

January 6, 2020

The Washington County Board of Commissioners met in Regular Meeting on Monday, January 6, 2020 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Phelps called the meeting to order. Chair Phelps asked everyone to please turn their cell phones off and if they need to talk to their neighbor to please step outside so as not to disrupt the meeting. Commissioner Sexton introduced Pastor Paul Harrington, the new pastor of the First Baptist Church in Plymouth. Pastor Harrington then gave the invocation; Commissioner Riddick led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts

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

PUBLIC FORUM: Chair Phelps read the public forum rules.

#### Public Comment Statements

In December of 2015, the Washington County Board of Commissioners adopted a public comment period.

Essentially this policy said that a public comment period shall be set aside at the beginning of each regular monthly Commissioners and it shall be limited to a maximum of thirty (30) minutes. Additionally this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet.

This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

1. Speakers shall be acknowledged by the Board Chairperson.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the

Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.

4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks of commissioners.
5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.

Ms. Jeanette Price, 15 Price Avenue, said her road needs to be maintained and asked for the County to take over the road. Ms. Price then thanked Commissioner Riddick for helping her.

Ms. Doris Dixon, Dixon Avenue, wants her road maintained. Ms. Dixon said she took Commissioner Riddick to her road to show her how bad it was. Ms. Dixon wants the state to take it over.

Ms. Pam Pittman, 22 Moore Avenue, wants her road maintained and wants the County to help them out.

Mr. James Chesson, 187 Biggs Road, wants his road maintained and wants the County to help them. Mr. Chesson thanked Commissioner Walker and Commissioner Riddick for trying to help.

Commissioner Sexton asked are these roads all in the same area. Commissioner Riddick said yes, they are all off of Reno Road.

Chair Phelps asked Ms. Keyes to respond. Ms. Keyes said that road was under the subdivision ordinance at one time, then the ordinance was repealed.

Chair Phelps asked Mr. Potter what direction he can give them. Mr. Potter asked for each one to give Ms. Adams, County Manager's Office Administrative Assistant, their contact information and Mr. Potter will look over the plat for this area. The State of NC prohibits counties to take over roads. However, Mr. Potter said the County staff can help facilitate with the State on their behalf.

Commissioner Riddick asked if these residents give their info to Ms. Adams, do they still need to fill out the SR1 form. Mr. Potter said yes they do still need to fill out the form.

Chair Phelps asked Mr. Potter if these residents will hear from the County within 30 days. Mr. Potter said yes.

Ms. Zina Rhodes, 410 3 ½ Street, DSS Transportation Supervisor, spoke about Riverlight Transit and said it is time to apply for the 2020 grant. She went over the following information.

**CERTIFIED STATEMENT**  
**FY2020**  
**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, Integrated Mobility 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 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2019 to June 30, 2020 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 12-6-19

- 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 FY2020 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 bi-annual milestone reports to NCDOT – Integrated Mobility Division or its designee. **Back-up documentation is required to support the bi-annual and annual reports, failure to provide documentation will affect future disbursements.**
- 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 amount of FY2020 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Rural General Public Program (RGP)	<u>126,085.92</u>	<u>126,085.92</u>
<b>TOTAL</b>	<b><u>126,085.92</u></b>	<b><u>126,085.92</u></b>

WITNESS my hand and county seal, this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Signature of County Manager/Administrator  
 Curtis S. 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





## 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-IMD Mobility Development Specialist assigned to the area served by the transit system.

### FY2020 ROAP Program Schedule

<b>Application Deadline</b>	<b>January 17, 2020</b>
<b>Partial Funds Disbursement</b>	<b>January 3, 2020</b> <b>March 6, 2020</b>

**\*All outstanding unspent funds must be repaid to NCDOT before disbursement of FY2020 funds can be made.**

<b>Milestone Reports</b>	
Milestone Report #1	February 28, 2020
Milestone Report #2	July 31, 2020 (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 only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures by all sub-recipients is required.**
- 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 bi-annual reports to NCDOT with supporting documents
- ROAP funds received and expended are included in the local annual audit

ROAP funds will be disbursed to counties in two lump-sum payments in the Rural General Public program. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

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?	X	
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?	X	
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 deposited in an interest-bearing account?		X
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	X	
Monitoring and Oversight Responsibilities	Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost.  What form of documentation is collected? <b>See Attachment</b>	X	
J. 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
K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i>  5310 – Elderly Individuals and Individuals with Disabilities Program <b>No</b> 5311 - Non-urbanized Area Formula Program <b>No</b> 5316 – Job Access and Reverse Commute Program (JARC) <b>No</b> 5317 – New Freedom Program <b>No</b>		
L. Will any of the subrecipients charge a fare for a ROAP funded trip? <b>Yes, sometimes the ROAP funds only cover a portion of the cost.</b>		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? <b>Elderly residents will provide proof of age by birth certificate or driver's license. Persons with disabilities will provide proof of disability.</b>		
N. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?		X



I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost.

