

August 4, 2014

The Washington County Board of Commissioners met in a regular session on Monday, August 4, 2014 at 7:00 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, County Attorney Curtis Potter and Finance Officer Frank Milazi.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation; Commissioner Sexton led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett requested to MOVE Item 12—Certificate of Achievement—Financial Reporting to Item 2A , ADD Washington County Dept. of Social Services Membership to Item 13 and DELETE Item 5—Medical Examiner Presentation.

CONSENT AGENDA: Commissioner Sexton made a motion to approve the Consent Agenda with the abovementioned changes:

- a) Approval of Minutes
- b) Revised: Washington County Single Family Rehabilitation Program
(SRFLP14) Procurement Policy, Disbursement Policy and Assistance Policy
- c) Order for Collection of Ad Valorem Taxes
- d) Auditor Contracts
Audit contract was amended to change the date the reports were due. Commissioners also reiterated that they want to ask for a different auditor through this firm.

Commissioner Phelps asked Ms. Bennett to explain Item b). Ms. Bennett stated that Washington County has been allotted \$170,000 to rebuild 3 homes in the area for residents in need. Residents can pick up an application from the County Manager's office. Applications need to be returned by August 22 along with a copy of their deed for the home needing repairs and paperwork showing income for everyone living in the house.

Commissioner Walker seconded, motion carried unanimously.

PUBLIC FORUM: Micky Robbins, 25 Albemarle Beach Road, spoke to the Board regarding a problem with his water bill increasing from \$20 to \$571. Mr. Robbins stated his meter was changed during the middle of month to a new meter. He was told the Water Dept. could take off half of his bill. Mr. Manring said the meter showed that 57,000 gals went through it. Mr. Manring stated that he has tested the meter and there is nothing wrong with it. Mr. Manring also said he recently had his own problem with losing 7,000 gals in 26 hours when a toilet was left running in his personal residence. Discussion ensued. Mr. Manring stated that positive displacement meters do not go fast, do not skip and they do not register high. Mr.

Manring follows the Waterworks Ordinance adopted by the Commissioners where the ordinance allows an abatement of ½ of the high water bill if there is a leak.

Mr. Ober (son of Frances), Albemarle Beach Road said he had a high bill also.

Jeff Herrington, Mackey's Road said his bill showed didn't use any water for the last 8 months, then a new meter was installed.

Greg Taylor, Davenport Forks Road, said he had a water bill for \$464 but had a leaking toilet and the only abatement he can get is ½ the bill. Mr. Taylor said he went in to pay the water bill today and was told he had an even higher bill. He said he pays \$21 when there is zero usage.

Mr. Rhodes spoke about the Ordinance adopted by Board in 2009. A citizen can only receive relief when a water customer shows they had a leak. The Ordinance is very specific. Mr. Manring has followed the rules—he has pulled meters, tested meters.

Chair Johnson said maybe a group needs to be created to look into making changes to the Ordinance and look into concerns that citizens have. Commissioner Phelps said he doesn't think these folks should have to pay the high usage while this is being looked into. Commissioner Sexton said they should pay the minimum amount while this is being looked at.

Chair Johnson asked the Clerk to pull former documents to see how the original Ordinance was created. Chair Johnson stated that the citizens here tonight with water bill problems will pay the minimum until this gets straightened out.

CERTIFICATE OF ACHIEVEMENT—FINANCIAL REPORTING: Ms. Bernita Demery, GFAO State Representative from Greenville, NC presented the Certificate of Achievement certificate and medallion to Mr. Frank Milazi, Finance Officer. Washington County received notification from the Government Finance Officers Association (GFAO) that Washington County's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2013 qualifies for a Certificate in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Mr. Milazi accepted the award and said it is a team effort and recognized County staff for their efforts.

NCACC RISK MANAGEMENT PRESENTATION: Bob Carruth, NCACC Risk Management, Denise Darley, Benefits and Missy Dixon, Financial Analyst gave a presentation to the Board. Mr. Carruth has been with NCACC for 5.5 years. He stated he was a County Commissioner in Cabarrus County for 12 years. They discussed the following presentation with the Board.

NCACC Risk Management Pools Overview

Robert Carruth, CSP, ARM
Risk Control Manager
NCACC Risk Management Pools



In a general sense, the
practice of county
government is risk
management.



Categories of Risk

- ▶ Hazard Risk
 - Personal Injury
 - Property Damage
 - ▶ Financial Risk
 - Property Values/Tax Base
 - Bond Ratings
 - Cash Flow
 - Intergovernmental Relations
 - ▶ Operational Risk
 - Quality of Services
 - Public Perception
 - ▶ Strategic Risk
 - County Reputation
 - Political Climate
- 

Insurable County Risks

- ▶ County Employees
 - Workers Compensation
 - ▶ County Owned Assets
 - Auto – Liability, Bodily Injury, Vehicle Damage
 - Machinery – Inland Marine
 - Property – Building, New Construction, Crime
 - ▶ Public
 - Physical Injury – General Liability
 - Property Damage – General Liability
 - Personal Injury – Law Enforcement Liability, Public Officials Liability
- 

Types of Insurance Organizations

- ▶ Stock Company – Investors purchase shares and share in profits of company.
- ▶ Broker/Agent – Works with insurance companies or clients to purchase insurance. May also provide some additional risk management services.
- ▶ Pool – Cooperative membership organization of similar risks. The members own equity in the pool itself.



