

September 8, 2015

The Washington County Board of Commissioners met in a regular session on Tuesday, September 8, 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 Commissioner/Interim County Manager Bill Sexton, Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney Curtis Potter.

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

ADDITIONS/DELETIONS: None.

CONSENT AGENDA: **Commissioner Johnson pulled Item 1 d) Resolution: “Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails” and the Board will revisit it at another time.**

Commissioner Phelps made a motion to approve the Consent Agenda:

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Forestry Contract Approval
- d) ~~Resolution: “Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails” (Removed)~~
- e) Southern Albemarle Association Delegates
- f) Approval of Senior Center Advisory Center By-Laws Changes

Commissioner Johnson seconded, motion carried unanimously.

PUBLIC FORUM: Mr. Lewis Wilkins, Roper, asked the Commissioners how much money the County Manager can spend before he needs approval from the Board. Commissioner Manning said anything the County Manager would spend would have to be in the budget. Mr. Potter said there are statutes that govern when the Board has to approve something no matter what the amount. Chair Sexton said the Manager doesn't have free rein to spend like they want to. Mr. Lewis then asked about the timber at the airport--how is that project coming? Chair Sexton said it has been put out for bid. Chair Sexton also said that Mr. Potter will be bringing info to the Board later in the meeting on the airport bid process.

Sister Garcia, Roper, spoke to the Board. She does a lot of charity work for the County. She said her water bills have been \$21 then increased to \$24, but in June and July she received bills for over \$700. She said she has been told she has to pay these bills. She was told she could pay only ½ of it, and she did. The next bill she received was over \$1,000. There is no leak at the church as far as she knows. Sister Garcia pleaded with the Board--what can she do? Sister Garcia said she has talked to Mr. Potter and he said it doesn't matter if it's a church, or a home, or a business, it's the law and the bill has to be paid. She doesn't know where the water went to. She doesn't have the money. Chair Sexton said the County will look into it a little more and get more details and will get back to her.

ECONOMIC IMPROVEMENT COUNCIL, INC. (EIC): Dr. Landon Mason, Executive Director of EIC in Edenton introduced himself to the Commissioners. Mr. Roger McCobb and Mr. Melvin Norman were also in attendance. They are members of the EIC Board. Dr. Mason gave a brief overview of the services EIC provides: Community Services Block Grant Family Self-Sufficiency (GSBG), Head Start, Section 8 Housing and Weatherization. The EIC has served 35 families and over \$233,000 has been spent in Washington County in the last year. EIC weatherized 13 homes totaling over \$70,000. Over \$1.2M comes into Washington County. Commissioner Walker said the Head Start office has been wonderful in the past in helping our children. Dr. Mason noted that EIC has to have credentialed instructors for Head Start.

Ms. Bennett asked Chair Sexton if she could speak to Dr. Mason. Ms. Bennett told Dr. Mason that the County Manager's office would like to work with the EIC office to help Washington County citizens with the weatherization and getting them to the right people for assistance. Ms. Bennett mentioned that she administers other grants for the County (such as Single Family Rehab and the Urgent Repair Program) but a lot of citizens come in wanting/needing the weatherization. Commissioner Phelps asked if there is a certain amount of the EIC funding is dedicated to Washington County. Dr. Mason replied that there is not but EIC tries to treat all counties fairly. Unallocated monies not used by each county in the region are reallocated to other counties.

Ms. Keyes says her office has been doing inspections and providing EIC with permits. Dr. Mason asked would the Commissioners consider waiving inspection fees or permit fees. The Commissioners felt that was a discussion for another meeting. Dr. Mason noted that all of EIC's services are completely free. Chair Sexton asked if EIC subcontracts their work. Dr. Mason said that EIC has their own crew.

WATER INFRASTRUCTURE STUDY: Mr. Greg Churchill of Rivers & Associates spoke to the Board and gave the following presentation.

