

May 25, 2016

The Washington County Board of Commissioners met in a recessed session on Wednesday, May 25, 2016 at 5:00 PM in the Cooperative Extension Conference Room, 128 E. Main Street, Plymouth, NC. Commissioners Manning, Phelps and Sexton were present. Also present were County Manager Willie Mack Carawan, Jr., Clerk to the Board Julie J. Bennett, County Attorney/Assistant County Manager Curtis Potter and Deputy Finance Officer Missy Dixon. Commissioners Johnson and Walker were unable to attend.

Chair Phelps called the May 25, 2016 to order at 5:00 pm.

COMMISSIONERS' BUDGET WORK SESSION:

JCPC—Nancy Hodges

JCPC Representatives were in attendance—Ms. Nancy Hodges, Ms. Laura Oliver, and Ms. Fannie Williams. Ms. Hodges stated that Washington County is a recipient of state funds and requires a 9.37cent match. Commissioner Sexton asked how Cooperative Extension interacts with the JCPC. Ms. Oliver, Cooperative Ext. 4-H Agent, said JCPC pays afterschool programs and pays for some kids to go to 4-H camp to learn some life skills. 21 kids enrolled are enrolled in this camp. The gap in the funding is for the camp, it comes at the end of the year. Ms. Williams, Assistant Superintendent, works with the RAYS program that deals with younger kids (middle school)—at risk youth—and serves 36 children each semester. They try to prevent them from being suspended and be better prepared for high school. Ms. Rogers praised Washington County's Teen Court program—it's one of the best. Chair Phelps asked about the Brothers Giving Back. Ms. Rogers said it is no longer funded and should be removed as should the Shelter Home.

Forestry—Lance Swindell

Chair Phelps told Mr. Swindell that the Board discussed the Forestry budget last night and there were questions regarding a new truck. Mr. Swindell said the Forest Service has a max 95,000 miles for 3 years that can be put on a truck. The equipment operator will get his truck and the fire apparatus will go into Mr. Swindell's new truck. It is mandatory to keep mileage to a certain number. Mr. Swindell also mentioned that Forestry will be under budget by \$14,000 due to a vacancy. Chair Phelps asked about the difference in the budget-- \$225-\$250 to buy fire pants. Mr. Swindell said they are that expensive. Mr. Carawan asked Mr. Swindell that if the Board just approves the increase for the truck will it touch any of the mandatory items required if they don't fund the full increase. Mr. Swindell said there are some items that they are required to have updated each year.

Cooperative Extension—Rebecca Liverman

Mr. Carawan explained that the increase in salary line is because of the County's commitment to supplement the Directors' salary. Washington County used to be the lowest cost share in the state. The match on the title promotion for Ms. Liverman is what is in the budget. Ms. Liverman said she has applied for the title promotion but has not received it yet. One of her staff has completed her degree and put in for a title promotion also. Ms. Liverman also explained that the maintenance contract has not been completed for the phones so it has been put in the budget, but not used this year.

Recreation—Randy Fulford

Chair Phelps passed out a handout from the Parks and Recreation Advisory Board (PARAB) meeting on Monday night (5/22). After a 2 hour discussion, the PARAB recommended the changes in red.

**Washington County Parks and Recreation Board Unanimous
Recommendation for the Fiscal Budget Year 2016-2017**

On Monday, May 23, 2016, the Washington County Parks and Recreation Board met for their regularly scheduled monthly meeting at 6:30 P.M. Many items were listed on the agenda, but one of the main items discussed was the County Managers Recommended Recreation Budget for the Fiscal Year of 2016-2017.

As a reminder to the Washington County Board of County Commissioners, the Washington County Parks and Recreation Board is made up of seven members. One member is a County Commissioner (Commissioner Phelps), one member is the Recreation Director (Randy Fulford), and five members are appointed by each individual commissioner from their district to represent the entire county.

The Washington County Parks and Recreation Board reviewed the County Managers Recommended Recreation Budget for the Fiscal Year of 2016-2017 and unanimously disagreed with the proposed recommended budget. After a two hour discussion, the Board made a motion by Mr. Tommy Peed, which was seconded by Mr. Kevin Riddick to recommend the following appropriations to the recreation department. The motion passed unanimously.

