

July 6, 2015

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

Chair Sexton called the meeting to order. Commissioner Walker gave the invocation; County Attorney Potter the pledge of allegiance.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution: Play Together Construction Grant for Accessible Playgrounds
- d) Inmate Safekeeping Agreement—Washington and Hyde County
Inmate Safekeeping Agreement—Washington and Tyrrell County

Commissioner Phelps seconded, motion carried unanimously.

PUBLIC FORUM: Mickey Robbins, 25 Albemarle Beach Road, said he received a water bill for 57,000 gallons of water. He stated he is not going to pay the bill. He said that would be 1,900 gallons a day. He said he is not going to pay for something he didn't use. Mr. Robbins said he wants to see where the old meter was closed out and the new meter started. He wants his bill revisited.

Al Ambrose, 2091 Mt. Tabor Road, Creswell, said that since May, the neighborhood has been inundated with a stench and blow flies because of the dump that Captain Neil's is using on a piece of farmland. This farmland has not had a crop on it in years. Dickie Spruill is the owner. Mr. Ambrose said that Mr. Spruill is supposed to be using the crab remnants as fertilizer. Mr. Ambrose said Mr. Spruill is not burying the remnants. They are being scattered about when the dump truck brings it to the farmland. Mr. Ambrose said he has called different agencies trying to get some answers on what can be done to get rid of this. Chair Sexton said the Board has heard about this and has talked with the County Manager and Attorney to see if they can find anything to help. Chair Sexton suggested that the residents hire a lawyer. Mr. Ambrose asked if any of the lawyers would like to do it pro bono. Chair Sexton said to check around. Commissioner Phelps said he has talked with the County Attorney to see if there are any legal issues and he is waiting to get information from him. Ms. Ann Keyes has also been checking into this.

Terrell Davis, Director of MTW Health Department, thanked the Commissioners for the money the MTW Health Department was given in the budget and she also said the MTW Health Department will continue to serve the citizens as best they can.

WATER SYSTEM HYDRAULIC ANALYSIS & RECOMMENDATIONS: Mr. Rhodes introduced Mr. Gregory Churchill, of Rivers and Associates. Mr. Rhodes told the Board that the Pea Ridge area of Washington County has always experienced low water pressure and with the Waterside at the Point being built up, this will become more of an issue. Once Waterside at the Point is completed it will cause a significant strain on the County's current water system. Mr. Rhodes said that Mr. Churchill is proposing to the Board to have a water booster pump station. Mr. Rhodes stated that funding is budgeted for this project.

Mr. Churchill spoke to the Board. He stated he has done work in over a dozen counties. A hydraulic analysis is needed to know what supply sources are needed for the demand. He won't know the best thing to do for the County until the analysis is done. With the building up of Waterside at the Point, it could cause water pressure issues in other parts of the County. The Scope of Services is shown below. Mr. Churchill said his company will include budgetary cost issues along the way. He feels like the work can be done in six (6) weeks. Mr. Churchill said the next application for the next round of funding is due the end of September, but we would need to have the application done the first part of August.

WASHINGTON COUNTY, NC
WATER SYSTEM EVALUATION & IMPROVEMENTS

SCOPE OF WORK
ATTACHMENT 2

A. ENGINEER shall provide the following basic services:

1. Hydraulic Modelling, Analysis, Recommendations, Cost Estimates and Report

- Review previous study.
- Update existing calibrated model to perform with current version of software.
- Convert Steady State Analysis to Extended Period Simulation including:
 - Add high service pump(s) at WTP including operational controls based on elevated tank level
 - Add operational controls to existing active booster pump stations
- Run existing average day, max day and peak hour (using diurnal curve) scenarios to confirm proper Extended Period Simulation operation.
- Add future demands at junction nodes in development phases based on direction received from County Staff (1200 total units located between Pea Ridge and Mackeys Ferry).
- Run average day and max day scenarios to determine system deficiencies in transmission, distribution or storage for meeting future demand.
- Model system improvements (i.e. new booster pump station with operational controls, main improvements, pressure monitoring, addition of altitude or electric control valves, additional storage, etc.) that may be required to meet the future demand condition.
- Run average day, max day, and peak hour (using diurnal curve) scenarios to confirm needed improvements to meet future demand conditions.
- Evaluate phased system improvements to meet phased increases in demand based on direction received from County Staff (initial new demand associated with Waterside Development near Pea Ridge).
- Run average day, max day, and peak hour (using diurnal curve) scenarios to confirm the proposed improvements' capabilities to meet future phased demand conditions.
- Prepare budgetary cost estimate(s) and recommendations for phasing improvements.
- Prepare draft summary report with model map including recommended phased system improvements and associated cost estimates.
- Review results and recommended improvements with County Staff.
- Finalize report based on input from Owner.
- Present final report to Owner.

2. Schedule for Performing Services

- The estimated time required to complete the Scope of Services is six (6) weeks from Authorization to Proceed as indicated in Paragraph 1.01.B of the Agreement.
- Completion of the work must be accomplished no later than August 31, 2015 in order to accommodate preparation and submittal of a Drinking Water State Revolving Fund (DWSRF) low interest loan application by September 30, 2015 to the North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Infrastructure (DWI).

Commissioner Phelps said he understands the study could be finished in 6 weeks, but is the funding a loan? Mr. Churchill said the County would be competing for a Drinking Water grant. Last year \$80M was available, but \$35M of it went to one project. Mr. Churchill said Washington County is not guaranteed to receive the grant, but we need to apply and get in line.

