
Transfers	(50,469)	(50,103)	(55,000)
Other Income	288	5	-
Revenues over (under)			
Expenditures	(65,889)	64,705	(33,764)
<b>Water Fund</b>			
Water Revenues	1,308,388	1,257,013	1,205,318
Water Expenditures	1,251,027	1,170,259	1,162,085
Transfers	(152,943)	(173,138)	(190,000)
Other Income	639	169	161
Revenues over (under)			
Expenditures	(94,943)	(86,215)	(146,606)

## Property Tax

	<u>6/30/2011</u>	<u>6/30/2012</u>	<u>6/30/2013</u>
<b>Property Tax</b>			
Total Property Valuation	785,185,277	794,698,477	807,282,971
Property Tax Collection %	91.84%	91.19%	90.80%



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**June 30, 2012**

  
Executive Director/CEO

Mr. Burton stated that there is a need to stress to the County Departments: if you don't have any budget left, don't spend the money!

Chair Johnson asked if the new software has helped functions in Finance. Mr. Burton stated that he did the audit before the new software was installed.

Lloyd Jones (citizen) asked if any money has been set aside for residents who don't have County water. Chair Johnson stated that is a question for Mr. Manring, Public Utilities Director. (Mr. Manring had already left the meeting.)

**Commissioner Sexton made a motion approve the audit. Commissioner Phelps seconded, motion passed unanimously.**

2014 – 2015 BUDGET CALENDAR AND APPROVAL OF BUDGET PREPARATION GUIDELINES: Mr. Milazi presented the following budget calendar for the 2014 – 2015 budget and also asked the Commissioners for approval of the following budget preparation guidelines.

*Washington County, North Carolina  
Budget Calendar  
Fiscal Year 2014-2015*

<i>DATE</i>	<i>BUDGET PROCEDURES</i>	<i>ACTION BY</i>
Tuesday, February 4, 2014	Budget Kickoff Meeting (MANDATORY)	County Manager, Finance Officer
Friday, February 7, 2014	Distribution of Budget Forms & Instructions	Finance Finance Officer
Friday, February 28, 2014 thru Monday, March 3, 2014	Budget Consultations/Formulation Ask for Assistance if needed	Departments
Wednesday, March 05, 2014	<b>Deadline</b> for the <b>submission</b> of budget requests both expenditure & revenue to Finance	Departments Fire Districts
Friday, March 07, 2014	Update of tax valuation due from Tax Department	Tax Department
Friday, March 21, 2014 thru Friday, March 28, 2014	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	County Manager Finance Officer Departments
Friday, April 11, 2014	Final of tax valuation from Tax Department	Tax Department
Monday, April 21, 2014	Recommended budgets sent to departments and Commissioners (draft)	Finance
Friday, April 25, 2014	RECOMMENDED BUDGET MUST BE BALANCED	5:00 PM County Manager Finance Officer
Monday, April 28, 2014	Budget message is reviewed/written	County Manager
Wednesday, April 30, 2014	Recommended budget is published	12:00 noon Finance
Monday, May 05, 2014	<b>Presentation</b> of the County Manager's budget message & recommended budget to BOC	County Manager County Commissioners
	Publish in newspaper notice stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk to the Board
Monday, May 12, 2014 thru Friday, May 16, 2014	Commissioners work sessions to review budget with departments, agencies, school board	County Commissioners County Manager, Finance Officer Departments
Monday, May 19, 2014	Official <b>public hearing</b> on the budget	Public
Monday, June 02, 2014	<b>Adoption</b> of Budget Ordinance <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed &amp; (2) public hearing is held.</i>	County Commissioners
Monday, June 09, 2014	Distribute final adopted budget Begin preparing budget document for printing	Finance

For further information or questions please contact Jerry W. Rhodes, County Manager at [jrhodes@washconc.org](mailto:jrhodes@washconc.org) or Frank Milazi, Finance Officer at [fmilazi@washconc.org](mailto:fmilazi@washconc.org)

