

June 25, 2015

The Washington County Board of Commissioners met in a recessed meeting Thursday, June 25, 2015 at 6:00 PM in the Commissioners Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps, Sexton and Walker 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 Sexton called the June 25, 2015 meeting to order.

NEXT STEPS FOR RECRUITING A COUNTY MANAGER: Chair Sexton asked the Commissioners to look over the recruiting ad before them. Ms. Bennett mentioned a couple of changes to the timeline. Commissioner Phelps said the Board needs to think of how they wish to handle the appointing an interim county manager. The Board agreed to let Ms. Bennett run the ads in the Roanoke Beacon, Washington Daily News (depending on the cost), NACo website and NCACC County Lines and the NCACC website.

WASHINGTON COUNTY 2015 -2016 BUDGET ORDINANCE: Mr. Rhodes said that the 2015-2016 budget is now balanced with a \$.79 ad valorem rate.

**BUDGET ORDINANCE
COUNTY OF WASHINGTON
FISCAL YEAR 2015-2016**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY, NORTH CAROLINA,

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operations of Washington County Government and its activities for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in accordance with the Chart of Accounts established for the County.

GENERAL ADMINISTRATION:

Governing Board	\$ 92,459
Manager's Office	323,190
Finance Office	563,663
Tax Administration	259,716
Professional Services	20,000
Board of Elections	138,358
Register of Deeds	142,043
Information Technology	118,184
Facility Services	741,529
Geographic Information Systems	69,533
Total	\$2,468,675

Washington County Budget Ordinance Fiscal Year 2015-2016
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<u>PUBLIC SAFETY:</u>	
Sheriff's Department	1,331,677
School Resource Officer - WCU	55,514
School Resource Officer - CHS	52,145
School Resource Officer - PHS	54,902
School Resource Officer - Pines	53,445
COPS Grant	0
Detention Center	817,522
Planning and Safety	213,304
Fire Protection	328,704
Forestry	82,689
Medical Examiner	1,000
Communications (E911)	361,245
Total	\$3,352,147

<u>HUMAN SERVICES:</u>	
Human Services - Administration	\$2,658,429
Human Services - Economic Support	1,164,386
Human Services - Transportation	299,119
Human Services - Community Alternatives	154,633
District Health Department	197,905
District Mental Health and Rehabilitation Service	30,000
Veterans' Service Officer	12,920
Total	\$4,517,392

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<u>ECONOMIC AND PHYSICAL DEVELOPMENT:</u>		
Economic Development	0.00	
Cooperative Extension Service	115,213	
Soil and Water Conservation Service	<u>52,654</u>	
Total		\$167,867
<u>CULTURAL AND RECREATIONAL:</u>		
Recreation	\$ 138,632	
Cultural Library	172,684	
Senior Citizens Center	<u>210,304</u>	
Total		\$521,620
<u>EDUCATION:</u>		
Washington County Schools - Capital Outlay	\$ 300,000	
Washington County Schools - Current Expense	1,603,000	
Martin Community College - Current Expense	<u>0</u>	
Total		\$ 1,903,000
<u>DEBT SERVICE:</u>		
PNC Install. Purchase: Industrial Bldg – Prin	\$ 50,000	
PNC Install. Purchase: Industrial Bldg – Interest	20,000	
Buildings – PUBLIC DEFENDER/ROPER BLDG	<u>6,000</u>	
Total		\$76,000

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<u>TRANSFERS TO OTHER FUNDS:</u>	
911 Equipment debt payments	25,000
Washington County Emergency Medical Services	479,504
Federal Credit Union/Roper Fire Truck	70,145
Reappraisal Reserve	33,000
Watershed Improvement	20,594
Airport Operation & Grant Match Transfers	<u>113,770</u>
Total	\$742,013
<u>OTHER OPERATIONS:</u>	
Juvenile Justice	82,739
Total	\$ 82,739
<u>CONTINGENCY</u>	
Total	\$0
TOTAL GENERAL FUND EXPENDITURES	<u>\$13,831,453</u>

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SECTION 2. It is estimated that the following revenues will be available to the General Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Current Years Tax Levy	\$ 6,425,330
Prior Years Tax Levy, Penalties and Interest	1,258,000
One Cent Local Government Sales Tax	720,000
½ Cent Local Government Sales Tax - Article 42	460,000
½ Cent Local Government Sales Tax - Article 40	749,725
Intergovernmental	182,232
Interest Earned on Investments	1,000
Public Assistance Federal and State Grants	3,082,046
Rents, Concessions and Other Contributions, Misc.	171,614
Detention Center Housing and Reimbursements	135,000
Permits and Fees	170,500
Board of Education Reimbursement -- SROs	216,006
Cost Allocation Reimbursements	<u>260,000</u>

