

September 10, 2018

The Washington County Board of Commissioners met in a regular session on Monday, September 10, 2018 at 6:00 PM at the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/Attorney Curtis Potter and Clerk to the Board Julie J. Bennett. Finance Officer Missy Dixon was unable to attend.

Chair Johnson called the meeting to order. Zina Rhodes gave the invocation; Commissioner Riddick led the pledge of allegiance.

ADDITIONS/DELETIONS: Additions / Deletions: *Remove Employee of the Quarter—will be presented at the October meeting.*

Addition: Update on Hurricane Florence, Ms. Ann Keyes

Addition: Resolution by Washington County Board of Commissioners for Asset Inventory Assessment Grant, Mr. Curtis Potter

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Approval of ABC Board using the County Travel Policy
- d) Amendment No. 1 to 10 County Irrevocable Trust Agreement
- e) 911 Proclamation

Commissioner Riddick seconded, motion carried unanimously.

PUBLIC FORUM: Mr. Wes Gray, 198 NC Hwy 45N, Plymouth NC, MTW Health Director, spoke to the Board. MTW recently held Chronic Disease Self -Management and Chronic Pain Self -Management instructor training over 6 days at the Washington County Cooperative Extension office. They had 12 certified trainers for Chronic Disease management and 9 instructors for Chronic Pain management. These instructors will tag team and teach classes of up to 20 people. Classes last 2.5 hours over six sessions, and class times and schedules are flexible. These classes teach strategies to deal with heart disease, high blood pressure, high BMI, diabetes, and chronic pain. To sign up, call 252-791-3101. MTW continuously enrolls people in their diabetes support courses - to sign up call 252-791-3125.

TTA UPDATE & BRANDING: Mr. Tom Harrison, TTA Director spoke to the Board and gave the following presentation.

Branding & Identity

Roger Brooks



OUTSTANDING DOWNTOWNS & TOURISM DEVELOPMENT



MARKETING - TELLING THE WORLD, EFFECTIVELY

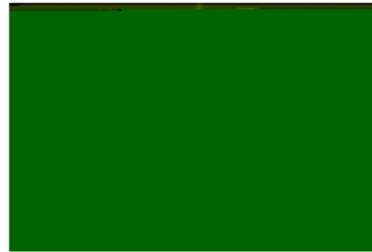


COMMUNITY BRANDING - FINDING YOUR UNIQUE SELLING PROPOSITION

What is it you want to be known for? What sets you apart from everyone else?
Here you'll learn what works, what doesn't and what will lead to incredible success.



BRANDING



Two Types of Community Brands

1. "Feel Good" Brand
2. Economic Development Brand

"No one goes somewhere because it is a county."
Roger Brooks

- Clark County
- Davidson County
- Horry County
- Monroe County
- Coconino County
- Osceola County
- Pennington County
- Fulton County

“No one goes somewhere because it is a county.”

Roger Brooks

- Clark County
 - Davidson County
 - Horry County
 - Monroe County
 - Coconino County
 - Osceola County
 - Pennington County
 - Fulton County
- Las Vegas
 - Nashville
 - Myrtle Beach
 - Key West
 - Grand Canyon
 - Disney World
 - Mount Rushmore
 - Atlanta

Stop marketing your ***County*** and
start marketing an ***Activity*** or
Uniqueness that brings people here
and will become your ***Identity***.



BRANDING

What do we want to be known for?





What do we have that no one else in surrounding counties has?



What do we have that people can't find closer to home that would make them drive to here?

Branding Criteria

1. Don't get hung up on logos and slogans.
2. Jettison the Generic.
3. A Brand is a perception – It's what you are known for.
4. Your name must be synonymous with your brand.
5. Champion the cause for product development. Successful brands are built on product, not marketing.
6. Never, ever use focus groups or strategic plans.
7. Never "role out" a brand until you can deliver on the promise. It's earned.
8. Great brands starts with an action plan. - What do you want to be known for?
9. Build your brand on feasibility, not just local sentiment.
10. Don't let local politics kill your branding effort.

Branding Questionnaire for Plymouth and Washington County

1. Where do you live? _____
2. Age: Under 18
18-30
31-45
46-60
Over 60
3. Gender: Male / Female
4. When family and friends visit, where in Washington County do you take them? ("must see" or "must do" activities, other than staying at home)
5. Where do you go in Washington County on your free time (other than home)?
6. Where do you go most often in your free time *outside* of Washington County?
7. What are Plymouth and Washington County's greatest assets? (not its people) (list in order)
8. What are Plymouth and Washington County's greatest challenges or negatives? (not people)
9. What must be done to get more people to spend time and money in Plymouth and Washington County?
10. What should Plymouth and Washington County be known for?

What should Washington County be known for?

Roger Brooks Branding Questionnaire Results

Viable Answers:

- **Black Bears**
- **Bear Festival**
- **Waterfront**
- **Paddling**
- **Hunting/Fishing**
- **Wildlife/Outdoors**
- **Lighthouse**
- **Boat Races**
- **Lake Phelps**

Non-Viable Answers:

- **Paper Products**
- **Good Churches**
- **Good cost of Living**
- **Culture**
- **Good Food**
- **Good Education**
- **Senior Services**
- **Safety**
- **Good Law Enforcement**
- **Sports**

Roger Brooks Branding Criteria



1. Is this something the markets we are hoping to attract can't get closer to home?
2. Can the community buy into it over time?
3. Can the private sector invest in it?
4. How much will it cost & when will there be a return on the investment?
5. How wide an audience will it attract?
6. Does it have legs? Can we start with a niche, then add extensions to the brand?
7. Can we make it obvious & pervasive throughout the county?
8. Will it extend our seasons?
9. Do we have those who will tirelessly champion the cause?
10. Is it experiential? (Based on activities and not things to look at)

So what brand idea met all 10 Branding criteria?



