

December 7, 2015

The Washington County Board of Commissioners met in a regular session on Monday, December 7, 2015 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps and Walker were present. Also present were Interim County Manager/Commissioner Sexton, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney Curtis Potter.

County Attorney Potter called the December 7, 2015 meeting to order.

ELECTION OF CHAIR: County Attorney Potter called for nominations for Chair of the Washington County Board of Commissioners. Commissioner Johnson nominated Commissioner Phelps. There were no other nominations. **Commissioner Sexton made a motion to close the nominations. Commissioner Manning seconded. Commissioner Sexton made a motion to elect Commissioner Phelps as Chair. Commissioner Johnson seconded, motion carried unanimously. Chair Phelps assumed presiding over the meeting.**

ELECTION OF VICE-CHAIR: Chair Phelps called for nominations for Vice-Chair of the Washington County Board of Commissioners. Commissioner Manning nominated Commissioner Walker as Vice-Chair. There were no other nominations. **Commissioner Manning made a motion to close the nominations. Commissioner Sexton seconded. Commissioner Johnson made a motion to elect Commissioner Walker as Vice-Chair. Commissioner Sexton seconded, motion carried unanimously.**

Commissioner Walker gave the invocation; PHS students Raeqaun Purvis and Chad Dance led the pledge of allegiance.

ADDITIONS/DELETIONS: Commissioner Sexton added a Closed Session for personnel: NCGS §143-318.11(a)(6).

CONSENT AGENDA: **Commissioner Johnson made a motion to approve the Consent Agenda:**

- a) Tax Refunds & Releases and Insolvent Accounts
- b) 2016 County Holiday Schedule
- c) Closing of County Offices for Employees' Christmas Luncheon
- d) Amendment to Beaufort County Community College MOU
- e) Public Comment Policy

Commissioner Sexton seconded, motion carried unanimously.

Before going into Public Forum, Chair Phelps asked Mr. Potter to note the high points of the new Public Comment Policy.

PUBLIC COMMENT POLICY WASHINGTON COUNTY BOARD OF COMMISSIONERS

Public Comment Period: The Washington County Board of Commissioners are committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a public comment period shall be set aside at the beginning of each regular monthly Commissioners meeting for the purpose of receiving such comments and suggestions. The public comment period shall be limited to a maximum of thirty (30) minutes.

Sign Up Required: To keep accurate records and to more smoothly and fairly officiate the meeting and public comment period, all speakers are required to sign up prior to the meeting at which they wish to speak using a signup sheet provided by the County Clerk which shall be posted at the lectern in the meeting room thirty (30) minutes prior to each meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet. Speakers who require accommodation for a disabling condition should contact the office of the County Clerk not less than twenty-four (24) hours prior to the meeting.

Rules to be followed by speakers:

1. Speakers shall be acknowledged by the Board Chairperson, or other presiding Commissioner, and shall be allowed to speak only in the order designated.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.
4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks that by irrelevance, duration or tone may threaten or perceive to threaten the orderly and fair progress of the meeting. Failure to abide by this requirement may result in forfeiture of the speaker's right to speak, or in removal from the meeting in extreme instances.
5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic. Multiple speakers who share similar comments are encouraged to select a single spokesperson.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.

PUBLIC FORUM: Mr. Shelton McNair, 224 Old Roper Road, spoke to the Board regarding how the landfill disposes of tires. On November 13, 2015 the landfill said he could take his tires to the landfill, but once his guys got there, the landfill couldn't take them all and they had to bring some back to his station. Mr. McNair would like the Commissioners to investigate as to why he was limited in what the landfill could take.

Mr. Warren Judge, Kitty Hawk, stated he has filed for office of House District 6 and he was here to introduce himself and wants to represent Washington County. He spent 16 years as a Commissioner and he looks forward to serving Washington County. Mr. Judge stated that public education is important to him as is healthcare.

Mr. Morris (Mickey) Robbins, Sr., 25 Albemarle Beach Road, said he has been here before the Commissioners asking for help with his water bill. He feels that the water meter was never closed out. 57,000 gals of water cannot be used by two people. Mr. Robbins said he was told he could meet with a panel. He met with two people. Chair Phelps said he would like to suggest that Mr. Robbins work with Mr. Tawes, the new Public Utilities Director, on this issue.

2016 COUNTY COMMISSIONERS' MEETING SCHEDULE: Chair Phelps stated he would like to hold a couple of the Board's meetings throughout the County. Commissioner Walker asked if this has been done before. Commissioner Sexton said maybe a few times in the past, but it is an inconvenience for staff to have to move all their equipment from place to place.

Commissioner Sexton made a motion to approve the 2016 County Commissioners' Meeting Schedule which shows a meeting in Roper and one in Creswell during the year. Commissioner Walker seconded.

Commissioner Johnson asked would the Board entertain the idea of canceling the July meeting since the Board will be meeting on the budget numerous times during April, May and June up to that point. Commissioner Sexton said he feels the Board should keep the July meeting so that the August meeting does not become overwhelming with things not getting taken care of in July.

Commissioner Manning asked if there are facilities in Roper and Creswell to accommodate the Board's meetings. Chair Phelps said he knows there is a place in Creswell and he is sure the school would help the County if needed. Commissioner Johnson suggested using the BCCC Washington County Center for the meeting in Roper. **Motion carried unanimously.**

PUBLIC HEARING: TEXT AMENDMENTS TO ARTICLE 13 OF THE SOLAR ENERGY DEVELOPMENT ORDINANCE: **Commissioner Johnson made a motion to open the public hearing. Commissioner Manning seconded, motion carried unanimously.**

Ms. Ann Keyes addressed the Board. Carol Stubbs and Rosalind Shields of the Washington County Planning Board were also present. Ms. Keyes went over the letter she discussed at the November 2, 2015 Commissioners' meeting.



WASHINGTON COUNTY
PLYMOUTH, NORTH CAROLINA

P.O. BOX 1007
27962

MEMO TO: Mrs. Julie Bennett, Clerk to the Board
FROM: Ann C. Keyes, Planning/Safety Director *ack*
DATE: October 26, 2015
SUBJECT: Solar Energy Development Ordinance

Please be advised that in their meeting held on Wednesday October 21, 2015 the Washington County Planning Board held a lengthy discussion on making recommendations to the Board of Commissioners on revisions to the Solar Energy Development Ordinance.

The board held a lengthy discussion on the ordinance. Discussion including but not limited to: adverse effect on residential properties, increase storm water runoff; panels anchored to handle a Category 3 hurricane; setbacks from residential areas and the possibility of adding policing power to the ordinance.

Upon completion of the discussion, the board unanimously made the motion to recommend to the Board of Commissioner to revise the Solar Energy Development Ordinance as follows:

Add a setback to 300 feet from existing residential properties;

Place the fence required to surround the field at the setback line of either 75 feet or 300 feet, whichever is appropriate; and

Field owner must create and maintain a vegetative buffer outside the fence and within the setback area.

The planning board also wanted to express to the Board of Commissioners that it is not the intent of the Planning Board to prohibit solar farms within the county but to ensure that the farms are regulated in a manner that would protect all citizens within the county.

Thank you.

- Equal Opportunity Employer -

Ms. Keyes also read the minutes from the October 21, 2015 Special Meeting of the Washington County Planning Board on this same subject.

Washington County Planning Board
Special Meeting
October 21, 2015
10:00am

Present: Chair, Carol Stubbs; Rosalind Shields; David Clifton; Frank Winslow; Katie Walker; Steve Barnes; Charles Sharpe; Director of Planning, Ann Keyes; Clerk, Connie Barnes; Arthur Howell, the Roanoke Beacon.

Call to Order: Carol Stubbs, Chair, called the meeting to order at 10:05am at the Washington County Planning and Safety office in Plymouth. She stated this special meeting of the Washington Planning Board has been called to review and discuss possible revisions to the Solar Energy Development Ordinance. The development of solar energy has progressed at a quick pace, and many concerns have been identified we were not aware of when the current ordinance was adopted in July 2014. It is not the intent of the Board to prohibit or discourage development of solar energy, but to look at the best land use for the future of the county and the citizens who reside here.

Invocation: Mr. David Clifton offered the invocation.

Discussion of Ordinance: Board members were provided a copy of the current ordinance and a list of concerns directed to Ann Keyes by a concerned citizen. There have been several calls to the county office and to members of the Board with questions that are not currently addressed by zoning. At this point, there are no applications for new solar development in the county. The discussion today is to determine whether the Board believes there should be alterations, and improvements to the existing ordinance. It is to be determined whether each permit request should come before the planning board as a special use item, or write an ordinance to cover future requests without a Board hearing.

