

February 2, 2015

The Washington County Board of Commissioners met in a regular session on Monday, February 2, 2015 at 6:00 PM in the Washington County Commissioners Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps and Sexton were present. Also present were County Manager Jerry W. Rhodes, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney Curtis Potter. Commissioner Walker was unable to attend.

Chair Sexton asked for a motion to adjourn the January 5, 2015 meeting. **Commissioner Johnson made a motion to adjourn the January 5, 2015 meeting. Commissioner Phelps seconded, motion carried unanimously.**

Chair Sexton called the February 2, 2015 meeting to order. Commissioner Manning gave the invocation; Commissioner Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS:

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Washington County Riverlight Transit Conflict of Interest Policy
- d) Resolution—Designation of Applicant’s Agent—NC Division of Emergency Management

Commissioner Phelps seconded, motion carried unanimously.

PUBLIC FORUM: None

TAX COLLECTOR’S REPORT: Ms. Wilkins spoke to the Board. In accordance with NCGS 105-369(a) she presented the Tax Collector’s report. Ms. Wilkins also noted that the Delinquent Tax Collector has worked hard to get money from taxpayers. Delinquent taxpayers will be listed in The Roanoke Beacon on March 4, 2015.

Commissioner Johnson made a motion to approve the Tax Collector’s report. Commissioner Manning seconded, motion carried unanimously.

EDMUNDS UPDATE: Mr. Bob Edmunds, President of Edmunds & Associates along with Jeffrey Stout, an Edmunds Senior Product Manager spoke to the Board. Mr. Edmunds said his staff has been working with the Tax Office. Ms. Wilkins and staff gave Edmunds a list of items that need to be completed. Mr. Edmunds said all items are scheduled for an April 2015 delivery date. Mr. Edmunds said he will review the list with Ms. Wilkins and her staff and give a status report to Mr. Milazi and Ms. Wilkins to see when the Tax Office can go live.

Commissioner Johnson asked Mr. Stout if the items on this list make the Edmunds' software compliant with the Machinery Act of NC. Mr. Stout replied that the software would be compliant. Commissioner Johnson then asked Ms. Wilkins if this list is what will make the Tax Office compliant. Ms. Wilkins said that the items on the list are the most pressing items. Ms. Wilkins said that she can't say that this list is complete. Mr. Stout said if the Tax Office finds that after April they are still not compliant, Edmunds will work with the Tax Office to get them compliant.

Commissioner Phelps said this is the first status report he has seen. Commissioner Phelps said he has been hearing that the Tax Office doesn't feel that the software is working for them. Mr. Edmunds said he works with other municipalities; however, they don't work with personal property so Edmunds is working on that issue.

Mr. Edmunds said after early April they will work off the feedback from the Tax Office and that information will be presented to everyone.

Commissioner Phelps stated that every month the staff of the County Tax Office says they are struggling with the software and with Edmunds for getting it right for the County. Commissioner Phelps said there seems to be a lack of communication between Edmunds and the Tax Office. Mr. Edmunds said he agrees and that is why he is here tonight--to get things worked out. Mr. Edmunds said he feels the Tax Office can go live in the near future (before 2016).

Mr. Rhodes mentioned that in the beginning (when Edmunds was modifying their software for our needs) there were weekly conference calls between Edmunds and the Tax Office for updates. At some point in time that fell off the radar screen. Mr. Rhodes said that Edmunds may need to pick back up with those weekly updates.

Chair Sexton said he thought that Edmunds would be further along in modifying their software and the Tax Office being able to cut loose with the Elite system.

Commissioner Manning asked Mr. Edmunds if there are employees who work exclusively for Washington County. Mr. Edmunds said that Mr. Stout is the go-between for the engineers and the end user. Edmunds has dedicated developers for our County. Commissioner Manning said he would like Edmunds to come back and give an update at the April 6, 2015 Board of Commissioners meeting.

Mr. Edmunds said that Mr. Stout will provide a test database to be tried so that the County Tax Office can use it to make sure everything works.

After more discussion, the Commissioners decided that Edmunds should come back on May 4th to give the Board an update.

Commissioner Phelps asked Ms. Wilkins if she had any comments. Ms. Gail Phelps spoke and said she was in the Water Department when the Edmunds system was started and was accounts receivable only. Now that she is working in the Tax Office, there are more accounts that are needed that have not been addressed yet.

Ms. Wilkins said that if all of the history does not transfer over, we will still need to keep Elite up for 10 years. Phyllis Ange said if she has a problem with Elite she could call the

programmer and get service immediately. When calling Edmunds it takes 3 hours or more for them to call back to the Tax Office. Denise Jones said there are so many little areas in the Tax Office that have not been addressed. They have to use calculators to do their jobs rather than the system. The customers will be upset with the Tax Office if there are errors in their bills. Chair Sexton said it just looks like a lot of things are not getting covered by Edmunds and the Board looks forward to hearing from Edmunds in May.