Black Bears!

World's Largest Black Bears



World's Highest Black Bear Density



We've already done the heavy lifting!



- We have popularized the Black Bear theme.
- We have created the awarding winning NC Black Bear Festival.
- We have a Black Bear museum.
- We have already begun creating a Black Bear theme in downtown restaurants and Bear Necessities retail shop.
- We have started doing Black Bear tours.
- We have a wealth of Black Bear photographs and video.
- The Town of Plymouth has adopted the Black Bear.



- 2015 Best New Festival in North Carolina
- 2016 Best Festival in North Carolina
- 2017 Best Small Festival in the Southeast
- 2017 Best Director in North Carolina
- 2018 Top Twenty Award





Black Bear Products and Activities

Adventure Tourism

- **Black Bear Tours**
- **Birding Tours**
- **Paddling and River Tours**
- **Cycling**
- **Hunting**
- **Fishing**



Retail Marketing

- **Bear-Ology Black Bear Museum**
- **Black Bear Merchandising**
- **Black Bear Themes in restaurants and businesses**



Where traffic ends and adventure begins!



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ENVIRONMENT

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Welcome to Bear Town USA: North Carolina town draws thousands for festival

By Jeff Hampton
The Virginian-Pilot
Jun 2, 2016

So, what should Washington County's Brand be?





BEAR-ADISE



BEAR-OLINA



Next Step: Form a Brand Leadership Team

1. Those 100% In Favor & Enthusiastically support the Brand
2. Doers, Not Directors
3. Must be willing to take some hits – thick skinned
4. They will be Brand cops
5. Half should have a vested interest in the Brand
6. Be good speaker to go everywhere to promote the Brand
7. Cannot be politically divisive
8. Act as steering committee
9. Push agenda
10. Where there's a will there is a way



The End

The TTA recommends that if the County adopts a brand that it be the Black Bear and the slogan could be “Welcome to Bear Country”, “Just Another Day in Bear-odise!”, or “Welcome to Bear-olina!”

Commissioner Phelps said Mr. Harrison has done a great job on this and asked what would be the next action steps for the Brand Leadership team. Mr. Harrison said it would include folks in the TTA and some on the Brand Development Committee. The Board consented to refer to the TTA.

Mr. Potter added that the budget amendment was back on the agenda regarding the Civil War Signs Maintenance. Commissioner Phelps said last month was the first time he'd seen it. Mr. Harrison said it was because it was miscoded and had to come before the Board to have the funds moved to the correct this. Mr. Harrison explained what the Civil War Trail is and that it runs through various counties. The Board stated that they want an explanation on why it is showing up in the budget. Mr. Harrison said it was miscoded and money had to be moved.

Commissioner Phelps asked had this item been in any other budgets in previous years. Some Commissioners don't remember seeing it before. Mr. Potter stated that yes, it has been in the TTA's budget in previous years. Commissioner Riddick still said she wanted more information.

UPDATE ON REPUBLIC SERVICES: Mr. Mike Kavanaugh from Republic Services spoke to the Board and gave the following presentation.

Washington County Commissioner Meeting

Residential Curbside Collection Review

September 10, 2018



Agenda

- Missed Pick Up Reporting
- Cart Delivery and Replacement
- Resident Concerns/Q&A



Missed Pick Up Reporting

- ❑ What does Republic Services consider to be a missed pick up?
 - Any missed collection based on the perception of our customer. If the customer believes they were missed, regardless of the circumstances, we treat it and measure it as a miss.
- ❑ How does Republic Services measure missed pick ups and service reliability?
 - Failures per 10,000
- ❑ How is that calculated?
 - $10,000 / \text{Total Service Opportunities} \times \text{total missed pick ups} = \# \text{ of MPU's per } 10,000 \text{ services}$



Missed Pick Up Reporting

- ❑ Washington County house count-3789
 - 3 services for each home, MSW, Recycling, Bulk Waste
 - Weekly service
- ❑ Total service opportunities/month-49,257
- ❑ Sample period for this review- 5/1/2017 thru 7/30/2018
 - 15 months of data, as reported by Washington County Tax office
- ❑ Total service opportunities for the same 15 month sample period-738,855



Missed Pick Up Reporting

- ❑ Total Missed Pick Ups reported by Washington County Tax Office- 107
- ❑ Missed Pick ups per 10,000 in Washington Co- 1.45
- ❑ What does all this mean???



Missed Pick Up Reporting

For every 10,000 service opportunities we
miss 1.45 times

Or...

Our service reliability for weekly collections
is 99.98% reliable



Cart/Container Activity

- 270 requests generated by Washington County for deliveries, exchanges and replacements
- Republic Services completed 384 deliveries, exchanges and replacements for the same time period.
- 30% of the total cart movements were proactively initiated by Republic Services.



Thank You!

Open Discussion/Q&A



Commissioner Phelps said he heard them talk about bulk waste. Mr. Kavanaugh said that bulk waste is any item that doesn't fit in the 96 gallon container such as a couch, bed, or white

goods. Citizens can call Republic to schedule a pickup. Commissioner Phelps asked why there were 107 missed pickups. Mr. Kavanaugh said sometimes a driver makes an error. A can may be blocked or may be a late put out. Mr. Kavanaugh said no decision has been made yet on pickups for this week, it depends on the path of Hurricane Florence. The Hurricane will probably affect Friday, but not sure about Thursday. Mr. Kavanaugh said he will contact the county when he more a more definitive idea. Commissioner Phelps asked Mr. Potter how much time is left on the contract with Republic. Mr. Potter said there is about 1.5 years left. Commissioner Phelps asked Mr. Kavanaugh if he would be back in 6 months to give another up and he said yes. Mr. Kavanaugh introduced Mr. Chris Wilson—he replaced Josephine Aiken. Mr. Wilson has been with Republic for 20 years.