WASHINGTON COUNTY WATER SYSTEM
HYDRAULIC EVALUATION & RECOMMENDATIONS

Rivers & ASSOCIATES, INC.
Since 1982

Inner Banks Development

Washington COUNTY N.C.
The Natural Choice

COMPREHENSIVE TECHNICAL APPROACH, CREATIVE SOLUTIONS & SOUND STRATEGIES

September 8, 2015 Board of Commissioners Meeting

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

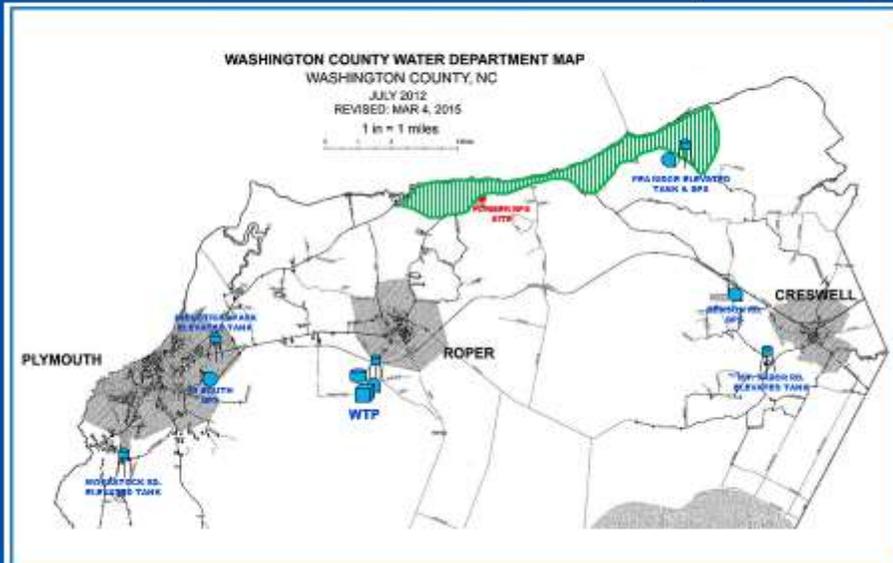
SCOPE OF SERVICES



- Convert Existing Hydraulic Model from Steady State to Extended Period Simulation
- Add Future Demands for Anticipated Development (1,200 Building Units) Between Pea Ridge & Mackeys Ferry
- Determine System Deficiencies for Transmission, Distribution or Storage
- Model System Improvements Required to Meet Future Demand Conditions
- Evaluate Phased System Improvement Opportunities to Meet Phased Development
- Prepare Budgetary Cost Estimates for Recommended Improvements
- Prepare Report with Recommended System Improvements

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

ANTICIPATED DEVELOPMENT



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

ANTICIPATED DEVELOPMENT



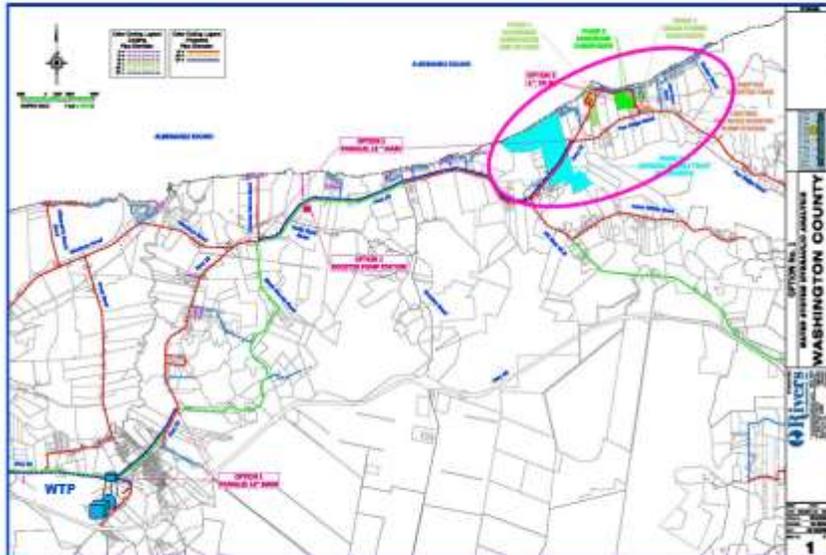
- 1,200 Building Units = 45% Increase to Overall Customer Base
- Evaluated Build-out Over 20 Year Period

Phase	No. Building Units	Location	Schedule
I	289	Waterside, Cedar Ridge & Vacant Lots	Year 1
II	256	Sandridge & Vacant Lots	Year 7
III	327	Half of Leonard Smalls Tract	Year 14
IV	328	Half of Leonard Smalls Tract	Year 14
Total	1,200		

- Approximately 93% of Anticipated Development is in the Pea Ridge Area

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

ANTICIPATED DEVELOPMENT



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

EXISTING SYSTEM



Average Day Demand (ADD):

- Operating Pressures = 34 – 95 psi (Pea Ridge BPS Off)
- Operating Pressures = 18 - 95 psi (Pea Ridge BPS On)
- Highest Pressures - On Discharge Side of Existing Booster Pump Stations (BPSs)
- Lowest Pressures - On Suction Side of Existing BPSs
- System Pressures - Normal when BPSs Off
- Pea Ridge BPS "starves" the Distribution System in order to refill the Pea Ridge Elevated Tank
- Minimum Acceptable Operating Pressure per Rules and Regulations for Public Water Supply Systems = 30 psi during Peak Flow
- ADD Not Sustained While Simultaneously Refilling the Pea Ridge Elevated Tank

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

EXISTING SYSTEM



Maximum Day Demand (MDD)/Peak Hour:

- Long Lengths of Existing Small Diameter Pipe Create Unreasonably High System Pressures
- Operating Pressures = 16 – 122 psi
- Pea Ridge Elevated Tank Empties (Pea Ridge BPS Off)
- Pea Ridge Elevated Tank Cycles (Pea Ridge BPS On)
- Minimum Acceptable Operating Pressure per Rules Governing Public Water Systems = 30 psi during Peak Flow
- MDD Not Sustained While Simultaneously Refilling the Pea Ridge Elevated Tank
- Severe Pressure Swings result during MDD conditions
- Improved Transmission Capabilities are Required to Meet Demand, Boost Pressure in the Pea Ridge Area, and Stabilize Pressure Swings within the System

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

PROPOSED SYSTEM



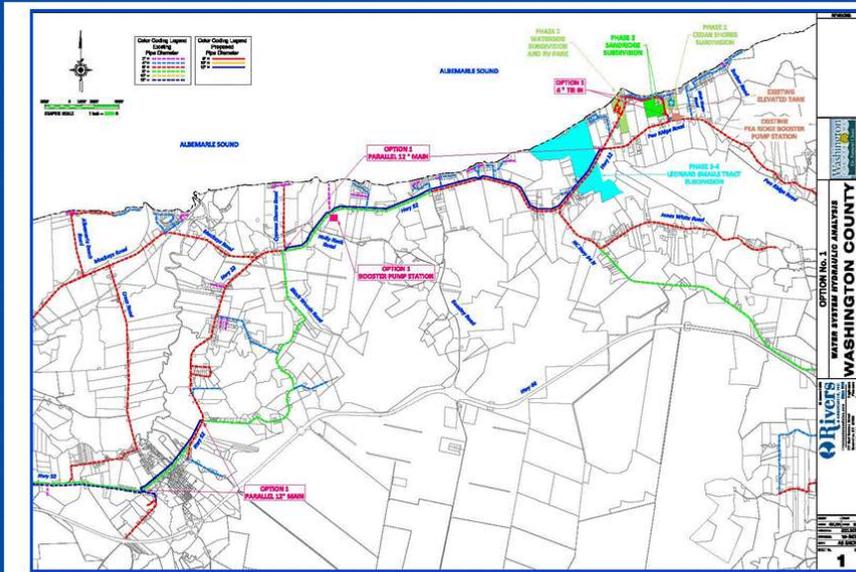
- Two (2) Options for Build-out of 1,200 Units