TOTAL GENERAL FUND REVENUES **\$13,831,453**

Section 3. It is estimated that the following revenues will be available for the Drainage Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Watershed Improvement Tax Reserve	\$ 55,554
2016 Watershed 0.25 cent tax	<u>20,594</u>
Total Drainage Fund	\$76,148

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Section 4. The following amounts are hereby appropriated to the Washington County Drainage Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Beaver Control	\$ 5,000
Alligator Weed Spraying	25,000
Clearing and Snagging	<u>46,148</u>

Total Drainage Fund **\$76,148**

SECTION 5. The following amount is hereby appropriated to the Reappraisal Reserve Fund for Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

TOTAL REAPPRAISAL RESERVE FUND **\$33,000**

SECTION 6. It is estimated that the following revenue will be available for the Reappraisal Reserve Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

APPROPRIATED REAPPRAISAL RESERVE FUND **33,000**
\$33,000

SECTION 7. The following amount is hereby appropriated to the Washington County Sanitation Program for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Landfill Operations	\$ 169,066
Cost Allocation-General Fund	60,000
Scrap Tire Contracted Services	35,000
Contracted Services - Garbage Curbside Collection	678,571
Regional Landfill - Contract	259,784

TOTAL SANITATION PROGRAM EXPENDITURES **\$1,202,421**

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<u>Regional Landfill Charges-billed and paid to County</u>	
Town of Plymouth	\$ 48.72 per ton
Commercial	\$ 49.20 per ton

Leaf, limb, and construction and demolition debris up to 4 tons per year are allowed at no charge for a resident of Washington County or residential property owner that pays the annual solid waste user fee per residence. Commercial users and material delivered by a contractor will be charged at solid waste user fee scheduled rates. Only material generated in Washington County may be brought to the Washington County Landfill.

NOTE: Churches are considered households.

SECTION 9. The following amount is hereby appropriated to the Waterworks Operation and Maintenance Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. We shouldn't be billing our fire department in Mid-County or Lake Phelps.

Treatment Plant	\$ 277,283
Administration and Distribution	458,813
Includes the following:	
Revenue Bond - Interest and Principal	355,432
Cost Allocation - General Fund	<u>200,000</u>

TOTAL WATERWORKS EXPENDITURES **\$1,291,528**

SECTION 10. It is estimated that the following revenues will be available to the Waterworks Operation and Maintenance Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. The rates charged consumers of the Waterworks Fund are fully set forth below.

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Utility Base Charges	\$ 621,928
Utility Consumption Charges	631,680
Reconnection fees, penalties & interest	<u>37,920</u>

TOTAL WATERWORKS REVENUES **\$1,291,528**

Meter Size	Monthly Base Charge (includes the first 2000 gallons of water)
WATER	
3/4 inch	\$24.00
1 inch	\$36.00
1 1/2 inch	\$61.00
2 inch	\$99.00
3 inch	\$169.00
4 inch	\$247.00
6 inch	\$486.00
8 inch	\$726.00
Consumption charge \$13.00 for each 1000 gallons over the minimum	
Hydrant charge \$13.00 for each 1000 gallons over the minimum	
(added to fixed charges for all water consumed)	

Tap Fees	3/4 Inch Meter	1" and Larger	Hydrant Meter
Connection	\$600.00	\$700.00	\$700.00
Deposit (Refundable)	\$60.00	to be set individually	\$1,000.00
Plumbing Permit	\$5.00	\$5.00	\$5.00
Reconnection Fee	\$35.00	\$35.00	\$35.00
Special Meter Readings	\$35.00	\$35.00	\$35.00

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SECTION 11: The following amount is hereby appropriated to the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

TOTAL EMERGENCY TELEPHONE FUND **\$207,802**

SECTION 12: It is estimated that the following revenues will be available to the Emergency Telephone System Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016:

TOTAL EMERGENCY TELEPHONE FUND **\$207,802**

SECTION 13: The following amount is hereby appropriated to the Emergency Medical Services Fund for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016.

