

August 1, 2016

The Washington County Board of Commissioners met in a regular session on Monday, August 1, 2016 at 6:00 PM at the Creswell High School Band/Drama Room at 115 Middle Street, Creswell, NC. Commissioners Johnson, Manning, Phelps, Sexton and Walker were present. Also present were County Manager Willie Mack Carawan, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon. Assistant County Manager/County Attorney Curtis Potter was unable to attend.

Chair Phelps called the meeting to order. Commissioner Walker gave the invocation; Ms. Marisa Horton, Creswell High School Senior and Washington County's 4H representative for the Youth Summit at the NCACC Annual Conference to be held next week in Forsyth County, led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Year-End Budget Amendments
- d) Order for Ad Valorem Taxes
- e) Resolution Honoring Washington County's Law Enforcement Community
- f) Resolution Opposing House Bill 763: An Act to Protect North Carolina's Military Footprint

**Commissioner Johnson seconded, motion carried unanimously.**

Ms. Bennett read aloud the Resolution Honoring Washington County's Law Enforcement Community and Chair Phelps presented a copy to Plymouth Police Chief Willie Williams and Washington County Sheriff Johnny Barnes.

PUBLIC FORUM: Laura Oliver, 4H agent for Washington County, introduced Marissa Horton of 1288 Jones White Road. Ms. Oliver stated that Ms. Horton will be Washington County's 4H representative at the NCACC conference. Ms. Horton joined 4H when she was 9 years old---that was 6 years ago. She said she loved 4H after the first science camp. She has attended other camps and meetings such as a citizen's focus group where they 'acted like Commissioners putting together a budget'.

Ms. Paulique Horton, 992 St. David's Road, Creswell, had a revenue question. What is the plan to increase or generate funds so that the burden doesn't rest solely on the citizens? Is there a strategic plan in place? How can we generate revenue--what are the ideas/plans? Ms. Horton said that surrounding counties are taking advantage of the tourism incentives. Commissioner Johnson said that she answered part of her own question. The Commissioners tried to initiate a ¼ cent sales tax, but it was voted down by the citizens. This would have taxed people coming through the County. Commissioner Manning said one thing the County is trying

to do is run water/sewer to the Commerce Building to get a business in there to be able to have jobs and a bigger tax base. Ms. Horton asked how the County is recruiting for this space. Commissioner Manning said it is built for manufacturing, but would be glad to have any type of business in there.

Chair Phelps asked the County Manager to speak about Business Personal Property (BPP) and foreclosures to educate the audience. Mr. Carawan stated that the Tax Office has hired a company to work with businesses to make sure that all of their interests are accounted for. The County also has hired a company that handles foreclosures to help bring in more revenue. Mr. Carawan said Ms. Wilkins has checked with other Counties to see how they tax their citizens. One County has a land transfer tax that goes into the County coffers when a piece of land is sold.

Mr. Ray Blount, Mayor of Creswell, 213 E Middle Street, Creswell asked the Board for support in the sum of \$2,500 for Creswell's May Dayz celebration to be held May 5 and 6, 2017. Chair Phelps asked Mr. Carawan how much was allotted for the Washington County Bear Festival this year. Mr. Carawan said \$5,000 was taken from the General Fund to support the Washington County Bear Festival. Commissioner Sexton asked when Mayor Blount would need the money. Mayor Blount said he would need it by the end of the year.

Ms. Melanie Perry, 4686 32 Highway S, Plymouth, said the Washington County Hospital (WCH) management team will be sponsoring two employees from the County to have discounted medical fees. WCH has issued contracts to two new doctors. WCH will have a booth at the National Night Out on August 2 for kids' school supplies. WCH will be having a meeting with some possible new providers. Chair Phelps thanked Ms. Perry for being a regular attendee at the Commissioners' meetings. Ms. Perry said she can be reached at 793-7654.

Mr. Lloyd Jones, Jr. 842 Gourd Neck Road, Roper complained about trash pickup. He said he has been behind the truck and has watched trash fly out the top of the truck and they don't stop to pick it up. It usually piles up in his fields. He said he even found watermelon rinds in one bag and found it strange that it 'flew out' of the truck. Mr. Carawan said he has a meeting with the solid waste carrier later this month and he will voice Mr. Lloyd's concerns.

EMPLOYEE OF THE MONTH: Chair Phelps stated that the first Employee of the Month was named in February 2016. Chair Phelps asked if any of Employees of the Month were present and asked them to stand. Ms. Ann Keyes and Mr. Randy Fulford stood up. Chair Phelps stated that this month's recipient could not be with us tonight. The recipient was Tim Esolen, Register of Deeds. Mr. Carawan said he will see that Mr. Esolen gets his certificate of appreciation. Ms. Arnold will take Mr. Esolen's picture and it will be placed on the wall in the foyer of the County Administration Building.

EMS BILLING: Mr. Dave Pickren of Colleton Software spoke to the Board about the billing they do for the County for emergent and non-emergent calls. Non-emergent calls went from 55-60 calls a month in the beginning of the year up to 159 in June. Mr. Pickren explained that as those calls go through the system and get paid, that is more revenue coming into the County. Mr. Pickren commended Mr. Andrew Coccaro, EMS Director on his hard work. Mr. Pickren speaks with Mr. Coccaro at least once a week. Mr. Pickren said he hopes that the numbers increase and is working on maximizing revenues. The Collection Rate has been raised

from 40% to 77%. Mr. Pickren also said he has visited the County Finance Office 11 times since January 2016. He tries to keep everyone informed.

Commissioner Walker asked what Colleton has done to increase the call volume. Mr. Pickren said call volume has increased by having all calls go through a central area and increases the non-emergent side.

Commissioner Sexton asked what the average collection rate is in other counties. Mr. Pickren stated the average is approximately 86% in other counties. He also stated that there is more of a challenge in rural NC. Mr. Pickren said Bertie County was at 70% last year. Also, now that they are in business with Colleton for a second year, they are eligible for debt setoff.

Chair Phelps asked Mr. Pickren to come back at the Commissioners' November 7 Board meeting.

ASSISTANT COUNTY MANAGER UPDATES: Mr. Potter, Assistant County Manager/County Attorney was unable to attend the meeting, but sent the Commissioners information on the following topics. Various other employees spoke on some of the topics:

- 5a) Trillium Playground Status (Mr. Willie Carawan, County Manager): Mr. Carawan stated the County has finalized its contract with Parks and Play. The County hopes to have the park completed in October 2016. Commissioner Johnson said she was invited to the opening of the Beaufort County Park and it was amazing. It was a joy to see. (Per Chair Phelps, put this item back on the September agenda to check progress.)
- 5b) Easements for the Water/Sewer lines at the Commerce Building (Mr. Willie Carawan, County Manager): Please see the following timelines.