Commissioner Phelps asked what happens if the County doesn't get in on this round of grant money, would Rivers and Associates' analysis still be able to be used to apply later. Mr. Churchill said yes, it would still be a viable report. The application would get re-submitted.

Commissioner Walker asked what the timeline is if the County doesn't receive grant funds the first time the County's application is submitted. Mr. Churchill said the wait has been being 1 year, but he feels DENR will be making some changes and it could only be 6 months.

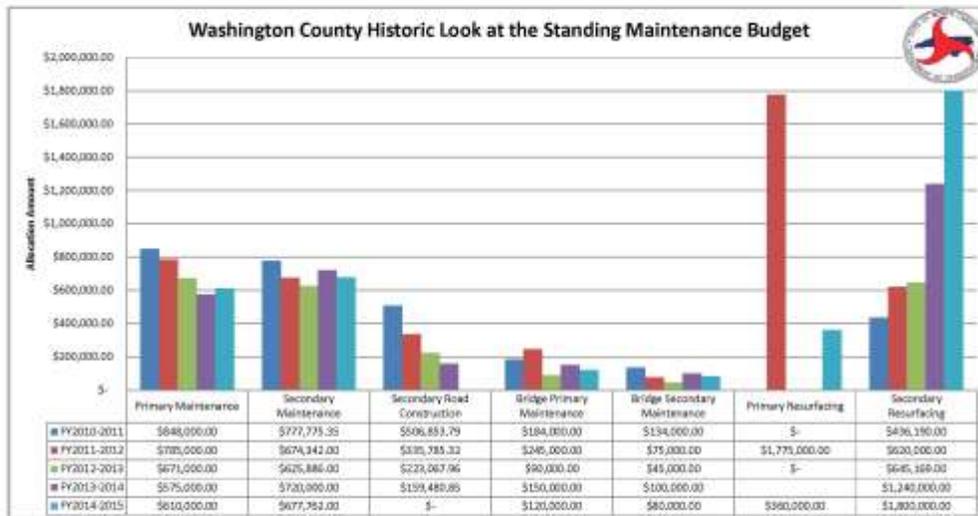
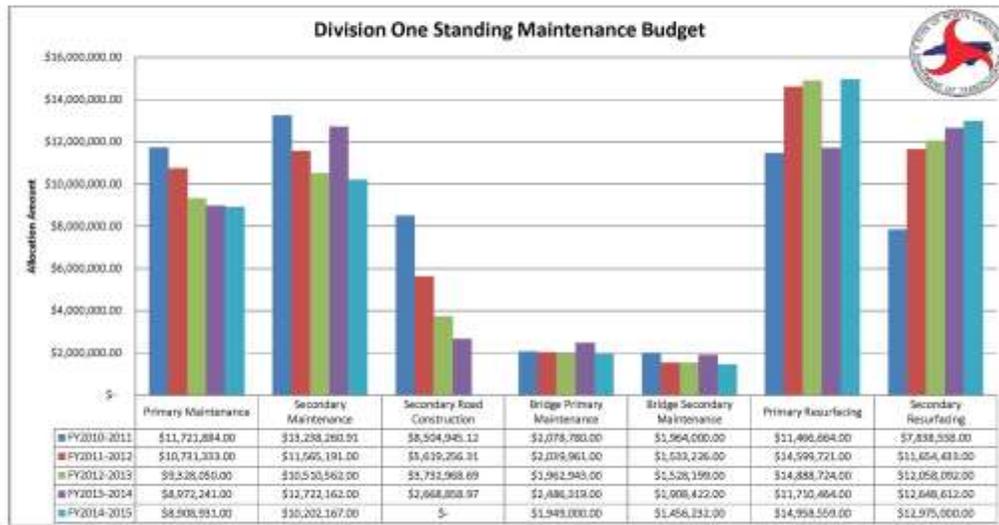
Mr. Churchill noted that recommendations were made in a report to the County in 2007, done by Rivers and Associates but nothing was implemented at that time. The deficiencies that were noted at that time can be addressed now.

Chair Sexton asked how much the booster pump station is going to cost the County. Mr. Churchill said it could be \$125,000 or more. If variable speed pumps are used they require cooling and cost more money.

Mr. Rhodes said funds are in the current budget for the analysis. Mr. Potter said that this is a service contract typically executed by the County Manager and he has written a resolution for the Board to make this service contract exempt for competitive bidding.

Commissioner Phelps made a motion to approve the Rivers and Associates contract and the resolution to exempt this contract from competitive bidding for Water System Hydraulic Analysis & Recommendations—Inner Banks Development. Commissioner Walker seconded, motion carried unanimously.

DEPARTMENT OF TRANSPORTATION (DOT) MAINTENANCE BUDGET & 3 YEAR RESURFACE/RETREATMENT PLAN: Mr. Sterling Baker, Department of Transportation spoke to the Board. Glenn Cook is the acting DOT County Maintenance Engineer and can be reached at 252-797-4598. Mr. Baker said he used to come to the Board meeting in July every year and present on secondary road construction, but the funding for that program ended in 2010. Mr. Baker said that Division One will be lucky to get \$5M this year for primary maintenance. Mr. Baker also mentioned that there is a bill in the Senate for an additional \$246M for the state for primary resurfacing, which could mean about \$7-8M for Division One.