PRIMARY CARE AT THE MARTIN-TYRRELL-WASHINGTON DISTRICT HEALTH DEPARTMENT: Terrell Davis, MTW Health Department Director spoke to the Board and gave the following presentation.

Martin-Tyrrell-Washington District Health Department

February 2, 2015

General, Child Health, and Family Planning

- **General** -Vital Records includes the processing of birth and death certificates
- **Child Health** - Wellness physicals and sick visits for ages birth to 21
- **Family Planning** - Yearly physicals and Women's Health Services for all ages

Maternal Health, STD/Communicable Disease, Immunizations

- **Maternal Health**-All Pregnancy related visits-no other providers in Tyrrell or Washington County that provider prenatal care
- **STD/Communicable Disease**-Screenings & treatment within 24 hours of contact for all Venereal Disease related issues-this service is only offered at no charge at the Health Department
- **Immunizations**-State supplied vaccines that are given from birth to age 19 for a patient that has Medicaid or no pay source

Other Services, Tuberculosis

- **Other Services**-Purchased vaccines for all age clients with insurance, TB Skin Test, outside labs for indigent clients at a reduced rate & pregnancy test
- **Tuberculosis**-Referrals from outside providers & hospitals for positive skin test, tracking of active tuberculosis patients & their contacts, daily observed medication therapy for active TB patients, latent tuberculosis treatment

Environmental Health, Home Health

- **Environmental Health**-Inspection of Restaurants, food stands, mobile food units, push-carts, schools, child daycares, adult group homes, nursing homes, hospitals, tattoo parlors, public swimming pools, summer camps, jails, motels, bed & breakfast homes, and meat markets. On-site septic evaluations and permitting, well inspections and permitting & food safety training
- **Home Health**-Licensed home care agency for skilled nursing, physical therapy, occupational therapy, in-home Aide, & infusion nursing.

Dental, WIC

- **Dental**-Washington County serves patients from 0 to 21 and prenatal patients. Tyrrell County sees patients of all ages for restorative & conventional or immediate dentures. We are the only Dentist in Tyrrell and we are the only providers in Tyrrell & Washington that accepts Medicaid. We offer a sliding fee of 40% with patients with no insurance if they qualify.
- **WIC**-Women's, Infants, & Children's Supplemental Food Program. Provides food to low-income pregnant, postpartum, breastfeeding women, infants, and children to age five.

Preparedness, Healthy Communities

- **Preparedness**-This program focuses on the communities in order to keep the public safe & prepared for any disaster by coordinating daily with local Emergency Management, other response agencies, & medical partners. It focuses on disease epidemics, chemical & radiological releases, severe weather & natural disasters.
- **Healthy Communities**-This program focuses on quality assurance, STD/HIV education in schools, worksite health & wellness, class room & group education & Community health assessments.

Diabetes

- Diabetes education provides individual counseling and group skills workshops to equip participants with the self-care skills they need to enhance sense of wellness and avoid disability from related complications.
- Diabetes Prevention provide individual & group lifestyle modification programs for participants of all ages to promote wellness and disease prevention through healthy food choices and physical activity.

Health & Wellness, MCCCHC

- **Health & Wellness**-Medication Assistance Program is an income based program that provides free medications donated by pharmaceutical manufactures to patient who do not have insurance. We also provide this service for patients from other providers
- **MCCCHC**-The Martin County Child Care Consultant program is a service available for licensed child care facilities serving children birth through age five in Martin County. This service addresses health & safety needs & practices in child care settings

PCM & CC4C

- **Pregnancy Care Mgt**-A case management program that partners with prenatal patients as well as medical providers to increase positive birth outcomes
- **Care Coordination for Children**-A case management program that focuses on children, birth to age five. Staff seek to work with families on identifying barriers to meet medical, social as well as developmental needs of the children

MC Juvenile Restitution/Community Service

- This is a sentencing option used by the Juvenile Court system whereby youth are held accountable for their actions. If a youth is ordered to complete hours towards a financial compensation (restitution), they are referred to this program and a work plan is developed. Youth are assigned around the County to complete work hours towards their obligation.

Triple P & Safe Kids Riverbend Coalition

- **Triple P**-Positive Parenting Program-This program is an evidence based parenting education and support program that has shown reductions of out of home placements, hospitalizations, ER visits for child maltreatment injuries, and substantiated child abuse.
- **Safe Kids**-Three County collaborative partnership that seeks to identify risks and promote programs designed to keep children safe in their homes and communities. Focus areas: Motor vehicle safety, poison prevention, fire & bike safety. Under this program, a new coalition is being developed to address prescription drug use and misuse using the Project Lazarus model.