- Staff's internal timeline for the completion of the acquisition of the easements is as follows:

- o 8/5 Finalize title work and project update letter for affected property owners informing owners of the County's desire to obtain all easements by October, 2016 and inviting owners to attend the Community Meeting described below
- o 8/8 Finalization of the legal instruments to be used in obtaining easements
- o 8/15 Finalization of the legal research regarding eminent domain/condemnation (if required)
- o 8/22 Community Meeting for interested property owners (6PM Commissioners Room)
- o 9/2 Half way checkpoint: Substantial progress should have occurred by this point in the form of having already received numerous voluntary easements, and identifying those that may be potential issues. Staff will prepare to file any necessary legal actions for properties where no contact has been made with property owners, or where negotiations lead staff to believe a voluntary easement will not be obtainable.
- o 9/6 Update Board of Commissioners at its Regular Meeting
- o 9/9 Begin filing any necessary legal actions to obtain property by eminent domain/condemnation where the primary focus of any such action will be the identification of unknown or missing parties, and the fair compensation for the value of the property obtained.
- o 10/1 Complete easement acquisitions

## PROJECT TASK SCHEDULE

### COMMERCE CENTER – WATER AND SEWER UTILITIES WASHINGTON COUNTY, NORTH CAROLINA

June 1, 2016

Authorization to Begin Work / Kick-off Meeting -----	Complete.
Property Notification Letters Sent -----	Complete.
Begin Property / Additional Topographic Survey -----	Complete.
Complete Final Design -----	Complete.
Submit Easement / Property Mapping to Owner-----	Complete.
Submit for Permits -----	Complete.
<sup>1</sup> Secure All Permits -----	September 15, 2016
Complete Easement Acquisition -----	October 1, 2016
Advertisement for Bids -----	October 15, 2016
Receive Bids -----	November 7, 2016
Award Contracts-----	November 21, 2016
Execute Construction Contracts and Approved to Form -----	December 2016
Pre-Construction Conference -----	December 2016
Issue Notice to Proceed -----	January 2017
Complete Construction (150 Construction Days) -----	May 2017
Project Close Out-----	July 2017

<sup>1</sup>All permits have been acquired except for Coastal Area Management Act (CAMA) Permit due to the permit expiring 1 year from the issue date. The permit has been reviewed and tentatively approved, waiting on official submittal closer to construction date.

Note: IDF Funds need to be expended by June 30, 2017

Mr. Carawan also stated that on August 22 there will be a community meeting in the Commissioners' Room to talk about the project. Mr. Carawan was asked to explain the project. Mr. Carawan said it involves needing the easements on the way to the Commerce Building. Chair Phelps said that the building Commissioner Manning was referring to earlier is the one that needs water/sewer. Mr. Carawan met with the Department of Commerce and the NC East Alliance and they are interested in when this would be completed because they want to get the building listed and start bringing in

potential clients. Mr. Carawan said Mr. Potter will talk to the Board later about using some of the Sales Tax Distribution for fixing some decaying of pavement and stump removal at the building.

(Chair Phelps asked for this to item to be put on September Agenda to check the progress.)

- 5c) 401K Discussion (Ms. Fetima Moore, HR): Mr. Carawan said that Ms. Moore deals with the 401K plan for the County. She has been here since May 3 and has hit the ground running. Ms. Moore reiterated that at one of the Commissioners' meetings the Board asked about going from a 3% County contribution to a 1% County contribution for new employees in the 401K plan. Ms. Moore spoke with Ms. Mary Conti with Prudential, who said that doing that shows some form of discrimination. Ms. Moore said the County would not be able to make that change without changing all of the documentation to either 3% or 1% and it was recommended by Prudential not to change it at all. Ms. Moore said that the 401K plan is optional for all employees, but it is mandatory for law enforcement and they are to have a 5% contribution to their 401K plan.

Chair Phelps asked the Board what they thought. All of the Commissioners were in agreement to leave the plan as it is, leave it alone and not bring this subject up again. Ms. Moore went on to say the County has awesome benefits and that's what drew her here. Commissioner Sexton said that employees need to realize that Washington County's benefits are better than most County's.

- 5d) Service District (Mr. Keith Sawyer, Soil & Water): Mr. Carawan spoke on Mr. Sawyer's behalf since he is out of work with health issues. A printed copy of Mr. Potter's documentation is attached to these minutes and incorporated herein by reference. Mr. Carawan stated that the main thing is that all citizens in the district must pay the same amount of tax no matter the size of the parcel. Chair Phelps asked Ms. Keyes if she had anything to add. Ms. Keyes said that if an area has a service district they are more eligible for FEMA funding (she was referring to the South Scuppernong district). Commissioner Manning said that Kendrick's Creek has needed a service district for a long time.

**Commissioner Sexton made a motion to form two service districts---Kendrick's and South Scuppernong. Commissioner Manning seconded, motion carried unanimously.**

The question was asked if the land in the town of Roper be included in the Kendrick's service district.

**Commissioner Manning made a motion to include the land in the Town of Roper in the Kendrick's Service District subject to Roper approving a resolution agreeing to this. Commissioner Walker seconded, motion carried unanimously.**

**Commissioner Sexton made a motion to authorize Mr. Potter to create a report on the service districts for the September Board of Commissioners' meeting. Commissioner Johnson seconded, motion carried unanimously.**

- 5e) Approval of EMS Contract with Tyrrell County (Mr. Willie Carawan, County Manager)

**Commissioner Sexton made a motion to approve the EMS Contract with Tyrrell County and the Resolution.** Chair Phelps said he wants the County to be good neighbors to Tyrrell County but does not want to be subsidizing Tyrrell County. Chair Phelps also said he would like this contract back on the December 5<sup>th</sup> agenda to be re-evaluated. **Commissioner Walker seconded, motion carried unanimously.**

- 5f) Nuisance Ordinance (Ms. Ann Keyes, Planning & Safety/EM Director): Ms. Keyes stated that several months ago, a very broad Nuisance Ordinance was brought to the Board by the Planning Board. A new ordinance is before the Commissioners now. The Board previously decided that an abandoned property/structure from each Commissioner's district would be addressed. (See Ordinance below).

**WASHINGTON COUNTY  
UNSAFE BUILDINGS & STRUCTURES  
PUBLIC NUISANCE ORDINANCE**

SECTION - 1	DEFINITIONS . . . . .	1
SECTION - 2	POLICY & JURISDICTION . . . . .	1
SECTION - 3	UNSAFE STRUCTURES PROHIBITED AS PUBLIC NUISANCES .	2
SECTION - 4	REMOVAL AFTER CONDEMNATION . . . . .	2
SECTION - 5	NOTICE & HEARING . . . . .	3
SECTION - 6	ORDER TO REMEDY OR DEMOLISH . . . . .	3
SECTION - 7	APPEALS - FINALITY OF ORDER NOT APPEALED . . . . .	3
SECTION - 8	REPORT WHEN OWNER FAILS TO COMPLY . . . . .	4
SECTION - 9	ORDER BY COUNTY COMMISSIONERS . . . . .	4
SECTION - 10	PUBLICATION OF POSTED NOTICE REQUIRED . . . . .	5
SECTION - 11	PRESUMPTION OF PUBLIC DANGER . . . . .	5
SECTION - 12	FAILURE TO COMPLY WITH ORDERS, PENALTIES, CONTINUING VIOLATIONS. . . . .	5
SECTION - 13	OTHER PROVISIONS . . . . .	6