"OFF THE TOP" Funding Items

County	Primary FY13-14 Expenditures								Secondary FY13-14 Expenditures				Primary Total	Secondary Total	Combined Total			
	Rest Area	Landscaping	Chicken Outlet	Grain/Feed Repairs	Roading	Traffic Signals	Hot/ Warm Paved	Chicken Outlet	Roading	Signage								
Berke	5	-	-	-	81,633.04	181,369.67	25,000.00	81,412.00	-	5	105,789.68	2,843.00	3	204,332.71	254,712.69	3	459,045.40	
Cleveland	5	1,587,982.74	-	-	302.06	85,962.72	2,000.00	-	5	75,291.45	-	5	203,255.48	77,987.45	3	278,242.93		
Cowan	5	-	-	-	21,486.13	45,526.43	12,000.00	-	5	-	82,346.34	8,000.00	5	89,322.21	49,745.74	1	139,027.72	
Cynthiana	5	170,239.01	-	-	245.65	85,989.42	15,000.00	-	5	-	85,531.85	7,000.00	5	224,144.31	88,171.25	2	342,325.57	
Daviess	5	332,863.42	-	180,866.62	50,000.00	22,293.63	131,414.21	75,000.00	-	5	34,226.04	2,000.00	5	893,188.99	35,284.24	5	928,473.23	
Dawson	5	-	-	-	277.94	48,482.11	8,000.00	-	5	-	52,582.10	-	5	53,860.04	63,982.33	3	141,922.14	
Hartford	5	-	-	-	-	87,030.28	30,000.00	40,589.08	-	5	117,619.36	12,000.00	3	111,269.21	187,897.44	3	328,976.65	
Hyde	5	80,698.28	-	-	3,251.89	50,512.08	8,000.00	-	5	-	17,346.08	-	3	128,248.44	27,194.58	3	155,443.02	
Marion	5	-	-	-	184,738.28	182,269.02	33,000.00	-	5	-	185,254.91	8,000.00	5	367,149.29	255,692.44	3	646,241.73	
Northampton	5	-	-	-	8,091.10	75,092.21	20,000.00	-	5	-	103,183.31	2,000.00	5	105,447.47	288,133.80	3	398,281.27	
Putnam	5	-	-	-	43,744.11	87,260.75	80,000.00	-	5	-	68,541.37	10,000.00	5	198,325.85	308,043.17	3	506,369.02	
Perkins	5	-	-	-	4,432.63	87,362.00	15,000.00	-	5	-	106,794.63	10,000.00	5	87,784.63	224,493.23	3	332,278.15	
Powell	5	122,444.12	-	-	29,526.25	827,959.58	8,000.00	-	5	-	48,022.12	-	5	387,441.80	60,022.12	3	447,463.92	
Washington	5	67,027.80	-	-	27,484.02	81,116.15	8,000.00	-	5	-	69,581.75	10,000.00	3	213,893.50	212,585.75	3	426,479.25	
Total	5	3,047,761.11	5	180,866.62	5	1,017,184.51	5	1,354,119.48	5	497,299.00	5	131,201.04	5	1,882,583.12	5	783,000.00	5	3,445,524.80