Mr. Potter said that most calls regarding trash issues are directed the County's Tax Office; however, some do go through the Charlotte office service office. Mr. Potter said he would like for Republic to create a pamphlet for Washington County with useful information on trash for the citizens. Commissioner Phelps asked would Republic bear the cost for that. Mr. Potter said he would work with Republic on this document, because he would like to add info for the County landfill on the pamphlet also. Mr. Wilson said he wouldn't be able to have something like this available until the end of the year.

Mr. Lloyd Jones, Roper, said the problem he has had in the past with Republic is trash falling out of the truck down when going down the road. No one picks it up and blows around in the road and then litters the sides of the road.

SURPLUS PROPERTY DECLARATION (NON-AUTO): Mr. Curtis Potter, CM/CA spoke to the Board. The information below shows what the County plans to surplus at this time. It is primarily old computers. We will be placing them on an on-line auction (GovDeals). This is just for your information.

**COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS**

COMMISSIONERS:
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WILLIAM "BILL" R. SEXTON, JR., VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washcomc.org

JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbennett@washcomc.org

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

SURPLUS PROPERTY DECLARATION

August 27th, 2018

The following items of personal property are hereby declared as surplus, and disposition of the same is hereby authorized pursuant to NCGS 160A-266, and the attached Washington County "Resolution Authorizing County Manager to Dispose of Personal Property Valued at Less than Five Thousand Dollars" adopted March 2nd, 2015.

Each separately listed item is valued at less than \$5,000, and the aggregate value of all items listed does not exceed \$30,000. The items may be disposed of individually or in groups, provided no group of items with a combined value of more than \$5,000 shall be disposed of together.

Surplus Property Item Number(s)	Quantity	Surplus Property Item Description(s)
	1	Asus Laptop
	1	Aurora Black Paper Shredder
	6	Compaq EVO
	8	Compaq EVO D330
	1	Dell Dimension
	1	Dell KM632 Wireless Keyboard w/Mouse
	1	Dell Laptop w/cord
	2	Dell Laptops
	1	Dell Optiplex 170L
	6	Dell Optiplex 260
	1	Dell Optiplex 270
	3	Dell Optiplex 280
	9	Dell Optiplex 320
	13	Dell Optiplex 330
	5	Dell Optiplex 360
	1	Dell Optiplex 380
	1	Dell Optiplex 740

	3	Dell Optiplex GX 270
	1	Dell Optiplex GX240
	6	Dell Optiplex GX520
	1	Dell Poweredge 2900
	1	Dell Poweredge 4300
	1	Dell Poweredge 4600
	1	Dell Precision T3400
	9	Dell Vostro 200
	5	HP D220MT
	1	HP Laptop w/cord
	1	IBM Thinkpad
	67	Keyboards
	4	Lobby Chairs-armed, mauve cushioned back and seat; wood frame
	2	Office Rolodex (1 rotary, 1 closed)
	2	Parker-Lowe

Curtis S. Potter, County Manager

Cc/ Finance Office

APPOINTMENT OF DEPUTY FINANCE OFFICER: Mr. Potter introduced Ms. Tina Dunlow as the new Deputy Finance Officer. Ms. Dunlow lives in Colerain. She is coming to Washington County from Chowan County. Commissioner Sexton asked has Ms. Dunlow been a Deputy Finance Office before. Mr. Potter said no, she worked in DSS at Chowan County. The Commissioners welcomed Ms. Dunlow. Mr. Potter asked the Board to approve the resolution below.

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RESOLUTION
APPOINTING DEPUTY FINANCE OFFICER

WHEREAS, NCGS §159-25(b) provides in relevant part that, "Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board."; and

WHEREAS, NCGS § 159-28(a) provides in relevant part: "If an obligation is evidenced by a contract or agreement requiring the payment of money or by a purchase order for supplies and materials, the contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been preaudited to assure compliance with this subsection unless the obligation or a document related to the obligation has been approved by the Local Government Commission, in which case no certificate shall be required. The certificate, which shall be signed by the finance officer or any deputy finance officer approved for this purpose by the governing board, shall take substantially the following form:

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of finance officer)."; and

WHEREAS, Catherine "Missy" Dixon was appointed as the Finance Officer, to serve at the pleasure of the County Manager, effective July 1st, 2016 by the Washington County Board of Commissioners; and

WHEREAS, the Washington County Board of Commissioners believes that it will be beneficial to the daily operations of Washington County to appoint a Deputy Finance Officer to serve in the Finance Officer's stead should the occasion arise; and

WHEREAS, the Washington County Board of Commissioners expects the work of the Deputy Finance Officer to be directed and supervised by the Finance Officer.

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

1. That Tina Dunlow is hereby appointed as Deputy Finance Officer with duties as prescribed by law, including without limitation the authority to sign all checks or drafts drawn on an official depository pursuant to NCGS § 159-25(b), to sign all pre-audit certificates pursuant to NCGS § 159-28(a), and to supervise the investment of idle funds as directed by the Local Government Fiscal Control Act, provided all such authority shall only be exercised as directed by the Finance Officer.