Discussion followed to address one citizen's concerns regarding:

- adverse effect on residential property
 - none identified at this time per Sherri Wilkins, Tax Administrator, based on schedule of values used to determine tax values.
- Increase in storm water runoff
 - none identified; ditches have been constructed; this is part of DEQ review
- Increase in wind erosion
 - Grass should be planted and maintained in solar field
- electrical hazards in hurricane, flood
 - Panels are engineered to avoid hazards, and must meet current electrical code

- volatile situations from propane or other tanks enter fields through flooding
Fences surrounding fields should prevent such an occurrence. Propane tanks should be made secure with tie downs for 110 mph per wind zone II rules.
- types of detergents used for cleaning panels
Not known to board members; pressure washing was recommended in prior permit packages.
- Corrosion of metals used in construction due to brackish water
No known hazard, not close enough to brackish water to present problem
- Probability of future technology rendering the field obsolete
Cannot address future technology; it is felt that the fields would be updated to keep up with current standards for profitability of the energy user.
- Panels anchored to handle Cat 3 hurricane winds
Per electrical code, and Wind Zone II rules
- Responsibility of installer to maintain beautification and upkeep of field
Addressed in current ordinance; what police power does it carry?
- Responsibilities of subsequent buyers of the installer's contract
Recommend bonding? escrow to county? wording for maintenance requirements to follow the field ownership?
What policing power can be added to ordinance?
Pose this question to Mr. Potter, Washington County Attorney.
- Setbacks from residential areas
Current zoning ordinance is 75 feet. Per news articles provided from surrounding area counties, 300 feet seems standard for residential neighborhoods. Discussion regarding future use of the 300 foot area followed.
- Concerns can be brought to Board of Commissioners if not resolved by Planning Board

From this discussion, three main areas were identified for possible revision:

1. Vegetative buffer and outside fence
2. Set back in residential area
3. Recourse for non-compliance of ordinance

Some discussion ensued.

Steve Barnes presented a motion to:

- Add a setback to 300 feet from existing residential property;
- Place the fence required to surround the field at the setback line of either 75 or 300 feet, whichever is appropriate;
- Field owner must create and maintain a vegetative buffer outside the fence and within the setback area;
- ask the County Attorney to address the recourse for noncompliance with

this ordinance.

David Clifton seconded the motion, which carried unanimously without further discussion.

The next step will be to submit a recommendation to the Board of Commissioners for their review. Connie Barnes will prepare minutes, send a copy to members of this Board for their approval, and then submit to Ann Keyes to write a recommendation to the Board of Commissioners for the November 2, 2015 agenda.

No further business was brought before the Board at this time.

Steve Barnes offered a motion to adjourn, which was seconded by Rosalind Shields. The motion carried unanimously. Chair, Carol Stubbs adjourned the meeting at 11:25am.

Ms. Keyes stated that she has talked to DOT about the vegetative buffer and there will soon be a representative in the Elizabeth City office that will be available to the County. Ms. Keyes noted that she has had a consultant to review the ordinance (the same one who reviews the County's Hazard Mitigation Plan—Holland Consulting). She wants to make sure the citizens are protected and the ordinance is regulated.

SOLAR ORDINANCE AMENDMENT TO ARTICLE 13

WHEREAS, pursuant to NCGS § 153A-121 (General ordinance making power), subsection (a): "A County may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and may define and abate nuisances."; and

WHEREAS, the Washington County Board of Commissioners has previously adopted a county wide zoning ordinance pursuant to NCGS § 153A Article 18 Part 3 (Zoning) and/or other applicable law; and

WHEREAS, from time to time it is necessary and/or desirable to amend portions of said zoning ordinance in order to protect the health, safety, and welfare of its citizens and to adequately address changes in zoning practices and development planning; and

WHEREAS, the Washington County Planning Board has met, given reasonable consideration to, and has recommended in writing, that Article 13 of said zoning ordinance entitled Washington County Solar Energy Development Ordinance ("SORD") be amended as follows:

1. Add a setback to 300 feet from existing residential properties;
2. Place the fence required to surround the field at the setback line of either 75 feet from commercial property lines, or 300 feet from residential property lines; and
3. Field owner must create and maintain a vegetative buffer outside the fence and within the setback area.

WHEREAS, notice has been properly given and public hearing has been duly held pursuant to NCGS § 153A-323, regarding the proposed amendment; and

WHEREAS, the Washington County Board of Commissioners has considered the recommendation of the Washington County Planning Board, has carefully considered all viewpoints expressed during the public hearing, if any, and has conducted such reviews, analysis, and investigations of this matter as it deems necessary and proper; and

WHEREAS, the Washington County Board of Commissioners has determined the following:

- Amendment of Article 13 of the zoning ordinance in the manner described herein is consistent with any comprehensive plan(s) adopted by Washington County; and

- Is reasonable in light of recent and progressive changes in the solar energy industry leading to greater impacts upon communities in and around eastern North Carolina; and
- Is in the public interest and promotes and protects the health, safety, and welfare of its citizens.

NOW THEREFORE BE IT ORDAINED by the Washington County Board of Commissioners that Article 13 of the Washington County Zoning Ordinance is hereby amended as follows:

1. Article 13, Section 9 (A) be rewritten as follows:

A minimum setback distance of seventy five (75) feet from all property boundaries, ~~and of three hundred (300) feet from all residential property boundaries~~, shall be required except for: (i) any shared internal boundary existing between two or more property boundaries of adjoining parcels which are part of a single Solar Farm project as shown on the site plan, or (ii) property boundaries where the applicable adjoining owner(s) agree to lessen such distance by executing a signed written waiver of this requirement, provided no such waiver shall act to permit less than a required minimum twenty five (25) foot setback.

2. Article 13, Section 9 (C) shall be rewritten as follows:

All Solar Energy Systems shall be completely enclosed with a minimum of six (6) feet high chain link or security fencing as measured from the natural grade of the fencing perimeter. ~~Said fence shall be placed at the applicable setback line described in Section 9 (A) above.~~

3. Article 13, Section 9 (D)(f) shall be rewritten as follows:

Unless buffered at all times by natural forest vegetation meeting the minimum spacing and height requirements, and having a substantially similar obscuring effect of a vegetative buffer installed pursuant to this section, a continuous evergreen vegetative buffer shall be installed and maintained at all times ~~within the setback areas required by this SORD, and~~ around the perimeter of the exterior of the fencing and gates that are required around the perimeter of all Solar Energy Systems, including without limitation between such Solar Energy Systems and adjacent residential or commercial/industrial areas and/or public highways or streets. Nothing contained herein shall be construed to require any such buffer to block reasonable access to any Solar Farm.

ADOPTED THIS 7TH DAY OF DECEMBER, 2015 BY THE WASHINGTON COUNTY BOARD OF COMMISSIONERS.

WILLIAM R. SEXTON, JR., CHAIR
WASHINGTON COUNTY BOARD OF COMMISSIONERS

SEAL

ATTEST:

JULIE J. BENNETT, CMC, NCCCO
CLERK TO THE BOARD

Mr. David Cutlet, a consultant, said he doesn't want the solar farm to be an eyesore for the citizens and his company could install the vegetative buffer.

Mr. Joey White, 1699 Albemarle Beach Road, developer and contractor (has done work for the solar company's) spoke to the Commissioners. He is interested in an opaque buffer, affordable and good quality and a natural buffer.

Mr. John Dunn, 1415 Albemarle Beach Road, stated that he met with the planning board earlier. He encouraged the Board to approve the setback changes and to hire a consultant for establishing the buffer.

Ms. Norma Jean White Brown, Albemarle Beach Road, thanked the Board for taking care of its citizens. She said that Washington County attracts visitors from everywhere and does not feel that solar farms enhance our area so we do need a vegetative buffer. She also asked about mitigation forms for disruption of the land, soil erosion and insects.

Ms. Timothy Pharr, 1467 Albemarle Beach Road, told the Board that there are Indian artifacts and campgrounds that are inside the area where the solar farm is to be built. The area also floods heavily. Ms. Pharr mentioned that this area was a bombing range, and she found a dud under her home. (Ms. Pharr proceeded to pull a piece of artillery used for bombing from her bag and showed the Commissioners and the public.)