# WASHINGTON COUNTY

## 2014 - 2015 BUDGET PREPARATION GUIDELINES

- Attempt to maintain current service levels with no expansion or new services unless a revenue stream can be established to fund the expanded or new service
- All mandated statutory funding requirements will be met
- Reserve fund balance will be maintained at least at the approved minimum requirements as approved by resolution of the Washington County Commissioners
- If there are any increases in spousal or family health and dental insurance coverage those increases will be passed on to employees
- Attempt to not layoff or furlough employees
- There will be no new positions created unless funded by grant, special appropriation or revenue generated funds
- Only capital projects will be considered that relate to replacement or repair of facilities or equipment as needed for safety or operability of a facility or piece of equipment
- Continue the collection of the 1 cent (\$.01) county-wide drainage tax

Adopted by:

\_\_\_\_\_  
Tracey A. Johnson, Chair  
Washington County Board of Commissioners

\_\_\_\_\_  
Date

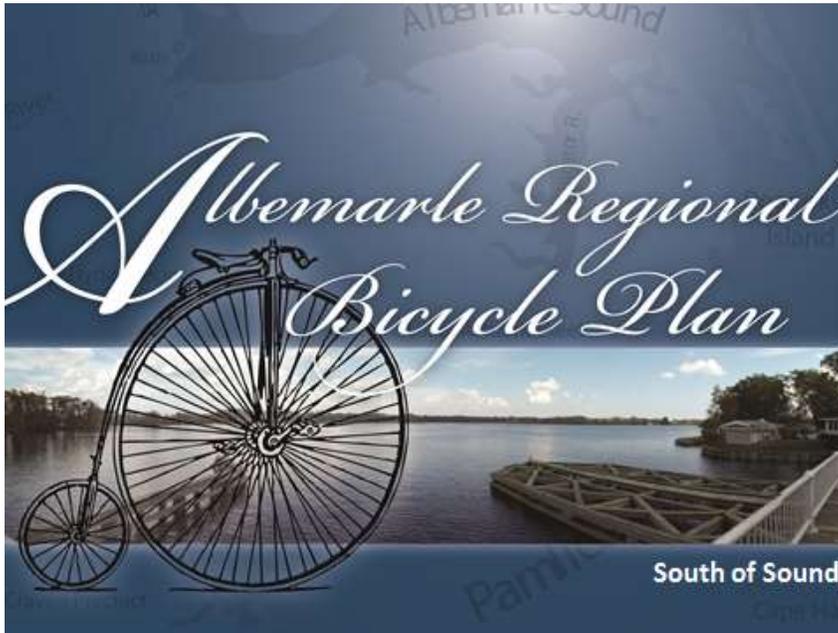
Attest:

\_\_\_\_\_  
Julie J. Bennett, CMC, NCCCC  
Clerk to the Board

\_\_\_\_\_  
Date

**Commissioner Sexton made a motion to approve the 2014 - 2015 Budget Calendar and approval of the Budget Preparation Guidelines. Commissioner Phelps seconded., motion passed unanimously.**

ALBEMARLE COMMISSION: ALBEMARLE REGIONAL BICYCLE PLAN: Mr. Rhodes introduced Angela Welsh of the Albemarle Commission. She spoke to the Board regarding the Albemarle Regional Bicycle Plan and made the following presentation:



**A. Work Program**  
For the Albemarle Regional Bicycle Plan

- Task 1: Project Kick-off Meeting (Visioning and Goals Session)
- Task 2: Existing Conditions Analysis
- Task 3: Public Involvement
- Task 4: Draft Regional Bicycle Network
- Task 5: Bicycle Design Guidelines
- Task 6: Implementation Plan and Funding Strategies (Priority Projects)
- Task 7: Comprehensive Draft Regional Bicycle Plan
- Task 8: Client Review
- Task 9: Final Bicycle Regional Plan/ Presentations
- Task 10: Branding, Logo, and Signage Systems
- Task 11: Regional Map