NCACC Risk Management Pools

- ▶ Provides a common base of members.
- ▶ All have to be counties, or county related entities.
- ▶ More than 30,000 county employees, 13,000 vehicles and \$1.4 Billion in property values.
- ▶ Entities include transit authorities, regional jails, public landfills, district health departments, and councils of government.



NCACC Risk Management Pools

- ▶ Two Pools – Workers Compensation and Liability/Property.
- ▶ For 2014–15, 68 Counties are Members of one or both.
- ▶ Overseen by an appointed Board of Trustees. (Commissioner Johnson is member)
- ▶ Directly marketed to eligible members & prospects.



Primary Risk Areas

- ▶ Auto Crashes – Law Enforcement
- ▶ Passenger Injuries – Transit Operations
- ▶ Back/Shoulder Strains – EMS
- ▶ Slips/Trips/Falls – Human Services



Key Provisions of Pooling

- ▶ Equity ownership of pool assets.
- ▶ Group purchasing of services and products such as claims management and excess insurance.
- ▶ Less volatile than the commercial marketplace.
- ▶ Similar exposures are more predictable & provide for more customized services.



Services Provided

- ▶ In-House underwriting & risk control services.
- ▶ Dedicated Claims Management – Sedgwick Claims Management Services.
- ▶ Reinsurance & Excess Coverages through County Reinsurance Limited.
- ▶ Group purchasing power for additional resources and services.



Your Service Team

- ▶ Michael Kelly, CPCU, CIC, ARM-P, CRM:
Director of Risk Management
- ▶ Jo-Ann West: Underwriting Specialist
- ▶ Charles Eaton, CPCU, AU: Property & Casualty
Program Specialist
- ▶ Bob Carruth, CSP, ARM: Risk Control
Manager
- ▶ Gerald Honeyblue: Regional Risk Control
Specialist



Workers Compensation Claims Review

Denise Darley
Accounting Specialist
Washington County Finance

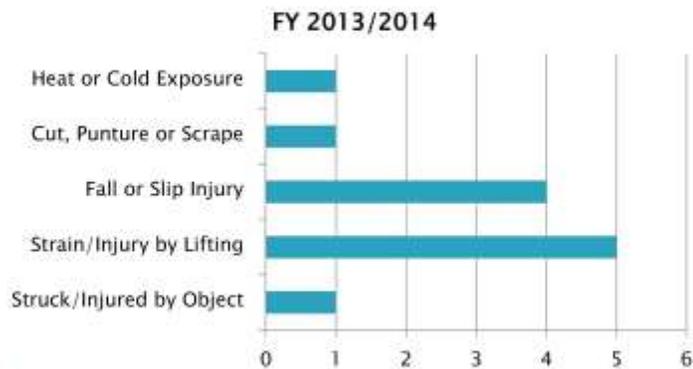


WC Fiscal Year Summary

Fiscal Year	Open	Closed	Total	Paid	Incurred	Outstanding
2009/2010	1	15	16	302,791.82	512,135.40	209,343.58
2010/2011	0	13	13	38,318.27	38,318.27	0.00
2011/2012	2	14	16	101,612.9	140,623.12	39,010.22
2012/2013	2	13	15	41,300.35	115,325.33	74,024.98
2013/2014	3	9	12	12,454.23	22,959.69	10,505.46
Grand Total	8	64	72	496,477.57	829,361.81	332,884.24



WC Claims by Cause Group



WC FY 2013/2014 Summary

Claim Cause	%	Incurred	Average Claim
Heat/Cold Exposure	8	1,058	1,058
Cut, Puncture or Scrape	8	295	295
Fall or Slip Injury	33	4,034	1,008
Strain/Injury by Lifting	42	16,212	3,242
Struck/Injured by Object	8	1,361	1,361
Grand Total		22,960	1,913