Primary Care

- Chronic Disease Management such as: Blood pressure, Diabetes, Lab work abnormalities...
- Sick Visits for Clients 21 and over
- Colposcopy (done on women with high grade pap smears)
- In House Labs done with PC visit, I&D, Removal of Skin Tags, Endometrial Biopsy, Destruction of Warts (after diagnosis and treated one time in STD Clinic), EKG, Sutures, Pulse Ox meter, Removal of Foreign Body, Ear Irrigation, Adult Health-Pap & Breast Check, Medicare-Wellness, Several injections: Depo Medrol, Tordadol, Insulin, Rocephine, Benadryl

Primary Care Summary

- FY 2008-2009 Loss of Revenue **\$104,018**
- FY 2009-2010 **\$18,090**
- FY 2010-2011 **\$109,068**
- FY 2011-2012 **\$155,763**
- FY 2012-2013 **\$223,335**
- FY 2013-2014 **\$307,705**
- FY 2014-2015*December 2014 **\$159,942**

Revenue Sources for Primary Care

- 2008-2009 Beginning of Primary Care
 - Funding Sources
 - Medicaid
 - Medicare
 - Private Insurance
 - Self Pay
 - Medicaid Cost Settlement
 - Kate B. Reynolds Grant \$88,000 (FY 09/10 & FY 10/11)
 - Rural Health Grant \$125,000 (FY 09/10 & FY 10/11)
 - MAP Grant \$25,000 (FY 10/11) \$50,000 (FY 11/12 & 12/13)
 - Community Health Grant \$83,333 (FY 11/12)

Martin, Tyrrell, & Washington County Primary Care
Visits
(July 2013-June 2014)

Martin County

- Number of patients-731
- Number of Visits-1278

Tyrrell County

- Number of patients-496
- Number of Visits-866

Washington County

- Number of patients-603
- Number of Visits-1262

Martin, Tyrrell, & Washington County
Primary Care Visits
(July-December 2014)

Martin County

- Number of patients-308
- Number of Visits-466

Tyrrell County

- Number of patients-178
- Number of Visits-269

Washington County

- Number of patients-288
- Number of Visits-471

Cost Savings

- Reduction In Force
- Furlough Day (1 per quarter)
- All employees required to use agency vehicle for travel if one is available
- Renegotiated contracts
- Suspended employee education allowance
- Cancelled Christmas Luncheon

Revenue/Expenses

- **FY 2012-2013**-Revenue \$7,231,121 & Expense \$7,543,464-Difference of \$312,343
- **FY 2013-2014**-Revenue \$6,914,362 & Expenses \$7,437,421-Difference of \$523,059

Martin-Tyrrell-Washington District Health Department

- Martin County Health Department
210 West Liberty Street, Williamston, NC 27892
252-793-1619
- Tyrrell County Health Department
408 Bridge Street, Columbia, NC 27925
252-793-1750
- Washington County Health Department
198 NC Hwy 45 North, Plymouth, NC 27962
252-791-3111
- Terrell Davis, Health Director - 252-791-3101
E-mail-terrell.davis@mtwdistricthealth.org

Ms. Davis noted that MTW Health Department has had a loss of revenue from 2008 - 2015 and has suffered over a \$1M loss over the years.

On January 27, 2015 the MTW Board of Health voted to stop Primary Care for adults over age 21. MTW Health Department will stop providing service as of April 1, 2015. MTW Health Department also voted to form a committee to see how efficiently they could provide Primary Care and bring it back in the future. Please contact Terrell Davis or Commissioner Phelps (chair of MTW Health Department Board) if you would like to volunteer. Commissioner Johnson asked for residents to contact Ms. Bennett if they would like to volunteer and she will pass it on to Ms. Davis.

DRAINAGE ADVISORY COMMITTEE RESOLUTION: Mr. Rhodes spoke to the Commissioners about a Drainage Advisory Committee Resolution based on comments from the Board's last meeting about drainage.

A RESOLUTION TO ESTABLISH THE WASHINGTON COUNTY DRAINAGE ADVISORY COMMITTEE

WHEREAS, Washington County is authorized by NCGS § 153A-121 to 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

WHEREAS, Washington County has identified drainage as a critical concern for Washington County due to the potential for flood damage to residential and commercial structures and productive agricultural land; and

WHEREAS, Washington County is authorized by NCGS § 153A-143(c)(31a) to levy taxes for the express purpose of providing structural and natural storm water and drainage systems of all types; and

WHEREAS, Washington County is authorized by NCGS § 153A-440 to cooperate with and support the work of the Federal Soil Conservation Service and the State and local soil and water conservation agencies and districts, and for these purposes may appropriate revenues not otherwise limited as to use by law; and

WHEREAS, Washington County is authorized by NCGS § 153A-440.1 to establish and maintain a county watershed improvement program, drainage projects, and water resource development projects; and