ADOPTED this the ____ day of _____, 20 ____

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Commissioner Phelps made a motion to approve the Resolution Appointing Ms. Dunlow as Washington County's Deputy Finance Officer. Commissioner Riddick seconded, motion carried unanimously.

PLANNING & INSPECTIONS INTERLOCAL AGREEMENT: Mr. Curtis Potter, CM/CA spoke to the Board regarding the Interlocal Agreement below.

NORTH CAROLINA
WASHINGTON COUNTY

INTERLOCAL
AGREEMENT

THIS AGREEMENT, TO PROVIDE BUILDING INSPECTION SERVICES, made and entered into effective the 1st, day of March, 2018, by and between Washington County, a political subdivision of the State of North Carolina, Party of the First Part (and hereinafter referred to as WASHINGTON) and Tyrrell County, a political subdivision of the State of North Carolina, Party of the Second Part (and hereinafter referred to as TYRRELL);

WITNESSETH:

WHEREAS, WASHINGTON and TYRRELL have agreed to cooperate with each other in order to provide building inspection services within the territorial jurisdiction of WASHINGTON;

WHEREAS, North Carolina General Statute 153A-353 authorizes WASHINGTON and TYRRELL to enter into an agreement relating to a county providing inspection services to another county; and

WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes empowers WASHINGTON and TYRRELL to enter into an interlocal agreement in order to execute an undertaking whereby a unit of local government exercises any power, function, public enterprise, right, privilege, or immunity either jointly with or on behalf of another unit of local government;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the parties hereto agree as follows:

1. In accordance with the terms and conditions of this Agreement, TYRRELL will provide to WASHINGTON the services of an experienced building inspector in order to provide inspection services within the territorial jurisdiction of WASHINGTON, said building inspector being hereinafter referred to as the Assisting Officer. The Assisting Officer shall be certified in the

State of North Carolina at least as a Level I Inspector in the trades of Building, Plumbing, Mechanical, Electrical, and Fire unless otherwise waived in writing by WASHINGTON. The inspection services will be provided upon request from WASHINGTON during the term of this Agreement on a schedule mutually agreed upon by WASHINGTON and TYRRELL.

2. WASHINGTON will pay TYRRELL for the provision of inspection services within the territorial jurisdiction of WASHINGTON by the Assisting Officer at the rate of TWENTY SEVEN DOLLARS & SEVENTY EIGHT/100THS DOLLARS (\$27.78) for every hour that the Assisting Officer is providing inspection services for WASHINGTON, and for any time required for conducting or participating in code or statutory enforcement proceedings or court proceedings arising from the inspection services provided under this Agreement, and for his commuting time in traveling to and from the worksite designated by WASHINGTON and the jurisdiction of TYRRELL. The payment of said hourly rate is the full compensation which WASHCO will pay TYRRELL for the provision of inspection services hereunder. Payment will be made within fifteen (15) days after the receipt by WASHINGTON of an invoice from TYRRELL for the inspection services within the territorial jurisdiction of WASHINGTON by the Assisting Officer provided during the previous month. The total annual compensation to be paid hereunder during the initial term, or any renewal term hereunder shall not exceed \$10,000 per any single term without the express written consent of the County Manager of WASHINGTON.

3. While providing inspection services within the territorial jurisdiction of WASHINGTON, the Assisting Officer will have the same authority as building inspectors employed by WASHINGTON and shall be subject to the supervision of the Planning & Safety Director of WASHINGTON or designated agent thereof.

4. It is understood and agreed that at all times, the Assisting Officer is an employee of TYRRELL and is not an employee of WASHINGTON. The Assisting Officer shall not receive any employee benefits from WASHINGTON. TYRRELL shall provide the Assisting Officer employee benefits which are regularly provided to its employees pursuant to its policies.

5. TYRRELL shall ensure that the Assisting Officer is covered, during the time the Assisting Officer is providing inspection services within the territorial jurisdiction of WASHINGTON, by the Workers Compensation insurance which TYRRELL regularly provides to its employees pursuant to its policies.

6. Upon request, WASHINGTON will provide the Assisting Officer with a vehicle while the Assisting Officer is conducting inspection services within the territorial jurisdiction of WASHINGTON. TYRRELL will be responsible for providing the Assisting Officer any commuting expense to and from the territorial jurisdiction of WASHINGTON which TYRRELL regularly provides to its employees pursuant to its policies.

7. WASHINGTON will hold harmless and indemnify TYRRELL for any claims or damages, other than workers compensation related claims, resulting from the provision of inspection services within the territorial jurisdiction of WASHINGTON by the Assisting Officer which are within the scope of the authority of the Assisting Officer as a building inspector to the fullest extent allowed by law.

8. The term of this Agreement shall be for an initial period of sixteen (16) months commencing on March, 1st, 2018, and terminating on June 31st, 2019, unless sooner terminated pursuant to the provisions of paragraph 9. This Agreement may be extended for additional terms of twelve (12) months upon mutual written agreement of the County Managers of WASHINGTON and TYRRELL.

9. This Agreement may be terminated by mutual agreement of the parties or by either party, at any time, by the provision of at least fifteen (15) days written notice to the other party. WASHINGTON will pay TYRRELL for all services rendered prior to the effective date of termination.

10. All notices, approvals, consents, requests or demands required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficiently given when

deposited in the mail, first-class postage prepaid, and addressed to the respective parties as follows:

TYRRELL COUNTY: County Manager PO Box 449 Columbia, NC 27925 252-796-1371	WASHINGTON COUNTY: County Manager Washington County PO Box 1007 Plymouth, NC 27962 252-793-5823
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Or to such other addresses as either party shall subsequently designate by notice given in accordance with this section.