## A. Work Program

For the Albemarle Regional Bicycle Plan

*Public Input*

**Project Website**

**Facebook page**

**Public Input Events**

**Comment Form**



## A. Work Program

For the Albemarle Regional Bicycle Plan

*6 Public Input Events*

### Public Involvement Events

*Elizabeth City Farmers Market*

*Outer Banks Seafood Festival*

*Columbia Scuppernong Festival*

*Elizabeth City Potato Festival*

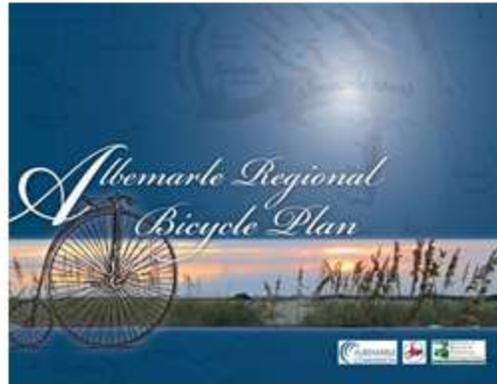
*Engelhard Seafood Festival*

*Dare Day (Manteo)*



## B. Final Plan Summary

- 1) Introduction
- 2) Existing Conditions
- 3) Needs Assessment
- 4) Infrastructure Recommendations
- 5) Priority Projects
- 6) Policies and Programs
- 7) Implementation
- 8) Appendices



## 1. Introduction



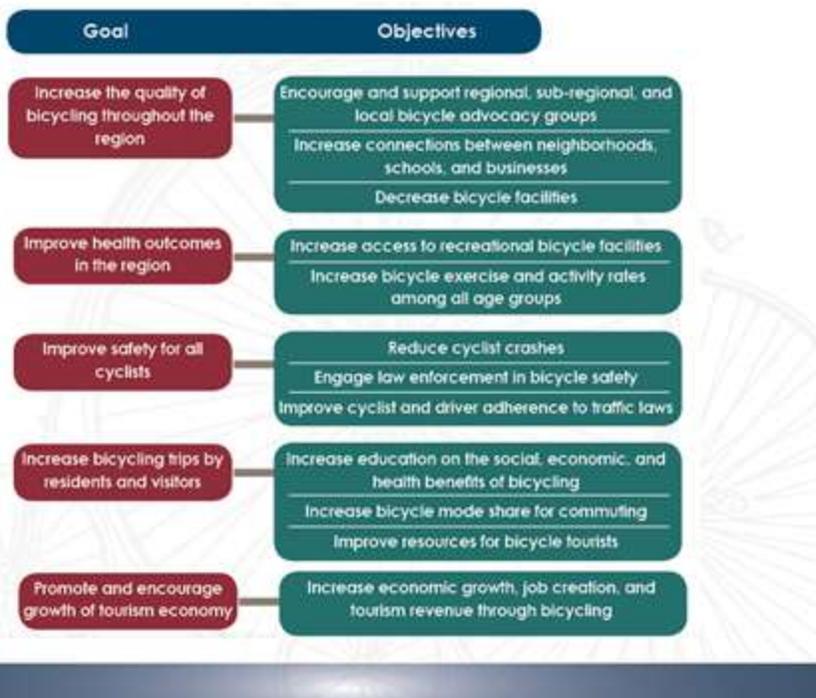
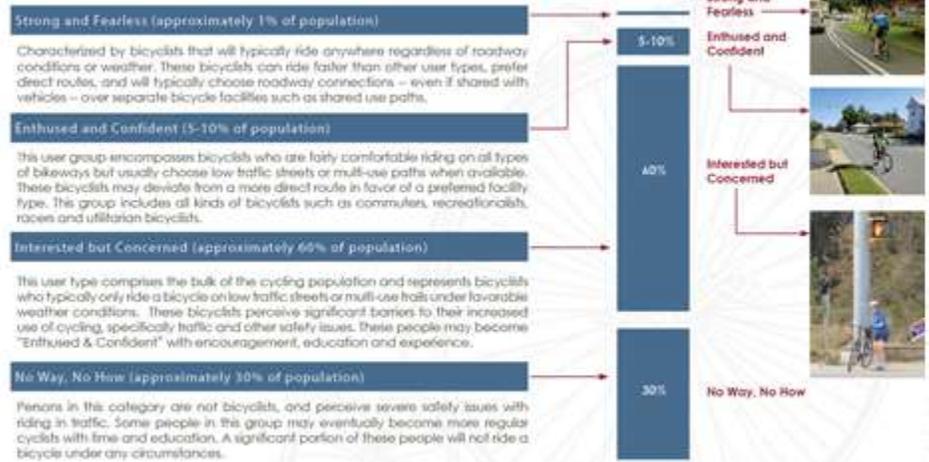