WHEREAS, certain portions of Washington County are presently, or may in the future become, served by various drainage districts and/or service districts created to address specific drainage concerns related to specific limited areas served by such districts; and

WHEREAS, the Washington County Board of Commissioners historically has formed and appointed members to one or more county-wide ad-hoc advisory committees, sometimes referred to as the Washington County Drainage Committee, for the non-exclusive and general purpose of interfacing with county staff and advising the Washington County Board of Commissioners on certain drainage related expenditures toward projects and programs including without limitation programs dealing with beaver control, alligator weed eradication, stream clearing and snagging, hurricane damage mitigation, and dredging where permitted; and

WHEREAS, the Washington County Board of Commissioners now desires by adopting this resolution to add certain formalities to the structure, purposes, and duties of such committee.

NOW THEREFORE, THE WASHINGTON COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES THE FOLLOWING:

1. **Establishment:** There is hereby created a Washington County Drainage Advisory Committee (hereinafter sometimes referred to as the “**DAC**”).
2. **Composition:** The DAC members shall be appointed by the Washington County Board of Commissioners, and to the fullest extent possible shall be comprised at all times of the following:
 - a. One voting member from the Washington County Board of Commissioners;
 - b. One voting member from each of the standing drainage districts or drainage related service districts including without limitation:
 - i. Drainage District No. 5,
 - ii. Albemarle Drainage District,
 - iii. Pungo River Drainage District,
 - iv. Eddie Smith Service District;
 - c. One voting member each from the Town of Plymouth, Town of Roper, and the Town of Creswell;

- d. One voting member each who lives within or owns property within the Scuppernong River District, the Kendrick's Creek District, and the Conaby Creek District;
- e. One voting member from the Washington County Soil & Water Conservation Board; and
- f. The Washington County Soil & Water Technician who shall serve on the DAC as an ex-officio advisory member.

3. Membership:

- a. DAC members shall be appointed by the Washington County Board of Commissioners. Each entity referred to above is encouraged to regularly refer suggested candidates for appointment to the Board of Commissioners through its Clerk to the Board.
- b. Each member shall be appointed to serve a standard three year term, and shall serve until their successor is appointed or they resign. Initial appointments shall be arranged so that approximately one-third of the terms shall expire each year, except for the representatives from the Washington County Board of Commissioners, and the Washington County Soil & Water Conservation Board, who shall serve on the DAC concurrent with their respective terms of office on such Boards.
- c. No other member may serve more than two consecutive terms of office, or six years without a one year break in service after this time period unless no other viable candidates for appointment are available and this requirement is waived by the Washington County Board of Commissioners.
- d. Any vacancies on the DAC shall be filled for the unexpired term only by appointment of the Washington County Board of Commissioners.

4. Duties: The DAC shall have the following duties and responsibilities:

- a. **Communication:** To serve as a public liaison for Washington County citizens to, and to facilitate the flow of communications and cooperation between all of the various local, state, and federal agencies and officials with legislative powers, regulatory oversight, or other duties pertaining to drainage and related matters including without limitation the: US Department of Agriculture – Natural Resources Conservation Service, North Carolina Department of Agriculture – Division of Soil and Water Conservation, Washington County Soil & Water Conservation District Supervisory Board and Technician, Washington County Board of Commissioners and County Manager, and each of the various drainage districts and drainage related service districts serving portions of Washington County.
- b. **Planning:** To consider and review all matters pertaining to the drainage needs of Washington County, and to take the appropriate steps to create and recommend