11. This Agreement constitutes the entire understanding of the parties.
12. This Agreement shall be binding upon the successors and assigns of the parties.
13. The parties will make and execute all further instruments and documents required to carry out the purposes and intent of this Agreement.
14. This Agreement shall not be modified or otherwise amended except in writing signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate originals, as of the day and year first above written, all pursuant to authority duly granted.

WASHINGTON COUNTY

By: _____
Curtis S. Potter, County Manager

TYRRELL COUNTY

By: _____
David L. Clegg, County Manager

PRE-AUDIT CERTIFICATION:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Catherine "Missy" Dixon, Finance Director

Date _____

Account Number 10-4350-601

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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RESOLUTION
APPROVING INTERLOCAL AGREEMENT
TO PROVIDE BUILDING INSPECTOR SERVICES

WHEREAS, NCGS §160A-461 (Interlocal cooperation authorized), provides in relevant part: *"Any unit of local government in this State and any one or more other units of local government in this State or any other state (to the extent permitted by the laws of the other state) may enter into contracts or agreements with each other in order to execute any undertaking. The contracts and agreements shall be of reasonable duration, as determined by the participating units, and shall be ratified by resolution of the governing board of each unit spread upon its minutes";* and

WHEREAS, NCGS §153A-353 (Joint inspection department; other arrangements), provides in relevant part: *"In lieu of a joint inspection department, a county may designate an inspector from another county or from a city to serve as a member of the county inspection department, with the approval of the governing body of the other county or city. A county may also contract with an individual who is not a city or county employee but who holds one of the applicable certificates as provided in G.S. 153A-351.1 or G.S. 160A-411.1 or with the employer of an individual who holds one of the applicable certificates as provided in G.S. 153A-351.1 or G.S. 160A-411.1. The inspector, if designated from another county or city under this section, while exercising the duties of the position, is a county employee. The county shall have the same potential liability, if any, for inspections conducted by an individual who is not an employee of the county as it does for an individual who is an employee of the county. The company or individual with whom the county contracts shall have errors and omissions and other insurance coverage acceptable to the county.";* and

WHEREAS, the Washington County desires to contract with Tyrrell County for the provision of certain inspection services upon the terms and conditions more particularly described within the attached Interlocal Agreement effective March 1st, 2018 which is incorporated herein by reference; and

WHEREAS, Washington County desires to provide such services in exchange for the consideration, and upon the terms and conditions stated therein.

NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS of
WASHINGTON COUNTY HEREBY RESOLVES AS FOLLOWS:

1. That the attached Interlocal Agreement is hereby approved; and
2. That the County Manager is hereby authorized and directed to execute said Interlocal Agreement in duplicate originals, and return one original copy thereof to Tyrrell County; and

ADOPTED this the ____ day of _____, 20 ____

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Page 2 of 2

Commissioner Phelps asked if the County has a Building Inspector now. Ms. Keyes said the County has one part -time.

Commissioner Riddick made a motion to approve the Interlocal Agreement with Tyrrell County for a Building Inspector and the Resolution as presented above. Commissioner Phelps seconded, motion carried unanimously.

RESOLUTION BY WASHINGTON COUNTY BOARD OF COMMISSIONERS FOR ASSET INVENTORY ASSESSMENT GRANT: Mr. Curtis Potter, CM/CA spoke to the Board and said this item came before you last year and the County is applying for it this year also.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

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WILLIAM "BILL" R. SEXTON, JR., VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
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RESOLUTION BY WASHINGTON COUNTY BOARD OF COMMISSIONERS

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing drinking water treatment works and drinking water distribution systems, and

WHEREAS, Washington County has need for and intends to conduct an asset inventory assessment project for the existing water supply, treatment and distribution system, and

WHEREAS, Washington County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY:

That Washington County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

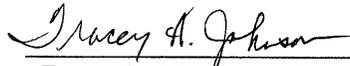
That the **Applicant** will provide for efficient operation and maintenance of the project upon completion.

That Curtis Potter, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the performance of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 10th day of September, 2018 at Plymouth, North Carolina.



Tracey A. Johnson, Chair

Commissioner Phelps made a motion to approve the resolution for Washington County to apply for an Asset Inventory Assessment Grant. Commissioner Riddick seconded, motion carried unanimously.

HURRICANE UPDATE: Ms. Ann Keyes, Emergency Management Director gave the Board an update on Hurricane Florence. Ms. Keyes said Hurricane Florence has winds of 140 mph and landfall is expected Thursday evening between SC, Wilmington and Jacksonville, but Washington County will feel the effects beginning Wednesday or early Thursday. Rainfall is expected to be 6-8 inches between Plymouth and Columbia with 5 feet of storm surge.

Ms. Keyes has set up a distribution point at the Plymouth Municipal Airport. She has pods. She has ordered a Humvee and a 4-wheel drive vehicle. The State of Emergency will take effect 8:00 AM Tuesday. The EOC will be fully staffed on Wednesday morning. Washington County has only one shelter—if needed—The Pines Elementary School has been approved by the Red Cross. Ms. Keyes said she will be calling the Red Cross for additional shelters if needed. Commissioner Phelps stated that the eastern end of the County floods more than the rest. Ms. Keyes stated that voluntary evacuations will be starting tomorrow. Commissioner Phelps asked Ms. Keyes if she anticipates the evacuation being mandatory. Ms. Keyes said not at this time, and that the County has never declared a mandatory evacuation. Mr. Potter said he was with Ms. Keyes in a meeting and brought this up this morning. He said he knows that the County will have enforcement issues with a mandatory evacuation, but would still push it if needed. Chair Johnson asked Ms. Keyes if she received the information she needed from the Town of Creswell. Ms. Keyes said she will be going to Creswell tomorrow to get it. Ms. Keyes also said she already has a debris management contract in place. Mr. Potter said that Mr. Luton, Public Utilities Director, is working on a storm plan also.