OPTION 1:

- 37,350 LF – 12" Transmission Main on Highway 32
- 550 GPM Booster Pump Station with Variable Frequency Drives, Emergency Generator & Auto-Transfer Switch
- 5,200 LF – 6" Distribution Main on Breezy Banks Road
- Eliminate Existing Pea Ridge BPS

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 1 IMPROVEMENTS



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 1 IMPROVEMENTS



Future Maximum Day Demand (MDD):

- Operating Pressures = 30 – 94 psi (New BPS On)
- Pressures Approach Normal when BPSs are Off
- Pressures within Pea Ridge Area are within Normal Operating Conditions
- All Tanks are able to Cycle and Recover with Assistance of BPSs
- Option 1 Improvements Satisfy Future MDD Build-out Conditions while maintaining Normal Operating Pressures throughout the System

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 1 PHASED IMPROVEMENTS



- Almost Entire Length of 12" Main is Required to Meet Max Day-Peak Hour Demands of Phase I (289 Building Units)
- Option 1 is considered a Viable Solution only when installed in its Entirety
- Estimated Cost for Option I = \$2,540,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

TWO OPTIONS

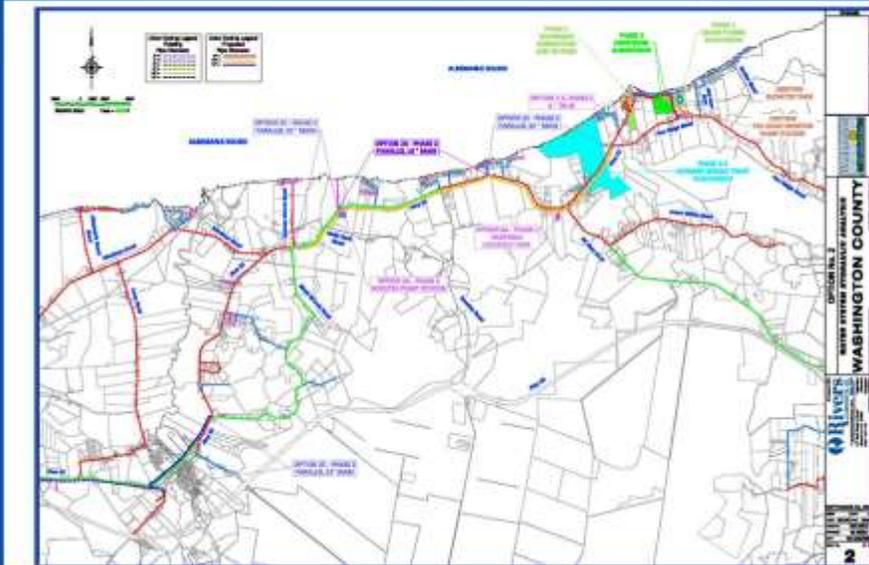


OPTION 2:

- 550 GPM Booster Pump Station with Variable Frequency Drives, Emergency Generator & Auto-Transfer Switch
- 200,000 gallon Elevated Tank on Highway 32 near Ferris Drive
- 6,800 LF – 12" Transmission Main on Highway 32
- 30,550 LF – 10" Transmission Main on Highway 32
- 5,200 LF – 6" Distribution Main on Breezy Banks Road
- Eliminate Existing Pea Ridge BPS

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 2 IMPROVEMENTS



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 2 IMPROVEMENTS



Future Maximum Day Demand (MDD):

- Operating Pressures = 30 – 95 psi (New BPS On)
- Pressures Approach Normal when BPSs are Off
- Pressures within Pea Ridge Area are within Normal Operating Conditions
- All Tanks are able to Refill with Assistance of BPSs
- Mount Tabor Elevated Tank has a Slower Refill Rate than other Elevated Tanks, but is able to Refill during 3 consecutive Max Day Periods
- Option 2 Improvements Satisfy Future MDD Build-out Conditions while maintaining Normal Operating Pressures throughout the System
- Estimated Cost for Option 2 = \$3,436,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