Contract Resurfacing & Preservation-Washington County

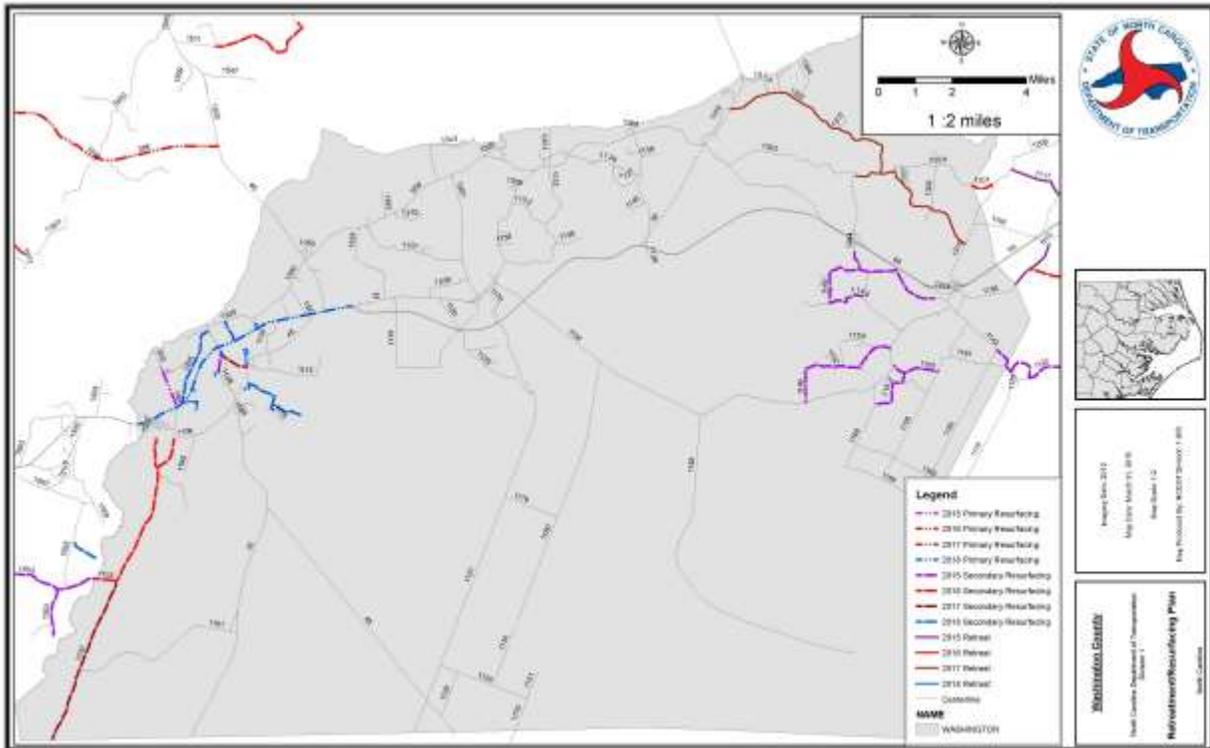
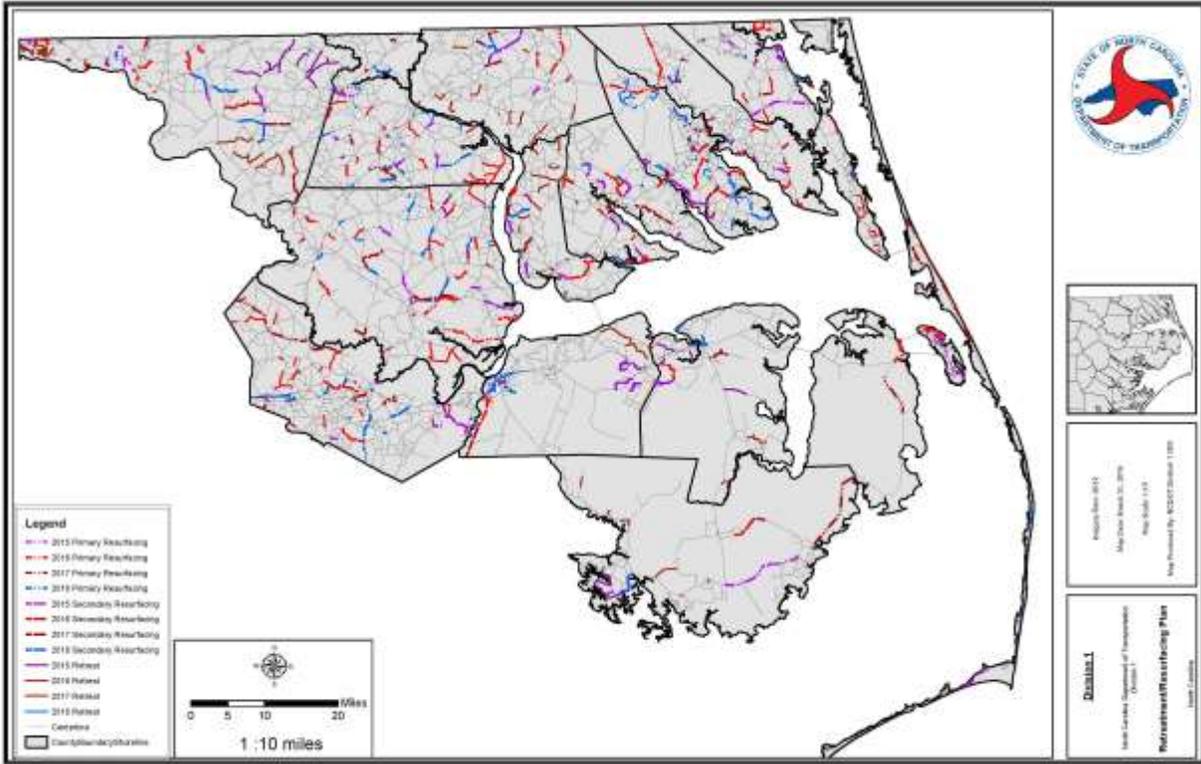
FISCAL YEAR 2014-2015								
WBS#	Contract #	Symbol on Map	Route	Name	From	To	Contractor	Comments
1CR 20941.24	DA00211	---	SR 1149	Ambrose Rd.	SR 1155	SR 1126	Bamhill	Availability: 03/16/2015, Completion: 10/23/2015
1CR 20941.25	DA00211	---	SR 1142	Meadow Ln./Back Rd.	SR 1143	SR 1169	Bamhill	"
1CR 20941.26	DA00211	---	SR 1163	Sprull Rd.	SR 1164	SR 1162	Bamhill	"
1CR 20941.27	DA00211	---	SR 1142	Meadow Ln./Back Rd.	Cul de sac	Creswell CL	Bamhill	"
1CR 20941.28	DA00211	---	SR 1142	Meadow Ln./Back Rd.	SR 1160	SR 1118	Bamhill	"
1CR 20941.29	DA00211	---	SR 1146	Mount Tabor Rd.	SR 1143	SR 1148	Bamhill	"
1CR 20941.30	DA00211	---	SR 1304	Mile Wretch Rd.	SR 1142	New Pavement	Bamhill	"
1CR 20941.31	DA00211	---	SR 1155	Fourth St.	SR 1126	SR 1156	Bamhill	"
1CR 20941.32	DA00211	---	SR 1143	Mount Tabor Rd.	SR 1142	SR 1146	Bamhill	"
1CR 20941.33	DA00211	---	SR 1162	Sprull Town Rd.	SR 1163	SR 1155	Bamhill	"
1CR 20941.34	DA00211	---	SR 1108	Roosevelt Ave.	NC 32	SR 1201	Bamhill	"