2019 ROAP GRANT: Ms. Zina Rhodes, DSS Transportation Supervisor, spoke to the Board saying that she needed the Board's approval to apply for the 2019 ROAP Grant.

Draft

CERTIFIED STATEMENT
FY2019
RURAL OPERATING ASSISTANCE PROGRAM
County of WASHINGTON

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2018 to June 30, 2019 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Washington North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

Revised 08-03-18

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2019 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in quarterly milestone reports to NCDOT – Public Transportation Division or its designee. **Back-up documentation is required to support the quarterly reports and may be requested at an MDS site visit.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2019 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	\$ 52,543	\$ 52,543
Employment Transportation Assistance Program (EMPL)	\$ 5,713	\$ 7,513
Rural General Public Program (RGP)	\$ 49,292	\$ 49,292
TOTAL	\$107,548	\$107,548

WITNESS my hand and county seal, this 10th day of September, 2018.

Signature of County Manager/Administrator

Curtis Potter
Printed Name of County Manager/Administrator

Signature of County Finance Officer

Catherine Missy Dixon
Printed Name of County Finance Officer

State of North Carolina County of Washington

County Seal Here

Draft

Application for Transportation Operating Assistance
FY2019 Rural Operating Assistance Program Funds

Name of Applicant (County)	Washington County
County Manager	Curtis Potter
County Manager's Email Address	cpotter@washconc.org
County Finance Officer	Catherine Missy Dixon
CFO's Email Address	mdixon@washconc.org
CFO's Phone Number	(252) 793-3523
Person Completing this Application	Clifton Hardison
Person's Job Title	Director, Washington County Department of Social Services
Person's Email Address	cliftonh@wcchs.org
Person's Phone Number	(252) 793-4041
Community Transportation System	Washington County aka Riverlight Transit
Name of Transit Contact Person	Zina Rhodes
Transit Contact Person's Email Address	zinar@wcchs.org

Application Completed by: _____ Date: _____
Signature

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that 1/2 of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.

County Manager: _____ Date: _____
Signature

County Finance Officer: _____ Date: _____
Signature

Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the gray rectangle and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2019 ROAP Program Schedule

Application Deadline	August 27, 2018
Disbursement #1	September 15, 2018
Disbursement #2	January 15, 2019
Milestone Reports	
Quarter 1 Milestone Report due	October 31, 2018
Quarter 2 Milestone Report due	January 31, 2019
Quarter 3 Milestone Report due	April 30, 2019
Quarter 4 Milestone Report due	August 31, 2019* (Annual)

County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- **ROAP funds are expended on only eligible activities as described in Appendix A of the ROAP Guidance. A county that uses any ROAP funds for non-public transportation trips will have a penalty of 10% assessed on all amounts of ROAP funds misspent.**
- Supporting documentation of expenditures is maintained
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in quarterly reports to NCDOT
- ROAP funds received and expended are included in the local annual audit

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?		
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?		X

C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?		
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>	X	
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>	X	
G. Are ROAP funds being deposited in an interest bearing account?		X
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	X	
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: Yes is the only correct answer.	X	
Monitoring and Oversight Responsibilities	Yes	No
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	X	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? QUARTERLY		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?		X
Accountability to North Carolina Taxpayers	Yes	No
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	X	

Discussion ensued. Commissioner Phelps stated that he can't serve on this team because he teaches on those Thursday's.

Commissioner Riddick said she feels it would be a conflict because her husband is on the Board of Education.

Commissioner Sexton made a motion to appoint Commissioner Walker to the Washington County Schools Leadership Team. Commissioner Phelps seconded, motion carried unanimously.

Boards and Committees: Ms. Bennett discussed the following appointment.

Washington County Library Board

The Washington County Library Board is requesting the Board approve the appointment of William Paul Ingle. Mr. Ingle is also willing to serve on the Pettigrew Regional Library Board of Trustees. The Regional Board meets six times a year and composed of three library board members from each of the four county library boards. The Regional Library Board sets policies and procedures for the libraries and approves budgets.

Mr. Ingle has agreed to serve on both Boards if appointed.

Commissioner Phelps made a motion to approve the appointment presented above. Commissioner Riddick seconded, motion carried unanimously.

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 TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 31, 2018
RE: Contingency/Plymouth VFD

BT #: 2019 - 007

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	9,835.00	(3.00)	9,832.00
10-4340-991	Plymouth VFD-Operational	120,686.00	3.00	120,689.00
Contingency/Plymouth VFD				
Balanced:		130,521.00	-	130,521.00

Justification:

To transfer \$3 from contingency into Plymouth VFD-Operational to permit staff to proceed with pre-auditing and approving the Plymouth Fire Protection Agreement under which Plymouth provides fire protection to unincorporated areas of Washington County. This agreement has already been approved by Plymouth's Town Council for a total amount of \$120,688.92 vs. the \$120,686 originally budgeted by the county. Staff has determined that utilizing a \$3 transfer from contingency to permit the current contract to proceed is ultimately a more efficient use of County funds/resources than attempting to modify and reapprove another version of the contract to save less than \$3.