TABLE 1.1 TYPES OF BICYCLISTS <sup>14</sup>



### EQUITY

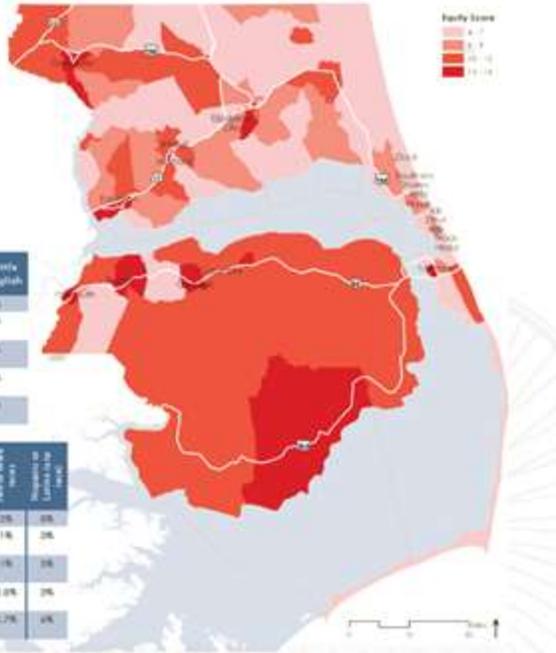
An important goal of this plan is to recommend a course for the Albemarle region that will benefit all residents, including those historically disenfranchised from political processes. An equity analysis was completed to identify the locations where such residents are located in order to target public outreach to those areas and ensure recommendations meet the needs of those residents. The map on right displays an 'equity score', which represents a composite of several factors – race, vehicle availability, income, and English fluency.

#### Demographics in the Albemarle Region

Geography	No. vehicle available	Median Household Income	Speak little to no English
North Carolina	3.0%	\$45,070	2.4%
Albemarle region	1.2%	\$44,143	1.4%
North of Sound Subregion	1.3%	\$46,937	1.2%
South of Sound Subregion	4.4%	\$33,888	1.8%
Outer Banks Subregion	0.4%	\$11,701	2.1%

#### Race and Ethnicity in the Albemarle Region

Geography	White	Black or African American	Asian	Hispanic or Latin American	Native Hawaiian or Other Pacific Islander	Two or more races	Unkn.
North Carolina	71%	21%	1%	2%	<1%	2%	2%
Albemarle region	72%	25%	0%	1%	1%	1%	2%
North of Sound Subregion	69%	27%	0.4%	0.7%	1%	1%	2%
South of Sound Subregion	50%	48%	0.4%	0.2%	0%	0.8%	2%
Outer Banks Subregion	94%	4%	0.2%	0.2%	1%	0.7%	0%