What form of documentation is collected? **See Attachment**

Subrecipients will be required to provide detailed progress reports and statistical data about trips provided and riders' eligibility at least quarterly. The subrecipients will provide proof of invoice/receipt of cost of trip; a log of attendees and the status of eligibility for the attendees such as date of birth or disability. Sensitive information will be kept in a file by subrecipients and provided upon request.

COLLETON SOFTWARE: Mr. Bruce Gurkin, President of Colleton Software, our EMS billing company, spoke to the Board and went over the following reports.

Colleton Presentation

Activity Summary By Primary Payer

Date Of Service Greater Than Or Equal 7/1/2019  
 Date Of Service Less Than Or Equal 12/31/2019  
 Primary Payer Group Code is Not Null  
 Company Equal WASHINGTON COUNTY EMS

WASHINGTON COUNTY EMS												
Payer	# of Trips	Gross Charges	Contractuals	Net Charges	Rev Adj	Payments	Bad Debt	Returns	Balance	Average	Percent Paid	Percent CA
Auto	1	\$452.50	\$0.00	\$452.50	\$0.00	\$0.00	\$0.00	\$0.00	\$452.50	\$452.50	0.00 %	0.00 %
Medicaid	429	\$191,070.25	(\$105,479.29)	\$85,590.97	\$0.00	(\$45,901.97)	\$0.00	\$0.00	\$40,398.00	\$200.93	23.00 %	55.03 %
Medicare	665	\$345,165.00	(\$78,250.55)	\$266,934.45	\$0.00	(\$178,121.53)	\$0.00	\$0.00	\$82,812.92	\$398.98	51.02 %	22.09 %
Medicare	8	\$2,987.50	(\$501.74)	\$2,485.76	\$0.00	(\$2,315.78)	\$0.00	\$0.00	\$150.00	\$410.98	78.04 %	18.91 %
Prisoner	161	\$94,787.50	(\$248.08)	\$94,539.42	\$0.00	(\$2,099.50)	\$0.00	\$0.00	\$92,496.92	\$587.20	2.18 %	0.28 %
Private	9	\$7,515.00	(\$2,990.48)	\$4,524.52	\$0.00	(\$2,624.54)	\$0.00	\$0.00	\$1,900.00	\$585.57	34.02 %	39.79 %
Private	253	\$137,670.00	(\$28,013.50)	\$109,656.50	\$0.00	(\$88,024.56)	\$0.00	\$0.00	\$43,831.94	\$433.42	47.36 %	20.35 %
	1,583	\$780,253.75	(\$213,463.61)	\$566,770.14	\$0.00	(\$294,957.06)	\$0.00	\$0.00	\$271,812.28	\$364.85	37.60 %	27.36 %

01/06/20

## Charge Summary

1

Transaction Date	Transaction Date	01/06/20
Transaction Date	Transaction Date	12/31/2019
Company Code	Company Code	WASHINGTON COUNTY EMS

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Base	Quantity	Amount
ALS1 EMERGENCY	373	195,825.00
ALS1 NON EMERGENCY	1	330.00
BLS EMERGENCY	424	186,560.00
BLS NON EMERGENCY	587	161,425.00
ROUND TRIP MEDICAID ONLY	81	16,775.00
TNT ALS	5	875.00

Base	1,444	561,790.00
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Mileage	Quantity	Amount
Ground Mileage	15,280	190,995.00
MILEAGE OOC	6,287	62,870.00

Mileage	21,567	253,865.00
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MileageRounding	Quantity	Amount
Rounded Mileage	293	3,666.25

MileageRounding	388	3,666.25
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Total for	23,311	619,321.25
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Base	1,451	561,790.00
Mileage	21,567	253,865.00
MileageRounding	293	3,666.25

Total Overall Charges	23,311	619,321.25
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**WASHINGTON COUNTY EMS AR Summary By Month**