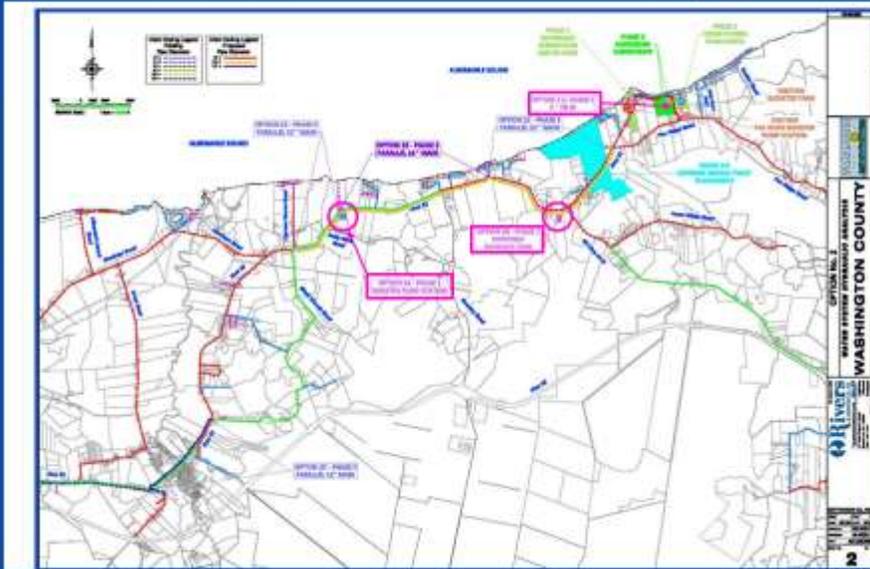
OPTION 2 PHASED IMPROVEMENTS



- Determine whether Option 2 Improvements can be Installed in Phases to Correspond with Phased Development
- Option 2A to Serve Phase I Development (289 Units)
 - 550 gpm Booster Pump Station operated at 175 gpm via VFDs with Emergency Generator & Auto-Transfer Switch
 - 200,000 gallon Elevated Tank on Highway 32 near Ferris Drive
 - 5,200 LF – 6" Distribution Main on Breezy Banks Road
 - Existing Pea Ridge Elevated Tank In Service
- Estimated Cost for Option 2A = \$1,800,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 2A IMPROVEMENTS



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

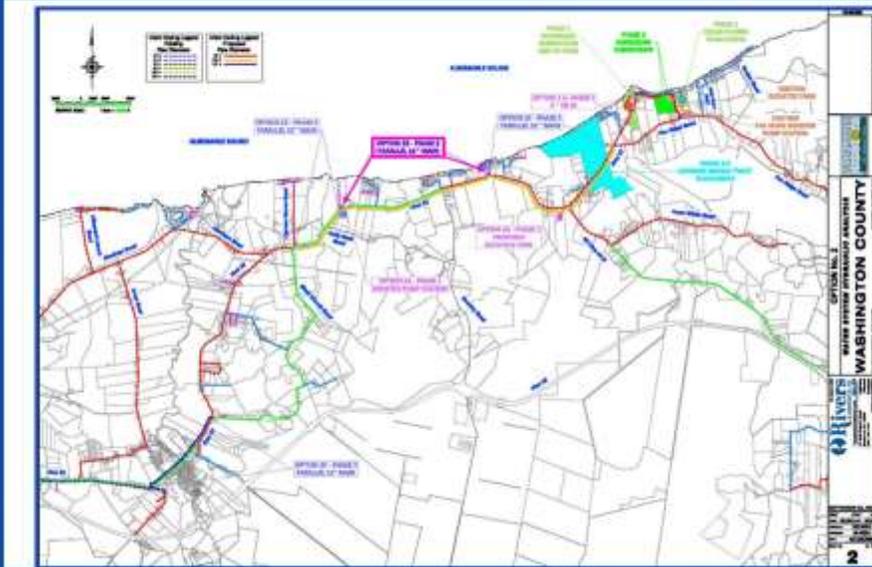
OPTION 2 PHASED IMPROVEMENTS



- Option 2B to Serve Phases I & II Development (545 Units)
 - All Option 2A Improvements in Place
 - 11,850 LF – 10" Transmission Main
 - Operate BPS at 300 gpm via VFDs
 - Existing Pea Ridge Elevated Tank No Longer Required
- Estimated Cost for Option 2B = \$647,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 2B IMPROVEMENTS



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

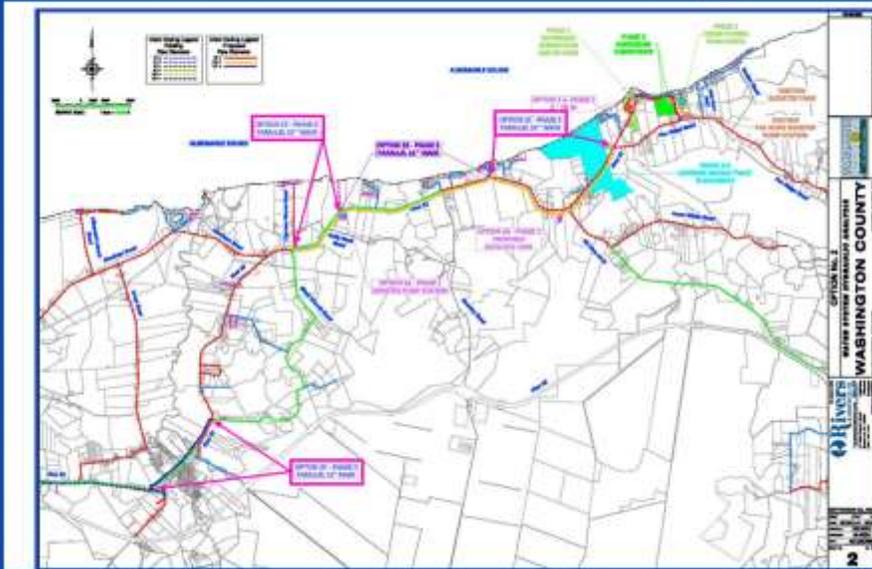
OPTION 2 PHASED IMPROVEMENTS



- Option 2C to Serve Phases I, II & III Development (1,200 Units)
 - All Option 2A & 2B Improvements in Place
 - 18,700 LF – 10" Transmission Main
 - 6,800 LF – 12" Transmission Main
 - Operate BPS at 550 gpm via VFDs
- Estimated Cost for Option 2C = \$1,274,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