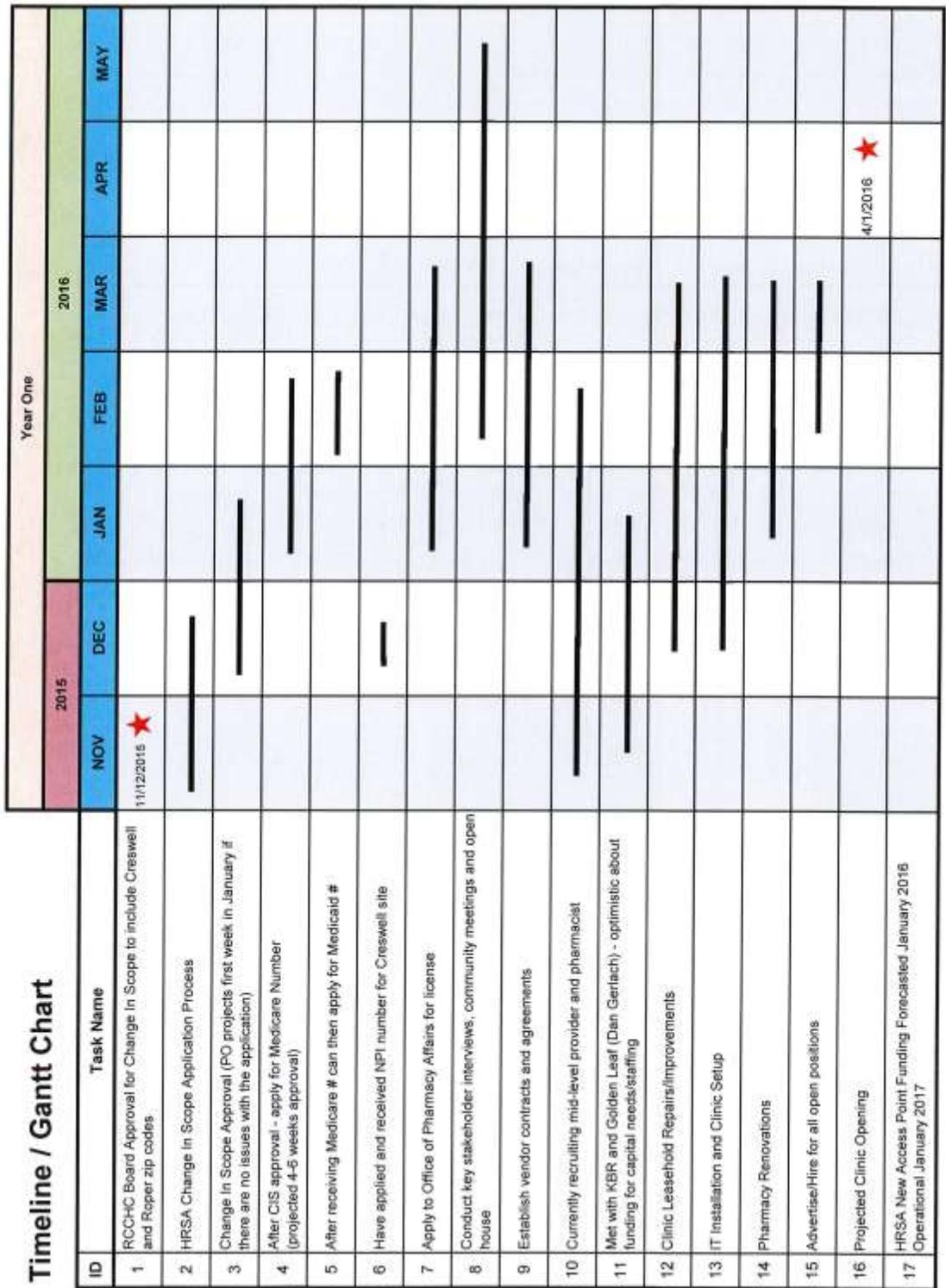
Commissioner Sexton said the citizens keep referring to the Commissioners as the ones putting in the solar farm there; however, the Commissioners are just concerned about the Ordinance at the present time. No one has approached the County for installing the solar farm.

Ms. April Baker, 1051 Albemarle Beach Road, told the Commissioners to proceed with caution. The County does have wildlife and would need a consultant to look at this area. She also asked that the ordinance be beefed up as much as possible to protect the citizens (and the County's) assets.

Commissioner Sexton made a motion to close the public hearing. Commissioner Walker seconded, motion carried unanimously.

Commissioner Sexton made a motion to approve the amendment to Article 13 of the Solar Ordinance regarding setbacks. Commissioner Walker seconded, motion carried unanimously.

PRESENTATION BY ROANOKE CHOWAN COMMUNITY HEALTH CENTER (RCCHC): Ms. Kim Schwartz, CEO of RCCHC spoke to the Board. RCCHC is located in Ahoskie. Earl Bassett, project lead, Guy Simmons, Vice-Chair of RCCHC's Board were also in attendance. Mr. Simmons brought regards from their board to ours. Ms. Schwartz said RCCHC appreciates the time and information shared with them. On November 12, RCCHC changed their scope to include Roper and Creswell to help bring the Medical Clinic in Creswell back to life. "Invitation without intention is just a wish" said the RCCHC CEO. Both boards met back in August. RCCHC has been meeting with funders. They have spoken with Dan Gerlach at Golden LEAF and RCCHC will be extended the opportunity to have an out of cycle request from Golden LEAF. The Kate B. Reynolds Foundation (KBR) is offering a planning grant. Ms. Schwartz said the plan is to have the Creswell Clinic open Monday-Friday from 9:00 AM – 5:00 PM with a full time doctor and pharmacy. RCCHC has been in existence going on 11 years and has had offers to come to this area but have been unable to, until now. Ms. Schwartz said the plan is to open the Creswell Clinic during the first part of April. The piece that makes the difference with RCCHC is that RCCHC put's everything back into the community. Ms. Schwartz said she is very proud of this collaboration with Washington County. She has also met with Washington County Hospital staff and Martin-Tyrrell-Washington Health Department staff. Ms. Schwartz thanked the Board for their interest.



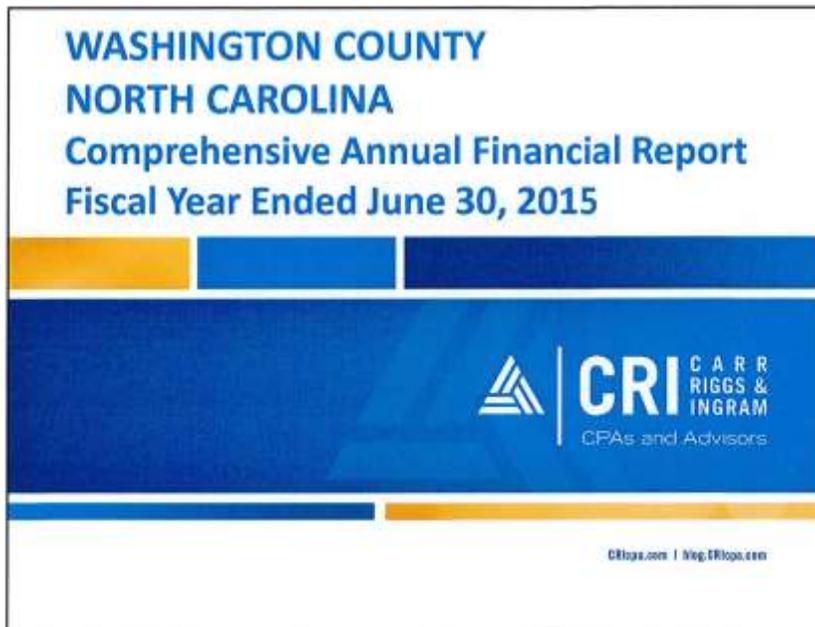
Mr. Potter stated that the Board has passed a letter of intent with RCCHC, therefore an MOU would not need to be created; however, he will start on the lease which will cover all areas needed.

Ms. Schwartz said she was thrilled that the Commissioners' vision is the same as RCCHC's.

Chair Phelps asked about the open house in February that is shown on the timeline above. Ms. Schwartz said that needs to happen to get ready to open in April.

Chair Phelps said our Board shares RCCHC's excitement.

AUDITOR'S REPORT: Mr. Milazi said tonight's document is a draft and will be finalized before sending to the LGC for approval. Mr. Overton, the auditor from Carr, Riggs & Ingram spoke to the Board.



Independent Auditor's Report



Washington County Received an
Unqualified Opinion for the
Fiscal Year Ended June 30, 2015

Page 2-1

CARR, RIGGS & INGRAM, LLC

3

Government-wide Financial Statements Statement of Net Position

	Governmental Activities	Business-Type Activities	Total
Total Assets	\$18,324,379	\$9,176,378	\$27,500,757
Deferred Outflows	475,510	24,469	499,979
Total Liabilities	1,351,974	5,998,459	7,350,433
Deferred Inflows	1,344,057	66,737	1,410,794
Net Position	\$16,103,858	\$3,135,651	\$19,239,509

Exhibit 1 Page 2-14

CARR, RIGGS & INGRAM, LLC

4

Government-wide Financial Statements Net Position

	Governmental Activities	Business-Type Activities	Total
Net Investment in Capital Assets	\$10,768,921	\$2,794,419	\$13,563,340
Restricted	1,509,739	-	1,509,739
Unrestricted	3,825,198	341,232	4,166,430
Total Net Position	\$16,103,858	\$3,135,651	\$19,239,509

Exhibit 1 Page 2-14

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5

Government-wide Financial Statements Changes in of Net Position

	Governmental Activities	Business-Type Activities	Total
Revenues	\$16,284,884	\$2,268,300	\$18,553,184
Expenses	15,486,286	2,300,929	17,787,215
Transfers	260,000	(260,000)	-
Change in Net Position	1,058,598	(292,629)	765,969
Net Position FY 2014	15,620,776	4,029,596	19,650,372
Prior Period Adjustments	(575,516)	(601,316)	(1,176,832)
Net Position FY 2015	\$16,103,858	\$3,135,651	\$19,239,509