Month	Charge	Payments	Contractual	WO's	Refunds	Rev Adj	ChargeAdj	Total
Jul 19	\$143,434.00	(\$81,836.28)	(\$67,172.18)	\$0.00	\$0.00	\$0.00	\$0.00	\$14,325.53
Aug 19	\$150,270.50	(\$55,901.22)	(\$93,093.43)	(\$166.49)	\$0.00	\$0.00	\$0.00	\$31,109.36
Sep 19	\$145,677.00	(\$74,367.26)	(\$43,136.22)	\$0.00	\$0.00	\$0.00	\$0.00	\$28,174.52
Oct 19	\$135,364.25	(\$67,341.55)	(\$50,279.33)	\$0.00	\$0.00	\$0.00	\$0.00	\$17,773.34
Nov 19	\$101,080.60	(\$68,308.20)	(\$52,108.35)	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,336.05)
Dec 19	\$143,485.00	(\$51,443.12)	(\$44,101.94)	\$0.00	\$0.00	\$0.00	\$0.00	\$48,547.21
	\$819,321.25	(\$379,287.67)	(\$219,890.45)	(\$166.49)	\$0.00	\$0.00	\$0.00	\$120,593.91

Report thru Date: 01/08/20  
 Date Report Run: 01/08/20

WASHINGTON COUNTY EMS  
 AGED ACCOUNTS RECEIVABLE

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Date Of Service	Greater Than Or Equal	7/1/2019
Date Of Service	Less Than Or Equal	12/31/2019
Primary Payer Group Code	Is Not Null	
Assignment	Not In List	PPA
Company	Equal	WASHINGTON COUNTY EMS

	Cur	31-90	91-90	91-120	121+ Days	Total
SELF PAY	\$22,718.64	\$18,278.06	\$23,271.17	\$20,914.02	\$30,262.58	\$115,445.47
Pctgs	\$22,718.64	\$18,278.06	\$23,271.17	\$20,914.02	\$30,262.60	\$115,445.47
	29 %	16 %	18 %	18 %	26 %	

DCU	\$0.00	\$0.00	\$702.50	\$0.00	\$0.00	\$702.50
AARP MEDICARE SUPPLEMENT	\$374.45	\$155.44	\$0.00	\$0.00	\$0.00	\$1,029.89
ACE AMERICAN INSURANCE CO.	\$87.93	\$0.00	\$0.00	\$0.00	\$0.00	\$87.93
ATTY HOLD	\$0.00	\$0.00	\$0.00	\$1,287.50	\$715.00	\$2,002.50
BCBS OF NC	\$2,877.50	\$1,065.00	\$0.00	\$0.00	\$1,362.50	\$5,305.00
CARDINAL CHOICE	\$575.00	\$740.00	\$0.00	\$287.50	\$462.50	\$2,065.00
CHAMPVA	\$155.87	\$145.18	\$148.20	\$0.00	\$0.00	\$449.03
HUMANA	\$1,802.50	\$740.00	\$785.00	\$325.00	\$0.00	\$3,432.50
NATIONAL ASSOCIATION OF LETTER CARRIERS	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
NATIONAL GENERAL AUTO	\$0.00	\$452.50	\$0.00	\$0.00	\$0.00	\$452.50
NC DPS	\$0.00	\$962.50	\$937.50	\$0.00	\$0.00	\$1,900.00
NC MEDICARE	\$39,647.50	\$2,270.67	\$900.00	\$2,490.00	\$1,412.60	\$46,020.67
NORTH CAROLINA MEDICAID	\$17,080.56	\$8,084.52	\$12,478.50	\$2,750.00	\$3,889.50	\$44,281.09
PLUMSLEE NURSING CTR	\$0.00	\$0.00	\$0.00	\$822.35	\$0.00	\$822.35
SIERRA HEALTH UHC HMO-30985	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRICARE EAST	\$0.00	\$0.00	\$0.00	\$787.50	\$0.00	\$787.50
TRICARE FOR LIFE	\$201.78	\$0.00	\$0.00	\$0.00	\$0.00	\$201.78
UNITED HEALTH CARE	\$575.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00
UNITED HEALTHCARE	\$4,480.00	\$550.00	\$0.00	\$2,080.00	\$0.00	\$7,080.00
UNITED HEALTHCARE-30985	\$3,382.50	\$0.00	\$0.00	\$0.00	\$1,075.00	\$4,457.50

Report thru Date: 01/06/20  
 Date Report Run: 01/06/20

WASHINGTON COUNTY EMS  
 AGED ACCOUNTS RECEIVABLE

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	Cur	31-60	61-90	91-120	121+ Days	Total
UNITED HEALTHCARE-740800	\$515.00	\$0.00	\$0.00	\$0.00	\$0.00	\$515.00
VA COMMUNITY CARE	\$0.00	\$0.00	\$677.50	\$652.50	\$0.00	\$1,330.00
VETERANS ADMIN MEDICAL CTR - Salem	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Insurance</b>	<b>\$72,194.46</b>	<b>\$15,175.80</b>	<b>\$16,507.20</b>	<b>\$11,262.35</b>	<b>\$8,917.00</b>	<b>\$124,056.81</b>
	58 %	12 %	9 %	9 %	7 %	
<b>Total AR Due:</b>	<b>\$94,913.10</b>	<b>\$33,454.86</b>	<b>\$39,778.37</b>	<b>\$32,176.37</b>	<b>\$38,179.58</b>	<b>\$239,502.28</b>
	40 %	14 %	17 %	13 %	16 %	