Liability & Property Claims Review

Missy Dixon
Financial Analyst
Washington County Finance

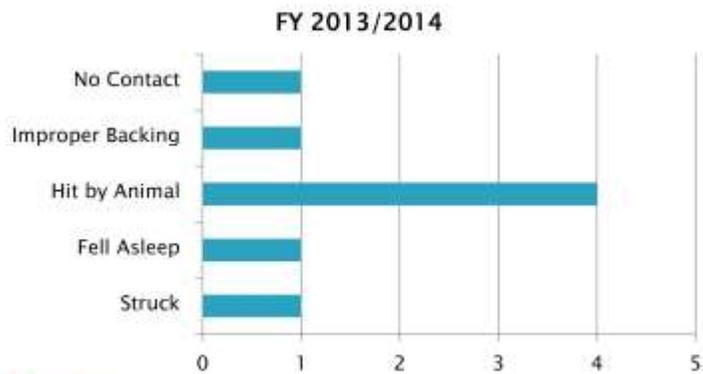


L&P Fiscal Year Summary

Fiscal Year	Total	Incurred
2009/2010	5	36,075.69
2010/2011	12	60,351.98
2011/2012	37	83,317.30
2012/2013	10	24,192.95
2013/2014	8	25,540.17
Grand Total	72	229,478.09



L&P Claims by Cause Group



L&P FY 2013/2014 Summary

Claim Cause	%	Incurred	Average Claim
Backed Into	12	594	594
Fell Asleep	12	2,746	2,746
Hit by Animal	50	20,580	5,145
Improper Backing	12	1,621	1,621
No Contact	12	0	0
Grand Total		25,540	3,193



WATER DEPARTMENT REPORT: Mr. Manring spoke to the Board and gave the following presentation.

Washington County Water System

Overview

We have :

135 miles of distribution pipe in sizes ranging from 2" to 12".

140 flushing hydrants

5 aerial water tanks holding 700,000 gallons of water total

1 - 500,000 gal. ground storage tank at the treatment plant

3 wells all approximately 285' deep into the Castle Hayne Aquifer

2608 customers (this number fluctuates slightly based on the season)

the capacity to pump and treat 750,000 gallons per day but on average pump 387,000 gallons per day

Water Availability					
Total number of households in county*	4168	100.0%	On County Water	2604	72.1%
# that have water available to them	3611	86.6%	County water available but not connected	1007	27.6%
No water available	557	13.4%	Total households with water available	3611	100.0%

*approximate

The distribution system was constructed in three phases beginning in 1986.

We are interconnected with all three towns.

We bought water from all three towns until April 2001 when the water plant came online.

Wells 1, 2 and 3 were drilled concurrently with the construction of the plant and tapped into the strongest aquifer in the country, the Castle Hayne Aquifer

The plant was designed to disinfect using chloramines, adjust for pH and dissipate gaseous hydrogen sulfide (which is common to almost all users of the Castle Hayne Aquifer) through the use of an aerator and chlorine pretreatment.

When the plant was first started up it used straight chlorine to disinfect not chloramines.

When the wells first came on line the levels of hydrogen sulfide were significantly higher than expected. Unfortunately, adequate testing had not been done on the wells prior to design of the plant so the level of hydrogen sulfide was unknown when the plant was built. Consequently, adequate treatment for it was not designed into the plant.

Due to the high levels of hydrogen sulfide gas and bacteria, taste and odor complaints numbered approximately 10 per month for the next two years. We attempted the control the odor strictly through the use of chlorine and

aeration. The aerator was then enlarged in 2002. Many odor complaints were of the smell of chlorine due to the inability of the system to adequately control the hydrogen sulfide level.

In order to comply with the new disinfection byproducts rule, the plant had to switch to chloramines in 2003. No progress was made on the control of the smell of hydrogen sulfide.

In 2004, the plant tested the use of hydrogen peroxide on number well # 3 for the control of hydrogen sulfide. The results were excellent, and as a result in 2005 the commissioners approved and funded the design and construction of a hydrogen peroxide treatment system for all three wells. It went online in April 2006.

Prior to this point the wells contained hydrogen sulfide at a level of approximately 6 to 8 ppm (parts per million). The hydrogen peroxide treatment reduced this to 2 ppm. The water then passed through the aerator and the hydrogen sulfide level was reduced to .2 -.3 ppm. From the aerator tank it is then pumped into the 500,000 gallon ground storage tank where it receives a 4 ppm dose of chlorine. The water remains in the ground storage tank for approximately 24 to 48 hours. This converts the 99 % of the remaining hydrogen sulfide into a harmless sulfate with absolutely no taste or odor. Prior to being pumped out to the distribution system, it is again hit with a dose of chlorine and then ammonia which when combined creates the chloramine disinfectant.

As a result of the hydrogen peroxide treatment, by 2006 odor complaints had dropped to approximately 2 or 3 a month. Most of these complaints occurred on the many dead ends in the system. We were flushing these dead ends several times a year, however that apparently was not enough.

In 2008 we began devoting a significant amount of time to flushing all the dead ends on a monthly basis. By the end of 2008 complaints had dropped to one or two every few months.

In 2009 we constructed six automated flushing devices and installed them at the end of major dead end lines (end of Long Ridge Rd, SR32, Newland Rd., etc.). These flushing devices were set up to operate between the hours of midnight and 6 AM. Some of them ran for three nights every week, some ran for four nights a week. This saved a tremendous amount of time and water as compared to manual flushing. Now when our workers went out to flush the shorter dead ends (over 100 of them) they were able to do so much more quickly as freshwater was already close by.