### CRASH DENSITY

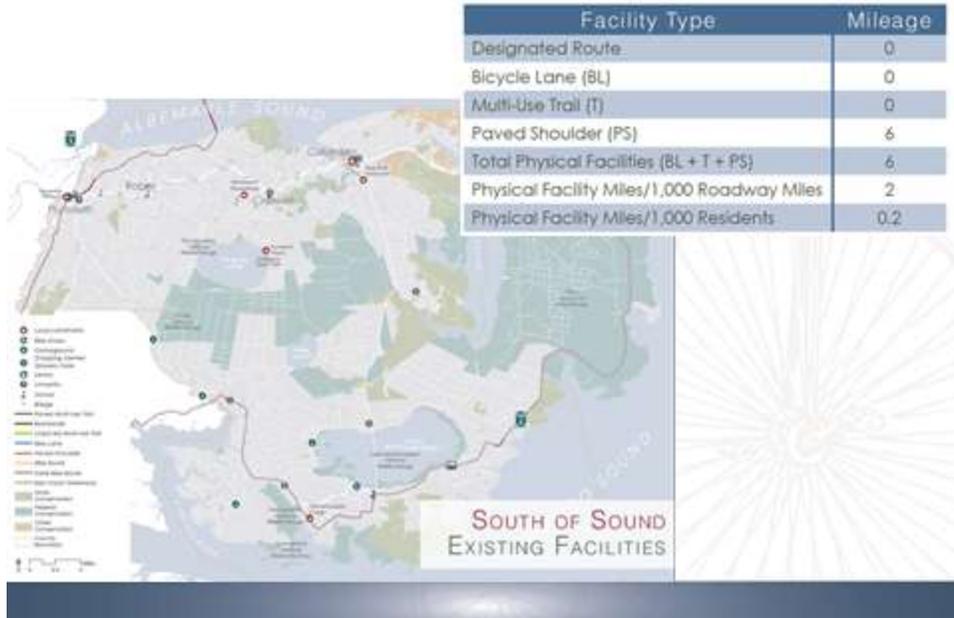
Cyclist crashes over the last ten years reveal safety patterns across the Albemarle region. Crashes are overrepresented in the Outer Banks relative to its year-round population, but there are two possible explanations for this. First, the Outer Banks population is greatly increased in the summer, and over half of the crashes took place between June and August. Second, bicycle mode share is greater in the Outer Banks, so crashes per bicycle trip may actually be lower. The following table displays crashes per bicycle commuter, a proxy for crashes per bicycle trip, and reveals that the Outer Banks is still overrepresented relative to the other subregions. This proxy does not account for visiting cyclists and non-work trips, however, and is therefore limited.

Notably, 42 percent of crashes took place in rural areas outside the municipalities of the region. These are likely occurring on rural roads with narrow shoulders and fast-moving vehicles.

Geography	Crashes	Crashes per 1000 residents	Crashes per 1000 population	Fatalities	Fatalities per 1000 residents
Albemarle region	372	1.2	1.04	11	0.04
North of Sound Subregion	87	0.8	0.95	3	0.04
South of Sound Subregion	28	1.2	0.79	1	0.04
Outer Banks Subregion	142	4.8	1.17	3	0.13



### 3. Needs Assessment



### 3. Needs Assessment

- 1) Existing Facilities, Amenities
- 2) Opportunities
- 3) Barriers
- 4) Bicyclist Activity and Behavior



# 4. Recommended Network

## Bicycle Facility Types

- Signed Route
- Sharrows
- Bike Boulevard
- Paved Shoulder
- Bike Lane
- Buffered Bike Lane
- Cycle Track
- Multi-use Trail





## Prioritization Criteria

Criteria	Score from Committee
Provides access to a school (any level)	5
Provides access to a higher-density residential area	4
Provides access to a higher-density commercial area	4
Provides access to a park or recreation center (including the beach)	4
Connects to an existing or funded trail	4
Serves low-income areas with low car-ownership rates	4
Segment contains reported bike accidents or provides an alternative to a corridor with a high number of reported accidents	4
Higher relative feasibility (no acquisition required)	4
Top 1-5 "Most in need of improvement" from online comment form	4
Top 6-10 "Most in need of improvement" from online comment form	3
Segment contains a Top 10 Intersection "Most in need of improvement"	3

## 5. Demonstration Projects



### D. Water Street/Park Drive - Plymouth

Bicycling activity in Plymouth was observed to be among the highest in the 30-county region. The downtown area boasts numerous activity centers and destinations of interest to cyclists, including retail and civic uses typical of a small downtown, as well as a bicycle shop, two schools, a hospital and the waterfront bicycle shop. When combined with the local demand for bicycling, these activity centers establish the area as a priority. The recommended network of on-street facilities in the downtown area includes bicycle lanes and sharrows depending on the existing cross section of the street.