**SECTION - 1      DEFINITIONS**

The following words, terms, and phrases, whenever used in this ordinance, whether capitalized or not, shall have the meanings specifically ascribed thereto:

- (A) **Public Nuisance:** means any activity or failure to act that adversely affects the public and shall include, but is not limited to, any condition which poses an immediate and direct hazard to human health if left unheeded due to the existence of the condition itself or due to the immediate threat of transmission of disease through insects, animals, or other means of transmission or infections.
- (B) **Building or Structure:** includes within its meaning any subpart or portion thereof

**SECTION - 2      POLICY & JURISDICTION**

- (A) **Purpose:** This ordinance is enacted to protect the health, safety, and general welfare of the people of Washington County pursuant to the powers granted under applicable law including without limitation NCGS § 153A-366 through NCGS § 153A-372, and 153A-140 and 153A-140.2.
- (B) **Objectives:** The principal objectives of this ordinance are:
  1. To prevent injury and illness to occupants of property and the public by causing the removal and abatement of unsafe and condemned buildings and structures constituting public nuisances in order to assure that the public is not unnecessarily exposed to the dangers thereof.

2. To establish countywide standards, due process, and responsibilities for the involved parties related to the removal and abatement of such unsafe and condemned buildings and structures constituting public nuisances.

(C) **Jurisdiction:** This ordinance shall apply to all property located within the Washington County Zoning Jurisdiction.

### SECTION – 3 UNSAFE STRUCTURES PROHIBITED AS PUBLIC NUISANCES

- (A) Pursuant to NCGS § 153A-366, the county building inspector shall declare as unsafe, and shall condemn any building or structure, partially destroyed or otherwise, which is found by the building inspector to be especially dangerous to life because of its liability to fire, bad conditions of walls, overloaded floors, defective construction, decay, unsafe wiring or heating system, inadequate means of egress, hazardous conditions, or other causes.
1. Any such declaration by the building inspector shall be deemed an order of condemnation for the purposes of this ordinance and applicable laws, and the building inspector shall have authority, and it shall be his/her duty to take appropriate action, to have the unsafe conditions corrected or removed as herein provided.
  2. Additionally, any building or structure so declared as unsafe and condemned, shall be considered and deemed to constitute a public nuisance for the purposes of this ordinance, for as long as the unsafe conditions giving rise to such declaration and condemnation remains uncorrected and unabated.
- (B) The creation or maintenance of any condition constituting a public nuisance under this ordinance is hereby specifically prohibited.

### SECTION – 4 REMOVAL AFTER CONDEMNATION

- (A) **Duty of Owner:** Whenever any building or structure has been condemned by the building inspector, and the existence of such building or structure in a dilapidated state of disrepair or other substandard condition is found and determined by the building inspector or, upon appeal from or report by the building inspector as hereafter provided, by the county commissioners, to be dangerous to life, health or other property, or is in such condition as to constitute a fire safety hazard or public nuisance, the owner or owners of such building or structure shall be required to demolish and remove the same, and remedy such conditions under the regulations and procedures herein provided.
- (A) **Authority of County on failure of owner:** In the event such owner fails or refuses to do so within the time directed by the building inspector or by the county commissioners, as herein provided, the county commissioners may, in their judgment, cause the same to be demolished and removed, or may take such other steps as they may find to be necessary to suppress and abate the public nuisance and remove the fire and safety hazard and the danger to life, health, or other property found to exist, and may specially assess the cost

and expense of doing such work against the lot of land on which the building or structure is located. Such costs may be collected and enforced in the same manner as unpaid taxes.

#### **SECTION – 5 NOTICE & HEARING**

- (A) Before any building or structure may be ordered to be demolished and removed as provided in this ordinance, the building inspector shall notify the owners thereof, in writing, by certified or registered mail to the last known address of such owner, or by personal service of such notice by the building inspector or his assistant or by posting notice as hereinafter provided, that such building or structure is in such condition as appears to constitute a fire or safety hazard, or to be dangerous to life, health, or other property, or to be a public nuisance, and that a hearing will be held before the building inspector at a designated place and time not less than ten (10) days after the date of such written notice, at which time and place the owner shall be entitled to be heard in person or by counsel upon all legal or factual questions relating to the matter and shall be entitled to offer such evidence as they may desire which is relevant or material to the questions sought to be determined or the remedies sought to be effected.
- (B) If the name or whereabouts of the owner cannot, after due diligence, be discovered, the notice herein referred to shall be considered properly and adequately served, if a copy therefore is posted on the outside of the building or structure in question at least ten (10) days prior to the date fixed for the hearing and a notice of the hearing is published on time in a newspaper having general circulation in the county at least one week prior to the date fixed for such hearing. Such notice shall state the address or location of the building or structure and the time, place and purpose of the hearing.

#### **SECTION – 6 ORDER TO REMEDY OR DEMOLISH**

If, upon such hearing, the building inspector shall find that the building or structure in question is in such a dilapidated or substandard state of disrepair as to constitute a fire or safety hazard or to be dangerous to life, health or other property or is a public nuisance, he/she shall make an order in writing, directed to the owner of such building or structure, requiring the owner to remedy such conditions so found to exist by demolishing and removing such building or structure or taking such other steps as may be necessary to abate the public nuisance and remove the hazards, within such period, not less than sixty (60) days, as the building inspector may prescribe.

#### **SECTION – 7 APPEALS – FINALITY OF ORDER NOT APPEALED**

- (A) The owner of any building or structure ordered by the building inspector to be demolished and removed, or who is directed by the building inspector to take any other steps to abate a nuisance or remove hazards found by the building inspector to exist, shall have the right of appeal from such orders to the county commissioners, provided, that such owner gives notice of appeal to the building inspector at the time of the hearing at which the order is made, or, within ten (10) days after such order is made, files with the building inspector, a written notice of such appeal. Notice of appeal shall state the grounds therefore.

- (B) Unless an appeal is taken within the time and in a manner herein prescribed, the action of the building inspector shall be deemed final, subject only to such action as the county commissioners may take as herein elsewhere provided. Where an appeal has been properly taken and notice thereof given in accordance with the provisions of this section, it shall be the duty of the building inspector to report the same to the county clerk who shall cause the matter to be placed on the agenda for action by the county commissioners at its next regular meeting.

**SECTION – 8      REPORT WHEN OWNER FAILS TO COMPLY**

- (A) In the event the owner does not appeal from the final order or direction of the building inspector requiring that the building or structure be demolished and removed or the taking of such other steps as may be required to abate the nuisance and remove the hazards, and fails or refuses to comply with such order and direction, it shall be the duty of the building inspector to file a written report thereof with the county clerk who shall cause such report to be placed on the agenda of action by the county commissioners at its next ensuing regular meeting.
- (B) The building inspector shall mail a copy of such report by certified or registered mail to the owner at his last known address, or have a copy of said report delivered to such owner. Such report shall specify the date of the meeting of the county commissioners for which the matter will be docketed for action.