For the last 3 to 4 years we have not had more than three or four taste or odor complaints per year. All of these were associated with hot water tanks or beach houses where the water can sit for a long period of time.

In order to remove the final bit of hydrogen sulfide from the water prior to being softened, a granular activated carbon filter system would need to be installed. Cost-\$500,000 +

After treating the water with chlorine and ammonia to form chloramine and just prior to sending the water out of the treatment plant, we add a chemical called polyorthophosphate which is a blended phosphate solution used for corrosion control. It diminishes calcium scale deposits typically seen in hot water lines and heaters.

In order to be sure that our treatment processes are working correctly we test numerous water samples taken at the wells, tanks and out in the distribution system. We perform approximately 30 tests per day at our lab in Roper, and over the course of a year we send out samples, on a monthly basis, to a lab in Greenville for specialized tests that we cannot perform here. Overall we conduct over 10,000 tests each year and test for over 140 different chemical contaminants.

Distribution System

We read approximately 2600 meters each month on about the 25th of the month. With the new AMR meters and software it takes about 4 days to read the meters and process the data into the billing software. This is now done with 100% accuracy.

The bills are generated and mailed on or about the 9th of each month and are due on the 4th on the following month. If a bill is not paid by the 5th of the month a one-time 1.5% interest penalty is added. If it is not paid by the end of business on the 15th of the month a \$35 collection/reconnection fee is added. At that time a list of delinquent accounts is generated and we attempt to contact everyone on this list by phone. The success rate for this contact is about 10% as most of the phone numbers we have are incorrect. We then write out disconnect notice cards for each customer on the disconnect list (generally about 140 to 180) and hand them out door to door. If no one is home we hang the notice on a doorknob or the side of their mailbox. The notice states the day that we will attempt to shut them off if they do not pay by then. Many customers try to pay the distribution system personnel but they are told that they need to go to the office (or call and make an electronic payment) as our distribution personnel are not allowed to take payments for security reasons. Once the customer pays his/her bill their water is turned on as soon as possible.

Some of the other duties of the distribution personnel are as follows:

Operate backhoe , operate trenching/boring machine, repair main/service lines, install water taps including road bores, install/ repair hydrants, install/ repair blow off valves, monitor/maintain pumping stations, monitor/maintain water tank sites, mow and trim grass around tanks, booster pumps, hydrants & valve markers, flush dead end water lines, assist Plant ORC with water samples, conduct any public notifications of problems with system, turn on/shut off water services for new customers, maintain backhoe, Ditchwitch trencher/backhoe, and trucks, monitor/ maintain inventory of parts and supplies, investigate taste, odor, low pressure, etc. complaints and work with Plant ORC to resolve , locate water lines for other utilities.

Our personnel also mow and trim the following:

Plymouth Airport – All the low grass including the areas around the terminal, hangars, runway and taxiways

Washington County Health Dept.

Pea Ridge Ball field

Creswell Medical Clinic (including hand weeding of mulched garden areas)

Creswell Ball Fields

Creswell EMS/Sheriff Building

Water Treatment Plant grounds

Billing

We send out approximately 2600 bills each month with the average bill being between \$31 and \$41.

We do an average of 1 tap per month at \$325.

Date	Gallons Billed	Base Charges	Consumption Charges	Collection/Reconnection Fees Billed	Penalties & Int.	Total Amount Billed
Jun-13	7,991	\$55,692	\$38,950	\$ 4,500	\$ 400	\$ 99,542
Jul-13	10,016	\$55,671	\$57,230	\$ 4,500	\$ 470	\$ 117,871
Aug-13	7,887	\$55,855	\$38,350	\$ 4,500	\$ 362	\$ 99,067
Sep-13	8,144	\$55,927	\$45,460	\$ 4,500	\$ 396	\$ 106,283
Oct-13	6,895	\$55,801	\$39,430	\$ 4,500	\$ 428	\$ 100,159
Nov-13	8,797	\$55,528	\$47,400	\$ 4,500	\$ 478	\$ 107,906
Dec-13	8,365	\$ 55,453	\$ 43,880	\$ 4,500	\$ 476	\$ 104,309
Jan-14	8,664	\$ 54,147	\$ 43,070	\$ 4,500	\$ 455	\$ 102,172
Feb-14	7,109	\$ 55,218	\$ 35,065	\$ 4,500	\$ 385	\$ 95,168
Mar-14	6,960	\$ 55,474	\$ 32,540	\$ 4,500	\$ 428	\$ 92,942
Apr-14	7,871	\$ 55,762	\$ 40,780	\$ 4,500	\$ 357	\$ 101,399
May-14	7,112	\$ 56,026	\$ 34,990	\$ 7,805	\$ 355	\$ 99,176
Jun-14	8,821	\$ 56,044	\$ 46,730	\$ 6,510	\$ 355	\$ 109,639
Average	8,049	\$55,576	\$42,077	\$4,909	\$ 412	\$ 102,741

Items in italics are estimates

Note- June 2014 was the first reading after the new AMR project was completed. The July reading has not been calculated yet.