010	Salaries and Wages – Regular	\$70,466.00
<i>*This accounts for Mr. Fulford's salary of \$40,466.00 and a second full time person of a salary of \$30,000.00</i>		
030	Salaries and Wages – Part Time	\$28,330.00
	Salaries and Wages –Longevity	\$810.00
090	Fica Tax	STBD (due to second full time person)
100	Retirement	STBD (due to second full time person)
101	401(K) Contribution	STBD (due to second full time person)
140	Workman's Comp	STBD (due to second full time person)
180	Group Insurance	STBD (due to second full time person)
200	Supplies and Materials	\$17,489.00
250	Supplies and Vehicles	\$0.00
260	Departmental Supplies	\$3,500.00
310	Travel	\$2,500.00
	Training	\$2,500.00
320	Communications	\$2,930.00
330	Utilities	\$14,000.00
350	Maintenance and Repair-Buildings	\$15,000.00
355	Maintenance and Repair-Vehicle	\$7,500.00
390	Departmental Supplies and Awards	\$1,000.00
399	Departmental Supplies-Miscellaneous	\$0.00
450	Insurance and Bonds	\$0.00
550	Capital Outlay-Equipment	\$25,000.00
	Capital Outlay-Washington Street	\$70,358.00
	Capital Outlay-Skinnersville	\$68,680.00
	Capital Outlay-Creswell	\$14,000.00
551	Grant-Trillium Playground Grant	\$0.00
610	Contracted Services	\$4,010.00

KEY:

Red: Changes to the proposed budget by the Parks and Recreation Board.

Black: The Parks and Recreation Board agrees with the proposed budget.

Chair Phelps said he knows that Mr. Fulford said he needs a full time person and other members of the Board have agreed. Mr. Fulford said sometimes he works 90 hours a week to keep everything going. He said he works every weekend and hasn't had a vacation in 30 years.

Mr. Fulford said he has no one to help him and when he retires, he doesn't know who is going to run the program. Chair Phelps asked Mr. Fulford if he has requested a full-time person before. Mr. Fulford said yes, many times. He said the part-time line item pays for officials. Mr. Fulford also said he doesn't have money in the budget this year to run some of the programs he has had in the past.

Commissioner Sexton said at one time there was talk about having a student from ECU in the summer to help out with some programs.

Chair Phelps said our biggest investment should be in our kids. **Chair Phelps made a motion to appropriate the funding in the Recreation Department for a full-time person with a base salary of \$30,000.** Commissioner Sexton said it needs to be determined what duties an additional person would be doing. Commissioner Sexton said he would like to see a job description and would like for the full board to be in attendance. **Commissioner Sexton seconded so that there could be a discussion.** Discussion ensued. Commissioner Manning said we need to listen to all departments before making any cuts and feels that not all the vehicles asked for in the budget should be funded. Commissioner Sexton asked Mr. Fulford would he like to have a full-time person or all the money for the capital outlay projects. **The Chair called for the vote. Chair Phelps voted yes. Commissioners Sexton and Manning voted nay. The motion failed. (Commissioners Johnson and Walker were not present.)**

Commissioner Sexton asked Mr. Fulford to go through the capital outlay items. Mr. Fulford said safety is an issue. Equipment to suit one kid up is about \$200. He has no pads for karate, no uniforms for kids for any sports. He continues to patch what has been used in the past. Mr. Fulford said that kids are leaving Washington County to play in other places because we don't have enough for teams in this County.

Chair Phelps made a motion to approve the \$17,489K for supplies. Commissioner Manning seconded, the vote was unanimous to increase that line item.

Commissioner Manning said that Mr. Fulford is one of the most dedicated employees Washington County has. Chair Phelps said he does agree that we need to see about getting him some help.

Mr. Fulford went on to say that the Washington Street gym is 62 years old. We need a new gym—it needs lighting, flooring, a roof, painting, new tin, etc. Commissioner Sexton asked has Chair Phelps' committee looked at putting up a metal building as a new gym. Mr. Fulford said the gym is open every day for sports.

Mr. Fulford said the Skinnersville park needs asphalt, nets and fencing around the tennis courts. Chair Phelps said there is a path where folks can drive right through the park. Something needs to be done to stop that.