Approval Date: 7/31/18
Budget Officer's Initials: MSD

Initials:	MSD
Batch #:	2019-007
Date:	8/1/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 008

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: August 6, 2018

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facilities - Maintenance & Repair Building	65,000.00	(375.00)	64,625.00
10-4265-603	Facilities - Contracted Services - Elevator	9,550.00	375.00	9,925.00
Facility Services				
Balanced:		74,550.00	-	74,550.00

Justification:

To transfer monies within Facility Services from Maintenance & Repair Building to Contracted Services Elevator to cover the unbudgeted costs of the Elevator Inspections performed by the State.

Approval Date: 8/6/18

Budget Officer's Initials: ESP

Initials:	<u>ESP</u>
Batch #:	<u>2019-008</u>
Date:	<u>8/16/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 009

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: August 8, 2018

RE: Contingency/Finance

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	9,832.00	(2,000.00)	7,832.00
10-4130-180	Finance-Professional Services	68,000.00	2,000.00	70,000.00
Facility Services				
Balanced:		77,832.00	-	77,832.00

Justification:

To transfer monies from Contingency to Finance Professional Services to cover the increase in costs not budgeted for the County Audit.

Approval Date: 8/8/18

Budget Officer's Initials: CEP

Initials:	<u>MP</u>
Batch #:	<u>2019-009</u>
Date:	<u>8/8/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 010

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: August 23, 2018

RE: E911

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

Account Code	Description	Old	+ or (-)	New
69-9100-360	Maint Agreement - Centurylink Centurion	16,296.00	(425.00)	15,871.00
69-9100-359	Maint Agreement - Centurylink Intrado	7,975.00	425.00	8,400.00
E911				
Balanced:		24,271.00		24,271.00

Justification:

To transfer monies within E911 to cover the increased cost of the Centurylink Intrado Contract. We were given one price but there was an increase after budget preparation.

Approval Date: 8/24/18

Budget Officer's Initials: esp

Initials: MP
Batch #: 2019-010
Date: 8/23/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 011

From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*

Date: September 5, 2018

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance & Repair Building	64,625.00	(685.00)	63,940.00
10-4265-031	Facility Services - Salaries & Wages - Overtime	-	335.00	335.00
10-4265-603	Facility Services - Contracted Services - Elevator	9,925.00	350.00	10,275.00
Balanced:		74,550.00	-	74,550.00

Justification:

To transfer monies within Facility Services to cover the costs of Comp Time Pay to an employee who exceeded the maximum of 240 hours and the additional costs for the State Inspection of the Elevators.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 012

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: Sheriff/Senior Center/SS Admin/Cooperative Extension/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary - County Portion	(190.00)	(785.00)	(975.00)
10-4310-611	Gun Permits Discretionary - County Portion	9,675.00	785.00	10,460.00
10-3540-030	Gun Permits - State Portion	(205.00)	(920.00)	(1,125.00)
10-4310-612	Gun Permits - State Portion	1,760.00	920.00	2,680.00
10-3540-040	Finger Printing	(60.00)	(140.00)	(200.00)
10-4310-613	Finger Printing	441.00	140.00	581.00
10-4310-250	Sheriff Supplies - Vehicles	53,000.00	(5,000.00)	48,000.00
10-4310-450	Sheriff - Insurance & Bonds	-	5,000.00	5,000.00
Sheriff				
10-3509-010	Senior Center Trips	(10.00)	(255.00)	(265.00)
10-5150-380	Senior Center Trips	622.00	255.00	877.00
10-3509-020	Senior Center Donations	-	(106.00)	(106.00)
10-5150-650	Senior Center Donations	2,536.00	106.00	2,642.00
Senior Center				
10-3500-081	DSS Community Donations - Christmas	(20.00)	(13.00)	(33.00)
10-5310-258	DSS Community Donations - Christmas	413.00	13.00	426.00
SS Admin				
10-3500-270	SHIIP - Senior Health Insurance	(1,123.00)	(976.00)	(2,099.00)
10-6050-999	Grant - SHIIP	1,123.00	976.00	2,099.00
Cooperative Extension				
10-3360-000	Recreation - Donations	(439.00)	(276.00)	(715.00)
10-6120-650	Recreation - Donations	439.00	276.00	715.00
Recreation				
Balanced:		67,962.00	-	67,962.00

Justification:

To book additional revenues received for Gun Permitting and Finger Printing. To transfer monies within the Sheriff's Office from Vehicle Supplies to Insurance & Bonds to cover a required deductible for a claim filed. To book additional revenues received for Senior Center Trips, Senior Center Donations, DSS Christmas Donations, and Recreation Donations. To budget for additional grant funding received from the NC Dept. of Insurance for the SHIIP Program.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 013

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: E911

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

Account Code	Description	Old	+ or (-)	New
69-9100-200	E911-Departmental Supplies	3,720.00	(1,982.00)	1,738.00
69-9100-310	E911-Training	3,000.00	(965.00)	2,035.00
69-9100-356	E911-Maintenance Agreement-Edge One Recorder	4,876.00	(2,034.00)	2,842.00
69-9100-360	E911-Maintenance Agreement-Centurylink Centurion	16,296.00	(6,519.00)	9,777.00
69-9100-321	E911-Communications-911 Backup	-	11,500.00	11,500.00
E911				
Balanced:		27,892.00	-	27,892.00

Justification:

To transfer monies within E911 to cover the costs of the Point to Point Line required by the State 911 Board that was inadvertently not budgeted for.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 014

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: Eddies Smith/Drainage

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

Account Code	Description	Old	+ or (-)	New
30-3990-000	Appropriated Watershed Reserve FB	-	(10,000.00)	(10,000.00)
30-7140-600	Eddie Smith Canal - Drainage - Contracted Services	-	10,000.00	10,000.00
Eddie Smith				
30-3990-000	Appropriated Watershed Reserve FB	(10,000.00)	(26,000.00)	(36,000.00)
30-3951-000	Stream Debris Removal Alloc From State	(210,397.00)	26,000.00	(184,397.00)
Drainage				
Balanced:		(220,397.00)	-	(220,397.00)