**Extents and Facility Type:** Park Drive/Martin Lane-Madison Street to Main Street; Bicycle Lane (Bikepave); Water Street - Main Street to Madison Street; Sharrows  
**Length:** 0.7 miles  
**Traffic Volumes:** No Data

**Overview and Purpose:** Using a combination of bicycle lanes and sharrows, the recommended treatments in Plymouth will create a continuous bicycle corridor through downtown. These improvements can be realized through a cost-effective shaping exercise. The exhibit shows a pair of photosimulations that illustrate existing and proposed conditions. At Park Drive near the Port of Plymouth Museum bicycle lanes and a centerline are added to the wide 32' cross-section. On Water Street in the heart of downtown, sharrows are recommended to direct bicyclists to the proper placement in the lane, a particularly important improvement due to the presence of parallel parking. It should be noted that storage issues on Water Street may preclude shaping bicycle lanes in that section, and coordination is needed with NCDOT.

**Planning Level Cost Estimate:** \$18,775





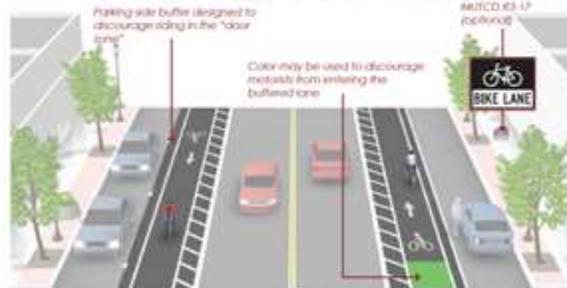
# 7. Implementation

## ACTION STEPS

Task	Lead Agency	Support	Details	Phase
<b>Presentations and Adoptions</b>				
Present Plan to Albemarle Commission	Albemarle Rural Planning Organization (ARPO)	Project Consultant	Present the plan to the Albemarle Commission for approval and adoption.	Short Term (2013)
Approve and adopt this Plan - Municipalities	Municipal Planners	ARPO/Project Consultant	Through adoption, the plan becomes a legitimate planning document of each municipality. Adoption shows that the city or town has been part of a successful, supported planning process and is a partner in implementation. It is key to securing funding from NCDOT and other state and federal agencies.	Short Term (2013)
Approve and adopt this Plan - Counties	County Planners	ARPO/Project Consultant	Through adoption, the Plan becomes a legitimate planning document of each County. Adoption shows that the County has been part of a successful, supported planning process and are partners in implementation. It is key to securing funding from NCDOT and other state and federal agencies.	Short Term (2013)
Involve media to spread word to public and elected officials.	ARPO	Municipal and County Planners, Advocates	ARPO should utilize the media to announce the adoption of the bicycle plan. Media includes local newspapers, websites, and local television. When significant trails and facilities are constructed, the media should be notified in order to spread the word to the public. This will help build upon successes.	Short Term (2013)
<b>Local and Regional Coordination</b>				
Establish Albemarle Bicycle and Pedestrian Advisory Committee (BPAC)	Regional Bicycle Plan Committee	ARPO	An ongoing regional entity focused on bicycle issues will be instrumental to the implementation of this plan and promotion of biking in the Albemarle region. This group should initially be formed of interested members of this plan's committee, and meet semi-annually to share implementation successes and challenges and track progress. The group can be divided into meaningful subcommittees such as policy, program, infrastructure, and evaluation groups.	Short Term (2013)
Set up regional Walk Bike website	BPAC	ARPO	Set up a website providing information to residents and tourists on bicycling in the region. To begin, the website can include this plan and the brochure map produced by it.	Short Term (2013-2014)

# Appendices

- 1) Existing Programs and Plan Summary
- 2) Public Input Summary
- 3) Design Guidelines
- 4) Funding
- 5) Prioritization Tables



**C. Next Steps**  
For the Regional Bicycle Plan

- Regional and Municipality Adoptions
- Implementation
- Signage Guidelines
- Regional Bicycle Map

*Albemarle Regional  
Bicycle Plan*

**QUESTIONS?**

Chair Johnson asked about the \$18,000 for Water Street listed in the plan. Ms. Welsh said this is just a conceptual plan so no money is needed now, but it will come from DOT (not the County). Ms. Welsh will send a draft resolution to Mr. Rhodes so that the County can adopt it so the plan can be put in place while there is still money allocated to Washington County.