Figure 2 Page 2-9

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6

Prior Period Adjustments

Reasons for Prior Period Adjustments

- GASB 68 New Pension Standards require County to record its proportionate share of State Pension Fund
- Landfill post-closure costs – to record estimated cost to close and monitor County Landfill – 80% full
- Reclassify Transfer from General Fund to Tax Revaluation fund in FY 2014 \$33,000
- EMS & Airport Fund shown as separate funds in FY 2015 to match budget ordinance
- Consolidated with General Fund in Previous Years

Note 8 Page 2-69

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7

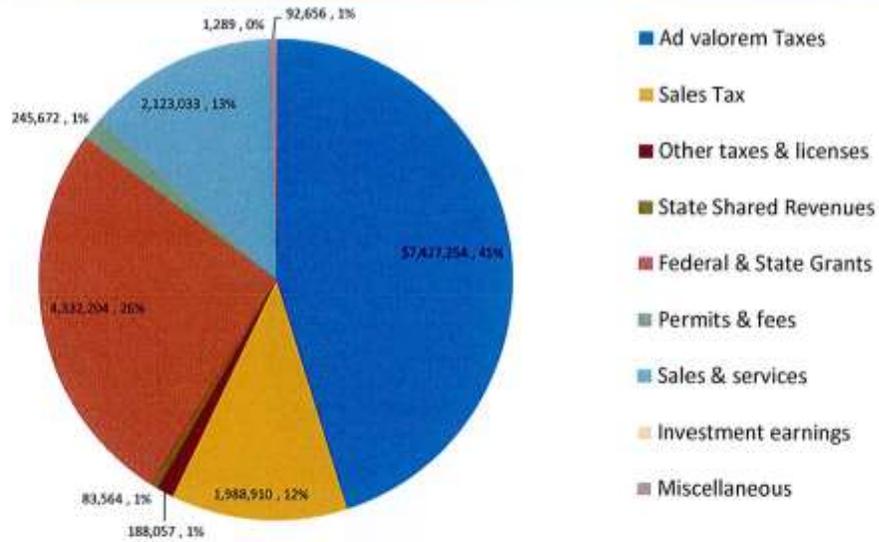
Prior Period Adjustments

	Governmental Activities	Business-Type Activities	Total
GASB 68 LGERS Pension	(\$625,209)	(\$32,283)	(\$657,492)
GASB 68 ROD Pension	16,693	-	16,693
Landfill Post-Closure Costs	-	(569,033)	(569,033)
Tax Mapping & Revaluation	33,000	-	33,000
General Fund	1,730,293	-	1,730,293
Emergency Medical Services	(1,457,597)	-	(1,457,597)
Airport Fund	(272,696)	-	(272,696)
Total Prior Period Adjustments	(\$575,516)	(\$601,316)	(\$1,176,832)

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8

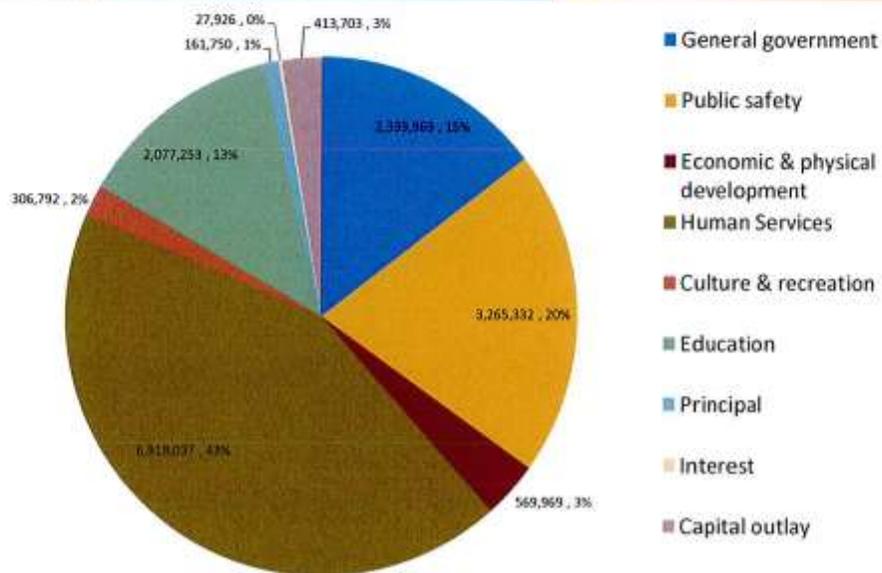
Washington County Revenues By Source



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9

Washington County Expenditures by Function



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10

Fund Balances Governmental Funds

	Fund Balance FY 2015	Fund Balance FY 2014
General Fund	\$6,994,563	\$5,897,913
Tax Mapping & Revaluation	110,893	44,876
Subtotal General Fund	7,105,456	5,942,789
Emergency Medical Services	(1,993,621)	(1,457,597)
Non-Major Special Revenue Funds	(257,464)	(265,890)
Non-Major Capital Project Funds	218,706	180,903
Total Fund Balances	\$5,073,077	\$4,400,205

Exhibit 3 Page 2-17

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11

General Fund Budget Vs. Actual

	Final Budget	Actual FY 2015	Actual FY 2014
Revenues	\$13,822,966	\$13,682,201	\$13,402,617
Expenditures	13,227,677	12,792,630	12,954,049
Transfers	(270,886)	196,114	315,301
Loan Proceeds	-	-	40,249
Sale of Capital Assets	5,500	10,965	7,299
Transfer to Fund Balance	(329,903)	-	-
Increase in Fund Balance	\$ -	\$ 1,096,650	\$ 811,417

Page 2-77 to 2-83

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12

General Fund Fund Balance

	Fund Balance	Percentage of CY Expenditures
Restricted		
Stabilization by State Statute	\$799,700	6.25%
Register of Deeds	15,301	.12%
Due from Other Funds – Cash Overdraft	3,084,013	24.11%
Committed – Tax Revaluation	110,893	.87%
Unassigned Less Due from Other Funds	3,095,549	24.19%
Total Fund Balance	\$7,105,456	55.54%

Exhibit 3 Page 2-17

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13

General Fund Balance Available for Appropriation

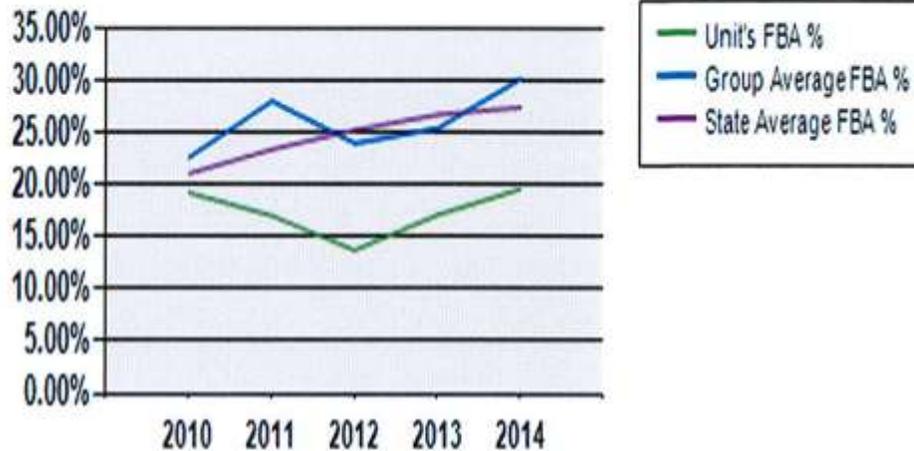
	Amount	Percentage
Total Fund Balance	\$7,105,456	
Stabilization by State Statute	(\$799,700)	
Due from Other Funds – Cash Overdraft	(3,084,013)	
Fund Balance Available	3,221,743	25.05%
General Fund Expenditures	12,792,630	
Transfers to Other Funds	70,000	
Total Expenditures	\$12,862,630	100.00%

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14

Washington County Analysis of Available Fund Balance

Fund Balance Available %



Emergency Medical Services Fund Budget Vs. Actual

	Final Budget	Actual FY 2015	Actual FY 2014
Revenues	\$1,686,790	\$1,807,575	\$1,540,753
Expenditures	2,372,998	2,343,599	2,453,922
Transfers	500,000	-	-
Loan Proceeds	150,000	-	194,391
Fund Balance Appropriated	36,208	-	-
Decrease in Fund Balance	\$ -	(\$ 536,024)	(\$ 718,778)