6. **Regular Attendance:** Members who miss more than two (2) consecutive regular or special meetings of the DAC without just cause may be removed from the DAC by the Washington County Board of Commissioners. Absence due to sickness, death, or other emergencies of like nature, shall not be counted toward the maximum number of absences allowed. However, in the event of a long illness or other extended absence, said extended absence may be grounds for replacement by the Washington County Board of Commissioners.
7. **Officers:** There shall be a Chair, Vice-Chair, and a Recording Secretary of the DAC. These members will constitute the Executive Committee of the DAC. On an annual basis, the DAC shall select its officers for terms of one year. Officers shall be eligible for re-election. If an Officer's term is interrupted by resignation or other factors, a replacement shall be selected by the DAC members during its next meeting.
8. **Duties of Officers:** The Chair shall preside at all meetings and sign all DAC Documents including approved minutes. Ad hoc committees can be appointed by the Chair when the need arises. In case of the Chair's absence, the Vice-Chair shall perform the duties of the Chair. In the case of the absence of both, any remaining member may perform the duties of the Chair given the consent of a majority of the members present. The Recording Secretary shall be responsible for keeping the minutes and for their safekeeping. The minutes shall be up-to-date and accurate. The Recording Secretary shall be responsible for providing notice of all meetings to the members and in accordance with applicable laws, as well as maintaining an accurate list of the membership, with their names, updated contact information, dates of term appointment and expiration. All information including notices of meetings will be given to the Clerk to the Washington County Board of the Commissioners along with a copy of approved minutes.
9. **Finances:** All county funds appropriated by the Washington County Board of Commissioners to any department, project, or other grant or fund associated with the DAC, including without limitation the Washington County Soil & Water Department shall be administered by the County Finance Officer in the same manner as are funds for other departments of the County and in compliance with the Local Government Fiscal Control Act. Funds received from all other sources shall be deposited with the County Finance Officer and shall be disbursed by the Finance Officer in compliance with the Local Government Fiscal Control Act and in accordance with any conditions or restrictions which would not require the County to discriminate among its citizens on the basis of any protected class.
10. **Other:**
 - a. **Bylaws:** Operational procedures may be incorporated into a set of by-laws as developed by the DAC. By-laws and all changes to the by-laws must be approved by the Washington County Board of Commissioners.
 - b. **Amendment:** The BOC reserves the exclusive right to adopt subsequent resolutions that may amend, modify, limit, expand, or terminate any and all of the duties and/or powers vested in the DAC created pursuant to this Resolution, or may disband the DAC entirely.

- c. **Priority:** All provisions of existing resolutions which conflict with this resolution are hereby repealed.

ADOPTED by the Washington County Board of Commissioners this the ____ day of _____, 2015

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

ATTEST:

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

Commissioner Johnson asked Mr. Rhodes if he was proposing a 13 member board. Mr. Rhodes said there would be 12 voting members plus 1 ex-officio. Mr. Rhodes explained the reason for the size of the Drainage Advisory Committee is to have representation of all areas.

Mr. Potter said this Drainage Advisory Board would replace the current Board that was started in 2002 and he will add procedures on how this new Board will operate. Mr. Potter noted that he wrote these procedures along the lines of the newly created Recreation Advisory Board for consistency. Mr. Rhodes said there may be some overlap in some areas. Commissioner Manning asked when the first meeting would be held. He said he has attended the drainage meetings in the past and they are usually held in January or February. Mr. Rhodes said the meeting is on hold right now since Keith Sawyer of Soil & Water is out on medical leave. The resolution addresses the membership and the Board of Commissioners can make changes anytime.

Commissioner Johnson made a motion to approve the Resolution to Establish the Washington County Drainage Advisory Committee. Commissioner Manning seconded, motion passed unanimously.

CAPITAL OUTLAY PLAN: Dr. Joe Davis, Superintendent of Washington County Schools (WCS) spoke to the Board and said that Mr. Matthew Cheeseman will give the presentation on WCS Capital Outlay Plan. Dr. Davis noted that school principals and Board of Education members were in attendance tonight. They have gone back through their capital outlay plan and modified it for the most pressing items. Dr. Davis said the Board of Education will be asking the Board of Commissioners to procure funding for these expenditures.

Washington County Schools

Capital Outlay

Funding Request

Original Request:
\$2,803,741

Current Request:
\$980,037

Plymouth High School

- \$334,860 to **\$228,169**
- Re-key locks on outer/inner doors of building
- Front lobby receptionist area
- Painting front office
- Front office furniture
- ADA ramp
- Outer perimeter fence
- Carpet in library
- Blinds
- Gymnasium sound system
- Rekeying or replacing locks on all doors inside building
- Media Center chiller
- Media Center valve replacement
- A-wing heating and air unit replacement

Washington County Union Middle

- \$689,756 to **\$167,020**
- Campus security cameras
- Carpet — media center, office, principal office, conference room
- Furniture and equipment
- Electrical panel replacement in gymnasium

Creswell High School

- \$197,431 to **\$85,979**
- Sidewalk ramp from library to rear parking lot
- New football field press box
- Painting of crosswalks and parking lot lines
- Rekeying or replacing locks
- Paint gym ceiling
- Concession stand repair
- Gymnasium chiller compressor replacement
- Furniture and replacement

Creswell Elementary School

- \$262,573 to **\$151,772**
- New roof – ridge cap
- New playground equipment
- New compressor for the school's HVAC system
- Basketball court paving
- Electrical panel replacement in cafeteria
- Chiller compressor replacement
- Tile for 7 classrooms in lower hallway

Pines Elementary School

- \$354,024 to **\$82,000**
- Bell system
- New carpet in media center
- Playground area fencing
- Basketball court paving

Maintenance Department

- \$894,043 to **\$194,043**
- 5 Boiler Burners – CHS, CES, PES, PHS, Central Office
- Dump truck repairs
- Central office carpet and interior painting
- Central office furniture for all offices
- Central office roof

Transportation Department

- \$71,054 remains at **\$71,054**
- Parking lot
- Fencing- replace gate to garage and repair fencing
- Equipment-fueling platform
- Building repairs
- HVAC unit
- Equipment-mobile lift system

Overall Funding Request

- \$228,169 – PHS
- \$167,020 – WCU
- \$85,979 – CHS
- \$151,772 – CES
- \$82,000 – PES
- \$194,043 – Maintenance Department
- \$71,054 – Transportation Department
- Total = **\$980,037**

Mr. Cheeseman stated that no items have been removed from the previous lists submitted to the Commissioners, just priorities have changed.