**SECTION – 9      ORDER BY COUNTY COMMISSIONERS**

- (B) In all cases referred to in this article which reach the county commissioners for action, either upon appeal of the owner from the ruling of the building inspector, or upon report of the building inspector that the owner fails or refuses to comply with his order or direction, the county commissioners shall hear the matter, and if it finds and determines that the building or structure in question is in such a dilapidated or substandard state of disrepair as to constitute a fire or safety hazard, or to be dangerous to life, health, or other property, or is a public nuisance, and that the owner of such building or structure has failed or refused to abate the nuisance and has failed or refused to have such building or structure demolished and removed, or has failed or refused to take such other steps as may be necessary to abate the nuisance and remove the hazards found to exist, it may cause the demolition and removal of such building or structure to be done, or effect such other remedies as may be necessary to abate the nuisance and remove the hazards, and specifically assess the cost of such work against the lot or parcel of land on which the building or structure was situated. Any such assessment shall constitute a specific lien upon said lot or parcel of land, which may be collected and enforced in the same manner as unpaid taxes.

**SECTION - 10 PUBLICATION OF POSTED NOTICE REQUIRED**

- (A) In cases in which the building inspector has been unable to give the owner actual notice of hearing in the manner hereinabove provided, and has given such notice by posting and publishing the same as authorized in this ordinance, and the owner has failed or refused to comply with the order or direction of the building inspector to demolish and remove the building or structure, or take such other remedial action as will remove hazards, and such case is referred to the county commissioners for action, the county commissioners shall, before taking action, cause to be posted on the outside of the building or structure in question at least ten (10) days prior to the date fixed for the hearing, and published one time in a newspaper having general circulation in the county at least one (1) week prior to the date fixed for such hearing, a written notice stating the address or location of the building or structure involved and the time, place and purpose of the hearing and such other information as the county commissioners may deem advisable.

**SECTION - 11 PRESUMPTION OF PUBLIC DANGER**

- (A) In all cases in which the county commissioners, under authority of this ordinance, causes the demolition and removal of any building or structure to be carried out, or directs such other remedial steps to be taken as may be necessary to abate the nuisance and remove the hazards, it shall be conclusively presumed that the public nuisance and the fire safety hazard and danger to life, health or other property, created and maintained by the continued presence of such building or structure in such condition as is found to exist, constitute a clear and present danger amounting to a situation of emergency involving the public health, safety and general welfare, which requires entry upon private property for the summary abatement and removal of such danger, in the public interest

**SECTION - 12 FAILURE TO COMPLY WITH ORDERS, PENALTIES, CONTINUING VIOLATIONS.**

- (A) **Misdemeanor:** It shall be unlawful for any person to willfully fail or refuse to comply with any final order or direction of the building inspector or county commissioners made by virtue and in pursuance of this ordinance, and any person violating this ordinance shall, upon conviction, be punished as provided by Section 14-4 of the General Statutes of North Carolina for the violation of municipal ordinances, and every day such person shall willfully fail or refuse to comply with any final order or direction of the building inspector or county commissioners made by virtue and in pursuance of this article shall constitute a separate and distinct offence
- (B) **Chronic Violators:** Notwithstanding any other provision herein to the contrary, and in addition to, and not in lieu of, any other enforceable rights or remedies, pursuant to NCGS § 153A-140.2 Annual notice to chronic violators of public nuisance ordinance: *A county may notify a chronic violator of the county's public nuisance ordinance that, if the violator's property is found to be in violation of the ordinance, the county shall, without further notice in the calendar year in which notice is given, take action to remedy the violation, and the expense of the action shall become a lien upon the property and shall*

*be collected as unpaid taxes. The notice shall be sent by certified mail. A chronic violator is a person who owns property whereupon, in the previous calendar year, the county gave notice of violation at least three times under any provision of the public nuisance ordinance.*

**SECTION - 13      OTHER PROVISIONS**

- (A) **Effective Date:** This ordinance shall be in full force and effect immediately upon its adoption by the Washington County Board of Commissioners.
- (B) **Severability:** If any provision(s) of this ordinance shall be deemed by a court of law having jurisdiction over such matters to be unenforceable, invalid, or unconstitutional for any reason, such determination shall not affect the validity of this ordinance as a whole or any part hereof that is not specifically determined and declared thereby to be unenforceable, invalid, or unconstitutional.
- (C) **Conflict of Laws or Ordinance Provisions:** Whenever the regulations of this ordinance conflict with one another, or with the requirements of any other statute, the more restrictive regulation shall be deemed to control and govern.

**THIS ORDINANCE ADOPTED** this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
D. Cole Phelps, Chair  
Washington County Board of commissioners

ATTEST:

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

**Commissioner Johnson made a motion to approve the Nuisance Ordinance as presented above. Commissioner Sexton seconded, motion carried unanimously.**

**Commissioner Sexton made a motion to direct staff to start the process of addressing enforcement of the Nuisance Ordinance. Commissioner Walker seconded, motion carried unanimously.**

- 5g) Ambulance Option Discussion (Mr. Andrew Coccaro, EMS Director):  
Mr. Coccaro told the Board he has been working over the last few months with different vendors on viable options for ambulances. He will make sure the County has a quality system. A new ambulance would be approximately \$110,000 per unit.

Mr. Coccaro said he has mentioned to the Board about re-mounting a box which would cost \$70,000-\$80,000 per unit.

The new Ford Transit TR version is approximately \$69,000 – it is cost effective and gets good gas mileage. Mr. Coccaro said he was able to test drive one, and went down every road that our ambulances don't do well with and the Ford version did great. Mr. Coccaro recommended that the County move forward to bid on the Ford Transit TR. He stated that EMS will not sacrifice safety or quality with this type of vehicle. As the County moves into the next phase of replacements, EMS will evaluate this model. Commissioner Johnson asked would EMS be giving up equipment because of the smaller space of this vehicle. Mr. Coccaro said no, they can get it all in there. Mr. Coccaro said it gets decent gas mileage and is cost effective.

**Commissioner Johnson made a motion to approve the new body style ambulance and put it out for bid. Commissioner Sexton seconded.**

Mr. Carawan said the County didn't budget for these ambulances so once the County goes out for bid he will have to come back to the Board with a debt service payment. Mr. Coccaro promised not to sacrifice patient care. He said he has talked to other EMS Directors and they are pleased with this ambulance model. **Motion carried unanimously.**  
(Chair Phelps said to put this item back on September agenda to discuss funding options.)

**RIVERLIGHT TRANSIT:** Mr. Clifton Hardison and Ms. Lynn Swett talked to the Board regarding Riverlight Transit. The Riverlight Transit Safety Plan in the Commissioners' Board Package needs to be approved.

**Commissioner Sexton made a motion to approve the Riverlight Transit 2016 Safety Plan. Commissioner Manning seconded, motion carried unanimously.**

Mr. Hardison went on to discuss options recommended by the Transportation Advisory Board to increase revenues.



WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 - 209 E Main Street  
Plymouth, NC 27962  
Phone (252) 793-4041  
Fax (252) 793-3195

July 22, 2016

Commissioners:

The Riverlight Transit service for Washington County provides an essential function to the residents of Washington County in regards to the transportation needs of the community. For example, services are provided to take residents to doctor's appointments in Pitt, Chowan, Beaufort and other surrounding counties. We also provide services to the Elderly to allow them quality of life outside the home when they can no longer transport themselves. Further, we provide services to vendors to allow the mentally challenged the opportunity to attend daytime activities they might not otherwise enjoy.

All of these services are provided to the ridership at a cost, either to Washington County, or to the vendor in which we are providing the service. During recent budget workshops the question was asked, what does this cost the county? That cost has been analyzed and prepared in a worksheet based on the very latest figures from the county's accounting software, Edmunds, as well as from the cost allocation process used by the Department of Health and Human Services, Division of Social Services. Based on those figures, the total cost of the program as of this date is \$605,657.66 less revenues generated; the county cost is \$296,058.40, or 49% of the total cost of the service.

DSS was then asked to provide some ideas to reduce the county dollar in the present budget. Riverlight Transit provides services to Tyrrell County through a contract for their Medicaid Transportation Services at a cost of \$2.07 per mile. We also provide services to Roanoke Development Center (RDC) at a cost of \$0.45 per mile. In this process, we advised the Commissioner Board a contract should be in place with RDC, as no such document exists.



WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 - 209 E Main Street  
Plymouth, NC 27962  
Phone (252) 793-4041  
Fax (252) 793-3195

Riverlight Transit receives funding from several sources: Medicaid Transportation Reimbursement through the 1571 process in Administrative reimbursements from DHHS, Grant funding from DOT (ROAP and CTP), ticket sales for rides to the general public and payments from Vendors. To provide possibilities to generate revenues, it was discussed with the Commissioners that if a contract was in place requiring all vendors to pay the rate of \$2.07 per mile, revenues for the Riverlight Transit program would increase and the total county cost would reduce to \$246,903.69, which would decrease the county's cost percentage to 41%. Changing that same rate for each vendor to \$3.50 per mile would reduce the county cost to \$183,657.04, which would decrease the county's cost percentage to 30%.

Knowing that these changes would create a hardship on the vendors, who have entered into a new fiscal year as well, the Transportation Advisory Board (TAB) was made a part of this discussion, and as a result, they have provided their recommendation, which is two-fold. First, to set a contract with RDC at a rate of \$0.50/mile, based on the consideration that RDC has begun a new fiscal year.

The TAB will further look at four options to increase revenue:

- 1-To increase ridership by 2% in regards to Rural General Public (RGP) services, thus increasing revenues
- 2-Increase the cost of RGP tickets
- 3-Create new routes for the general public
- 4-Decrease the ridership to RDC in regards to out of county service and possibly Creswell, as RDC states they can provide those services with their own vans.
- 5-Increase RDC vendor rate to \$2.07 per mile as of FY 2017-2018

Based on the recommendation of the TAB, the county cost would be \$295,526.21.



WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 - 209 E Main Street  
Plymouth, NC 27962  
Phone (252) 793-4041  
Fax (252) 793-3195

The Director of the Department of Social Services, also being a part of this process, has a separate recommendation to the Board, in which a contract would be entered into with RDC to increase the cost per mile on a quarterly basis during the fiscal year, reducing the impact to RDC and allowing RDC to make adjustments to what transportation services they may do themselves. RDC has indicated they can provide their own transportation. This recommendation would be to increase the rate per mile to \$1.00 as of October 1, 2016, \$1.50 per mile as of January 1, 2017, \$2.00 per mile as of April 1, 2017. Further, the contract with Tyrrell would be amended to increase their costs to \$2.50 per mile as of October 1, 2016, \$3.00 per mile as of January 1, 2017 and \$3.50 as of April 1, 2017. Tyrrell has agreed to this change.

Information has been received by DSS that indicates the Commissioners do not have to set the same rate per vendor, but a contract must be entered into with each vendor who provides services. Based on the Director's recommendation, the cost to the county would be \$263,438.99.

If it is the pleasure of the Commissioner Board to provide a unanimous alternative recommendation regarding the rates charged to vendors, this agency would be ready to proceed in the direction of the Board. If not, the DSS Director is prepared to proceed with his own recommendation.

**Fiscal Note:**

RDC is an Adult Developmental Vocational Program. Their funding for transportation available from Trillium Health Services, Medicaid or any other revenue sources is unknown to this agency.



**WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

PO Box 10 ~ 209 E Main Street  
Plymouth, NC 27962  
Phone (252) 793-4041  
Fax (252) 793-3195

<b>Current Scenarios FY 16-17</b>	<b>Cost to County</b>	<b>Revenue to offset cost</b>	<b>Total County Cost</b>	<b>% of county funding to program</b>
Currently based on 2015-2016 costs	\$ 605,657.66	\$ 309,599.26	\$ 296,058.40	49%
All vendors at \$2.07 per mile	\$ 605,657.66	\$ 358,246.51	\$ 247,411.15	41%
All vendors at \$3.50 per mile	\$ 605,657.66	\$ 422,000.63	\$ 183,657.03	30%
All vendors at \$5.00 per mile	\$ 605,657.66	\$ 488,343.27	\$ 117,314.39	19%
Without RDC as a vendor	\$ 393,158.35	\$ 354,207.29	\$ 38,951.06	10%
Without RDC or Tyrrell as a vendor	\$ 419,562.93	\$ 332,111.32	\$ 87,451.61	21%
Without Tyrrell as a vendor	\$ 418,566.12	\$ 327,504.93	\$ 91,061.19	22%
TAB Recommendation at full miles	\$ 605,657.66	\$ 310,131.45	\$ 295,526.21	49%
TAB Recommendation with less RDC miles	\$ 420,618.96	\$ 313,712.33	\$ 106,906.63	25%
DSS Director Recommendation	\$ 605,657.66	\$ 342,218.67	\$ 263,438.99	43%
DSS Director Recommendation with less RDC miles	\$ 420,618.96	\$ 334,294.55	\$ 86,324.41	21%
<b>Projected Scenarios FY 17-18</b>	<b>Cost to County</b>	<b>Revenue to offset cost</b>	<b>Total County Cost</b>	<b>% of county funding to program</b>
Tyrrell at \$3.50/mi and RDC at \$2/mi for FY 17-18 based on changes in 16-17	\$ 605,657.66	\$ 375,545.87	\$ 230,111.79	38%
TAB Recommendation with less RDC miles@ \$2.07 per mile	\$ 420,618.96	\$ 337,842.85	\$ 82,776.11	20%
DSS Dir. Recommendation with less RDC Miles	\$ 420,618.96	\$ 355,726.87	\$ 64,892.09	15%

Presentation by: Lynn R. Swett  
Washington County DSS  
Administrative Officer  
July 23, 2016

Commissioner Johnson stated that towards the end of the budget process DSS was trying to figure out what to do to increase revenues. Commissioner Johnson said that the Transportation Advisory Board (TAB) recommends an increase in the mileage rate. The Roanoke Development Center (RDC) has already set their budget for year and should not have that burden put on them.