Emergency Medical Services \$1,209,268
Transport Services 284,885

TOTAL EMERGENCY MEDICAL SERVICES **\$1,494,153**

SECTION 14: It is estimated that the following revenues will be available to the Emergency Medical Services Fund for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

EMS Revenue 650,000
Contribution from General Fund 479,504
Transport Service Revenue 100,000
Tyrrell County Contracts Medicaid 175,000
Medicaid Reimbursement 89,649

TOTAL EMERGENCY MEDICAL SERVICES REVENUES **\$1,494,153**

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Section 15: It is estimated that the following revenues will be available to the Plymouth Municipal Airport Operation for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Airport Fuel Sales and hanger rentals	65,000
Contribution from General Fund	<u>87,763</u>
TOTAL AIRPORT OPERATION REVENUES	<u>\$152,763</u>

Section 16: The following amount is hereby appropriated to the Plymouth Municipal Airport for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

Salaries and Benefits	59,683
Operational Costs	28,080
Fuel Purchases	<u>65,000</u>
TOTAL AIRPORT OPERATION EXPENDITURES	<u>\$152,763</u>

Section 17:

- A. The use of facsimile signatures is authorized for use on County checks.
- B. Reimbursement shall be made to members of the Board of Commissioners in accordance with county policy, a fee of \$575.00 per month for Commissioners, \$650.00 per month for Chairman. The Chairman will also receive an allowance in the amount of \$275.00 per month; all other board members will also receive an allowance in the amount of \$225.00 per month for in-county travel per month. In county travel for this section shall be defined as being thirty (30) miles or less from an individual commissioner's home. All Commissioners also receive \$25.00 per month cell phone allowance.
- C. Reimbursement for mileage shall be at 50 cents per mile.

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- D. Receipts collected by county officers and employees must be deposited daily with the Finance Officer regardless of the amount or type of revenue.
- E. The Budget Officer is authorized to restrict expenditures below their appropriated limits. The Finance Officer shall be notified and consulted when such restrictions are imposed. The purpose of this provision is to enable the Budget Officer and Finance Officer to compensate for seasonal reductions in cash balances. This provision does not apply to debt service requirements.
- F. Restricted sales tax revenue that exceeds the estimation will be applied to a capital reserve fund for the Washington County School system. A reduction in restricted sales tax revenue will require a proportional reduction in the appropriated school capital outlay category.
- G. Attachment I to Budget Ordinance – Fee Schedule.

SECTION 18. An *Ad Valorem* Tax is herein levied at the rate of \$.79 per \$100 valuation on all property having sites in the County of Washington as of January 1, 2015 for the purpose of obtaining the revenue listed as "Current Year's Tax Levy" in Section 2 of this Ordinance. This rate is based on an estimated total valuation for purposes of taxation of \$883,974,161 and an estimated collection rate of 92.00%.

SECTION 19. The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. He may not change previously approved pay plan or employee's salary rates without consultation with the Board.
- B. He may transfer amounts between items of expenditures within a department without limitation.

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- C. He may transfer amounts up to \$1,000 between departments of the same fund. This also applies to the contingency appropriation.
- D. He may not transfer any amount from contingency between funds not previously authorized by the Board.
- E. A report of all transfers shall be reported to the Board of Commissioners in the monthly financial report of the Finance Officer.
- F. No department will purchase goods or services without following pre-audit procedures G.S. 159.28

SECTION 23. Copies of this Budget Ordinance shall be furnished to the Budget Officer, the Finance Officer and the Tax Administrator for direction in carrying out their duties.

