

March 18, 2014

The Washington County Board of Commissioners met in a recessed meeting on Tuesday, March 18, 2014 at 5:00 PM in the Multi-Purpose Room of Washington County Union School, Roper, NC. Commissioners Johnson, Phelps and Sexton were present. Also present were County Manager Jerry W. Rhodes, Clerk to the Board Julie J. Bennett, County Attorney Curtis Potter and Finance Officer Frank Milazi. Commissioners McCray and Manning were unable to attend.

Chair Johnson called the recessed meeting to order.

ADDITIONS/DELETIONS: None.

RFP RECOMMENDATION FOR LIBRARY ROOFS: Mr. Rhodes told the Board the County received seven (7) architectural proposals for the library roofs that were opened on February 19, 2014 at 5:00 pm by Mr. Rhodes, Mr. Milazi, and Mr. Potter. Ms. Bennett recorded the proposals. Ms. Amy O'Neal, Ms. Rita Asby and Mr. Jesse Carrawan were present on behalf of the library. Proposals were received from:

- Errol J. Warren Jr. Architect (Rocky Mount)
- RGG Architecture PA (Greenville)
- The Wooten Company (Raleigh/Greenville)
- HH Architecture (Raleigh)
- JFK Architecture (Greenville)
- Ramsay Burgin Smith Architects (Salisbury)
- Oakley Collier Architects (Rocky Mount)

Mr. Rhodes, Mr. Potter and Mr. Milazi evaluated the proposals independent of each other. The proposals were evaluated and scored according to the following criteria:

- Technical Approach/Understanding of Problem
- Experience of Proposed Personnel
- CDBG Experience
- Familiarity with Location
- Rate Schedule

The proposals were assigned a total of 100 points. The top three were 1) The Wooten Company, 2) Oakley Collier Architects and 3) Ramsay Burgin Smith Architects. The County will contact 1), 2) and 3) for negotiation of pricing. Commissioner Sexton asked why the County isn't going to go to each company for pricing then pick one. Mr. Potter said statutorily the County doesn't have to go out for competitive pricing—the County used the criteria provided through the grant. Getting proposals for architectural services isn't like a sealed bid process where the County would have to do competitive bids. Commissioner Phelps asked for timeline on this project. Mr. Milazi stated that there is a schedule the County has to follow so the County

doesn't lose the funding. Chair Johnson noted that The Wooten Company has done work for the County before and the County has been pleased with their work.

Commissioner Sexton made a motion approve the RFP recommendation for Library roofs in this order: 1) The Wooten Company, 2) Oakley Collier Architects, and 3) Ramsay Burgin Smith Architects. Commissioner Phelps seconded, motion passed unanimously.

REVISED FY2014 – 2015 BUDGET CALENDAR: Mr. Milazi stated that the Budget calendar needs to be revised because all budgets have not been submitted. They should be turned in by this Friday. Ms. Bennett mentioned to the Commissioners that with this revised calendar, the June 2, 2014 Commissioners meeting may need to be moved to the second Monday of the month (June 9). This will be discussed closer to that date.

*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 Officer
Friday, February 28, 2014 thru Monday, March 3, 2014	Budget Consultations/Formulation Ask for Assistance if needed	Departments
Wednesday, March 05, 2014	Deadline for the submission of budget requests both expenditure & revenue to Finance	Departments
Friday, March 07, 2014	Update of tax valuation due from Tax Department	Tax Department
Tuesday, April 15, 2014 thru Friday, April 22, 2014	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	County Manager Finance Officer Departments
Friday, May 02, 2014	Final of tax valuation from Tax Department	Tax Department
Tuesday, May 13, 2014	Recommended budgets sent to departments and Commissioners (draft)	Finance
Friday, May 16, 2014	RECOMMENDED BUDGET MUST BE BALANCED	3:00 PM County Manager Finance Officer
Monday, May 19, 2014	Budget message is reviewed/written	County Manager
Wednesday, May 21, 2014	Recommended budget is printed	12:00 noon Finance
Tuesday, May 27, 2014	Presentation 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
Thursday, June 05, 2014 thru Friday, June 6, 2014	Commissioners work sessions to review budget with departments, agencies, school board	County Commissioners County Manager, Finance Officer Departments
Monday, June 09, 2014	Official public hearing on the budget	Public
Monday, June 23, 2014	Adoption of Budget Ordinance <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed & (2) public hearing is held.</i>	County Commissioners
Monday, June 30, 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 jrhodess@washconc.org or Frank Milazi, Finance Officer at fmilazi@washconc.org

Commissioner Sexton made a motion to approve the revised FY2014 – 2015 Budget Calendar as presented. Commissioner Phelps seconded, motion passed unanimously.

BOARD AND COMMITTEE APPOINTMENTS: The Mid-East Housing Authority has requested Ms. Luenetta Lewis to be re-appointed as Commissioner of their Authority. Ms. Lewis has indicated a willingness to serve again, if reappointed.

Commissioner Sexton made a motion re-appoint Luenetta Lewis as Commissioner of the Mid-East Housing Authority. Commissioner Phelps seconded, motion passed unanimously.

OTHER ITEMS: Ms. Bennett mentioned that she is trying to set up Tine/Jenkins meeting before the April 9, 2014 NCACC District Meeting in Bertie.

Mr. Potter stated that the County has been conditionally accepted into the Albemarle Regional Solid Waste Authority (ARSWA) pending execution of agreements between Washington County, ARSWA and GDS. Management will work with the ARSWA Executive Director to finalize paperwork to bring before the Board for approval.

At 5:15 pm, with no further business to discuss, Commissioner Phelps made a motion to adjourn the meeting. Commissioner Sexton seconded, motion carried unanimously.

Tracey A. Johnson
Chair

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