Activity Summary By Month And Primary Payer

Date Of Service GreaterThenOrEqual 7/1/2019  
 Date Of Service LessThenOrEqual 12/31/2019  
 Primary Payer Group Code IsNotNull WASHINGTON COUNTY  
 Company Equal EMS

WASHINGTON COUNTY EMS								
Payer	# of Trips	Gross Charges	Contractuals	Net Charges	Rev Adj	Payments	Bad Debt	Balance
Medicaid	56	\$27,038.50	(\$18,828.43)	\$8,212.07	\$0.00	(\$8,497.07)	\$0.00	\$2,715.00
Medicare	126	\$52,130.00	(\$14,521.34)	\$37,608.66	\$0.00	(\$30,995.00)	\$0.00	\$6,613.66
Medicare Hi/O	2	\$815.00	(\$94.79)	\$720.21	\$0.00	(\$645.21)	\$0.00	\$75.00
Patient	23	\$14,337.50	(\$248.08)	\$14,089.42	\$0.00	(\$175.00)	\$0.00	\$13,914.42
Prison	2	\$1,900.00	(\$501.04)	\$1,398.96	\$0.00	(\$481.48)	\$0.00	\$917.48
Private	51	\$33,435.00	(\$7,425.55)	\$26,009.45	\$0.00	(\$16,011.44)	\$0.00	\$9,998.01
<b>Jul 19</b>	<b>250</b>	<b>\$130,433.00</b>	<b>(\$41,417.23)</b>	<b>\$89,015.77</b>	<b>\$0.00</b>	<b>(\$54,783.18)</b>	<b>\$0.00</b>	<b>\$34,232.59</b>
Medicaid	74	\$36,890.00	(\$23,061.84)	\$13,828.16	\$0.00	(\$10,943.86)	\$0.00	\$2,884.30
Medicare	126	\$59,720.00	(\$16,376.43)	\$43,343.57	\$0.00	(\$36,254.26)	\$0.00	\$7,089.31
Patient	29	\$17,140.00	\$0.00	\$17,140.00	\$0.00	(\$1,150.00)	\$0.00	\$16,000.00
Prison	2	\$1,887.50	(\$982.76)	\$904.74	\$0.00	(\$904.74)	\$0.00	\$0.00
Private	39	\$28,705.00	(\$8,771.98)	\$20,000.00	\$0.00	(\$15,742.98)	\$0.00	\$4,257.02
<b>Aug 19</b>	<b>270</b>	<b>\$144,342.50</b>	<b>(\$47,212.91)</b>	<b>\$97,129.59</b>	<b>\$0.00</b>	<b>(\$36,995.94)</b>	<b>\$0.00</b>	<b>\$60,133.65</b>
Medicaid	88	\$25,561.00	(\$15,296.02)	\$10,264.98	\$0.00	(\$5,970.98)	\$0.00	\$4,294.00
Medicare	148	\$77,392.50	(\$15,269.48)	\$62,123.02	\$0.00	(\$38,411.77)	\$0.00	\$23,711.25
Medicare Hi/O	2	\$1,687.50	(\$242.57)	\$1,444.93	\$0.00	(\$1,369.93)	\$0.00	\$75.00
Patient	25	\$15,337.50	\$0.00	\$15,337.50	\$0.00	(\$292.00)	\$0.00	\$15,045.50
Prison	1	\$950.00	(\$494.60)	\$455.40	\$0.00	(\$455.40)	\$0.00	\$0.00
Private	39	\$24,945.00	(\$5,559.28)	\$19,385.72	\$0.00	(\$13,131.16)	\$0.00	\$6,254.56

Activity by Payer Group Report  
with collection percentage

Run Date: 1/6/2020 Page # 1

Date Of Service	Greater Than Or Equal	7/1/2019
Date Of Service	Less Than Or Equal	12/31/2019
Primary Payer Group Code	Is Not Null	
Company	Equal	WASHINGTON COUNTY EMS