ADOPTED THIS 25 DAY OF JUNE, 2015

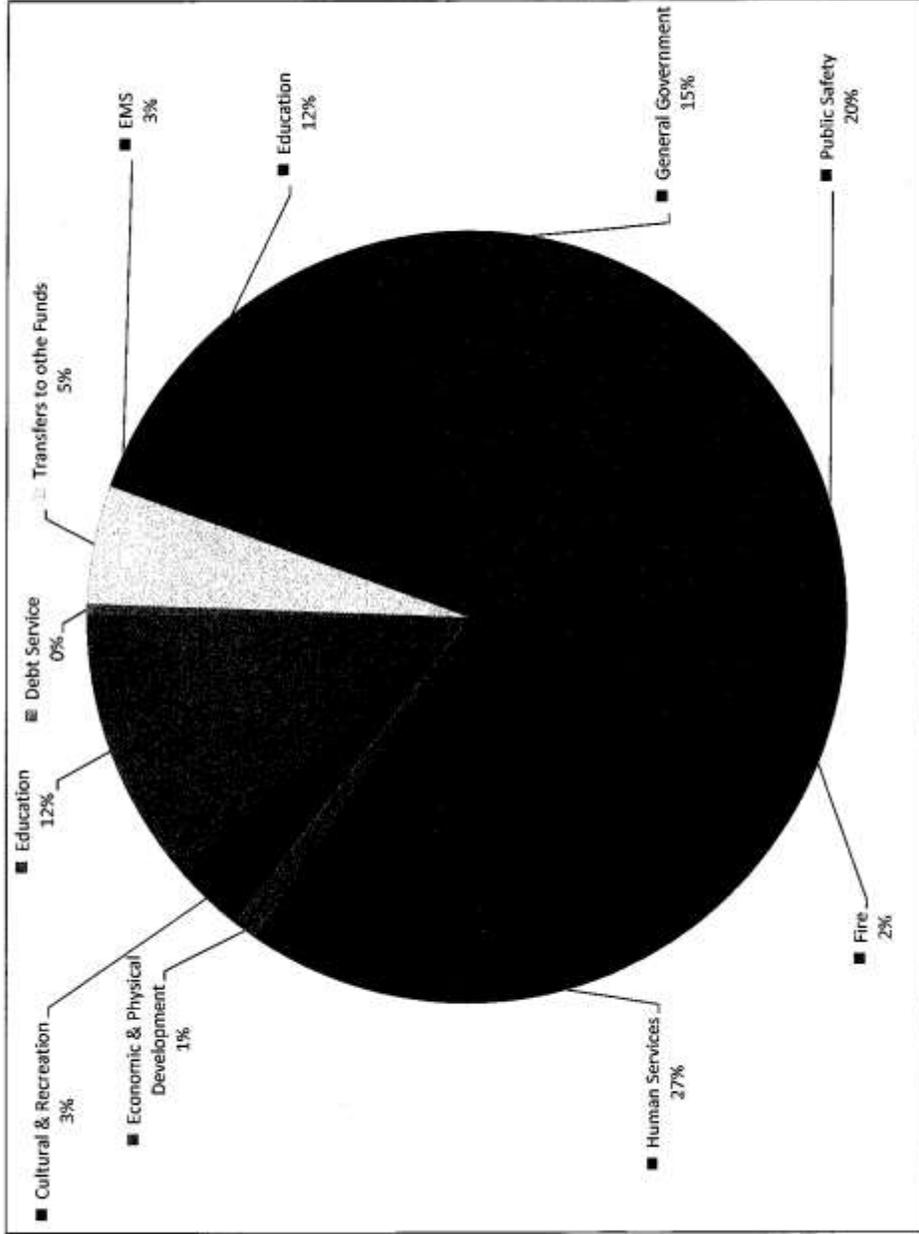
Attest:


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


William R. Sexton, Jr. Chair
Washington County Board of Commissioners



WASHINGTON COUNTY
2016 BUDGET DISTRIBUTION



BUDGET ORDINANCE Attachment 1

**WASHINGTON COUNTY
BUILDING PERMIT FEE SCHEDULE**

FISCAL YEAR 2015-2016

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY:

The fee for all permits required by this Code shall be paid at the time of filing the application in accordance with the following schedule.

SECTION 1. AUTHORITY

The authority for this Ordinance is found at G.S. 153-A-354.

The building inspector is authorized to assign all construction on to one of the categories contained herein. The assignment will be to the category, which in his discretion, is the one most closely related to the proper construction category.

SECTION 2. MOBILE HOMES AND MODULAR HOUSING

Camper	\$125.00
Single wide mobile homes	\$150.00
Double wide mobile homes	\$175.00
Triple wide mobile homes	\$200.00

BUDGET ORDINANCE Attachment 1

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BUILDING PERMIT FEE SCHEDULE
FISCAL YEAR 2015-2016

SECTION 8. RESTORATION OF ELECTRICAL SERVICES

\$75.00

SECTION 9. MECHANICAL PERMITS

New construction – residential and commercial
Alterations

8¢ per square foot
\$75.00

SECTION 10. DUAL FUEL PERMITS

\$150.00

SECTION 11. INSULATION

New construction – residential and commercial
Alterations

6¢ per square foot
\$75.00

SECTION 12. VINYL SIDING PERMITS

\$75.00

SECTION 13. SHINGLES

Re-roof

\$75.00

BUILDING PERMIT FEE SCHEDULE
FISCAL YEAR 2015-2016

SECTION 14. SIGN PERMITS

Up to 100 square feet	\$ 60.00
Over 100 square feet	\$120.00
Electricity to sign	\$ 75.00

SECTION 15. BEER/WINE (FIRE/BUILDING INSPECTIONS)

\$100.00

SECTION 16. DAYCARE INSPECTION

\$75.00

SECTION 17. PLUMBING PERMITS

New construction	8¢ per square foot
Alterations	\$75.00

SECTION 18. COURTESY OR CHANGE OF OCCUPANCY INSPECTION

\$70.00

SECTION 19. DEMOLITIONS

\$50.00

BUILDING PERMIT FEE SCHEDULE
FISCAL YEAR 2015-2016

SECTION 20. COMMUNICATIONS TOWER

\$6.00 per foot of height plus building permit, if required.