Combatting hydrogen sulfide (rotten egg) odor

Seasonal homes

Flush your water lines prior to use.

Turn hot water heaters off or turn the temperature higher (increasing the temperature to 160 degrees for a few hours will kill the sulfur reducing bacteria).

Hot water heaters

The manufacturer of hot water heaters recommend that they be flushed at least once per year. Two times per year will help to better control the corrosion associated with hard water and hydrogen sulfide. If you never flush your hot water heater you will seriously shorten its lifespan.

Change the magnesium anodes to aluminum (this should be done by a plumber).

Disinfect your hot water tank with bleach (this should also be done by a plumber)

Unused second bathrooms - Run the water in each fixture and faucet 2 or 3 times per month (including flushing the toilet)

Water Softening

Our water has a hardness of 180 ppm of sodium bicarbonate hardness. This is considered mid-range on a hardness scale but is still fairly hard.

At this level it foams up fairly well but leaves a white crystalline deposit on faucets and water heater elements.

Water softeners were installed at the time of the construction of the plant. They were tested and fully operational at the time however they were not put into use because we needed a source to discharge the waste water generated by them.

The original plans called for discharging the softener wastewater to the Roper wastewater treatment plant. This was rejected by DENR. Then it was thought that we could discharge it to Kendrick's Creek. This was also rejected by DENR.

We then had plans drawn up for and approved to construct a discharge line to the Albemarle Sound. This project was completed in spring of 2005.

At that time we had reduced the amount of hydrogen sulfide in the water to approximately .3ppm. However even this amount would've caused the water softeners to clog after a very short running. (Several hours)

In order to remove the final bit of hydrogen sulfide from the water prior to being softened, a granular activated carbon or potassium permanganate type of filtration system was recommended. The cost for this was estimated to be \$500,000 +. Because of the cost it was decided not to operate the water softeners at that time. They have not been operated to date.

Softening is by far the most expensive aspect of the treatment system. It has been estimated that the salt used to regenerate the softeners accounts for a third of a water treatment plant's operational costs, including electricity. Therefore, it would not only have been expensive to build but to operate as well.

Hydrogen Sulfides in Drinking Water

Sulfates are a combination of sulfur and oxygen and are a part of naturally occurring minerals in some soil and rock formations that contain groundwater. The mineral dissolves over time and is released into groundwater.

Sulfur-reducing bacteria, which use sulfur as an energy source, are the primary producers of large quantities of hydrogen sulfide.

These bacteria chemically change natural sulfates in water to hydrogen sulfide. Sulfur-reducing bacteria live in oxygen-deficient environments such as deep wells, plumbing systems, water softeners and water heaters. These bacteria usually flourish on the hot water side of a water distribution system.

Hydrogen sulfide gas also occurs naturally in some groundwater. It is formed from decomposing underground deposits of organic matter such as decaying plant material. It is found in deep or shallow wells and also can enter surface water through springs, although it quickly escapes to the atmosphere. Hydrogen sulfide often is present in wells drilled in shale or sandstone, or near coal or peat deposits or oil fields.

Occasionally, a hot water heater is a source of hydrogen sulfide odor. The magnesium corrosion control rod present in many hot water heaters can chemically reduce naturally occurring sulfates to hydrogen sulfide.

Indications of Sulfate and Hydrogen Sulfide

Hydrogen sulfide gas produces an offensive "rotten egg" or "sulfur water" odor and taste in the water. In some cases, the odor may be noticeable only when the water is initially turned on or when hot water is run. Heat forces the gas into the air which may cause the odor to be especially offensive in a shower. Occasionally, a hot water heater is a source of hydrogen sulfide odor. The magnesium corrosion control rod present in many hot water heaters can chemically reduce naturally occurring sulfates to hydrogen sulfide.

A nuisance associated with hydrogen sulfide includes its corrosiveness to metals such as iron, steel, copper and brass. It can tarnish silverware and discolor copper and brass utensils. Hydrogen sulfide also can cause yellow or black stains on kitchen and bathroom fixtures. Coffee, tea and other beverages made with water containing hydrogen sulfide may be discolored and the appearance and taste of cooked foods can be affected.

High concentrations of dissolved hydrogen sulfide also can foul the resin bed of an ion exchange water softener. When a hydrogen sulfide odor occurs in treated water (softened or filtered) and no hydrogen sulfide is detected in the non-treated water, it usually indicates the presence of some form of sulfate-reducing bacteria in the system. Water softeners provide a convenient environment for these bacteria to grow. A "salt-loving" bacteria, that uses sulfates as an energy source, may produce a black slime inside water softeners.