Primary Payer	Count	Charges	Expected W/O	Actual Write off	Expected	Payments	Balance	% Collected
Auto Insurance	1	\$452.50	(\$452.50)	\$0.00	\$0.00	\$0.00	\$0.00	NaN
Medicaid	437	\$193,876.25	(\$148,074.28)	\$0.00	\$45,801.97	(\$45,801.97)	\$0.00	100.00 %
Medicare	702	\$347,197.50	(\$172,888.47)	(\$4,265.00)	\$170,044.03	(\$176,121.53)	(\$6,077.50)	103.57 %
Medicare HMO	6	\$2,967.50	(\$726.74)	\$0.00	\$2,240.76	(\$2,315.76)	(\$75.00)	103.36 %
Patient	161	\$94,787.50	(\$94,335.00)	\$0.00	\$452.50	(\$2,069.50)	(\$1,617.00)	457.46 %
Prison	8	\$7,515.00	(\$4,890.46)	\$0.00	\$2,624.54	(\$2,624.54)	\$0.00	100.02 %
Private Insurance	253	\$137,670.00	(\$73,903.32)	(\$312.50)	\$63,454.18	(\$66,024.56)	(\$2,570.38)	104.05 %
<b>Report</b>	<b>1,568</b>	<b>\$784,466.25</b>	<b>(\$495,270.77)</b>	<b>(\$4,577.50)</b>	<b>\$284,617.98</b>	<b>(\$284,957.86)</b>	<b>(\$10,339.88)</b>	

Activity summary by payor by  
Run By: COLLETONbrian.gurkin

Commissioner Johnson asked was the “prison” actually “detention”. Mr. Gurkin said no because then the County would be paying themselves. Commissioner Johnson asked how Washington County could get flagged as super rural. Mr. Gurkin said this is set by the state and Colleton has not gone to them to get this changed.

Mr. Gurkin stated that 78% is what is collected from Medicaid. Chair Phelps asked if Colleton could do better. Mr. Gurkin said 80% is about the best Colleton can do. They aren’t allowed to go after the 22% for Medicaid.

Ms. O’Neal, EMS Director, said that some residents did pay after receiving the debt setoff letter.

Mr. Gurkin noted that they send out 30, 60, and 90 day letters and if there is no activity on the account, then the account goes on debt setoff. Mr. Gurkin said that debt setoff letters are sent out in December.

Mr. Potter said the County has begun to receive settlement offers and we could recoup maybe 60% or 70%. Mr. Potter said staff doesn’t want to do this unless we have a policy on guidance for accepting these settlements.



GRANICUS BOARDS & COMMITTEES SOFTWARE PRESENTATION: Ms. Julie J. Bennett, Clerk to the Board gave a brief presentation to the Board on the new software. She showed them a website from another County that uses the same software so the Board could see what it would look like and the options available. Ms. Bennett said there are several bugs to be worked out and a lot of work still left to do, but she and Ms. Adams are working on it.

Chair Phelps asked the Clerk to put this item back on the March 2, 2020 agenda and plan to go live on that date.

WHAT SURROUNDING COUNTIES ARE DOING TO GET THE ¼ SALES TAX REFERENDUM PASSED: Ms. Allysa Rouse, Management Fellow, gave the following presentation.



# What is the local option sales tax referenda?

- Counties have the option to increase the sales tax by 1-quarter of a penny
- This must be approved by a public referendum
- This will bring in an additional revenue stream to the county



## Local Option Sales Tax

Summary of Local Option Sales Taxes

G.S. & Year	Amount	Referendum?	Allocation—PD or PC?	Restricted Use?	Applies to Food?
Art. 39; 1971	1 penny	Optional	PD	No	Yes
Art. 40; 1983	½ penny	Optional	PC	30% for school capital	Yes
Art. 42; 1986	½ penny	Optional	PD (Originally PC)	60% for school capital	Yes
Art. 44; 2001 <b>2007-ceded to state via Medicaid swap</b>	½ penny	Optional	½ PD; ½ PC	No, but replaced repealed reimbursements	No
Art. 43; 2007 for all counties	½ or ¼ penny	Required	PD	Yes—public transit only	No
Art. 46; 2007	¼ penny	Required	PD	No, & no city share	No

## Counties Levying Article 43, Article 46, or Both



## Counties that passed local option sales tax in 2016-2018

- Pasquotank
- Rutherford
- Stanly
- Swain
- Rockingham
- Cherokee
- Jackson
- Clay
- Gaston
- Graham
- Jones
- Lincoln
- Moore

# What counties did to educate the public on the tax

- Methods used
  - Brochures
  - Flyers
  - Committee formed independently of the county to advocate for the tax
  - Informational classes
  - Radio Announcements
  - Partnered with schools to send flyers home with children
  - Signs
  - Newspapers
- Responses from 8/13 of the counties asked that recently passed the tax
- The below are counties that sent information
  - Cherokee
  - Moore
  - Lincoln
  - Rutherford
  - Stanly
  - Jackson



## Brochure Examples

...