OPTION 2C IMPROVEMENTS



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

PRESENT WORTH EVALUATION



- 20 Year Present Worth Evaluation
- Includes Initial Capital Costs, Subsequent Capital Costs, Annual O&M, Intermittent Replacement Costs, Salvage Value, etc.
- Option 1 vs Option 2 (Phased)
- Present Worth Cost for Option 1 = \$1,988,786
- Present Worth Cost for Option 2 (Phased) = \$2,521,593

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

RECOMMENDATIONS



- In order to Improve Current Water System Deficiencies and to meet Future System Demands for 1,200 Additional Building Units Located between Mackeys Ferry and Pea Ridge...
- Install All Improvements Associated with Option 1 in a Single Project which include:
 - 37,350 LF – 12" Transmission Main on Highway 32
 - 550 GPM Booster Pump Station with Variable Frequency Drives, Emergency Generator & Auto-Transfer Switch
 - 5,200 LF – 6" Distribution Main on Breezy Banks Road
 - Eliminate Existing Pea Ridge BPS
- Estimated Project Cost for Option 1 = \$2,540,000

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

PRIMARY FUNDING OPTIONS



Drinking Water State Revolving Fund (DWSRF):

- Low Interest Loan Program
- Interest Rate = ½ Market Rate (1.91% Current)
- Loan Term = 20 years
- Approximately \$50 Million Available Currently
- Max Loan Amount = \$20 Million/Applicant
- Limited Principal Forgiveness (Rehabilitation/Not Capacity Projects)
- 0% Interest for PF-Qualified Applicants
- Applications Due September 30, 2015
- Washington County Not Eligible at Present due to Fund Transfer Certification limitations

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

PRIMARY FUNDING OPTIONS



United States Department of Agriculture – Rural Development (USDA-RD) Water & Waste Disposal Loan & Grant Program:

- Long-Term, Low Interest Loans Possibly Coupled with Grant Based on User Rates
- Interest Rate = Fixed based on MHI & Project Need (Currently 2.875% for Washington County)
- Maximum Possible Grant = 45%
- Loan Term = 40 years
- Ample Funds Available
- Applications Received Year Round

ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

CONCLUSION



ENGINEERS • PLANNERS • SURVEYORS • LANDSCAPE ARCHITECTS

Commissioner Phelps asked if the County does nothing with the water and these units at Waterside at the Point get built and occupied, what will happen? Mr. Churchill said that the current water system will fail. Mr. Churchill noted that someone could also start building a well for that development.

Chair Sexton asked how many units would need to be built before the system would feel the impact. Mr. Churchill said that he has talked to Mr. Luton (Washington County Interim Public Utilities Director) and he said that there have been certain times already that some residents have experienced low water pressure. Issues are already creeping up.

Commissioner Johnson asked if the County would experience the problems that Martin County recently had. Mr. Churchill said Washington County pulls from a different aquifer than Martin County. Washington County uses Castle Hayne. The County has to treat our water. The County has an ample supply of water (not softening it at the present time). The development wouldn't have difficulty if it had to have another well dug by the County to supply County water. The problem is getting the water to where it needs to go. The County has the amount of water needed to meet the demand.

Commissioner Phelps asked if anyone has talked with Waterside at the Point to see when the next phase would be built. Commissioner Phelps asked if the urgency is NOW. The Commerce Building is using grant money for its water/sewer. Commissioner Johnson said the Commissioners could talk to the County Representatives to see what other assistance might be available for paying for the booster pump.

Mr. Churchill said that someone from USDA would be glad to come and talk to the Board. Commissioner Phelps asked when the County would start to see the impact. Mr. Mark Garner of Rivers and Associates replied that he thought it would be made evident over time. Mr. Luton said he will begin getting complaints of low water pressure. It will be a problem getting the new development permitted without getting the water to units.

Mr. Potter said he has talked to the developers and that they are pushing heavily to get their Certificate of Occupancy. They have a phased-in development plan of their own—they are using a construction loan. The developers think the 391 units could be completed in the next three years. Mr. Potter said the County could ask the developers to help us get the data. Commissioner Phelps said that in the meantime, Rivers and Associates could start on the application for grant money.

EMS UPDATE AND MILEAGE INCREASE IN FEE SCHEDULE: Mr. Andrew Coccaro, EMS Director spoke to the Board about his memo below.

To: Washington County Board of Commissioners
Fr: Andrew Coccaro, EMS Director
Date: 8/12/2015
Re: Billing Mileage Rates

Dear Commissioner,

During our transition to our new billing company, we have discovered that our current charge for loaded mileage is below the Centers for Medicare and Medicaid Services (CMS) contracted allowable limit. This is impacting our revenue return from this part of our billing process.

We are currently charging \$8.58 a mile; if that stays at the current rate, we will not get the maximum reimbursement for our transports. CMS only pays up to their contracted allotted amount or 80% of the charges, whichever is the lesser of the two, so with our current rate, we only get \$6.86 per mile.

I am recommending we change our rate to \$12.50 a mile, which will give us the potential to receive the maximum reimbursement of \$10 a mile. This will allow us to collect an additional \$3.14 per mile. This is a necessary billing rate change which will help improve our revenue from our EMS billing and collections process.