FISCAL YEAR 2015-2016								
WBS#	Contract #	Symbol on Map	Route	Name	From	To	Contractor	Comments
1CR 20941.35	DA00231	---	SR 1100	Long Ridge Rd.	SR 1106	SR 1103	Bamhill	Availability: 07/06/2015, Completion: 06/17/2016
1CR 20941.36	DA00231	---	SR 1105	Monsie Rd.	SR 1000	End Pavement	Bamhill	"
1CR 20941.37	DA00231	---	SR 1103	Jordan Thick Rd.	SR 1100	Martin County Line	Bamhill	"

FISCAL YEAR 2016-2017								
WBS#	Contract #	Symbol on Map	Route	Name	From	To	Contractor	Comments
		---	SR 1100	Long Ridge Rd.	SR 1103	Beaufort County		
		---	SR 1114	Roper Rd.	NC 32	NC 45		
		---	SR 1302	Pea Ridge Rd.	NC 32	SR 1303		951
		---	SR 1303	Davenport Forks Rd.	SR 1310	SR 1304		951

FISCAL YEAR 2017-2018								
WBS#	Contract #	Symbol on Map	Route	Name	From	To	Contractor	Comments
		---	US 64		Martin Co	NC 32 East of Plymouth		
		---	NC 32		US 64	SR 1114		
		---	SR 1115	Dismal Rd.	From SR 1181 To End Pav	SR 1214		
		---	SR 1116	East Fork Dismal Rd.	From SR 1115 To End Pav	Dead End		
		---	SR 1335	Wilson St.	From US 64 to SR 1357	End Maintenance		
		---	SR 1337	Creekside Rd.	From US 64 to SR 1325	SR 1300		
		---	SR 1342	Rankin Lane	From US 64 to SR 1325	End Pavement		

		---	SR 1181	Dismal Rd. Loop	From NC 45 to NC 45	End Maintenance		
		---	SR 1107	Cool Springs Rd.	From US 64 to Dead	End Maintenance		Thin Lift Overlays
		---	SR 1186	Mcombs Lane	From SR 1107 to Dead end	SR 1240		Thin Lift Overlays
		---	SR 1171	Cleaves Rd.	From US 64 to Dead End	SR 1242		Thin Lift Overlays
		---	SR 1210	Auston Dr.	From SR 1108 to SR 1211	End Loop		Thin Lift Overlays
		---	SR 1211	Buncombe Dr.	From SR 1210 to Dead END	SR 1233		Thin Lift Overlays
		---	SR 1182	Hazel St.	From NC 45 to SR 1201	SR 1233		Thin Lift Overlays
		---	SR 1201	Aaron St.	From SR 1182 to End Loop	SR 1233		Thin Lift Overlays



Commissioner Johnson asked about the dirt roads that need paving. Mr. Baker said the major funding source for that went away in 2010. There is a little money for that each year (maybe \$12M) but it is stretched statewide. Division One was able to get one road done last year (Gee Street).

Commissioner Johnson asked about Cardinal Lane—if it had been paved. Mr. Baker said no, because it is not in the State system.

Chair Sexton asked about Roosevelt Avenue—is it going to be repaved? The job previously done was not done well. Mr. Baker said he would check on it since part of it is in town, part of it is out of the city limits. Towns get money to do roads that are not in the State system.

Commissioner Phelps asked if the roads in this plan or the next three years will all get resurfaced. Mr. Barnes yes, said they are set in stone, if the funds remain.

“STATE OF THE UNION” OF WASHINGTON COUNTY’S TRAVEL AND TOURISM AUTHORITY AND UPDATE ON THE 1ST ANNUAL BLACK BEAR FESTIVAL: Mr. Tom Harrison, Director of the Travel and Tourism Authority spoke to the Board and gave a summary of the June 6 Black Bear Festival. Mr. Harrison stated that Washington County has the largest black bears on the planet in Eastern NC with the highest bear density.

Mr. Harrison said he created the largest event in scope that has been held in Washington County in the shortest amount of time—March – June with a dozen consistent volunteers. He wanted to plant a flag and have this be the NC Black Bear Festival. He didn’t want competition from other counties so it wasn’t called the Washington County Black Bear Festival.

Mr. Harrison said that 5,000 people went through the live bear exhibit and a total of ~7,000 people attend the various events—the beauty pageant, 5K run, paddle event and black bear tours. The idea for all of this came about when Roger Brooks came to town and did an assessment of the County and set out to brand our County. Mr. Harrison said this is still a work in progress. He feels people will come for an activity. This is something the County can do to attract visitors. People from 8 states and 1 foreign country attended. This was a community event—different citizens and organizations helped to make this a success. Next year’s event will be Saturday June 4, 2016. Mr. Harrison said he is excited to have another Black Bear Festival. Mr. Harrison then showed a short video taken the day of this year’s Black Bear Festival.

Commissioner Phelps said he heard nothing but positive things and hats off to Mr. Harrison for pulling off such an event. Commissioner Johnson said she attended the festival and really enjoyed it.

APPOINTMENT OF TAX ASSESSOR & TAX COLLECTOR: Chair Sexton asked for a motion to appoint Ms. Sherri Wilkins as the Washington County Tax Assessor effective July 1, 2015 to June 30, 2017.

Commissioner Johnson made a motion to appoint Ms. Sherri Wilkins as the Washington County Tax Assessor effective July 1, 2015 to June 30, 2017. Commissioner Phelps seconded, motion carried unanimously.

Ms. Bennett pointed out that Ms. Wilkins also needed to be appointed as the County Tax Collector.