SECTION 21. RE-INSPECTIONS

\$25.00 will be charged for re-inspections.

SECTION 22. G.S. 87-15.6

(1991) Homeowners Recovery Fund Fee of \$5.00 (State \$4.00, County \$1.00) charged to licensed general contractors for construction or alteration of any single family residential dwelling.

SECTION 23. FEMA DEVELOPMENT PERMIT – RESIDENTIAL AND COMMERCIAL

\$25.00

SECTION 24. PRIVILEGE LICENSE

\$25.00/year – Non-resident contractors that are performing work in Washington County.

SECTION 25. SUBDIVISION DEVELOPMENT FEE

\$200.00

BUILDING PERMIT FEE SCHEDULE
FISCAL YEAR 2015-2016

SECTION 26. ENFORCEMENTS

A \$50.00 fine for commencement of construction, alterations, additions, repair or other work requiring a permit, will be added to the fees due. Payment of such penalty shall not relieve the violator of criminal prosecution. Other penalties may apply as provided in the North Carolina State Building Codes and National Electrical Code as amended or failure to comply with any of the requirements thereof shall be guilty of a misdemeanor punishable by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) for each day's violation.

SECTION 27. APPEALS

Any appeals as to the existing ordinance shall be made to the County Building Inspector within ten (10) days of written notice from the Inspections Department. Further appeals will be conducted by the County Board of Commissioners. The County Manager shall affix a reasonable time and hearing as to the appeal with the Board. The Board may conduct a full and complete hearing as to the matters in controversy, after which shall, within a reasonable amount of time, give written decision setting forth its finding of fact and its conclusions.

SECTION 28. SEVERABILITY

Should any section or provision of this ordinance be declared null and void by the courts, such decisions shall not affect the validity of the ordinance as a whole, or any other independent part thereof.

SECTION 29. EXEMPTIONS

No fee shall be required for the County of Washington, State of North Carolina, the United States of America, the Towns of Creswell, Plymouth and Roper, or the Washington County Board of Education.

BUILDING PERMIT FEE SCHEDULE
FISCAL YEAR 2015-2016

SECTION 30. DEFINITIONS

Modular - Considered equal to new construction
Construction – trailer - Considered as a single wide

**WASHINGTON COUNTY ANIMAL CONTROL
FEE SCHEDULE
FISCAL YEAR 2015 - 2016**

ANIMAL ADOPTION

Dog/each \$35.00
 Cat/each \$35.00
 Other/each \$10.00

PICK-UP/SURRENDER

Pick-up/Surrender dog \$15
 Pick-up/Surrender puppy \$10
 Pick-up/Surrender cat \$15

ANIMAL REDEMPTIONS

Impoundment \$5.00 per day times the number of animals,
 times the number of days = fee

PENALTIES

First offense \$ 25.00
 Second offense \$ 50.00
 Third offense \$150.00

COLLECTION FOR RESALE PERMIT

Annual permit fee \$250.00

OTHER

Euthanasia and disposal fee

1. Small animal (under 50 pounds) \$10.00
2. Large animal (over 50 pounds) \$15.00
3. Owner request pick-up \$ 5.00
 (maximum of \$25.00)

***Fees to be collected by the Animal Control Officer, Sheriff's Department, or Finance Office.

WASHINGTON COUNTY RECREATION
FEE SCHEDULE
FISCAL YEAR 2015 - 2016

INSURANCE

\$15.00 per person per year for all sports in addition to program fee

PROGRAMS

Archery	\$35.00
Baseball	\$30.00
Basketball	\$30.00
Boys softball	\$30.00
Cheerleading	\$15.00
Football	\$35.00
Gymnastics	\$30.00
Karate	\$20.00
Line dancing	\$ 5.00
Swimming	\$60.00
Tennis	\$30.00
Volleyball	\$20.00

***The program fee is per person, per year, per sport.

WASHINGTON COUNTY MISCELLANEOUS
FEE SCHEDULE
FISCAL YEAR 2015 - 2016

OTHER FEES

Copies of documents

25¢ per page
\$5.00 per map

Commissioner Manning asked Mr. Milazi about the fee changes. Were there any changes made to the fee schedule? Mr. Milazi said yes, changes were made to Animal Control fees. Mr. Rhodes said that the water increases that the Board approved are in this budget also.