EMS and Non-emergency Transport Fee Schedule

Charge List	Fee
BLS Non-Emergent	\$259.56
BLS Emergent	\$415.30
ALS Non-Emergent	\$311.48
ALS 1 Emergent	\$493.16
ALS 2 Emergent	\$713.79
ALS Treat (No Transport)	\$175.00
Mileage	\$12.50/per. mile

Mr. Coccaro said that EMS was recently needed at a lot of community outreach events: drag boat races and National Night Out are two of them. Mr. Coccaro said that with the County changing over to the new billing company, Colleton, resulted in a savings from \$11,000 to \$3,000 for services for our ePCR software (EMScharts). Mr. Coccaro said a lot of administrative tweaking has been done in trying to streamline costs. The jump bags in ambulances have been consolidated to one (1) each and EMS is cutting down on stock. Ordering will slow down and save money. Mr. Coccaro has given out new SOGs and asked for comments/suggestions from EMS Staff. These should take effect on the 16th of the month. EMS is having fleet issues—ambulances are staying in the shop.

WASHINGTON/TYRRELL COUNTY EMS UNITS 9/2015

BUMPER NUMBER	YEAR OF CHASSIS	MILEAGE	Notes
EMS 3 (out of service)	1997	N/A	Smaller box could be re-mounted
EMS 4	2012	68,846	Tyrrell unit
EMS 5	2011	156,479	
EMS 6	2009	188,610	
EMS 7	2013	72,525	
T-4	2009	104,573	
T-5	2006	73,244	Tyrrell Unit
T-6	2001	141,174	Tyrrell Unit
Medic 1 (QRV)	2010	70,713	
Medic 2 (QRV)	2010	95,368	

Mr. Coccaro said the County needs to look at some kind of replacement program. Options are: buy new or have a remount option (good cost savings)--cuts costs in half whereas a new ambulance could cost between \$149,000 - \$160,000. New standards could add up to \$40 to each new ambulance. Remounts could cost between \$80,000 - \$90,000. After the first transport payrolls came out, the red flags went up. Mr. Coccaro went to see Mr. Milazi and Mr. Potter and all are working on getting the costs down. The billing company is doing a great job. Colleton questioned the County's EMS mileage rate. County EMS has been under-billing for loaded miles. Currently County EMS charges \$8.50/mile, Medicaid pays up to \$10.00/mile. Mr. Coccaro recommends changing the County's EMS loaded mileage rate to \$12/mile. Commissioner Walker asked about current mileage on the County's trucks (ambulances). Mr. Coccaro said the majority of the County's trucks are over 100,000 miles and one is

near 200,000 miles. (See chart above.) Commissioner Phelps asked if there is a replacement plan in place for the EMS ambulances. Mr. Coccaro said there is no plan in place. He also said the County EMS didn't have a maintenance plan either; however he has implemented one. Mr. Coccaro said he will gladly create a replacement plan to bring back to the Commissioners at a later date. Chair Sexton commented that EMS line items got out of whack due to schedule and pay changes at the end of the fiscal year. Commissioner Phelps asked if EMS is back on a fluctuating work week and on a flat rate for OT. Mr. Milazi reminded the Commissioners that they chose the option that no one would get less than \$10 for overtime.

Commissioner Manning made a motion approve the EMS mileage increase to \$12.50/mile in the County's fee schedule. Commissioner Phelps seconded, motion carried unanimously.

AIRPORT TIMBER BIDS: Mr. Potter spoke to the Board regarding the airport bid he received in the amount of \$29,000. The Board had requested that staff solicit an initial bid and the Board could do the upset bid. This process is somewhat reversed than a normal bid process. There has to be an initial bid and anyone is allowed to outbid that person. After 10 days, and an advertisement of the bid, someone could outbid that person and on and on. Mr. Potter said the County has been taking names and numbers of folks contacting us saying that they are interested in bidding. Mr. Lewis Wilkins asked how many acres is the County talking about cutting. Mr. Potter said 11 acres and 20 trees. Commissioner Phelps asked has it been determined where the funds would go—either to the airport or general fund. Mr. Potter said he would be happy to discuss that in Closed Session.

Commissioner Johnson made a motion approve the Upset Bid Process resolution. Commissioner Walker seconded, motion carried unanimously.

WATERWORKS RULES & REGULATIONS ORDINANCE, AMENDMENT #3: Mr. Potter spoke to the board about this amendment (below). This amendment clarifies one adjustment per leak over no more than 2 months, and sets out the payment plan policy. Mr. Potter noted that this is a stop gap at this point to address this issue as quickly as possible. Once the County has a new Public Utilities Director in place, a comprehensive rewrite of the Ordinance will be undertaken to get rid of all of the amendments and fix other issues.

AMENDMENT III

To the Washington County Waterworks Rules & Regulations Ordinance

The Ordinance described above, as previously amended, is hereby further amended to replace the following provisions thereof with the language set forth hereinbelow.

Except as otherwise specifically stated herein, all other provisions of the Ordinance, as amended, shall remain in full force and effect.

Section VII (B.) is hereby rewritten as follows:

Section VII

B. Leaks

Consumers, other than irrigation meters, may request a limited adjustment for excessive water usage occurring due to a leak as follows:

Subject to the limits set forth below, the bill will be adjusted to reflect a reduction of one-half of the consumption over the 2000 gallon base usage for the month in question. In the event of a single leak that occurs in one month and is not discovered and fixed until the following month,

the adjustment may be applied to both monthly billing statements. No more than two monthly billing statements shall be eligible to receive an adjustment for a single leak, and no consumer may receive an adjustment for more than one single leak in a rolling twelve (12) month period. In order to qualify for this adjustment the following conditions must be met:

1. The leak must be on the consumer's side of the meter.
2. The consumer must notify the WCWD of the leak no later than the due date of the bill that reflects the leak, and must have the leak fixed as soon as possible following discovery.
3. The consumer must present any repair receipts for plumbers or receipts for repair parts, if applicable, and personally sign a statement that the leak has been fixed.
4. The consumer must complete an adjustment request form and promptly return it to the WCWD.