Ad Valorem Taxes

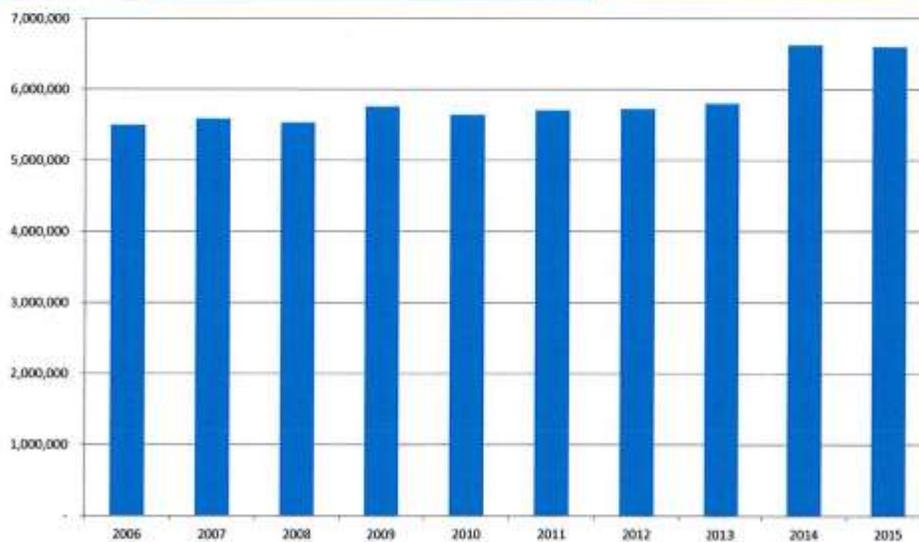
	Amount
Assessed Property Valuation 2014 Levy	\$886,213,635
Tax Rate Per \$100 of Assessed Value	\$0.79
Net Levy 2014	7,018,235
Current Year Tax Collections	6,598,938
Uncollected Taxes at June 30, 2015	419,297
Tax Collection Percentage	94.03%
Taxes Receivable All Years 2005 to 2014 Levy	\$1,056,086

Page 2-113 and 2-114

CARR, RIGGS & INGRAM, LLC

17

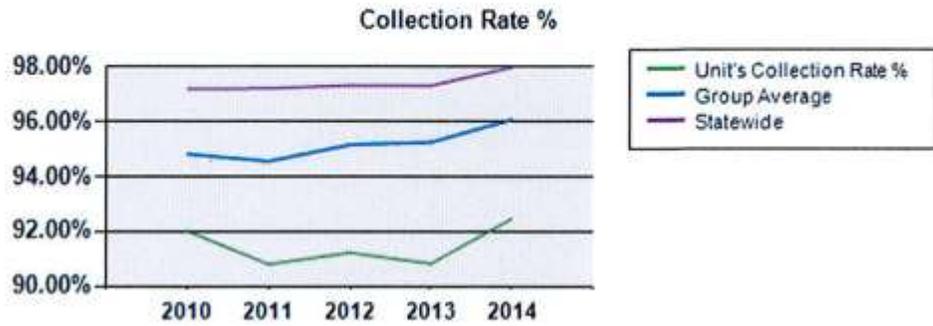
Tax Collections – Last Ten Fiscal Years



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18

Washington County Tax Collection Percentage



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19

Changes in Long-Term Debt

	Governmental Activities	Business-Type Activities	Total
Long-Term Debt FY 2014	\$788,090	\$4,712,145	\$5,500,235
Loan NCDENR	-	559,849	559,849
Less Principal Payments	(161,749)	(200,820)	(362,569)
Long-Term Debt FY 2015	\$626,341	\$5,071,174	\$5,697,515

Figure3 Page 2-12

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20

Long-Term Debt

	Governmental Activities	Business-Type Activities	Total
Installment Loans	\$626,341	-	\$626,341
Water Revenue Bonds	-	4,540,016	4,540,016
Note Payable NCDENR	-	531,158	531,158
Total Long-Term Debt	\$626,341	\$5,071,174	\$5,697,515

Figure 3 Page 2-12

CARR, RIGGS & INGRAM, LLC

21

Total Long-Term Liabilities

	Governmental Activities	Business-Type Activities	Total
Long-Term Debt	\$626,341	\$5,071,174	\$5,697,515
Vacation Pay	414,552	16,364	430,916
Net Pension Obligation LEO	111,662	-	111,662
Landfill Post-Closure Costs	-	614,634	614,634
Total Long-Term Liabilities	\$1,152,555	\$5,702,172	\$6,854,727

Page 2-64

CARR, RIGGS & INGRAM, LLC

22

Sanitation Fund Budget Vs. Actual			
	Final Budget	Actual FY 2015	Actual FY 2014
Revenues	\$1,320,128	\$1,094,925	\$1,118,044
Expenditures	1,141,732	1,194,102	1,110,296
Transfers	(60,000)	(60,000)	(55,000)
Transfer to Fund Balance	(118,396)	-	-
Decrease in Fund Balance	\$ -	(\$ 159,177)	(\$ 47,252)

Page 2-101 to 2-102

CARR, RIGGS & INGRAM, LLC

Water Fund Budget Vs. Actual			
	Final Budget	Actual FY 2015	Actual FY 2014
Revenues	\$1,368,930	\$1,227,998	\$1,225,507
Expenditures	1,293,130	1,087,154	1,669,030
Transfers	(200,000)	(200,000)	(175,000)
Loan Proceeds - NCDENR	559,849	559,849	-
Transfer to Fund Balance	(435,649)	-	-
Change in Fund Balance	\$ -	\$ 500,693	(\$ 618,523)

Page 2-103 to 2-104

CARR, RIGGS & INGRAM, LLC

Washington County Travel and Tourism Authority Budget Vs. Actual			
	Final Budget	Actual FY 2015	Actual FY 2014
Revenues	\$148,924	\$104,810	582,895
Expenditures	191,408	165,563	167,223
Fund Balance Appropriated	42,484	-	-
Decrease in Fund Balance	\$ -	(60,753)	(84,328)
Fund Balance Beginning		(25,925)	58,403
Fund Balance Ending		(\$86,678)	(\$25,925)

Page 2-111

CARR, RIGGS & INGRAM, LLC

Interfund Receivables & Payables Deficit Fund Balances		
	Deficit Fund Balance	Due to Other Funds
Emergency Medical Services – Due to General Fund	\$1,993,621	\$2,281,731
Emergency Telephone System – Due to General Fund	73,285	454,493
Airport Fund – Due to General Fund	288,768	287,525
CDBG Fund – Due to General Fund	-	35,938
Commerce Center Project – Due to General Fund	13,339	13,339
Library Project Grant – Due to General Fund	13,479	10,987
Sanitation Fund – Due to Water Fund	-	900,481
Water Fund – Due to Sanitation Fund	-	395,973
Washington County TDA – Due to General Fund	86,678	135,713

Note 2 A Page 2-38

CARR, RIGGS & INGRAM, LLC



Mr. Overton said the County was given a clean opinion and has made improvements. Mr. Overton said he looks forward to working with the Board again next year.

GRANT FUNDING DISCUSSION: Mr. Milazi introduced Mr. Daniel McFarland of The Wooten Company, who spoke to the Board. Mr. Milazi said he invited members of the Plymouth, Roper and Creswell municipalities to attend tonight's meeting and they are here. There is a new grant program coming out of the Department of Commerce. This grant will provide up to \$500,000 for demolition of buildings to create economic opportunity sites. Since Washington County is a Tier One county, we would not have to provide matching local funds. Buildings must be owned by the applicant or have an agreement for site control by the owner. The Pre-application process is two pages, and also needs to contain location maps and photos and demolition estimates. The application is then to be submitted to the Department of Commerce, then reviewed by the rural infrastructure authority quarterly. If approved, the applicant then has to do a lot more work (two public hearings also).

Plymouth Mayor Roth said he understood that sites cannot be turned into a parking lot—is this correct? Mr. McFarland said that information is correct. Sites are to make a new economic development site.

Commissioner Sexton asked does the site have to already have water/sewer. Mr. McFarland said there was an option even water/sewer was not available yet. Commissioner Sexton asked if the County has to own the land. Mr. McFarland said there could be a site control agreement for five years with the property owner, if the County or Town did not own the land.

Commissioner Johnson asked if the County would have to have a commitment from a company that would want to build here to qualify for the grant. Mr. McFarland said not necessarily.

Commissioner Sexton asked could the grant be used for environmental clean-up of a site. Mr. McFarland said possibly—in a Phase I—he was not sure of the limitation, but feels that there needs to be a building to be demolished. The grant is not for site remediation only.

Commissioner Johnson asked how long the County would have to market a site before the County would have to pay the grant back. Mr. McFarland said he would have to get back with her on that.

Mr. Jones, citizen, asked about an agriculture site. Mr. McFarland said the grant is not intended for that purpose.

Plymouth Mayor Roth said is the definition of “industrial” a moving project? Mr. McFarland said his opinion is yes and for him to submit a pre-application and see what happens.

DSS ENERGY PROGRAMS: Mr. Clifton Hardison, DSS Director spoke to the Board regarding the Energy Programs provided by DSS. (CIP), starts on July 1 and ends June 30. Low Income Energy Assistance Program (LIEAP).