Commissioner Phelps made a motion to appoint Ms. Sherri Wilkins as the Washington County Tax Collector effective July 1, 2015. Commissioner Johnson seconded, motion carried unanimously.

TAX COLLECTOR'S REPORT IN SETTLEMENT: Ms. Wilkins spoke to the Board regarding the ad valorem taxes. Per North Carolina General Statute 105-373, the Commissioners are to receive a settlement report for the fiscal year 2014 – 2015 which ended June 30, 2015.

TAX COLLECTOR'S REPORT IN SETTLEMENT
AS OF JUNE 30, 2015

TAX YEAR 2014

CHARGES:	Original Levy	\$ 7,003,597.53
	Discoveries	\$ 11,953.30
	Penalties	\$ 8,346.19
	Interest	\$ 50,965.30
	Costs	\$ 53,131.49
	Other	\$ 878,412.60
TOTAL		\$ 8,006,406.41

CREDITS:	Levy Deposits	\$ 6,622,388.76
	Other Deposits	\$ 755,249.42
	Releases / Refunds	\$ 40,945.24
	Real Balance Due	\$ 404,145.93
	Personal Balance Due	\$ 20,430.69
	Other Balance Due	\$ 163,246.37
TOTAL		\$ 8,006,406.41

Tax Year	Beginning Balance	Adjust/Pay	Ending Balance
2014	Breakdown Above		\$ 587,822.99
2013	\$ 765,904.14	\$ 391,369.15	\$ 374,534.99
2012	\$ 464,170.21	\$ 182,080.16	\$ 282,090.05
2011	\$ 316,587.24	\$ 109,513.50	\$ 207,073.74
2010	\$ 216,950.48	\$ 85,010.52	\$ 131,939.96
2009	\$ 143,251.09	\$ 35,243.82	\$ 108,007.27
2008	\$ 95,818.29	\$ 15,510.37	\$ 80,307.92
2007	\$ 97,189.02	\$ 16,436.99	\$ 80,752.03
2006	\$ 86,681.09	\$ 9,514.31	\$ 77,166.78
2005	\$ 73,737.09	\$ 45,752.17	\$ 27,984.92
TOTAL	\$ 2,260,288.65	\$ 890,430.99	\$ 1,957,680.65

INSOLVENTS:

	2004	\$ 35,130.70
	2003	\$ 32,275.29
	2002	\$ 31,472.88
	2001	\$ 30,101.05
	2000	\$ 23,523.78
	1999	\$ 19,329.84
	1998	\$ 16,140.83
TOTAL	\$	187,974.37

ENFORCED COLLECTIONS

Debt Setoff	\$ 40,733.54
Garnishments	\$ 150,951.21

REFERRED:

Foreclosures	\$ 379,539.22
Payments	\$ 63,266.95

Ms. Wilkins' report includes the settlement of real property taxes and personal property taxes. The tax office has made diligent efforts to collect all the taxes due. The charges for this report include original amounts due along with discoveries, penalties, interest and costs and all other sums. The credits for this report include deposits, releases, principal balances of real and personal property and other balances due. Also included with this report are the insolvent amounts and a breakdown of the enforced collections.

The tax office is run according to the laws of North Carolina, and uses the Machinery Act as reference and works closely with the N. C. Department of Revenue (NC DOR) and the School of Government at UNC – Chapel Hill. Everything from what is printed on the tax receipts to the County's assessment policies are governed by law.

Over the past fiscal year the tax office has had some changes. The tax office began billing and collecting for the Town of Creswell. The Town of Plymouth took back their billing and collecting. The tax office collected for the Albemarle and Pungo River Drainage Districts and the tax office will be billing and collecting for the Albemarle and Pungo River Drainage Districts this coming year. The tax office staff has had several meetings with their representatives over the last year to set this up.

The tax office is now set up to collect for the Eddie Smith, DD5, Albemarle and Pungo River Drainage Districts. Also, included in the County tax rate is the countywide 1¢ drainage assessment.

The tax office is still collecting delinquent motor vehicle taxes and working with the monthly queues, reports and issues in the Tag and Tax or NCVTS (North Carolina Vehicle Tax System).

In December, notices were posted around the County and in The Roanoke Beacon concerning the listing period for 2015 – 2016. The tax office completed the listing of Business Personal Property and Personal Property; those forms are mailed December 31st of each year and are due January 31st. Applications were processed for the Present-Use Value program and Property Tax Relief program. Second notices were sent in February. The delinquent taxpayer's advertisement was run in the Roanoke Beacon in March. The Board of E & R advertisement was run in the Roanoke Beacon. Reports were sent to the NC Department of Revenue as requested. Annually there are several reports required by the NCDOR and the Office of the Fire Marshall. The tax office worked with the contracted Appraiser to get the appraisals completed and adjustments made.

In April, the tax office referred our first 100 properties to Zacchaeus Legal Services (ZLS) for foreclosure. The second list of 100 properties was referred to ZLS in June. The implementation of the foreclosure program has benefited the county's collection on delinquent taxes.

The School of Government and the NC DOR require continuing education classes for certain certifications and positions. All tax office personnel completed their courses and passed their tests per the requirements.

Transfers are an on-going process from the time the bills go out in July until all are ready to bill the next tax year. During this time, the tax office works closely with the Register of Deeds and Mapping Department.