Commissioner Walker said he is on the DSS Board and has heard about this and the thing he is concerned about is that he wished it would have come up earlier in the fiscal year. Budgets have already been set and he agrees with Commissioner Johnson that the burden should not be put upon the RDC.

Commissioner Manning said the Commissioners need to get this under control and agrees with Commissioners Johnson and Walker. Work needs to be done between now and the end of the fiscal year if changes are going to be made.

Commissioner Sexton asked how else DSS could bring in revenues. Mr. Hardison said Riverlight Transit could add some new routes. He also stated that 70% of resources are going to vendors. Commissioner Sexton said he would like Mr. Zeb Taylor of RDC come speak to the Board so the Board can understand RDC's program. Commissioner Sexton said he is not in favor of doing anything tonight.

**Commissioner Walker made a motion to table this discussion until the September Board meeting so RDC can come and explain their program. Commissioner Sexton seconded.** Commissioner Johnson said she doesn't feel it should be tabled and they should make decisions tonight. **Commissioner Sexton withdrew his second.**

**Commissioner Walker amended his motion to have Mr. Zeb Taylor of RDC come speak at the Commissioners' September Board meeting. Commissioner Sexton seconded, motion passed unanimously.**

Mr. Taylor was asked if the RDC could manage with a .50 cent/mile increase. Mr. Taylor said yes, they could manage.

**Commissioner Johnson made a motion to accept the TAB's recommendation of charging RDC a rate of \$.50 cent a mile for this fiscal year. Commissioner Sexton seconded. Discussion ensued. Motion passed unanimously.**

**STRATEGIC PLAN UPDATE:** Mr. Carawan spoke to the Board and stated that there is a meeting scheduled with the community chairs on August 15, 2016 to show them where the County is at this point in the process, since June 2016 was the halfway mark and see where to go in the future.

Mr. Carawan met with Tim Ivey of the NorthEast Alliance. They are more interested in dealing with an economic development plan to be included in the County's strategic plan. They were impressed with the County's document thus far and where the County is at. Mr. Carawan will be meeting with Rex Raeford and Rebecca Liverman about the County's strategic plan before the August 15 meeting.

Chair Phelps stated he went back and looked at the minutes to see how many times the Strategic Plan has been discussed. It has been discussed numerous times.

Chair Phelps said he talked to the Board before about partnering with UNC-SOG for this project and the Board voted not to. Chair Phelps said he is not pleased with the County's strategic plan. He wants to see it move forward but doesn't know where it will go from here. Chair Phelps said the Board felt that the community meetings should have already been held and

those Chairs were to come before the Board with their thoughts. Mr. Carawan said the community members were the ones that staff had difficulty setting up meetings with; they were the Chairs, not necessarily County staff. Discussion ensued. Mr. Carawan said he will start taking the lead on this to help it move to a different level. Commissioner Manning said he would like to see each of the Chairs present at the September Commissioners' meeting after their August 15 meeting. **Commissioner Walker made a motion to have the Chairs of the Strategic Plan clusters attend the September Commissioner's meeting and update them to where the County is in the process. Commissioner Manning seconded, motion passed unanimously.** The Board also directed Mr. Carawan to invite Mr. Lee Padrick of the Department of Commerce in Washington to come to the September Commissioners' meeting.

**COUNTY LEGISLATIVE GOALS FOR 2017-2018:** Chair Phelps told the Board that now is the time to come up with County Legislative Goals for 2017-2018.

Commissioner Manning stated he would like to see no unfunded mandates.

Commissioner Johnson stated that goals are being worked on by the NCACC for all the counties, but there is nothing like one on one with our representatives to let them know what Washington County needs.

Chair Phelps said he would like to see the match for PARTF grants for rural counties be reduced.

Chair Phelps asked the Commissioners to bring their goals to the September Commissioners' meeting.

**MAINTENANCE OF COUNTY PROPERTY—GRASS MOWING:**

Chair Phelps asked Mr. David Tawes, Public Utilities Director, Mr. Randy Fulford, Recreation Director and Mr. Louis Boone, Facilities Director to speak to the Board after Mr. Carawan. The following spreadsheet was discussed.

### Washington County Lawn Maintenance

Name of Property	Address	Acres	Dept Currently	Pin Number	Area
<b>MAINTENANCE DEPARTMENT</b>					
Courthouse and Managers Building	120 and 116 Adams Street, Plymouth	0.104	Maintenance	6767.07-68-9041	Plymouth
Dept. of Social Services	209 E Main Street, Plymouth	0.109	Maintenance	6767.07-77-3870	Plymouth
Dreamcare Provider	716 Washington St, Plymouth	0.75	Maintenance	6767.16-84-8608	Plymouth
Emergency Management	205 E Main Street, Plymouth	0.015	Maintenance	6767.07-77-2910	Plymouth
Probation Building	204-B E Water St, Plymouth	0.09	Maintenance	6767.07-68-7483	Plymouth
Stotesberry Property	1279 Morrattock Rd, Plymouth	1	Maintenance	6766.00-61-0851	Airport
Washington Co. Library	201 East Third Street, Plymouth	0.087	Maintenance	6767.11-77-3414	Plymouth
<b>TOTAL ACREAGE FOR MAINTENANCE</b>		<b>2.155</b>			
<b>RECREATION DEPARTMENT</b>					
Adams Street Field	Adams & Sixth St. Plymouth	2.2	Recreation	6767.12-76-8414	Plymouth
Washington Street Gym and Park	603 Adams Street, Plymouth	2.786	Recreation	6767.11-76-4147	Plymouth
Washington Street Park	102 Washington Street, Plymouth	0.503	Recreation	6767.12-76-5064	Plymouth
Wilson Street Park	504 Wilson Street, Plymouth	3.4	Recreation	6767.15-54-6701	Plymouth
<b>TOTAL ACREAGE FOR REC DEPT</b>		<b>8.889</b>			
<b>UTILITIES DEPARTMENT</b>					
Airport	1069 Airport Road, Plymouth NC	8.7	Water	6765.00-47-4125	Airport
Booster Pump Station - HWY 45 South	NC HWY 45 S	0.021	Water	6777.00-54-1294	Plymouth
Booster Pump Station - Benson Road	Benson Road		Water	35°53'18.4"N 76°26'14.4"W	Creswell
Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road		Water	35°57'10.5"N 76°28'38.8"W	Creswell
Tower Site - Morrattock Road	1799 Morrattock Road		Water	35°49'18.9"N 76°45'57.6"W	Plymouth
Tower Site - Industrial Park	333 Industrial Park Road		Water	35°52'20.7"N 76°42'53.9"W	Plymouth
Tower Site - Mount tabor	265 Mount Tabor Road	3	Water	35°51'28.3"N 76°25'08.2"W	Creswell
Commerce Building	255 Plymouth Airport Rd, Plymouth	2.5	Water	6766.03-41-7088	Airport
Creswell Ballfield (Veterans Park)	508 N First St, Creswell	8	Water	7778.18-41-2939	Creswell
Creswell Sheriff's Office	207 US HWY 64W, Creswell	0.5	Water	7778.13-22-2534	Creswell
Health Dept.	198 NC HWY 45 N, Plymouth	4	Water	6788.00-31-3118	Plymouth
Pea Ridge Ballfield and Park	16835 NC HWY 32 N, Roper	6	Water	7830.00-74-6763	Creswell
Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper	7.8	Water	7708.18-40-7706	Roper
Well Fields	Slough Rd		Water	35°52'01.3"N 76°37'41.9"W	Roper
Well Fields	West Millpond Road	3.2	Water	35°52'01.1"N 76°37'24.6"W	Roper
Windows on the World	100 NC Hwy 32 N, Roper	1.07	Water	7708.15-53-7502	Roper
<b>TOTAL ACREAGE FOR WATER DEPT</b>		<b>44.791</b>			
<b>TOTAL ACREAGE ALL DEPTS</b>		<b>55.835</b>			