Commissioner Phelps said it has been a long budget process and not everyone is pleased with it, but it wisely spends the taxpayer's money. He also said that he is glad that it doesn't contain a tax increase. Commissioner Phelps conveyed his thanks to Mr. Milazi and staff.

Commissioner Manning said thanks to Mr. Rhodes and staff for all the hard work on the budget and thanked Commissioner Phelps for his leadership in this effort.

Commissioner Johnson thanked everyone and thanked Commissioners Phelps and Manning for pushing for the changes in the budget. Commissioner Johnson said she knows we will still have a problem with EMS next year. She said she is hoping to have a ¼ cent sales tax increase--that way it doesn't just impact the personal property owners. Commissioner Johnson said the County has to find a way to raise some money for that rainy day. Sales tax is different than a tax increase. The County is going to have to work hard to get a ¼ cent referendum passed. Commissioner Johnson went on to say that the County has got to think about how to raise money for things we will need.

Commissioner Walker said it's his first budget and he echoes the others sentiments.

Commissioner Johnson asked the Board to think about going to a 1% or 2% 401K contribution by the County instead of the current 3%. She would like to see current employees grandfathered at the 3%. It would still be a benefit that could lure new employees since all counties don't offer a 401K plan.

Commissioner Phelps agreed with Commissioner Johnson and would like staff to bring the breakdown of what that savings would be to the July meeting.

Mr. Milazi said that law enforcement is still required to receive 5%.

FUND BALANCE POLICY: Mr. Milazi presented the Fund Balance Policy to the Commissioners in March. The County has no policy now that requires the County to put money in the fund balance. The County has "working capital". If this Fund Balance Policy is approved it will be the start of the County's fund balance and the County will continue to build it.

Commissioner Phelps asked about the percentage that needs to stay in the fund balance. If the County falls below that (10%) which is currently in this policy, does it mean in 3 years that the County will have the 10%? Mr. Rhodes said that if the ¼ sales tax is approved that it would bring in additional sales tax revenue.

Commissioner Johnson said that she has heard that the fund balance should have 3 months worth of operating expense in it. Does 10% do this for the County? Mr. Milazi said the 10% has been set so that the County can meet this.

Mr. Milazi said after he has completed year end close-out on Tuesday, June 30, he will be able to see if the County has money to put in the fund balance.

Chair Sexton said that the County's fund balance is tied up in the \$1.2M of back taxes. Ms. Wilkins said that the Tax Office has received over \$17,000 in the last month and over \$14,000 today.

Commissioner Walker made a motion to adopt the 2015– 2016 recommended budget ordinance presented for \$13,831,453. Commissioner Phelps seconded, motion carried unanimously.

Commissioner Phelps made a motion to adopt the Washington County Fund Balance Policy. Commissioner Johnson seconded, motion carried unanimously.

WATER LEAK: Mr. Rhodes said the County has just found out that we have a water leak near Industrial Lane and Hwy 64 in Plymouth. It's about 10 feet below the ground. The County's Water Department doesn't have the equipment to keep our workers safe while taking care of getting this fixed. Only the lumber company uses water in Industrial Park. Mr. Rhodes stated he had a meeting with Doremus Luton (Interim Public Utilities Director), Carol Phelps, (DOT), David Massengil (Contractor (Lakeside Utilities)) and County Attorney Potter. The County would need to contract Mr. Massengil to do the work and replace the part. This is not a public safety issue yet. There may have to be some lane reassignments for the July 4th holiday due to an increase in traffic. Mr. Potter said it appears that the leak has been isolated and stabilized which gives Mr. Massengil time to work on a solution. Commissioner Phelps asked for an update on June 30 if the estimate has been received.

Mr. Milazi stated that if the estimate comes in before June 30 we can pay it out of this year's budget.

Chair Sexton said the Commissioners would like to have the budget amendments to look at before the meeting on Tuesday morning.

At 6:35 PM, with no further business to discuss, Commissioner Manning made a motion to recess the meeting until June 30, 2015 at 7:00 AM for end of year budget amendments. Commissioner Phelps seconded, motion carried unanimously.

William R. Sexton, Jr.
Chair

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