**What will I see on the ballot?**

The ballot will look essentially like this:

Local sales and use tax at the rate of one quarter percent (0.25%) in addition to all other State and local sales and use taxes.  
[ ] FOR [ ] AGAINST



**CHEROKEE COUNTY  
1/4-CENT SALES TAX  
REFERENDUM**

**November 04, 2008**

**Where do I go to vote?**

This is a countywide election, so you will go to your usual polling place. For more information on precinct locations, registration or One Stop Voting information, call the Cherokee County Board of Elections at 828-837-6670.


**CHEROKEE COUNTY  
BOARD OF COMMISSIONERS**  
W. David Sumpter, III, Chairman  
Jonathan Dickey, Vice Chairman  
Dana Jones, Member


*For more information,  
call 828-837-5527  
Or visit us at  
[www.cherokeeconomy-nc.gov](http://www.cherokeeconomy-nc.gov)*

- ◆ Everybody benefits and everybody pays.
- ◆ 1/4 cent sales tax generates almost 2 times more revenue than 1 penny on the property tax.
- ◆ The sales tax may be used to mitigate our need for future tax increases.
- ◆ Non-residents pay sales tax too, lessening the burden on property owners and elderly homeowners on fixed incomes.



**Learn the facts  
before you vote.**

 **A vote for our  
Children's Education**

 **Vote **For** the ¼ cent  
sales tax to benefit  
**Education in  
Lincoln County.****

**May 8, 2018**

- *The 1/4 cent sales tax will impact approximately 14,000 students across Lincoln County.*
- *This is a vote for **OUR CHILDREN** to improve education in Lincoln County.*
- *The revenue will be used to:*
  - *Improve safety needs in all schools*
  - *Upgrade technology and digital learning resources grades K-12*
  - *Enhance school building conditions*
  - *Maintain a stable source of revenue for the school system*
  - *Strengthen the future of Lincoln County*

**EDUCATELincoln** 

**JACKSON COUNTY Public Schools** **Southwestern COMMUNITY COLLEGE**

**Jackson County One-Fourth of a Penny Referendum**  
On the Ballot June 7

The One-Fourth of a Penny referendum would allow SCC to start tackling the nearly \$32 million in vital construction, renovation and repair projects identified by the college's recent Jackson County master plan.

The referendum would allow Jackson County Public Schools to bridge the gap between the recent \$9 million infusion from County Commissioners and the more than \$20 million in estimated repair, renovation and classroom construction.

**POTENTIAL PROJECTS**

**Southwestern Community College**

- Construction of a new health sciences building to prepare next generation of healthcare workers in SCC's service area.
- STEM education classrooms/Balmain Center Renovations.
- Repair and Renovation of Oaks Hall, which is 43 years old and primarily houses classrooms and labs.

**Jackson County Public Schools (JCPS)**

- The critical needs of water supply upgrades.
- Many facility upgrades including new classroom construction and flooring as well as athletics needs.
- Improvement of safety and aesthetic issues at the entrance to Blue Ridge School.

## What can Local Option Sales Tax do for Washington County?

- Potentially avoid a steep rise in property taxes
- Bring in an estimated \$383,117.00 in additional revenue for the county

# FAQ on Local Option Sales Tax

- **Can a county spend public money educating citizens on issues related to the referendum?**
  - Answer: Yes. Similar to an election for a general obligation bond, a county may spend money to educate the public on issues related to the sales tax referendum. However, a county may not spend money advocating for or against the sales tax.

# FAQ

- **Can members of a county board of commissioners actively promote the passage of the referendum?**
  - Yes. The board of commissioners may approve resolutions in support of the passage of a referendum for the sales tax. A county commissioner may publicly endorse and support the sales tax. A county may not reimburse any expenses incurred by an elected official while the official is advocating either for or against the tax measure.

## FAQ

- **Are there restrictions on the use of the revenues?**
  - No. The sales tax is not restricted or earmarked and therefore may be used for any allowed use by counties.
- **Does the sales tax apply to unprepared food or gas?**
  - No. The local-option sales tax does not apply to unprepared food (i.e. groceries) or gas purchases. There is no local sales tax on gas purchases.

## FAQ

- **Is there a prescribed format for the question on the ballot?**
    - Yes. Legislation specifies how the question must be presented on the ballot:
      - Ballot Question. - The form of the question to be presented on a ballot for a special election concerning the levy of the tax authorized by this Article shall be: '[ ] FOR [ ] AGAINST Local sales and use tax at the rate of 1-quarter% (0.25%) in addition to all other State and local sales and use taxes.'
- Note: The sale tax amount is set at a rate of .25%.