\*Highlighted tracts indicate Water Department assets. Staff recommends that if mowing services are contracted out, the first services contracted out should be those that the Water Department is handling which are not related to the Water Departments own assets. Contracts should be let for multiple sites in relative proximity to one another, so that one contractor can easily mow those sites that are closest together.

Mr. Carawan said the budget process was tight and that's why there was no money allotted for lawn care. Staff has contacted different contractors and each has a different way of charging.

Mr. Tawes already spoke of the perils of transferring funds from an enterprise fund to the general fund. Looking at other municipalities, they don't do this. Chair Phelps asked Mr. Tawes about his views regarding his staff being required to mow. Mr. Tawes said he has better use for his people than mowing grass. He also said is proud of his guys--they don't complain about doing it, but would rather be doing other things related to their jobs. Mr. Tawes also stated he has been spending money on repairs to equipment because of mowing grass. The County is not eligible for allocation of some available funds from the State because of using enterprise funds on things such as mowing. The County shouldn't be using enterprise funds on general fund projects; however this practice was in place before he was hired.

Mr. Fulford said the way it was done before was it was contracted out for some of the areas to be mowed. Mr. Boone said he stills does all the same buildings he used to do, but as the County has acquired more buildings, they fall to Facilities to do. Mr. Tawes said other things are being neglected because of having to mow.

Chair Phelps asked if Mr. Carawan had any recommendations. Mr. Carawan said there are no funds in the budget for the extra mowing. He would still like to go out for bid on the

parcels that used to be contracted out and see how much it would cost. Mr. Boone also said most properties need maintenance starting in January.

**Commissioner Manning made a motion for Utilities, Facilities and Recreation to continue to do their own mowing and contract out others in the list above that are not highlighted under Utilities. Chair Phelps seconded.** Chair Phelps mentioned that Tyrrell County uses the prison inmates for doing some of their mowing. Mr. Carawan said those inmates have to be monitored. **Motion passed unanimously.** Mr. Carawan will bring something back to the Board at the September meeting regarding the mowing bids.

**PARKS AND RECREATION ADVISORY BOARD RECOMMENDATIONS:** Chair Phelps discussed the recommendations to the Board from the August 25, 2016 Parks and Recreation Advisory Board meeting.

On Monday, July 25, 2016 the Parks and Recreation Advisory Board met for their monthly meeting. The Board unanimously passed three motions and would like for the Commissioners to support these recommendations:

Motion One Approved: That the Recreation Director attend each monthly meeting and explain the revenues and expenditures for the month. This motion was made by Mr. Peed, and seconded by Mr. Downing. The motion passed unanimously.

Motion Two Approved: That the County Manager and Finance Officer attend each monthly meeting to be informed of the happenings within the Recreation Department, which will in turn ensure better oversight of this department. This motion was made by Mr. Peed, and seconded by Mr. Downing. The motion passed unanimously.

Motion Three Approved: That the Parks and Recreation Advisory Board be part of the interview process for the part-time positions hired within the Recreation Department. This motion was made by Mr. Peed, and seconded by Mr. Downing. The motion passed unanimously.

Action By Board:

The Parks and Recreation Advisory Board would like for the Board of Commissioners to adopt the abovementioned recommendations as presented.

Discussion ensued. Mr. Fulford spoke to Board regarding the abovementioned Motion One. Mr. Fulford said there are meetings that interfere with his ability to attend the Parks and Recreation Advisory Board (PARAB) meetings.

Commissioner Sexton asked didn't the board approve to hire a part time person to help Mr. Fulford? Commissioner Sexton also asked if that person could help Mr. Fulford out so he can be at some of the PARAB meetings. Mr. Fulford said the part time person can't attend the State meetings in his place. Mr. Carawan also said that during the budget sessions, it was decided that Ms. Arnold could assist with getting Mr. Fulford's reporting in line so that the PARAB and the Commissioners would have a better understanding of the recreation programs and their funding needs. Chair Phelps said it is important to have the Recreation Director at the PARAB meetings to be able to answer questions that come up during the meetings. Chair Phelps said the meetings are scheduled once a month on the last Monday of the month. Discussion ensued.

**Commissioner Sexton made a motion to approve the PARAB Motions #2 and #3, and the 3<sup>rd</sup> one only upon approval by the County Attorney and Motion #1 from the PARAB if amended to say the Recreation Director will make every effort to attend the PARAB meetings. Commissioner Johnson seconded. Commissioner Walker asked Mr. Fulford to try and not miss two meetings in a row. Discussion ensued. Commissioners Johnson, Manning, Sexton and Walker voted aye. Chair Phelps voted nay. Motion carried 4-1.**

**FINANCE OFFICER'S REPORT:** Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners' package.

Washington County  
**BUDGET TRANSFERS**

to: Board of Commissioners

BT #: 2017 - 001

From: W. Mack Carawan, Jr., County Manager / Budget Officer  
Missy Dixon, Finance Officer

Date: July 14, 2016

RE: Inter-Departmental Transfers

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5150-260	Senior Center-Departmental Supplies	4,250.00	(300.00)	3,950.00
10-5150-280	Senior Center-Postage	-	300.00	300.00
10-5150-310	Senior Center-Travel	4,164.00	(1,000.00)	3,164.00
10-5150-315	Senior Center-Training	-	1,000.00	1,000.00
<b>Senior Center</b>				
10-9100-003	Debt Principal-E911 Equipment	47,500.00	(19,516.47)	27,983.53
10-9100-004	Debt Principal-Sheriff Vehicles	-	18,688.93	18,688.93
10-9200-722	Debt Interest-Sheriff Vehicles	-	827.54	827.54
<b>Airport</b>				
39-4530-200	Airport-Departmental Supplies	500.00	(40.00)	460.00
39-4530-390	Airport-Dues	80.00	40.00	120.00
<b>Balanced:</b>		<b>56,494.00</b>	<b>(0.00)</b>	<b>56,494.00</b>

**Justification:**

*Informing the Board of Commissioners of inter-departmental budget transfers for the Airport, Debt Service and Senior Center.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials: 