Only for each billing statement that receives an adjustment for a leak pursuant to this Ordinance, if the remaining post-adjustment balance thereof is greater than \$100, the customer shall also be eligible to apply for and participate in a payment plan to repay such balance subject to the following conditions:

1. The customer shall complete and sign a written payment plan agreement with the Washington County Finance Office prior to the applicable due date for the adjusted billing statement, or otherwise within any grace period established by the Finance Office for such purpose.
2. The payment plan shall require the customer to pay the greater of: one twelfth (1/12th) of the remaining balance owed pursuant to the adjusted billing statement together with any applicable interest, or fifty dollars (\$50.00) whichever is greater.
3. Interest shall continue to accrue on the unpaid balance until paid in full, but any collection fees or late payment penalty fees otherwise applied to late payments shall be suspended for so long as the customer remains in good standing under the payment plan, and shall resume non-retroactively in the event a payment plan becomes delinquent at which point the plan shall automatically terminate and shall not be eligible for reinstatement.
4. The customer must continue to pay in addition to the payment plan amount, any and all recurring or monthly charges for all additional water consumed or for any additional leaks occurring during the same rolling twelve (12) month period which are therefore not eligible for adjustment under this Ordinance.
5. The Washington County Finance Office may impose any additional requirements it deems necessary or desirable in connection with offering and administering this repayment plan under this Ordinance, provided such requirements are not otherwise unlawful, shall be established in writing, and shall be applied uniformly to all customers.

Customers in good standing under pre-existing payment plan arrangements with the WCWD at the time of the adoption of this amendment shall be eligible to participate in the payment plan described above subject to the same terms and conditions described herein, which shall supersede and replace the terms of any prior payment plan arrangement entered into with the WCWD unless otherwise agreed in writing by Washington County. The Finance Office shall notify any such customers of their eligibility to participate in the new payment plan established

pursuant to this amendment, and shall work with such customers to promptly convert any old payment arrangements into the new system described above. Failure of any such customer to respond to notice of, or to apply for, or to abide by the terms and conditions of, the new payment plan described in this amendment may be treated as grounds for termination of water services pursuant to the Ordinance and applicable law.

Mr. Potter stated that currently the County's ordinance does not allow for a payment plan and this amendment would allow the Water Department to put citizens on a payment plan to be completed in a year and establish a minimum payment of \$50. It seems that various payment plans have been made by employees (who are no longer here) with different citizens.

Mr. Milazi said there are over 60 cutoffs scheduled each month. Water is not to be turned on without paying the full amount owed (the outstanding bill). The payment plan is only for citizens with leaks and grandfathering in the 16-20 folks with "payment plans" already in existence.

Commissioner Walker stated that he has concerns about Sister Garcia's water bill. It is extreme.

Mr. Potter said this amendment is a "patch". Once the new Public Utilities Director is on board the ordinance will be looked at again along with other recommendations made by the Waterworks Committee.

Commissioner Phelps asked the Board should wait for the hiring of the new Public Utilities Director before approving this amendment. Mr. Potter said no, because it will help current citizens from getting their water cut off.

Mr. Doremus Luton, Interim Public Utilities Director said when he went to see Sister Garcia and her meter had been turned off by someone (not County Waterworks personnel).

Mr. Milazi said that Finance will send a letter to those citizens who are currently on a "payment plan" to let them know a new payment plan is available and they will need to come by the Water Department and sign a form to be on the County payment plan.

Commissioner Phelps stated that he wants to wait before passing this amendment. Commissioner Johnson asked if some of this (higher water bills) is happening because the new meters are doing a better job.

Ms. Leigh Monty, Washington County Accounting Technician who collects water bill payments, said water issues are consistent each month. Citizens come in to sign the abatement form saying they have a leak so that ½ of the amount could be abated. Ms. Monty said sometimes citizens are just using more water and then can't pay their bill.

Chair Sexton said the computerized meters are doing a better job reading how much water is used.

Chair Sexton asked what other counties do with issues like this. Mr. Potter said he can bring a spreadsheet before the Board with this information.

Chair Sexton asked Mr. Luton what he thought about Sister Garcia's extremely high water bill. Mr. Luton said "the water went through the meter."

Chair Sexton asked Chief Deputy Arlo Norman if the Sheriff's Office gets reports about stolen water. Chief Deputy Norman said they usually get a call from the Water Department Mechanics that the locks have been cut on a meter, which is vandalism. Ms. Monty said there are citizens who do turn their water meters back on and off. The Water Department can tell from the bills/reports.

Commissioner Manning made a motion approve the Waterworks Rules & Regulations Ordinance Amendment #3 with immediate implementation. Commissioner Walker seconded, motion carried. Commissioner Phelps voted nay.

PARKS AND RECREATION TRUST FUND GRANT (PARTF): Commissioner Phelps spoke to the Board about the County needing a Recreation Center and that it is part of the County's Strategic Plan. The deadline for submitting a PARTF grant application is in May 2016.

Commissioner Johnson said the problem still exists of a dollar for dollar match if the County was awarded a PARTF grant. Commissioner Phelps said he has been approached by folks who want to donate large sums of money for a Recreation Center. Commissioner Phelps mentioned that land can also be used as collateral. Commissioner Phelps said he and the Parks and Recreation Advisory Board will be pursuing the PARTF grant and he will be coming back to the Board at a later date regarding this.

CERTIFICATE OF ACHIEVEMENT IN FINANCE REPORTING: Chair Sexton presented the Certificate of Achievement certificate and medallion to Mr. Frank Milazi, Finance Officer. Washington County received notification from the Government Finance Officers Association (GFAO) that Washington County's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2014 qualifies for a Certificate in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

FINANCE OFFICER'S REPORT: Mr. Milazi discussed Budget Amendment #2 from the Water Department for a tractor at the County Landfill.