Mr. Manring stated that the Water Department averages 2-3 people a month with a water bill of ~\$400.00 or more. The old meters are not accurate (87% accuracy) but the new ones are very accurate. Mr. Manring reiterated that water meters do not move fast. Commissioner Sexton asked why the County pumps more water than we use. Mr. Manring explained that the County

has to flush the dead-ends and other lines. It takes a lot of water to do the flushing. There are a small amount of leaks which causes increased water usage and once Water Dept. staff find them, they fix them. The more people the County gets on the system the more it will help--as more people use water the amount of flushing will go down. Waterside at the Point (new condos) is concerned about water pressure in that area.

Commissioner Phelps said he has had folks contact him about the fees on the bills. Mr. Manring stated that the fees are displayed prominently on the water bills. On the 16th the \$35 fee is assessed. Mr. Manring said he tries to give residents a couple of extra days before shutting their water off. The Water Dept. shuts off water to 30-40 people a month.

UPDATE ON TAX COLLECTIONS: Ms. Sherri Wilkins, Tax Administrator gave an update on Tax Collections.

Ms. Wilkins said the 2014 tax bills have been added to collections. Tax bills were due to be mailed today. They are being mailed later because there were some programming changes that had to be made due to the County not billing or collecting for the Town of Plymouth.

Per the Commissioners request, Ms. Wilkins contacted the surrounding counties (Martin, Hyde, Tyrrell, Beaufort, Bertie & Chowan) for their collection remedies. They do the following: bank attachments, wage garnishments, foreclosures, County Attorney 10 day letters, debt set-off, claims against estates, visits to businesses, mortgage company letters. There are no levies, since there is no place to store property.

The Tax Office will be adding to the County's remedies: County Attorney letter and foreclosures.

The Tax Office will be sending out Debt Set-off letters this month and the Delinquent Tax Coordinator continues to impose wage garnishments and will be imposing Bank Attachments.

The current Debt Set-off balances and garnishment balances will be updated on the report through the County Manager.

Per the Commissioners request, Ms. Wilkins contacted 2 companies that handle Business Personal Property audits – Tax Management Associates, Inc. and County Tax Services, Inc. Ms. Wilkins had a conversation with both companies and is waiting on additional information from TMA and she will give that information to Mr. Rhodes and Mr. Potter when it is received.

Ms. Wilkins was asked if the collection rate included the Solid Waste User Fee (SWUF). Looking at the Tax Collection Master File Summary By Year report that the Tax Office prints the end of each month, our total does not include the SWUF. It is the collection rate for the Taxes and Penalties. Currently for the 2013 year our report shows a rate of 92.50% for month ending 7/31/14 on 2013 taxes.

AMBULANCE FRANCHISE ORDINANCE: Mr. Potter stated that the required public hearing for the Ambulance Franchise Ordinance was held on July 7, 2014. This Ordinance was created with maximum flexibility.

Chair Johnson asked if there will there be a separate franchise board. Mr. Potter said that one can be set up, if one is not, the Board of Commissioners will be the Board. Commissioner Phelps asked about the fees. Mr. Potter stated that because of the amount of additional work initially, the fee would be higher and then lower on an annual basis after the transporter has been in the system. The next step will be a letter sent out to those who provide services now letting them know of the Ordinance.

Commissioner Phelps made a motion adopt the Ambulance Franchise Ordinance. Commissioner Walker seconded, motion carried unanimously.

HYDE AND BEAUFORT COUNTY EMS MUTUAL AID AGREEMENTS:

Mr. Potter stated that the mutual aid agreements are a cooperative effort of all three counties (Washington, Hyde and Beaufort) so that communities can support each other to the extent of the manpower and resources as they are needed. Commissioner Manning thanked Mr. Potter, Mr. John Flemming, EMS Director and Ms. Ann Keyes, Emergency Management Director for their prompt response on these documents.

Commissioner Sexton made a motion to approve the Hyde and Beaufort County EMS Mutual Aid Agreements. Commissioner Phelps seconded, motion carried unanimously.

PARKS & RECREATION BOARD SURVEY: Commissioner D. Cole Phelps, Chair of the Parks and Recreation (P&R) Board, discussed a survey created by the Parks and Recreation Board. Commissioner Phelps explained that Mr. Steve Moler from the NC Parks and Recreation Trust Fund (PARTF) came to the Parks and Recreation Board meeting in March 2014 and said that Washington County is the only County that has not applied for a PARTF grant and Mr. Moler also said Washington County is almost guaranteed to receive a grant if the County applies for it.

Commissioner Phelps asked for approval of \$650 to print 10,000 copies of the survey for distribution and a \$100 grocery gift card. Commissioner Phelps asked if the funds could be taken out of the \$10,000 allocated specially in this year's budget. Chair Johnson offered to do a pre-addressed area on the back of the survey and a place to put a stamp.