Justification:

To allocate Eddie Smith Fund Balance to budget for clean up work that needs to be done on the Canal. To reduce Stream Debris Grant Revenues and appropriate Drainage Fund Balance to cover the grant match requirement.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

--

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 015

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: Airport Grants/Commerce Center

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

Account Code	Description	Old	+ or (-)	New
38-3800-081	Parallel Taxiway Project (Construction)	-	(3,765,486.00)	(3,765,486.00)
38-8135-661	Parallel Taxiway Project (Construction)	-	3,765,486.00	3,765,486.00
38-3800-080	Parallel Taxiway Project (Permitting)	(32,750.00)	(570.00)	(33,320.00)
38-8135-660	Parallel Taxiway Project (Permitting)	32,750.00	570.00	33,320.00
Airport Grants				
57-3010-001	Commerce Center IDF Grant	(1,018,841.00)	6,813.45	(1,012,027.55)
57-4000-000	Project Administration - Commerce IDF Grant	60,435.00	(6,412.59)	54,022.41
57-4000-001	Construction Expenditures - Commerce IDF Grant	958,406.00	(400.86)	958,005.14
Commerce Center				
Balanced:		-	-	-

Justification:

To allocate grant funding awarded from the Dept. of Transportation for the Parallel Taxiway Project (Construction Phase). To correct the amount budgeted for the Parallel Taxiway Project (Permitting Phase) based on the award letter. To correct the amount budgeted for the Commerce Center IDF Grant based on previously budgeted and expended figures.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 016

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: TTA

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

Account Code	Description	Old	+ or (-)	New
63-3270-000	Motel Occupancy Tax	(123,097.00)	(900.00)	(123,997.00)
63-4960-140	Civil War Trail Signs Maintenance	100.00	900.00	1,000.00
TTA				
Balanced:		(122,997.00)		(122,997.00)

Justification:

To budget additional monies to be paid for TTA to Civil War Trail Sign Maintenance as the budget was inadvertently keyed as \$100 instead of \$1,000 (this change was approved by the TTA Board on 7/24/18).

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 017

From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer

Date: September 10, 2018

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS - Administration Reimbursement	(1,890,687.00)	(3,780.00)	(1,894,467.00)
10-5380-384	SS Economic Support-Child Care (MOE-Part of \$65K Min)	20,000.00	(3,780.00)	16,220.00
10-5310-600	SS Admin - Contracted Services	37,725.00	7,560.00	45,285.00
Balanced:		(1,832,962.00)		(1,832,962.00)

Justification:

To increase the line for Contracted Services to cover the labor costs from Soundside Group for emergency machine and server scans as a result of a brute force attack. Labor will also be used to cover the cost of installation of a new firewall for internet security service in the agency. The funds will be moved from a non-reimbursable line to an approximate 50% reimbursable line hence the increase in revenues.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 018

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: September 10, 2018

RE: EMS

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

Account Code	Description	Old	+ or (-)	New
37-3902-000	Fund Balance Appropriated - EMS	(132,027.00)	(78,232.00)	(210,259.00)
37-4330-398	EMS-Medicaid Cost Settlement	-	78,232.00	78,232.00
EMS				
Balanced:		(132,027.00)	-	(132,027.00)

Justification:

To appropriate EMS fund balance to cover the cost of the FYE 2011 EMS Cost Settlement Audit pay back.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Riddick made a motion to approve BT #2019-007, BT #2019-008, BT #2019-009, BT #2019-010, BT #2019-011, BA #2019-012, BA#2019-013, BA #2019-014, BA #2019-015, BA #2019-17 and BA #2019-018 (excluding BA #2019-16). Commissioner Phelps seconded, motion carried unanimously.

Mr. Potter asked Commissioner Riddick what information she needs on BA #2019-016, Civil War Trail Signs Maintenance. Commissioner Riddick said just more information. She said the brochure looks like the County is paying for a membership. Mr. Potter said he can reach out to the organization to send a representative to tell us what they do for Washington County.

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

Chair Johnson brought back information from the NCACC Annual Conference. One thing that she brought back was a sheet from Catawba County on what they request from their DSS through their MOU. Chair Johnson suggested sending a copy to Mr. Hardison, Washington County's DSS Director. Chair Johnson said she did see some of this information that the County is supposed to be doing in Mr. Hardison's monthly report.

Commissioner Riddick said she enjoyed the NCACC Annual Conference. She went to some classes with Chair Johnson.

Commissioner Phelps said the Board had talked about the urgency of fixing the windows in the Cooperative Extension office and asked if the work had been done yet. Ms. Liverman said she hasn't seen anyone there. Mr. Potter said that the contractor said it would be about 4 weeks before he could get to that project.

Commissioner Phelps asked for a Cherry Bridge update at the next meeting.

Commissioner Phelps wanted to know why 3 Department Heads didn't put in reports. Mr. Potter said he will check on that.

Commissioner Phelps asked if there was any update on 911. Mr. Potter said he will check with the Sheriff.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) § 143.318.11(a)(6) personnel. Commissioner Riddick seconded, motion carried unanimously.

Back in Open Session, **Commissioner Phelps made a motion to put the Utility Customer Service Representatives under the Finance Officer. Commissioner Riddick seconded, motion carried unanimously.**

At 8:10 PM, with no further business to discuss, **Commissioner Sexton made a motion to adjourn. Commissioner Riddick seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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