--

  
 Batch #: 

--

  
 Date: 

--

Washington County  
**BUDGET TRANSFERS**

To: Board of Commissioners

BT #: 2017 - 002

From: W. Mack Carawan, Jr., *County Manager / Budget Officer*  
Missy Dixon, *Finance Officer*

Date: July 22, 2016

RE: Inter-Departmental Transfers

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4320-290	Detention-Hygiene	4,000.00	(60.00)	3,940.00
10-4320-330	Detention-Postage	-	60.00	60.00
<b>Detention</b>				
10-4330-260	Emergency Management-Departmental Supplies	3,300.00	(300.00)	3,000.00
10-4330-330	Emergency Management-Postage	-	300.00	300.00
<b>Emergency Management</b>				
<b>Balanced:</b>		7,300.00	-	7,300.00

**Justification:**

*Informing the Board of Commissioners of inter-departmental budget transfers to setup postage accounts for Detention and Emergency Management.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials:

Batch #:

Date:

**Commissioner Manning made a motion to approve the abovementioned budget transfers. Commissioner Sexton seconded.** Commissioner Johnson asked why postage was not in the budgets. Ms. Dixon said it was an oversight in trying to straighten out the budgets. **Motion carried unanimously.**

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2017 - 001**

**From:** W. Mack Carawan, Jr. County Manager / Budget Officer  
Missy Dixon, Finance Officer

**Date:** July 14, 2016

**RE:** Courthouse Security Grant Amendment

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3480-025	Courthouse Security Grant	-	(11,030.00)	(11,030.00)
10-8300-492	Courthouse Security Grant	-	11,030.00	11,030.00
<b>Balanced:</b>				

**Justification:**

*To budget the courthouse security grant that was obtained by the Emergency Management Director.*

**Approval Date:** \_\_\_\_\_  
**Bd. Clerk's Init:** \_\_\_\_\_

**Initials:** \_\_\_\_\_  
**Batch #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Commissioner Manning made a motion to approve the abovementioned budget amendment. Commissioner Sexton seconded, motion carried unanimously**

## Monthly Financial Summary as July 26, 2016

	Budget	YTD Activity
<b>General Fund (10):</b>		
Revenues	14,295,539.37	185,863.35
Expenditures	(14,295,539.37)	(798,383.17)
<b>Balance:</b>	<b>-</b>	<b>(612,519.82)</b>
<i>*Fund Balance Appropriation 518,106.00</i>		
<b>Drainage Fund (30):</b>		
Revenues	63,895.00	-
Expenditures	(63,895.00)	-
<b>Balance:</b>	<b>-</b>	<b>-</b>
<i>*Fund Balance Appropriation</i>		
<b>Sanitation Fund (33):</b>		
Revenues	1,239,540.00	28,954.57
Expenditures	(1,239,540.00)	(22,474.33)
<b>Balance:</b>	<b>-</b>	<b>6,480.24</b>
<i>*Fund Balance Appropriation</i>		
<b>Water Fund (35):</b>		
Revenues	1,331,009.00	1,447.62
Expenditures	(1,331,009.00)	(63,285.86)
<b>Balance:</b>	<b>-</b>	<b>(61,838.24)</b>
<i>*Fund Balance Appropriation 1,302.00</i>		
<b>EMS Fund (37):</b>		
Revenues	2,302,452.00	18,078.40
Expenditures	(2,302,452.00)	(154,703.37)
<b>Balance:</b>	<b>-</b>	<b>(136,624.97)</b>
<i>*Fund Balance Appropriation 50,000.00</i>		
<i>**This fund balance belongs to Tyrrell County - the two funds have not been split yet in the budget. That will be forthcoming. These were Tyrrell County Start-up Funds.</i>		
<b>Airport Taxi Lane Grant Fund (38):</b>		
Revenues	500,001.00	-
Expenditures	(500,001.00)	-
<b>Balance:</b>	<b>-</b>	<b>-</b>
<i>*Fund Balance Appropriation</i>		
<b>Airport Fund (39):</b>		
Revenues	169,423.00	1,923.73
Expenditures	(169,423.00)	(7,940.24)
<b>Balance:</b>	<b>-</b>	<b>(6,016.51)</b>
<i>*Fund Balance Appropriation</i>		
<b>Travel &amp; Tourism Fund (63):</b>		
Revenues	116,828.00	250.00
Expenditures	(116,828.00)	(3,104.20)
<b>Balance:</b>	<b>-</b>	<b>(2,854.20)</b>
<i>*Fund Balance Appropriation</i>		
<b>E-911 Fund (69):</b>		
Revenues	206,722.49	-
Expenditures	(206,722.49)	(51,860.00)
<b>Balance:</b>	<b>-</b>	<b>(51,860.00)</b>
<i>*Fund Balance Appropriation 34,832.36</i>		

Notes: Total grant dollars are being determined and an amendment will be done to include the following in the budget as soon as practical:  
 Commerce Center IDF Grant (57); CDBG Scattered Site Grant (61); NCHRA URP (62)

Re-Evaluation was not funded in this fiscal year.

OTHER ITEMS BY CHAIRPERSON, COMMISSIONERS, COUNTY MANAGER, ASSISTANT COUNTY MANAGER/ATTORNEY OR CLERK: Commissioner Johnson stated that she attended the NACO Conference in Long Beach, CA and attended many meetings. She also stated there are ten (10) Policy Steering Meetings with openings.

Chair Phelps asked Mr. Carawan to look for funding for May Dayz.

Chair Phelps also said he has had complaints about the new 32 connector road in Pea Ridge. He is working with DOT on this. He is also working with DOT to get the speed limit reduced on Pea Ridge Road to 45 mph. There was a fatality on Newland Road earlier this year. Commissioner Manning and Chair Phelps met with DOT on this.

Mr. Carawan said he has sent out e-mails to potential contractors for doing the awning for the Courthouse rear entrance. He will open bids on September 6 and bring them to Board meeting that night. He also stated he will be working on getting work done on the Commerce Building. He stated he will be meeting with Department Heads on Wednesday and hopes to soon start evaluations and finding a standard for all departments to use. Mr. Carawan said he has a conference call set up with Carlos Green from NACo. Commissioner Walker asked would the evaluations be done annually or biannually. Mr. Carawan said annually. Chair Phelps thanked Mr. Carawan for taking the lead on this since the Board has been discussing it for two years.

**Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS 143.318.11(a)(6) personnel. Commissioner Johnson seconded, motion carried unanimously.**

Back in open session, **Commissioner Sexton made a motion to authorize to sign a personnel contract for security guards for the one main Courthouse entrance. Commissioner Walker seconded, motion carried unanimously.**

**Commissioner Walker made a motion to go into Closed Session pursuant to NCGS 143.318.11(a)(6) personnel. Commissioner Sexton seconded, motion carried unanimously.**

**At 10:00 PM, with no further business to discuss Commissioner Johnson made a motion to adjourn the meeting. Commissioner Manning seconded, motion carried unanimously.**

---

D. Cole Phelps  
Chair

---

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