Commissioner Phelps explained that the P&R Board would like to be able to begin distributing the survey during the Back to School event being held August 9. The P&R Board would also like to have the surveys in the schools when school starts on August 25. Commissioner Phelps will discuss this possibility with Dr. Joe Davis, Washington County Schools Superintendent. Members of the P&R Board will distribute copies of the survey in their respective areas. Copies will be available in various County offices, on the County website and County Facebook page. Copies will also be mailed to the ministerial association for distribution amongst area churches. The deadline to receive this back is August 29, 2014.

Washington County Recreation Survey

Persons completing this form shall qualify for a \$100 grocery gift certificate. Please return this survey to the County Manager's Office, 116 Adams Street, Plymouth, NC 27962, no later than Friday, August 29, 2014.

Name: _____ Phone #: _____

Street Address: _____ Town: _____ Zip Code _____

Ages: (Age of Person Completing the Form) **Gender of Person:** Male ___ Female ___

(6-12) (13-17) (18-21) (22-30) (31-40) (41-50) (51-60) (61-70) (70+)

How far are you willing to travel to participate in a recreational activity? (circle one)

(0-10 miles) (10-15 miles) (15-20 miles) (20-25 miles) (25+ miles)

What form of media do you use most often to gather information? (Rank 1st, 2nd, 3rd)

Cable Local Information Station _____ County Website _____ Facebook _____
Flyers _____ Mailing _____ Newspaper _____
Radio _____

Please select all the activities in which you are interested in participating.

GAMES: (Rank in the order of interest 1st, 2nd, 3rd)

Bowling _____ Chess _____ Corn Hole _____ Disc Golf _____
Horseshoes _____ Miniature Golf _____ Shuffleboard _____ Table Tennis _____
Ultimate Frisbee _____ Yard Games _____

ATHLETICS: (Rank in the order of interest 1st, 2nd, 3rd, 4th)

Archery _____ Baseball _____ Basketball _____ Cheerleading _____ Football _____ Golf _____
Soccer _____ Softball _____ Swimming _____ Tennis _____ Track & Field _____
Volleyball _____

OUTDOOR PURSUITS: (Rank in the order of interest 1st, 2nd, 3rd)

Biking _____ Jogging _____ Kite Flying _____ Picnicking _____
Playground _____ Rollerblading/Skating _____ Walking _____

ARTS: (Rank in the order of interest 1st, 2nd, 3rd, 4th)

Art/Craft Shows _____ Concerts _____ Choir _____ Dance (Ballet, Jazz, Clogging, Ballroom) _____
Drama/Theatre _____ Knitting/Crocheting _____ Line Dance _____ Pottery/Sculpting _____
Painting _____ Quilting/Sewing _____ Step Team _____ Zumba _____

ORGANIZATIONAL CLASSES AND FITNESS PROGRAMS: (Check all that apply)

Aerobics/Pilates/Yoga _____ Circuit Training _____ Karate _____ Weight Lifting _____

Additional Comments may be added to the back of form.

Commissioner Walker asked if the County had ever applied for PARTF grant. Chair Johnson and Commissioner Phelps both responded that yes, the County had applied for a PARTF grant two times and were approved, but the County didn't have the matching funds required at that time.

Commissioner Sexton made a motion to approve the Parks and Recreation Board Survey and \$650 for printing the survey and the \$100 gift card giveaway. Commissioner Manning seconded, motion carried unanimously.

NCACC LEGISLATIVE GOALS PROCESS: Chair Johnson stated that the legislative goals submission deadline is September 19 and she would like for each Commissioner to think of issues pertaining to our county that the Commissioners can present as a County. For example, Chair Johnson mentioned needing to have training classes offered by Community colleges without limiting where some classes (such as EMS/Fire) can be taught.

BOARD & COMMITTEE APPOINTMENTS: The following Board/Committee appointments/re-appointments were requested:

Travel & Tourism Authority (TTA)

Mr. Tom Harrison, TTA Director has requested the following appointments:

Judy Mayo	3 year term
Raj Patel	3 year term
Diane Sottilaire	2 year term
Doug LeQuire	1 year term
Frank Milazi	(ex-officio)
Tom Harrison	(Director)

The abovementioned citizens have all agreed to serve if appointed.

The Board of Commissioners also need to appoint a Commissioner to serve on this Board.

Washington County Planning Board

The Washington County Planning Board would like re-appoint Ms. Carol Stubbs and Ms. Mary Hill. They would also like to appoint Ms. Katie Walker to fill the unexpired term of Commissioner Walker.

Washington County Board of Social Services Board

On July 15, 2014, the Washington County Board of Social Services recommended Commissioner Julius Walker to fill the vacant commissioner appointment to the Washington County Board of Social Services for your consideration. This appointment was previously filled by Commissioner Raymond McCray. Gordon Davenport currently fills the second appointment from the Board of Commissioners.