Commissioner Phelps asked how the School Board plans for the County to fund this. Commissioner Manning asked is this their request for the next budget cycle. Dr. Davis said this is part of the current years' budget request. Chair Sexton said the two Boards have been talking about this off and on for a while now. He asked if the School Board has done any long range planning. Chair Sexton said there has been talk of new schools. Ruffin Gill, Chair of the Board of Education, said the School Board is here tonight to support the proposal presented by Mr. Cheeseman and that the School Board is looking at alternatives. These items presented this evening need to be done even if new schools are in the future. Dr. Davis said these are existing issues that need fixing. Chair Sexton said he understands that the schools need work, but the Commissioners need to know what the vision of the School Board is down the road before putting a lot of money out now. Chair Sexton wants to hear from the School Board.

Commissioner Johnson asked Mr. Milazi when he first started looking at financing for the schools what was the longevity of the loan. Mr. Milazi replied that it was between 8 – 10 years.

Dr. Davis said the money is not in their local budget to build new schools. He has met with some legislatures to try and change how the local money and state money can be used for schools.

Mr. Ruffin said they have two new School Board members and are trying to get them up to speed.

Chair Sexton said that the Commissioners and the School Board need to meet and hash this out and he would like them to meet in the next couple of weeks. Ms. Bennett will speak with the School Board's clerk, Ms. White, and they will set up a meeting between the two boards.

BUDGET CALENDAR AND GUIDELINES: Mr. Rhodes spoke to the Board about the 2015 – 2016 Budget Calendar and Guidelines.

Washington County
FY 2015-2016 Budget Preparation Guidelines

- Attempt to maintain current service levels with no expansion or new services unless a revenue stream can be established to fund expanded or new services.
- All mandatory statutory funding requirements will be met.
- Reserve fund balance will be maintained at least at the approved minimum requirements as approved by resolution by the Washington County Board of Commissioners.
- If any premium increases occur in spousal or family health and/or dental coverages, those increases in cost will be passed on to employees.
- There will be an attempt to not layoff or furlough any county employees.

- There will be no new positions created unless funded by a grant, special appropriation or revenue generated funds.
- Only capital projects will be considered that relate to replacement or repair of facilities or equipment as needed for safety or operability of a facility or piece of equipment.
- The county will continue to collect the one-cent (\$.01) countywide drainage tax.

Adopted By:

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

Date

Attest:

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

Date

**Washington County, North Carolina
Budget Calendar
Fiscal Year 2015-2016**

DATE	BUDGET PROCEDURES	ACTION BY
Tuesday, February 17, 2015	Budget Kickoff Message	County Manager
Tuesday, February 17, 2015	Distribution of Budget Forms & Instructions	Finance
	MANDATORY	5:00 PM Finance Officer
Friday, March 13, 2015 through Wednesday, March 18, 2015	Budget Formulation/Consultation Ask for Assistance if needed	Departments
Friday, March 20, 2015	Deadline for the submission of budget requests both expenditure & revenue to Finance	Departments Fire Districts
Friday, March 20, 2015	Update of tax valuation due from Tax Department	Tax Department
Friday, March 27, 2015 through Friday, April 17, 2015	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	County Manager Finance Officer Departments
Friday, April 24, 2015	Final of tax valuation from Tax Department	Tax Department
Monday, April 27, 2015	Recommended budgets sent to departments	Finance
Friday, May 08, 2015	RECOMMENDED BUDGET MUST BE BALANCED	5:00 PM County Manager Finance Officer
Monday, May 11, 2015	Budget message is reviewed/written	County Manager
Wednesday, May 13, 2015	Recommended budget is published	12:00 noon Finance
Monday, May 18, 2015	Presentation of the County Manager's budget message & recommended budget to BOC	County Manager County Commissioners
	Publish in newspaper notice stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk to the Board
Wednesday, May 20, 2015 through Friday, May 22, 2015	Commissioners work sessions to review budget with departments, agencies, school board	County Commissioners County Manager Depts/Finance Officer
Tuesday, May 26, 2015	Official public hearing on the budget	Public
Monday, June 08, 2015	Adoption of Budget Ordinance <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed & (2) public hearing is held.</i>	County Commissioners
Monday, June 15, 2015	Distribute final adopted budget Begin preparing budget document for printing	Finance

For further information or questions please contact Jerry W. Rhodes, County Manager at jrhodes@washcone.org or Frank Milazi, Finance Officer at fmilazi@washcone.org.