Tax bills should be mailed by the end of July. After they are mailed, the Assistant Assessor will begin transfers that have occurred since January 1 that can now be keyed in preparation for 2016 – 2017 tax year. Although the budgeted amount for the contracted appraiser was cut from the budget for this coming year the tax office will try and work within the budget line items to bring him back during the fall of the year to review and appraise any new construction and any properties that have had a change. While some of the changes the Assistant Assessor and I can review, there are changes that the Appraiser has to complete. Some of this information the tax office gets from the Permits Office and some is gotten from the taxpayers.

The Delinquent Tax Coordinator is working with mortgage companies to assure that they receive the tax bills they have requested, she will also continue with the foreclosure program, wage garnishments, bank attachments and the debt set-off program. While the collection through debt set-off has decreased due to the change in the state's tax rate, she was able to process more garnishments and bank attachments this year.

The tax office staff members are cross-trained. For each job that is done the tax office works to have at least one other person who can assist with that position or duty. This does pull the Delinquent Tax Coordinator, Assistant Assessor and Tax Administrator away from their main duties to help the front counter and each other as needed. The staff and I invite each of you to visit us at any time, sit down with us and see what we are doing.

JOINT LAND USE STUDY (JLUS) UPDATE: Mr. Potter spoke to the Board about the JLUS interviews. These are not public hearings. If the Board would like to see any additional interviews, please let Mr. Potter know by this Wednesday.

**NOTICE OF JLUS INTERVIEWS
FOR KEY PERSONNEL & STAKE HOLDERS**

July 21st, 2015

As part of the initial planning process for the development of the Seymour Johnson Air Force Base Joint Land Use Study (the "JLUS"), a team of consultants will be visiting Washington County and interviewing certain personnel, stakeholders, or other key parties identified by the policy and/or technical advisory committees who may have valuable expertise about, or important broad community perspectives relating to, the pending JLUS and Washington County.

You are receiving this notice because you or your organization were identified as a key party, and are invited to attend the interview scheduled below most closely fitting your capacity or organization.

These interviews are NOT intended to be public forums or community meetings which will be conducted during later stages of the JLUS, when public input will be specifically sought and considered.

Instead these interviews are intended to assist the consultants in gathering as much initial information as possible about local government, economic development, planning, transportation, infrastructure, agriculture, and any other matters that may be relevant to the overall JLUS.

If you have any questions or concerns about this process please contact Julie Bennett, Clerk to the Washington County Board of Commissioners, at 252-793-5823 or by email at jbennett@washconc.org.

Interviews will be conducted on July 21st, 2015 in the Board of Commissioners Conference Room located at 116 Adams Street in Plymouth, NC 27962 in accordance with the following schedule unless otherwise notified by the Clerk to the Washington County Board of Commissioners.

7/21/15 TIME	Interview For:	Invited Attendees
1:00PM	Town of Plymouth	All elected officials, management, planning personnel, and other representatives as desired by organization.
1:30PM	Town of Roper	All elected officials, management, planning personnel, and other representatives as desired by organization.
2:00PM	Town of Creswell	All elected officials, management, planning personnel, and other representatives as desired by organization.
2:30PM	Chamber; TTA; FSA; S&W	All board members, administration, and other representatives as desired by organizations.
3:00PM	Washington County Planning Board & Staff	All board members, planning, building, airport, and GIS staff, and other representatives as desired by organizations.
3:30PM	Washington County Commissioners & Management	Commissioners, management, and other representatives as desired by organization.

In the event that a majority of the members of any public body plan to attend an interview, compliance with any applicable open meetings laws will be the sole responsibility of such public body. No board action shall be considered or taken as part of the interview process.

Additional information about the JLUS can be obtained at the following website:

<http://www.northeastncregionaljlus.com/>

PLYMOUTH MUNICIPAL AIRPORT TIMBER: Mr. Potter spoke to the Board regarding cutting timber at the Plymouth Municipal Airport. The Board previously approved a two (2) acre tract then decided that the County should cut as many trees as possible at one time to. Mr. Potter described the three types of ways to bid this project.

Disposal Methods

G.S. Chapter 160A, Article 12, sets out three competitive methods of sale, each of which is appropriate in any circumstance for disposing of both real and personal property: sealed bid, negotiated offer and upset bid, and public auction. Article 12 also permits privately negotiated exchanges of property in any circumstance (so long as equal value changes hands) and privately negotiated sales or other dispositions of property in a number of limited circumstances. In addition, a few other statutes permit privately negotiated sales or other dispositions of property, again in limited circumstances. These various methods of disposition are summarized in the following sections. In undertaking any of them a local government must remember that the statutory procedure must be exactly followed or the transaction may be invalidated by a court.⁵¹

Sealed Bids

A local government may sell any real or personal property by sealed bid (G.S. 160A-268). The procedure is based on that set forth in G.S. 143-129 for entering into purchase contracts in the formal bidding range, with one modification for real property. An advertisement for sealed bids must be published in a newspaper that has general circulation in the county (for a county government) or in the county in which the city is located (for a city government). Publication must occur seven full days (not counting the day of publication or the day of opening) before the bids are opened if personal property is being sold and thirty days before the bids are opened if real property is being sold. The advertisement should generally describe the property; tell where it can be examined and when and where the bids will be opened; state whether a bid deposit is required and, if so, how much it is and the circumstances under which it will be retained; and reserve the governing board's right to reject any and all bids. Bids must be opened in public, and the award is made to the highest responsible bidder.