Washington County Landfill

August 23, 2015

MEMORANDUM

To: Frank Milazi, Finance Office

From: Doremus Luton, Interim Director Public Utilities

RE: FY 2015-2016 Budget Amendment

Washington County Landfill is requesting additional funding to Purchase a John Deere 5075E Utility Tractor & Equipment. A State Grant has been awarded to refund Washington County Landfill 75% of the cost of the Tractor = \$31,514.27, which when received would be returned to the Trash Collection budget. I am requesting an amendment to the budget to allow for the temporary revised cost of \$31,514.27

EXPENDITURE INCREASE:

Account Title:	Capital Outlay
Account Number:	33-8100-600
Current Appropriation:	\$12,606
Amount of Increase:	\$32,611.60
Revised Appropriation:	\$45,217.60

REVENUE INCREASE:

Account Title:	Trash Collection
Account Number:	33-3400-001
Current Appropriation:	\$0.00
Amount of increase:	\$45,217.60
Revised Appropriation:	\$45,217.60

Finance Officer

8/27/15
Date

Budget Director/County Manager

Chairman Board of Commissioners

9/18/15
Date

Clerk to the Board of Commissioners

Commissioner Walker made a motion to approve Budget Amendment #2 for a tractor for the Washington County Landfill. Commissioner Phelps seconded, motion carried unanimously.

Mr. Milazi also discussed Budget Amendment#3 from the Interim County Manager for \$50,000 for utilities and internet at the Washington County Annex Building in Roper which will house the Beaufort County Community College (BCCC) Washington County Center. This will be an increase to the County's total budget. Mr. Milazi said before the County starts on new projects, the County needs to know how much money will be needed for that project. Mr. Milazi said that some sales tax revenues have been coming in. Commissioner Phelps suggested using the airport timber revenues for Budget Amendment #3. Chair Sexton said BCCC wants to start classes at the Washington County Center in September. Commissioner Manning asked who is going to be in charge of the money needed for BCCC. Mr. Potter said that will be discussed in the Closed Session when discussing the MOU with BCCC.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
D. COLE PHELPS, VICE-CHAIR
TRACEY A. JOHNSON
BUSTER MANNING
JULIUS WALKER, JR.



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1183

ADMINISTRATION STAFF:
WILLIAM "BILL" R. SEXTON, JR.
INTERIM COUNTY MANAGER

JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbenett@wascocnc.org

CURTIS S. POTTER
COUNTY ATTORNEY
cpotter@wascocnc.org

September 1, 2015

MEMORANDUM

To: Frank Milazi, Finance Office

From: Bill Sexton, Interim County Manager

RE: FY 2015-2016 Budget Amendment 2016003

Washington County has allocated Window in the World Building in Roper for the use of Beaufort Community College. Utilities and Internet services in the building will be provided by Washington County. I am making an amendment to the County Budget to allow these unbudgeted expenses incorporated in the current budget for the total amount of \$50,000.

EXPENDITURE INCREASE:

Account Title:	Facility Services - Utilities
Account Number:	10 - 4265 - 330
Current Appropriation:	\$178,626
Amount of Increase:	\$36,000
Revised Appropriation:	\$214,626

EXPENDITURE INCREASE:

Account Title:	Facilities Services - Communications
Account Number:	10 - 4265 - 320
Current Appropriation:	\$3,000
Amount of Increase:	\$14,000
Revised Appropriation:	\$17,000

REVENUE INCREASE:
Account Title: Sales Tax One Cent
Account Number: 10 - 3450 - 000
Current Appropriation: \$720,000
Amount of Increase: \$50,000
Revised Appropriation: \$770,000



Finance Officer

9/3/15
Date

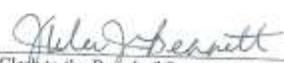


Budget Director/County Manager



Chairman Board of Commissioners

7/8/15
Date



Clerk to the Board of Commissioners



Commissioner Phelps made a motion approve Budget Amendment #3, Utilities and Internet for BCCC's Washington County Center. Commissioner Walker seconded, motion carried. Commissioner Manning voted nay.

Mr. Milazi discussed his financial report.

Chair Sexton said the County needs to have a line item for Contingency in the budget.

Mr. Milazi said that the auditors will be presenting their report during the Commissioners' meeting in October.

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

Mr. Potter stated that since the County owns the Strader Building and the land adjacent to it that runs to the river, the Town of Plymouth would like for the County to give them easement rights to the area (wharf/dock) behind the Strader Building to be able to improve the area. Mr. Potter will discuss the legal rights in the Closed Session.

Ms. Bennett asked the Commissioners to please look over the Southern Albemarle Association delegates list for Washington County and let her know by Friday if you would like to add any names.

Commissioner Manning made a motion to go into Closed Session pursuant to NCGS and §143-318.11 (a)(3) (attorney client privilege) and §143-318.11 (a)(6) (personnel). Commissioner Phelps seconded, motion carried unanimously.

Back in Open Session, **Commissioner Johnson made a motion to extend the County's contract with Republic Services for one year. Commissioner Walker seconded, motion carried unanimously.**

Commissioner Phelps made a motion to approve the MOU with BCCC for one year. Commissioner Walker seconded. Commissioner Johnson recused herself from voting on this issue. Motion carried.

At 10:40 PM, with no further business to discuss, Commissioner Phelps made a motion to adjourn the meeting. Commissioner Johnson seconded, motion carried unanimously.

William R. Sexton, Jr.
Chair

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