Commissioner Phelps asked if a Cost of Living Adjustment (COLA) could be considered for County employees. Mr. Rhodes said he would look into it. Commissioner Phelps suggested having the work sessions before the budget is published. Mr. Milazi, Mr. Rhodes and Ms. Bennett will look over the calendar to set dates for earlier work sessions for the Commissioners.

Commissioner Johnson made a motion to approve the Budget Guidelines and the Budget Calendar for 2015-2016. Commissioner Manning seconded, motion passed unanimously.

BOARD AND COMMITTEE APPOINTMENTS:

Washington County Joint Community Advisory Committee

The Albemarle Commission Area Agency on Aging is requesting 3 re-appointments for the Washington County Joint Community Advisory Committee: Brenda Hill, Faye Phelps and Burl Walker. All are willing to continue to serve if re-appointed.

Commissioner Johnson made a motion to the re-appointments as presented. Commissioner Phelps seconded, motion passed unanimously.

Courthouse Security Improvement Committee

Senior Resident Superior Court Judge Wayland J. Sermons, Jr. has requested that the Board appoint a courthouse security improvement committee.

Commissioner Phelps took the lead on this and handed out a list of potential Washington County Courthouse Security Committee Members.

1. Second Judicial District, Senior Resident Superior Court Judge or their designee;
2. Second Judicial District, Chief District Court Judge or their designee;
3. Second Judicial District, District Attorney or their designee;
4. Washington County Clerk of Superior Court, or their designee
5. Washington County Sherriff, or their designee;
6. Washington County Manager;
7. One defense attorney from the Second Judicial District Bar;
8. One member from the Washington County Board of County Commissioners.

Commissioner Manning made a motion to approve the appointments as listed above to the Washington County Courthouse Security Committee, specifically County Manager Jerry Rhodes as (6) Washington County Manager; Commissioner D. Cole Phelps as (7) One defense attorney from the Second Judicial District Bar; and Commissioner Tracey A. Johnson as (8) One member from the Washington County Board of County Commissioners. Commissioner Phelps seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT:

WASHINGTON COUNTY



**2014 – 2015 FINANCIAL
REPORT
AS OF JANUARY 31, 2015**

1. Cooperative Extension – Livestock Account and Agency Account will both be moved from Washington County to University Non-Profit Operations following the request from the Cooperative Director. After the transfer, the County will not be involved in receipts and payments of the transferred accounts.
2. EMS staff started earning time and half for overtime worked effective February 1, 2015 as per e-mail sent to the Board soon after the approval of the proposal.
3. We received from Tyrrell County \$156,422 for 2013-2014 fiscal year contract agreements as follows:
 - (a) Tyrrell County EMS Contract agreement is \$100,000 but we got \$120,000
 - (b) Tyrrell County Transport Contract agreement is to split in half up to \$75,000, we got \$36,422
4. Drainage Bank Account was opened following the Board's approval – Transfers will be made from this account for expenses above the budget. All additional revenues above the budget requirements will be deposited in this account.
5. Washington County Travel and Tourism Investment Bank Account opened as directed by the State to open a separate investment account for TTA.
6. The North Carolina Department of Administration wrote Counties that in accordance with the repeal set forth in Senate Bill 5744 – page 209, the General Assembly eliminated the authority for State contribution to County Veterans Service Program. Therefore, there will be no matching funds reimbursed to the Counties this year.
7. The 2014 Audit report was filed with the State treasurer – LGC as well as single audit with the federal Government. Auditors will be presenting the report to the Board during March Board Meeting. Washington County submitted the application for consideration for the Certificate of Achievement for Excellence in Financial Reporting.
8. Emergency management asks for an amendment to the grant budget in the amount of \$10,400 for exercising response capabilities.
9. Commissioner Phelps requested information on our Recreation member participation Insurance. All Washington County Recreation participants will be given the attached form instructions for filing claims. Our insurance details are available to all medical providers for each participating member in case of an accident. Participants will be asked to share this information with their parents/sponsors.



North Carolina Department of Administration

Pat McCrory, Governor
Bill Daughtridge, Jr., Secretary

Ilario G. Pantano
Assistant Secretary for Veterans Affairs

January 28, 2015

**MEMORANDUM NO. 3
COUNTY SEQUENCE NO. 2**

TO: All Offices, NC Division of Veterans Affairs

FROM: Phillip G. Batten, Deputy Director

SUBJECT: Yearly Request for State Matching Funds for County Veterans Service Program

In accordance with the repeal set forth in Senate Bill S744 – Page 209, the General Assembly eliminated the authority for State contribution to County Veterans Service Program. Therefore, there will be no matching funds reimbursed to the counties this year.