# Timeline

Start Date	Method	Frequency	Personnel
TBD	Newspaper	Once per month until primary	Allysa
TBD	Website	Weekly until primary	Julie
01/15/20	Committee Creation and meeting	Once per month until primary	<ul style="list-style-type: none"><li>• Commissioner</li><li>• Julie Bennett</li><li>• Curtis Potter</li><li>• Angela Adams</li><li>• Volunteer</li><li>• Volunteer</li></ul>
TBD	Educational Flyers and Brochures	Weekly until primary	Distributed by Committee
TBD	Educational Classes	Once in January Twice in February	Allysa and Committee member
TBD	Radio Ads	Weekly until primary	Curtis
03/03/20	Press Release	Once	Allysa

Thank you for your time!

...

Commissioner Johnson liked the visual of the ¼ of a penny and thinks that is the key to helping it pass this year. Commissioner Johnson said we are already paying this so it's a no-brainer!!

PLANNING/SAFETY/INSPECTIONS POSITION UPDATE: Mr. Potter gave an update on the Planning/Safety/Inspections Positions. Please see his information below.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
D. COLE PHELPS, CHAIR  
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CURTIS S. POTTER  
COUNTY MANAGER/ COUNTY ATTORNEY  
cpotter@washconc.org

JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**AGENDA ITEM MEMO**

**MEETING DATE:** January 6<sup>th</sup>, 2020                      **MEMO Date:** December 31<sup>st</sup>, 2019  
**SUBJECT:** Informational Update re Planning/Safety/Inspections Position  
**DEPARTMENT:** Manager's Office  
**FROM:** Curtis S. Potter, County Manager/County Attorney (CM/CA)

**ATTACHMENTS:**

- A- Planning/Safety/Inspections Position Transition Summary Proposal with Revised Dates (1pg)
- B- Recruitment Announcement for Director: Emergency Management & Public Safety (1pg)
- C- Recruitment Announcement for Planning & Inspections Department

**PURPOSE:** To update the Board regarding the status of recruiting two new positions to take over the duties previously combined under the Planning & Safety Director Ann Keyes who is scheduled to retire on 1/31/2020.

**SUMMARY:**

Due to unforeseen circumstances, the initial recruitment schedule previously shared was delayed by approximately three weeks but is back on track. Revised action dates are indicated in the attached summary proposal.

Staff will work extensively with Ms. Keyes over the next few weeks to develop any necessary contingency plans to fulfill the duties of these positions on an interim basis if necessary in the event that efforts to recruit permanent staff in these roles are not completed by the anticipated date, as well as to continue working on other aspects of this transition process including office space, preliminary budget discussions, outstanding grants and project review, etc.

**FINANCIAL IMPACT:** Depending on the actual qualifications and experience of the final applicants selected to fill these positions, staff anticipates the need to increase funding by as much as \$60,000 based on an analysis of comparable salaries for comparable positions within comparable jurisdictions

**RECOMMENDATION(S):** N/A – Informational Only At This Time

WASHINGTON COUNTY

Planning/Safety/Inspections Position Transition:

Current Position: Planning & Safety Director - Currently Grade 30 (\$43,385 to \$62,749)

**Proposal:** Staff recommends dividing the Department of Planning & Safety into two separate departments with two separate full time staff supported initially by the current Code Enforcement Officer who may also be assigned additional duties to assist with Economic Development and/or Airport Administration as circumstances permit.

**Recommendation:** Authorize staff to begin advertising position as two separate positions to be filled by 1/31/20: Initial advertisements would describe generally and solicit well qualified applicants who may fulfill some or all of the uniquely combined duties of the current Planning & Safety Director, and will reflect in general terms that a final approved salary range and salary for both positions or a combined position will be based on the duties ultimately assigned and on the actual qualifications/experience of the selected applicants to fill the positions.

**Financial Impact:** Depending on the actual qualifications and experience of the final applicants selected to fill these positions, staff anticipates the need to increase funding by as much as \$60,000 based on an analysis of comparable salaries for comparable positions within comparable jurisdictions.