CRISIS INTERVENTION PROGRAM (CIP)

The Crisis Intervention Program (CIP) serves individuals and families who are experiencing a heating or cooling related crisis. A household is in a crisis if it is currently experiencing or is in danger of experiencing a life-threatening or health-related emergency and sufficient, timely, and appropriate assistance is not available from any other source. Life-threatening is defined as a household which has no heating or cooling source or has a disconnect notice for their primary heating or cooling service and the health or well-being of a household member would be in danger if the heating or cooling crisis was not alleviated. Each household should be evaluated on a case by case basis to determine if there is a heating or cooling crisis.

- This is a federally Funded Program that provides capped assistance of \$600 throughout the state fiscal year to a qualified household that is experiencing a heating or cooling crisis.
- The reimbursement is 100%
- The ledger expenditure account is CRISIS INTERVENTION, 10-5380-030.
- Our current ledger appropriation is \$81,745
- It is not unusual for the federal government to re-allocate additional CIP Funds throughout the state fiscal year. If that happens, a funding authorization is sent to Finance to increase the expenditure line and the revenue line to match the 100% reimbursement.
- The revenue account is DSS Admin Reimburse, 10-3491-000. These revenues return back to the county in the monthly deposit from the state labeled, County Admin WCAS.
- In February the state will inform the counties what their estimated allocation will be. The counties will use this estimate to plan the county budget for CIP expenditures.

APPLICATION REQUIREMENT

Application taking must begin in July when new funding is allocated and continue until the CIP allocation is exhausted or until the end of the state fiscal year, whichever comes first. The household meets income eligibility if the total household's members' countable income is equal to or less than 150% of the current poverty level.

Benefits are paid directly to vendors by the county.

PROCESS

- Client Application
- Approved or Deny
- Payment request to Finance
- Check to Vendor
- DSS reports for reimbursement
- Finance receives reimbursement

YTD DATA

Appropriation	\$81,745.00
33 Cooling Approved	
13 Cooling Denied	
158 Heating Approved	
27 Heating Denied	
Expenditures	<u>\$66,609.40</u>
Balance	\$16,038.60

LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP)

- This is a federally Funded Program that provides a one-time vendor payment to assist eligible households to pay their heating bills.
- The reimbursement is 100%
- The ledger expenditure account is LIEAP Payments, 10-5380-406.
- Our current ledger appropriation is \$81,745
- It is not unusual for the federal government to re-allocate additional LIEAP Funds in the winter. If that happens, a funding authorization is sent to Finance to increase the expenditure line and the revenue line to match the 100% reimbursement.
- The revenue account is DSS Admin Reimburse, 10-3491-000. These revenues return back to the county in the monthly deposit from the state labeled, County Admin WCAS.
- In February the state will inform the counties what their estimated allocation will be. The counties will use this estimate to plan the county budget for LIEAP expenditures.

APPLICATION REQUIREMENT

Only households containing an elderly person age 60 and above or a disabled person receiving services through the Division of Aging and Adult Services (DAAS) are eligible to potentially receive benefits from December 1st through December 31st or until funds are exhausted. Disabled persons are defined as receiving SSI, SSA, or VA disability.

Any household can potentially receive benefits from January 1st through March 31st or until funds are exhausted, if all eligibility requirements are met.

To be eligible, a household must be vulnerable at the time of application. A household is vulnerable if it is subject to rising cost of heating, has a heat source and is billed separately for the heat expense. Accept the applicant's statement about the vulnerability status for the household.

Benefits are based on the household's size and income at the time of application. The income limit is 130% of the federal poverty level. To determine benefit levels, the income limit is broken down into two categories so that families with the lowest incomes receive the higher benefit. There are three benefit level amounts designated according to household size and income. Those benefit amounts are \$200, \$300, or \$400.

Benefits are paid directly to vendors by the county.

PROCESS

YTD DATA

• Client Application	Appropriation	\$81,745.00
• Approved or Deny	30 Approved	
• Payment request to Finance	3 Pending	
• Check to Vendor	1 Denied	
• DSS reports for reimbursement	Expenditures	\$ 6,500.00
• Finance receives reimbursement	Balance	\$76,131.00

PLYMOUTH MUNICIPAL AIRPORT TIMBER DISCUSSION: Mr. Potter reminded the Board of the bid previously received and rejected and was asked to go back and look at timber again. Mr. Potter identified 10 additional acres to add to the 22 (plus a few more at the Stotesberry home and at the end of the runway.) Mr. Potter said he will be working with the Airport Director. Commissioner Johnson asked if the previously cut timber was replanted. Mr. Potter said will check on that. Commissioner Johnson said that if it has been replanted, then in 15 years it should be ready to be cut again. Mr. Potter agreed. Commissioner Sexton asked if the County has to have the other 10 acres surveyed. Commissioner Manning stated that he talked with Mr. Swindell (our forestry contact) and asked him to take a look at it. The County a forestry plan in place which will tell us all we need to know as far as replanting and cutting.

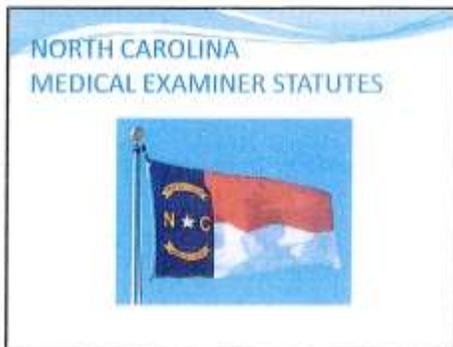
Mr. Potter was asked to bring the total acreage that can be cut and a possible forestry plan to the January 4, 2016 meeting.

DISCUSSION ON AUTOPSY PROTOCOL: Ms. Jennifer O’Neal, EMS Paramedic and Washington County’s Medical Examiner spoke to the Board.



North Carolina Office of the Chief Medical Examiner

The North Carolina Medical Examiner System is a network of medical doctors and allied health professionals throughout North Carolina who devote their time, energy, and medical expertise to see that deaths of a suspicious, unusual or unnatural nature are adequately investigated. The OCME investigates all deaths in North Carolina due to injury or violence, as well as natural deaths that are suspicious, unusual, or unattended by a medical professional.



Medical Examiner Jurisdiction

Upon the death of any person resulting from violence, poisoning, accident, suicide or homicide.

Occurring suddenly when the deceased had been in apparent good health or when unattended by a physician.

**130A-383(a)
Jurisdiction**

Occurring in jail, prison, correctional institution or in police custody; occurring in State facilities.

Occurring under any suspicious, unusual or unnatural circumstance.

Medical Examiner Jurisdiction

130A-383(a) Jurisdiction

ME's are notified of a death by a physician, hospital employee, law enforcement officer, funeral home employee, emergency medical technician, relative or by any other person having a suspicion of such a death.

Medical Examiner Jurisdiction

130A-383(a) Jurisdiction

No person shall disturb the body at the scene of such a death until authorized by the medical examiner unless in the unavailability of the medical examiner it is determined by the appropriate law enforcement agency that the presence of the body at the scene would risk the integrity of the body or provide a hazard to the safety of others.

Medical Examiner Jurisdiction

130A-383(b) Jurisdiction

The discovery of anatomical material suspected of being part of a human body shall be reported to the medical examiner of the county in which the material is found.

Medical Examiner Jurisdiction

130A-383(c) Jurisdiction

Upon completion of the investigation and in accordance with the rules of the Commission, the medical examiner shall release the body to the next of kin or other interested person who will assume responsibility for final disposition.

Deaths Requiring Medicolegal Investigation

- Homicide
- Suicide
- Accident
- Trauma
- Disaster
- Violence
- Unknown
- Unnatural
- Police Custody
- Jail or Prison Inmates



Deaths Requiring Medicolegal Investigation

- State operated mental health facility
- Poisoning or *suspicion* of poisoning
- Public health hazard
- Deaths during surgical or anesthetic procedures
- Sudden unexpected deaths
- Deaths without medical attendance

Determining Whether an Autopsy is Warranted

- The medical examiner has the authority to order an autopsy when, in his/her opinion, it is advisable and in the public interest.
- This power is to be used judiciously.
- If in doubt as to the advisability of ordering an autopsy, consultation is sought from the OCME or from the regional autopsy center.

Determining Whether an Autopsy is Warranted

Suspected drug related deaths, illicit or prescription must be autopsied!



Determining Whether an Autopsy is Warranted

Sudden Unexpected Deaths

- No documented illness that would explain the death.
- Deaths in young adults, children, infants (apparent SIDS cases) should be autopsied.

Determining Whether an Autopsy is Warranted

- Deaths in the elderly are considered on a case by case basis.
- Suspicious or contested suicides.
- Accidental deaths where the observable injuries do not appear sufficient to explain death or seem inconsistent with the alleged "incident".

Determining Whether an Autopsy is Warranted

- Possible public health hazard.
- Law enforcement insistence.
- Badly burned or charred bodies.
- Skeletonized and decomposed bodies.

Determining Whether an Autopsy is Warranted

- Badly disfigured bodies when identification may be an issue, especially if there are multiple fatalities.