PGB:ah

DISTRIBUTION:

Assistant Secretary's Office	8
State Service Office	2
Each Veterans Service Center	1
Each Veterans Service Officer	1
Each County Veterans Service Office	1
Each State Veterans Cemetery (Info)	1
Each State Veterans Home (Info)	1

Division of Veterans Affairs
Albemarle Building, Suite 1055 • 325 North Salisbury Street
1315 Mail Service Center • Raleigh, North Carolina 27699-1315
(919) 807-4250 • Fax (919) 807-4260
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WASHINGTON COUNTY
PLYMOUTH, NORTH CAROLINA

P.O. BOX 1007
27962

MEMO TO: Mr. Frank Milazi, Finance Officer
FROM: Ann C. Keyes, Planning/Safety Director *ACK*
DATE: February 2, 2015
SUBJECT: Budget Amendment

Please be advised that Washington County was awarded a grant to enhance the overall emergency management program in the county as well as the surrounding counties.

This grant will be used to exercise response capabilities within 13 northeastern counties' region.

This grant will terminate on August 31, 2015. However, all exercise monies will be received by June 30, 2015.

I am requesting the following budget amendment in order to appropriate these funds allocated to our department.

NCDPS/Exercise Planning Grant
Account Title: Disaster Assistance Working Group Regional Planning Grant
Amount of Appropriation: \$10,400.00

Thank you.

— Equal Opportunity Employer —

Commissioner Manning made a motion to approve the budget amendment needed to the Emergency Management grant budget in the amount of \$10,400 for exercise response activities. No matching funds are needed. Commissioner Phelps seconded, motion carried unanimously.

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

Mr. Rhodes said that DOT is having open houses across the state for their upcoming State plan. The closest meeting to Washington County is in Williamston on March 17 from 4:00 pm – 7:00 pm. There are no planned road projects for our area in the next 10 years

Chair Sexton asked how the library roof is coming along. Mr. Rhodes spoke to Mr. Pearlman of The Wooten Company and he said they are in the finishing stages of the back part (flat part). They will then work on some interior parts of the library with the extra money that remains.

Commissioner Johnson acknowledged Ms. Keyes 40 years of service with the County. Commissioner Johnson said the Legislative Goals meeting she attended in Moore County was very good this year. Everyone worked together from all the different counties. Some of the following topics were discussed: environment—they understand hydrilla; lottery funding—the NCACC is requesting the Counties get back their 40% of lottery funds; agriculture—NCACC put in something supporting them; special elections legislation to make the process better; supporting Medicaid and some EMS reimbursement for mental help and substance abuse. Commissioner Johnson said that the NCACC is hitting the road at the General Assembly and if NC wants to be a State with military service, funds should not be taken away from them.

Mr. Rhodes said the County submitted a goal to the NCACC Human Services and Steering Committee--HH-6: Seek legislation to improve financing and regulatory issues for the purpose of ensuring the viability of rural hospitals.

Ms. Bennett reminded the Board that Senator Erica Smith-Ingram has scheduled a “listening tour” through the 8 counties she represents. She will be in Washington County on Thursday, February 26 from 6:00 pm – 7:00 pm at the Strader Building, Cooperative Extension Conference Room. Please make plans to attend.

Ms. Bennett noted that the next Strategic Planning meeting will be held in March from noon (lunch provided) until 5:00 pm on either Friday, March 6 or Friday, March 13. Ms. Bennett asked the Commissioners to let her know which of these dates work best for each of them.

Ms. Bennett mentioned that the 2015 NCACC District Meeting will be held on Wednesday, March 25, 2015 in Martin County at the Senator Bob Martin Eastern Regional Agricultural Center, Hall B. The meeting begins at 5:30 pm and will include a dinner. The meeting should end by 8:00 pm. Ms. Bennett asked the Commissioners to let her know if they would like her to register them for this meeting. (There is no cost to attend.)

Mr. Potter noted that tax foreclosures will soon start getting referred to the tax attorney. Notices will be sent out.

Ms. Keyes introduced the County's new Building Inspector, Joey Thompson. Ms. Keyes noted that Mr. Thompson also serves as the Plymouth Fire Chief, a Plymouth Town Council member and a maintenance man.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney client privilege). Commissioner Johnson seconded, motion carried unanimously.

Back in open session, discussion ensued regarding EMS and OSHA. **Commissioner Phelps made a motion to approve the OSHA settlement. Commissioner Johnson seconded, motion carried unanimously.**

At 9:08 pm, with no further business to discuss, Commissioner Johnson made a motion to recess the meeting. Commissioner Phelps seconded, motion carried unanimously.

William R. Sexton, Jr.
Chair

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