## BOARD & COMMITTEE APPOINTMENTS:

### Fire Commission

The Fire Commission has asked the Board to make the following appointments to the Fire Commission.

#### Members:

Ron Ambrose (re-appointment)  
Joey Thompson (new appointment)  
Mike Jones (re-appointment)  
Dwight Davenport (re-appointment)  
Terry Cooper (new appointment)  
Fred Tetterton (re-appointment)  
Lance Swindell (re-appointment)  
Tim Griffin (re-appointment)

#### Alternates:

Carl Spruill (re-appointment)  
Timmie Miller (new appointment)  
Bill Overton (re-appointment)  
B.J. Biggs (new appointment)  
Rex Stotesberry (new appointment)  
Thomas Biggs (re-appointment)  
Jordan Brown (new appointment)  
Charles Hassell (re-appointment)

#### Ex-Officio

Ann Keyes (re-appointment as ex-officio)  
Wayne Lilley (re-appointment as ex-officio)

#### Commissioner

D. Cole Phelps (new appointment)

These appointments are for 3 years and will end June 30, 2017.

### Senior Center Advisory Board

The Senior Center Advisory Board recommends appointing Ms. Florence Jeanette Woodley to fill the vacancy of Mr. Al Sims. Ms. Woodley has agreed to serve if appointed.

**Commissioner Phelps made a motion to approve the appointments. Commissioner Sexton seconded, motion carried unanimously.**

FINANCE OFFICER'S REPORT: Mr. Milazi distributed and discussed his report. Commissioner Manning asked about Departments being over budget. Mr. Milazi said that the fund balance is low but he is putting mechanisms in place to make things better. He explained that sometimes items/services are not budgeted for but that they are needed. Commissioner Phelps had trouble understanding how budgets are overspent. Mr. Rhodes said at the last Department Head Meeting he instructed the Department Heads to go into the Edmunds system to see where they are at in their budget and if they have any issues they should contact himself or Mr. Milazi to discuss it.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER, CLERK OR ATTORNEY:

Mr. Rhodes stated that on January 27<sup>th</sup> a Transportation Plan meeting was held at the conference room at the Plymouth Municipal Airport. The last plan the County had was in the year 2000 so it is time for an update. The Commissioners will need to appoint a local Comprehensive Transportation Plan Steering Committee. Mr. Rhodes noted that he is in the process of putting together a list of names to bring to the Board for approval.

Commissioner Phelps would like to thank Ann Keyes and Vanessa Joyner for their efforts during the recent snowstorm.

Ms. Bennett noted that the community meeting between the Board of Education and the Board of Commissioners will be March 18, 2014 at 6:00 pm at the Roper Union School. More information will be forthcoming.

Ms. Jenn Arnold (VP for Washington County for the Southern Albemarle Association (SAA)) spoke to the Board about the SAA and the need to update our priorities in the brochure which will be printed this year. The Commissioners discussed removing the 32 Connector Road (since that project is started) and adding the widening of Morratock Road, adding a turn lane on Hwy 32 near the intersection of Morratock Road and Hwy 32 and repaving/widening of 30 Foot Canal Road (heading to Somerset). The Commissioners were asked to think if there were any more road projects they would like to give priority to and bring those ideas to the March 3, 2014 meeting.

**Commissioner Sexton made a motion to go into Closed Session according to NCGS §143-318.11(a)(4) economic development and NCGS §143-318.11(a)(3) attorney-client privilege. Commissioner Phelps seconded, motion carried unanimously.**

**At 8:45 pm, with no further business to discuss, Commissioner Sexton made a motion to recess the meeting until Monday, February 17, 2014. Commissioner McCray seconded, motion carried unanimously.**

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Tracey A. Johnson  
Chair

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Julie J. Bennett, CMC, NCCCC  
Clerk to the Board