The sealed bid procedure appears to be designed to obtain wide competition by providing public notice and good opportunity for bidders to examine the property being sold. Invitations to bid may be mailed to prospective buyers, just as they are typically sent to prospective bidders in the formal purchasing procedures for personal property.

Negotiated Offer and Upset Bids

A local government may sell any real or personal property by negotiated offer and upset bid (G.S. 160A-269). The procedure begins when the local government receives and proposes to accept an offer to purchase specified government property. The offer may be either solicited by the local government or made directly by a prospective buyer on his or her own initiative. The governing board then requires the offeror to deposit a 5 percent bid deposit with its clerk and causes a notice of the offer to be published. The notice must describe the property; specify the amount and terms of the offer; and give notice that the bid may be raised by not less than 10 percent of the first \$1,000 originally bid, plus 5 percent of any amount above \$1,000 of the original bid. Upset bids must also be accompanied by a 5 percent bid deposit. Prospective bidders have ten days from the date on which the notice is published to offer an upset bid. This procedure is repeated until ten days have elapsed without the local government receiving a qualifying upset bid. After that time the board may sell the property to the final offeror. At any time in the process, it may reject any and all offers and decide not to sell the property.

Public Auctions

A local government may sell any real or personal property by public auction under G.S. 160A-270. The statute sets out separate procedures for the auctioning of real and personal property and authorizes electronic auctions. For real property, the governing board must adopt a resolution that authorizes the sale; describes the property; specifies the date, time, place, and terms of the sale; and states that the board must accept and confirm the successful bid. The board may require a bid deposit. A notice containing the information set out in the resolution must be published at least once and not less than thirty days before the auction. The highest bid is reported to the governing board, which then has thirty days to accept or reject it.

For personal property, the same procedure is followed except that (1) the board may in the resolution authorize an appropriate official to complete the sale at the auction and (2) the notice must be published not less than ten days before the auction.

G.S. 160A-270(c) permits a local government to sell either real or personal property electronically. The governing board must follow the same procedures as set out above, but in addition the notice must specify the electronic address where information about the property to be sold can be found and the electronic address at which electronic bids may be posted. In recent years, electronic auctions through sites such as GovDeals⁵² have largely replaced public auctions and have become the most common method of competitive sale disposal for personal property.

Mr. Potter said he would like the Board to pick one of these methods and a resolution will be brought back to the Board at the next meeting stating their preference.

Commissioner Phelps asked if the last option (Public Auction) would bring in more revenue. Mr. Potter said there was no guarantee of that; however, staff does recommend the last option. The County can always reject all bids up until moment of sale. The Board agreed to move along with the last option (Public Auction).

DESIGNATION OF VOTING DELEGATE TO NCACC ANNUAL CONFERENCE:

Ms. Bennett spoke to the Board regarding the designation of a voting delegate to the NCACC Annual Conference in August. Commissioners Johnson and Phelps have both been registered for the conference.

Commissioner Johnson made a motion to appoint Commissioner Phelps as the voting delegate to the NCACC Annual Conference in August. Commissioner Walker seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Mr. Milazi stated that the rollover to the new fiscal year went well. Cash flow is slow right now and capital projects will have to wait until September.

Chair Sexton asked about the letter that the Board asked Finance to do to the Department Heads regarding keeping within their budgets. Mr. Milazi said he sent an email to the Board with what he plans to give to the Department Heads on Wednesday at the Department Head meeting. There will be a discussion Wednesday regarding Budget Amendments. Mr. Milazi will reiterate to the Department Heads that they can't spend money if it's not in their budget. Finance can refuse to pay invoices.

Mr. Potter said the letter regarding budget amendments is 75% finished. Chair Sexton said he wants to make sure it lets the Department Heads know they can get help from Finance. Commissioner Phelps said he wants to see budget amendments every month, not 100 at the end of the fiscal year.

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

Mr. Rhodes stated that he and Mr. Potter met with Roanoke Chowan Community Health Center (RCCHC) personnel today at the Creswell Clinic. They had a long conversation about community health centers and RCCHC coming to Washington County. RCCHC is going to evaluate whether it is feasible for them to come to Washington County. It will take at least 3 months to do an evaluation. Mr. Potter will meet with RCCHC on Thursday to help with paperwork to apply for a grant for a feasibility study.

Ms. Bennett noted that the ABC Board provided the Washington County Board of Commissioners with copies of their Budget Ordinance that was adopted as their Annual Operating Budget for the FY 2015 – 2016 as is required by statute.

Commissioner Phelps asked if County staff has any more information on HB 390 regarding Beaufort County Community College (BCCC) becoming the sole provider of services to Washington County. Commissioner Johnson said she heard on July 4th that HB 390 will be heard at the next Education Steering Committee meeting.

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

Back in Open Session, Commissioner Johnson mentioned that East Carolina Behavioral Health will soon become known as Trillion.

Commissioner Phelps made a motion to terminate the use of Edmunds Software in the Tax Office and issue a new RFP for software for the Tax Office (that is compatible with the Edmunds Software which will still be used in the Finance Office). Commissioner Walker seconded, motion carried unanimously.

Commissioner Phelps asked Ms. Bennett to bring information back to the Board at their next meeting on software that she needs for archiving minutes and keeping up with boards and committees since the County is trying to do away with the Elite software, which is currently being used for these tasks.

At 8:15 PM, with no further business to discuss, Chair Sexton made a motion to adjourn the meeting. Commissioner Phelps seconded, motion carried unanimously.

William R. Sexton, Jr.
Chair

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