Mr. Walker was appointed by the Washington County Social Services Board on July 1, 2012. He has served a one-year term of appointment elected by the Social Services Board as a fifth elected member as of June 30, 2014. Mr. Walker currently serves as Vice-Chair for the Social Services Board.

If Commissioner Walker is appointed by the Board of Commissioners, the Board of Social Services will appoint a new fifth elected member.

NC General Statute 108A, Article (3)b:

“Five-Member-Board-The procedure set forth in subsection (a) shall be followed, except that both the Board of Commissioners and the Social Services Commission shall appoint two members each....”

Commissioner Phelps made a motion to approve the appointments/re-appointment as requested above. Commissioner Manning seconded, motion carried unanimously.

FINANCE OFFICER’S REPORT: Mr. Milazi distributed the approved County budget for 2014 – 2015. His monthly reports will be coming from those budgets.

Commissioner Phelps asked about the \$13,000 increase in the EMS budget. Mr. John Flemming, EMS Director said that the increase is for the staffing of the transport trucks and going to the 24/48 schedule. Commissioner Phelps thanked Mr. Milazi for putting this information together and called it a great visual.

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

Mr. Potter will be advertising the Stotesberry trailer in the coming month with a goal to have it sold by the end of this year.

Mr. Potter gave an update on the Kendrick’s Creek: project. He said that the Board of Commissioners approved the low bid, however, there was an issue with the bidder so now the County has entered into a contract with the second bidder (whose bid was slightly higher).

Mr. Potter also mentioned the EMS peer review coming up; the Solar Farm has been approved; and solid waste contract approved for an additional year.

Mr. Rhodes mentioned the County subleased a vacate office in the Probation office. The building is now fully occupied.

Mr. Rhodes said he has asked The Wooten Co. for a schedule of the library roof work. The Commissioners asked for someone from The Wooten Co. to attend the next Board of Commissioners meeting to discuss this roof for the library.

Mr. Rhodes stated he has shown the Commerce Building twice lately. Also, he just signed the contract with the Dept. Commerce for the grant for water/sewer for the Commerce Building. The Wooten Co. will administer this contract for the County.

Mr. Rhodes noted that he has been in contact with the Golden Leaf Foundation to see if the County can get any assistance from them for finishing off the interior of the Commerce Building.

Mr. Rhodes stated that Ms. Jennifer Arnold has been working with folks in Raleigh on broadband. Two representatives from NC Broadband visited Washington County and went to the Commerce Building to assess what needs to be done. Ms. Arnold has sent NC Broadband some information and is waiting to hear back from them. The County has water towers and tall sites that could possibly help with getting the Broadband.

Mr. Rhodes noted that the CTP is meeting this Wednesday to continue its work on the Comprehensive Transportation Plan.

Commissioner Sexton said he saw where the Garment factory was sold. Mr. Rhodes said he has no additional information on this but will try to obtain some from the Town of Plymouth.

Ms. Bennett stated she will have travel packages for Board by Friday for those going to NCACC Annual Conference.

Chair Johnson stated that August 23 is the opening of a House for Humanity that was built in Roper. Chair Johnson talked with Commissioners about her trip to NACo regarding talking points to speak with our representatives about. She also mentioned that the State's side of issues need to be fixed before worrying about the Federal side.

Commissioner Phelps made a motion for the Commissioners to authorize the County Manager to bring some satellite classes to the former Windows of the World building (i.e. Martin Community College, Beaufort County Community College, Elizabeth City State University, etc.). Commissioner Sexton seconded, motion passed unanimously.

Mr. Rhodes spoke of the Roper Learning Center offering GED classes through Martin Community College (MCC). Beaufort County Community College (BCCC) is operating the Career Readiness Certificate (CRC) courses using DSS office space. Domtar will only hire those who have completed the CRC course work. Mr. Rhodes hopes that the County can try to bring these two together better to serve our community.

Supt. Dr. Joe Davis said Washington County Schools has an articulation agreement with BCCC. MCC does come on PHS campus to administer GED courses.

Ms. Rhonda Woolard said Riverlight Transit is used to transport citizens trying for their GED.

Chair Johnson asked Mr. John Flemming, EMS Director if he has contacted MCC for any EMS training. Mr. Flemming said he has contacted them but is not getting much help from MCC with EMS training. Mr. Flemming also mentioned that Washington County EMS has state instructors that could train students.

Chief Deputy Beth Floyd stated that Washington County has in-house instructors so they don't use MCC or BCCC. However, she did agree that departments can always benefit from outside training.

Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a) (3) (attorney client-privilege), NCGS §143-318.11 (a) (4) (economic

development) and NCGS §143-318.11 (a) (6) (personnel). Commissioner Phelps seconded, motion carried unanimously.

At 10:35 pm, with no further business to discuss, Commissioner Manning made a motion to recess the meeting. Commissioner Phelps seconded, motion carried unanimously.

Tracey A. Johnson
Chair

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