Mr. Fulford said the Creswell Veterans Field needs the bathrooms fixed and the field needs work. When it rains the field can't be played on. Kids would probably come back if the field was fixed. Commissioner Manning asked again about the mowing in the County. Mr. Potter said staff is working on a contract for someone to do all the mowing that needs to be done at the county buildings, and Water and Recreation. Commissioner Sexton said we can't put money into every field in the County.

Register of Deeds (ROD)—Tim Esolen

Mr. Carawan explained that there are some discrepancies in salaries based on what was in the budget last year. Mr. Carawan did include money this year for part-time services. Chair Phelps said that Mr. Esolen requested more than was recommended. Mr. Esolen said yes he was requesting a second full-time person, and if he can't have that he needs the part-time person. Commissioner Sexton asked in small counties like ours, how many are in the ROD. Mr. Esolen replied "two" (2).

IT—Darlene Fikes

Ms. Fikes said she is trying to get her salary in line with other IT Directors in NC and has had increased responsibilities in the last 6-7 years. Mr. Potter asked that the Board discuss specific personnel questions in a Closed Session. Commissioner Manning asked Ms. Fikes how long has she worked for the county. She replied "37 years". Mid-range is \$61,000 - \$100,000 based on UNC SOG numbers. Capital outlay equipment---there was a 3 year plan on buying various big ticket items, this is the last year. Maintenance & repair—covers software licenses

Tax—Sherri Wilkins

Ms. Wilkins explained that money was increased in the departmental supplies because she needs a new laptop. \$50,000 in tax and \$50,000 in finance for software (this is split between the departments). Ms. Wilkins said she has asked increases for all her staff based on certifications and experience – she would like to bring her staff's salaries up to par. Mr. Carawan said it sounds like we have multiple 'step' issues across the different departments.

Finance—Willie Carawan

Mr. Carawan said the vacancy in finance causes a decrease and increase for one employee in the salary line.

Chair Phelps asked about bank fees. Ms. Dixon said she has not been able to post everything yet. She also said it would still be one or two months before we move to a new bank so not sure what the fee structure would be. Ms. Dixon said they don't drive to the bank every day, they do use the ATM, but do try to go to the bank every Friday. When we banked with RBC we banked for free, when it changed to PNC we started getting charged fees.

Professional services—Chair Phelps asked for the justification of this.

Soil & Water/Drainage—Keith Sawyer

Mr. Sawyer said he asked for additional training money for this year.

He said the 1 cent drainage tax = \$85,193

Mr. Sawyer said he needs an increase in beaver control—the 1 cent the district pays so the customer doesn't have to pay.

Senior Center—Vanessa Joyner

Ms. Joyner said she is requesting for a part-time person to become a full-time person to make sure the Center is covered when someone has to be out. She said she could do away with the part-time line if she had the full-time person. She said that Albemarle Nutrition pays for the home bound meals (Meals on Wheels) and meals at the Senior Center (4-H center provides the

meals)—Albemarle Nutrition asked for an increase. They feed 22 for meals on wheels and it varies every day at the center could be 10 – 25 people, Monday through Friday.

Ms. Joyner said she needs a vehicle to take seniors on trips—14 passenger van--\$30,000.

She also needs new furniture at the Center. The current furniture has been there since the Center was opened. The chairs are low and difficult for the seniors to get up and out of. She needs chairs with arms on them.

The Commissioners asked Ms. Joyner if she had to choose between the nice chairs or the van, which would she chose. She said she would like the chairs. The Board said they might be able to fund the chairs and the full-time person but not the van.

Commissioner Manning had to leave at 7:08 PM. Chair Phelps also noted that Melanie Perry, CEO of the Washington County Hospital has been attending all of the work sessions.

Elections—Dora Bell

Ms. Bell said she is requesting a salary increase. She said she has only received one step increase since 2004.

Ms. Bell said in Travel she recommended the same amount just different categories. She said she is fine with holding off on the capital outlay – equipment for \$15,000—change to \$5,000.

Professional Services—ok with budget

Hospital Pension Plan—address tomorrow night

Legal Services Hospital—ok with budget

At 7:48 PM with no further business to discuss, **Commissioner Sexton made a motion to recess to May 26, 2016 at 5:00 PM in the Beaufort County Community College Washington County Center in Roper. Chair Phelps seconded, motion carried unanimously.**

D. Cole Phelps
Chair

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