Duties of the Medical Examiner

- Take charge of the body
- Make inquiry into the circumstances
- Examine the body
- Scene visit if necessary and external exam
- Determine whether autopsy is warranted
- Obtain toxicology samples
- Complete the Report of Investigation of Medical Examiner "RIME"
- Certify cause and manner of death

All This Work For Free?



No....

130A-387. Fees

- NEW Statute, effective October 1, 2015

For each investigation and prompt filing of the required report, the medical examiner shall receive a fee paid by the State.

However, if the deceased is a resident of the county in which the death or fatal injury occurred, that county shall pay the fee. The fee shall be two-hundred-dollars (\$200.00). This is an increase from the previous fee of \$100.00.

Autopsy Fees

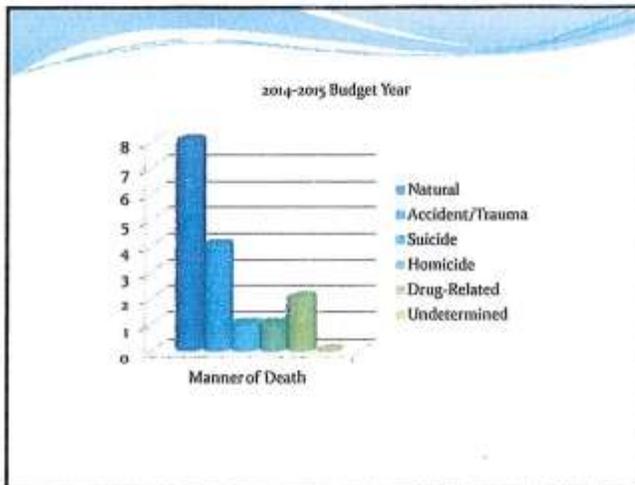
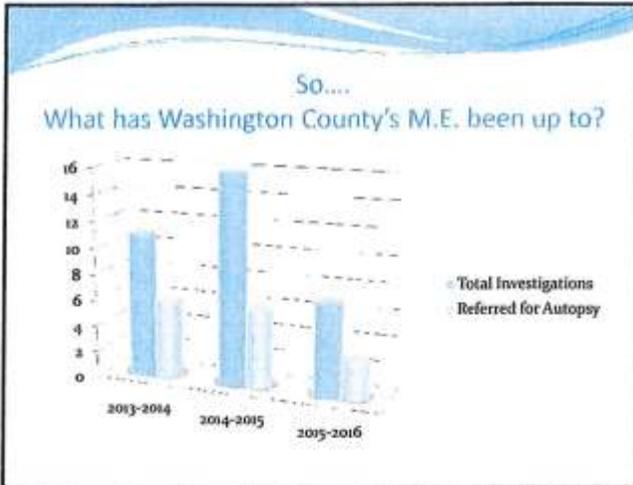
When a death investigation has warranted that an autopsy is advisable, and the deceased is a resident of the State of North Carolina, OCME shall receive a fee for autopsy services to be paid by the county of residence of the deceased.

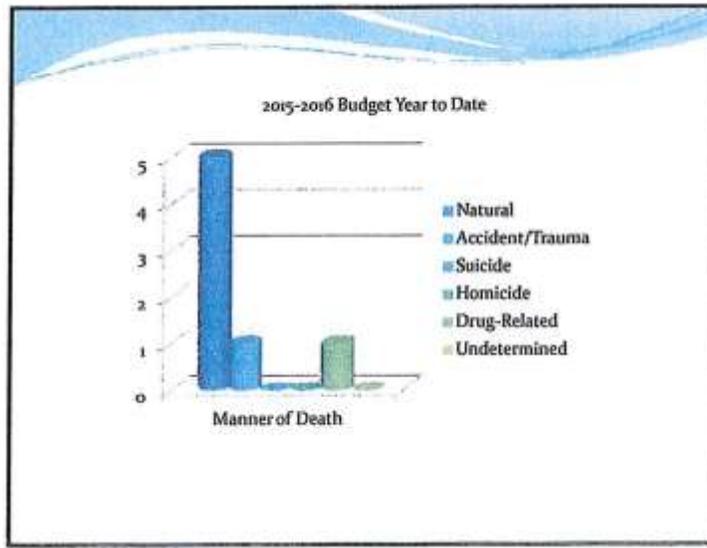
The fee for autopsy as of October 1, 2015 is one-thousand-seven-hundred-fifty-dollars (\$1750.00). This is an increase from the previous fee of \$1250.00.

The State of North Carolina annually budgets an additional \$400.00 per autopsy to supplement the current expenses associated with an autopsy of \$1250.00.

Private Autopsy Services

In cases where family members disagree with the investigative findings and/or are adamant that an autopsy be performed and there can be no justification found for the medical examiners office to take jurisdiction over a death, they have the option of paying for a private autopsy. The regional autopsy center at The Brody School of Medicine will provide a private autopsy for a fee of three-thousand-dollars (\$3000.00) to families. The family making the request shall pay the fee and it must be paid before services are rendered.





Ms. O’Neal said that the increased fees should be taken into account when budgets are being worked on for 2016-2017 (in the Sheriff’s office) for these extra costs.

Chair Phelps said he will make sure that Ms. O’Neal is included in this year’s budget requests and discussion on this topic. Chair Phelps also asked Ms. O’Neal to send a monthly report to Ms. Bennett to be included in the Commissioners’ Agenda Packages.

Commissioner Johnson asked Ms. O’Neal if the family can influence her to do an autopsy. Ms. O’Neal said no, the family cannot influence the ME to do an autopsy.

BOARDS & COMMITTEES:

ARSWA Board

Washington County has already appointed its County Manager as its delegate for voting on ARSWA matters of business at ARSWA meetings. An alternate delegate needs to be appointed in the event of a meeting where the County Manager cannot attend. Commissioner Sexton recommended a Commissioner be appointed as the alternate as this is the standard practice among other ARSWA members.

Mr. Potter noted that ARSWA meets once a year in Hertford.

Commissioner Manning nominated Commissioner Walker as the alternate delegate for ARSWA for Washington County. Commissioner Johnson seconded, motion carried unanimously.

Beaufort County Community College (BCCC) Board of Trustees Appointee

Since BCCC now has a Washington County Center, the County has been approved to have an appointee to the BCCC Board of Trustees. The Board asked Ms. Bennett to obtain an application from the Governor’s Office (which they use for making appointments to Trustee

Boards) and make it available as soon as possible to the Board and the public for use in applying to be considered for an appointment as Washington County's Trustee. Staff recommends that applications should be submitted no later than the cutoff period for the board package for the meeting at which the appointment will be made (12/28/15 deadline for the 1/4/16 meeting.) This will result in all Board members having time to review the full candidate pool prior to the meeting at which a vote will be taken to appoint the Trustee. The Board needs to be thinking about who would serve the best interest of the County by being on the BCCC Board of Trustees and encourage those individuals to apply by the applicable deadline.

Commissioners Johnson and Walker mentioned Jean Woolard as a possible Trustee. Commissioner Sexton said he had been approached by Lynn West as a possible Trustee.

Ms. Bennett will put the application on the County's web page and Facebook page.

The Board agreed to make the appointment at the January 4, 2016 Board of Commissioners' meeting.

Albemarle Commission At-Large Delegate Appointment Request

Ms. Bennett stated she received a letter from Cathy Davison, Executive Director of the Albemarle Commission for an At-Large Delegate that is NOT an elected official.

Commissioner Johnson stated that the Albemarle Commission meets the 3rd Thursday of every month in Hertford.

The Board agreed to make the appointment at the January 4, 2016 Board of Commissioners meeting.

Washington County Parks and Recreation Advisory Board Appointments

The Washington County Parks and Recreation Advisory Board was formed in January 2014. The Board started out strong, but it has been difficult to keep momentum. Terms have expired or are set to expire and new appointments need to be made. Commissioner Phelps (who is their Chair) would like for the Commissioners to submit names from their district that would be interested in being on the Parks and Recreation Board at the January 4, 2016 Board of Commissioners meeting.

FINANCE OFFICER'S REPORT:

Mr. Milazi presented the following budget amendments:

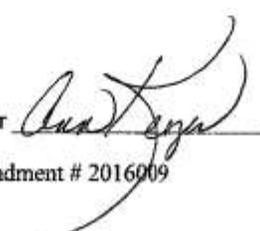


Planning and Safety Department

December 2, 2015

MEMORANDUM

To: Frank Milazi, Finance Officer

From: Ann Keyes, Planning and Safety Director 

Re: FY 2015-2016 Fiscal Year Budget Amendment # 2016009

Request to amend Washington County Regional Hazard Mitigation Plan budget with \$86,667 expenditure and \$86,667 revenue lines. Revenues have been received from NC Division of Emergency Management.

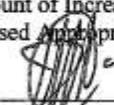
EXPENDITURE INCREASE:

Account Title:	Washington County Regional Hazard Mitigation Plan
Account Number:	10-8000-360
Current Appropriation:	\$0
Amount of Increase:	\$86,667
Revised Appropriation:	\$86,667

REVENUE INCREASE:

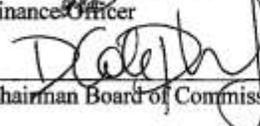
Account Title:	Regional Mitigation Plan
Account Number:	10-3480-030
Current Appropriation:	\$0
Amount of Increase:	\$86,667
Revised Appropriation:	\$86,667



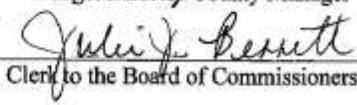

Finance Officer

12/03/15
Date


Budget Director/County Manager


Chairman Board of Commissioners

12/07/15
Date


Clerk to the Board of Commissioners

**NORTH CAROLINA PRE-DISASTER MITIGATION
PLANNING GRANT AGREEMENT**

THIS PRE-DISASTER MITIGATION (PDM) PROGRAM AGREEMENT (the Agreement) is entered into by and between the **State of North Carolina, Department of Public Safety** referred to as the "AGENCY/ GRANTEE"), and **Washington County, North Carolina** (hereinafter referred to as the "RECIPIENT/ SUBGRANTEE").

WHEREAS, Congress authorized financial assistance to States and communities for Pre-Disaster Mitigation activities; and

WHEREAS, the Federal Emergency Management Agency recognizes a need to provide States and communities with much needed source of pre-disaster mitigation funding for cost-effective hazard mitigation activities that are part of a comprehensive mitigation program, and that reduce injuries, loss of life, and damage and destruction of property; and

WHEREAS, the North Carolina Emergency Management Act, N.C.G.S. §166A-1 *et seq.*, N.C.G.S. §166A-6.01(b)(2)a.3. (Senate Bill 300), N.C.G.S. §143B-476; §203 and §322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 *et seq.*, *as amended*, §102 of the Disaster Mitigation Act of 2000, P.L. 107-73, 115 Stat. 651, Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002 and Catalog of Federal Domestic Assistance (CFDA) §83.557 authorize the relationship as described herein; and

WHEREAS, the RECIPIENT/SUBGRANTEE represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications and experience to provide the services identified herein, and does agree to perform as described herein;

NOW, THEREFORE, the AGENCY/GRANTEE and the RECIPIENT/ SUBGRANTEE do mutually agree as follows:

(1) **SCOPE OF WORK**

The RECIPIENT/SUBGRANTEE shall fully perform the approved Pre-Disaster Mitigation (PDM) project, as described in the approved FEMA application as described in Attachment A, in accordance with the approved scope of work in the approved FEMA application, the estimate of costs indicated in the approved FEMA application, and the terms and conditions of this Agreement.

RECIPIENT/ SUBGRANTEE shall not deviate from the approved project and the terms and conditions of this Agreement. RECIPIENT/SUBGRANTEE shall comply with any and all applicable codes and standards in performing work

funded under this Agreement, and shall provide any appropriate maintenance and security for the project. The project costs are an estimate only. The final project costs will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

(2) FUNDING AND INSURANCE

The AGENCY/GRANTEE shall provide Pre-Disaster Mitigation Program Funds for costs incurred in performing the Planning Project identified in the approved FEMA application as identified in Attachment A as follows:

A. Pre-Disaster Mitigation Grant Program

<u>Total Number of Plans: One</u>	<u>Total Costs</u>
Total Estimated Plan Cost:	\$86,667.00

The total estimated project costs are an estimate only. The final project costs will be determined according to the policies and procedures in the applicable North Carolina Division of Emergency Management Standard Operating Procedure.

B. Funding Sources

1. Estimated Federal Share for PDM-PL-04-NC-2014-006	\$65,000.25
2. Estimated Local Share for PDM-PL-04-NC-2014-006	\$21,666.75
3. Estimated State Share for PDM-PL-04-NC-2014-006	\$0.00
4. Federal Share of Recipient/Subgrantee Administrative Cost for PDM-PL-04-NC-2014-006	\$0.00
5. State Share of Recipient/Subgrantee Administrative Cost for PDM-PL-04-NC-2014-006	\$0.00
TOTAL FOR PDM-PL-04-NC-2014-006	\$86,667.00

Allowable costs shall be determined in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 et seq., as amended, §102 of the Disaster Mitigation Act of 2000; 44 C.F.R. Part 13; OMB Circular A-87, N.C.G.S. §166A-6.01(b)(2)b. (Senate Bill 300), 2 C.F.R. Part 200, and other applicable Pre-Disaster Mitigation Program guidance.

Mr. Milazi said that budget amendment #9 requires no local match.

Commissioner Sexton made a motion to approve Budget Amendment #9 as presented above. Commissioner Johnson seconded, motion carried unanimously.



Utilities Department

September 23, 2015

MEMORANDUM

To: Frank Milazi, Finance Officer
From: David Tawes, Utilities Director
Re: FY 2015-2016 Fiscal Year Budget Amendment # 2016010

Request to amend Landfill Budget to repair equipment. The caterpillar 953C track loader exhibits excessive wear and tear after 2,730 hours and needs maintenance. Landfill specialists have expressed concerns associated with continuing operations.

EXPENDITURE INCREASE:

Account Title: Capital Projects
Account Number: 33-8100-600
Current Appropriation: \$45,218
Amount of Increase: \$35,000
Revised Appropriation: \$80,218

EXPENDITURE DECREASE:

Account Title: Contracted Services
Account Number: 33-7402-610
Current Appropriation: \$259,784
Amount of Increase: \$35,000
Revised Appropriation: \$80,218



Signatures and dates for Finance Officer, Budget Director/County Manager, and Chairman Board of Commissioners.

Mr. Milazi said budget amendment #10 is for just moving money for the repair of the track loader (rather than getting a loan). Commissioner Sexton asked about the warranty. Mr. Tawes said he would check on it.

Commissioner Johnson made a motion to approve Budget Amendment #10 as presented above. Commissioner Sexton seconded, motion carried unanimously.



Department of Social Services

December 6, 2015

MEMORANDUM

To: Frank Milazi, Finance Officer

From: Clifton Hardison, Director

Clifton Hardison

Re: FY 2015-2016 Fiscal Year Budget Amendment # 11

Budget Amendment Request to amend Senior Center budget by \$1000.00 to cover travel expenses. I have attached justification information from Senior Center Director, Vanessa Joyner.

EXPENDITURE INCREASE:

Account Title:	Senior Citizens CTR- Travel
Account Number:	10-5150-310
Current Appropriation:	\$1,200
Amount of Increase:	\$1,000
Revised Appropriation:	\$1,200 2,200

EXPENDITURE DECREASE:

Account Title:	Senior Citizens CTR- Utilities
Account Number:	10-5150-330
Current Appropriation:	\$17,000
Amount of Decrease:	\$1,000
Revised Appropriation:	\$16,000

<i>[Signature]</i>	12/07/15	<i>WAS-DF</i>
Finance Officer	Date	Budget Director/County Manager
<i>[Signature]</i>	12/07/15	<i>[Signature]</i>
Chairman Board of Commissioners	Date	Clerk to the Board of Commissioners



Mr. Milazi said budget amendment #11 is for just moving money from one account to another for staff training.

Commissioner Manning made a motion to approve Budget Amendment #11 as presented above. Commissioner Walker seconded, motion carried unanimously.

Mr. Milazi asked if the Board had any questions about his report. No questions were asked.

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

Chair Phelps reminded everyone of the following activities: December 10 is the Plymouth Christmas Parade and the Emergency Responders Banquet at the Vernon James Center and PHS plays in the State Playoffs on Saturday, December 11.

Commissioner Manning stated that he attended the Albemarle RC&D meeting last week.

Commissioner Sexton said that he and Mr. Potter found some new issues at the Commerce Building. Some cement has collapsed in the parking lot.

Mr. Potter also reported that there is a leak in MTW Health Department roof.

Ms. Bennett reminded everyone that the Washington County Employees Christmas Luncheon will be Friday, December 11, 2015 beginning at 12:00 noon – 2:00 PM at the Vernon James Center, Roper.

Mr. Potter stated he will be attending the Town of Plymouth's meeting to discuss the ARSWA agreement for them to join in with the County.

Mr. Potter noted that he has received the first installment of payment for water from the Town of Roper.

Mr. Potter and Mr. Milazi told the Board that the County has received EMS funds from Tyrrell County.

Mr. Potter said he is working on resolving the trash pick-up issue on Gourd Neck Road. There is a turnaround that Mr. Jones lets large trucks utilize; however, some damage has been done. In the meantime, residents have been asked to take their trash cans to the road.

Mr. Potter also told the Board that he has agreed to serve on RCCHC's Finance Committee.

Commissioner Johnson made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(6) (personnel). Commissioner Manning seconded, motion carried unanimously.

At 9:19 PM, with no further business to discuss, Commissioner Johnson made a motion to adjourn the meeting. Commissioner Sexton seconded, motion carried unanimously.

D. Cole Phelps
Chair

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