<b>Anticipated Timeline (Revised):</b>	Initial Advertisement: <del>12/4/19</del>	12/27/19
	Initial Review Deadline: <del>1/2/20</del>	1/21/20
	Initial Review, Interview Lineup & Update to BOCC: <del>1/6/20</del>	1/24/20
	Staff Interviews: By <del>1/17/20</del>	1/31/20
	Final BOCC Action/Approvals if required:	2/3/20

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**Proposed Positions & General Associated Duties:**

**Planning, Development, & Inspections Director**

*(Tentative Anticipated Salary Scale: Grade 30/35/or 40 DOQ or \$43,885 to \$77,069)*

- Building Permits/Inspections (Level II all 5 Trades)
  - Fire Marshal
- Zoning & Subdivision Ordinance Regulation/Enforcement
- Planning Board Coordination
- CAMA/Flood Plain Management
- Plat Review
- *Could potentially include Economic Development duties depending on applicant qualifications*

**Emergency Management & Public Safety Director**

*Tentative Salary Scale: Grade 27/35 DOQ (\$40,377 to 69,915)*

- State Emergency Management Program Coordination
- Regional/Local EM Coordination
  - Volunteer Responders Coordination
- Local/State Disaster Response/EOC Coordination
- Fire Marshal
- Emergency Communications Coordination (PA/Radios/E911/First Alert)

WASHINGTON COUNTY

Position Recruitment Announcement

Director: Emergency Management & Public Safety Department

Salary Range: \$40,377 - \$69,915 (DOQ)

Open Until Filled - Initial Application Review 1/21/20

Washington County seeks qualified applicants for the position listed above:

This is a unique opportunity for the right individual with key experience and the necessary qualifications to assume the duties to be negotiated and assigned to this new position which is being created to assist the County to divide the duties of this position from those related to the Planning & Inspections Department which were historically both provided to the county under a single position entitled Planning & Safety Director.

The county has decided to split that position into two separate full time positions one of which is the subject of this advertisement. The Salary Range is an estimate based on market research, and is intended to provide a fair indication of where the county expects to set the salary range for this position within its pay plan depending upon the duties ultimately assigned to this position.

The actual salary range will be set by the Board, and the actual salary amount for the successful applicant will be set by the County Manager based upon the applicant's years of relevant experience, credentials, and other related qualifications.

Essential duties: Plans, organizes and coordinates the county's overall emergency management and response programs including: coordination with local, regional, state, and federal emergency responders and EM organizations and programs, coordinates and oversees emergency response of the county and/or municipalities during emergency situations; manages the emergency operations center when needed, serves as primary liaison to all related agencies including FEMA, State EM, and local fire departments throughout the year, coordinates CERT, Red Cross, and other volunteer resources, coordinates emergency communication systems including radios, first alert systems, public announcements, and E911 as required, responds to emergency incidents, assesses, develops, and manages EM resources through administering the EM department budget, pursuing and administering grants, and developing mutual aid or other partnership agreements.

Preferred Qualifications: Bachelor's Degree in Emergency Management, Communications, or other relevant field, relevant EM training certifications, and at least 5 years related experience (or an equivalent combination of relevant education, training and experience) demonstrating ability to successfully perform essential position duties.

Other: Must possess good oral and written communication skills, strong customer service and math skills, and the ability to multi-task reliably without loss of attention to detail in a stressful environment that constantly requires re-prioritization of projects and tasks.

An official Washington County Job Application Form **MUST** be completed and submitted to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Official Applications and a **full position description** may be obtained in person from the County Manager's Office at 116 Adams Street in Plymouth, or can be downloaded from:

[http://www.washconc.org/human\\_resources-Job\\_Openings.aspx](http://www.washconc.org/human_resources-Job_Openings.aspx)

Applications will be accepted until the position is filled. Washington County is an equal employment opportunity employer and offers a generous benefits package in addition to a salary. Pre-employment and periodically recurring background checks and drug tests may be required.

WASHINGTON COUNTY

Position Recruitment Announcement

Director: Planning & Inspections Department

Salary Range: \$43,885 - \$77,069 (DOQ)

Open Until Filled - Initial Application Review 1/21/20

Washington County seeks qualified applicants for the position listed above:

This is a unique opportunity for the right individual with key experience and the necessary qualifications to assume the duties to be negotiated and assigned to this new position which is being created to essentially merge the duties of Planning Director and Building Inspector into a single full time position. Historically the county has been served by a Planning & Safety Director who previously performed the duties of both Emergency Management Coordinator and Planning Director while contracting for building inspections services as needed.

The county has decided to split that position into two separate full time positions one of which is the subject of this advertisement. The Salary Range is an estimate based on market research, and is intended to provide a fair indication of where the county expects to set the salary range for this position within its pay plan depending upon the duties ultimately assigned to this position.

The actual salary range will be set by the Board, and the actual salary amount for the successful applicant will be set by the County Manager based upon the applicant's years of relevant experience, credentials, and other related qualifications.

Essential duties: Plans, organizes and coordinates the county's overall planning and zoning programs including: comprehensive long-range land use planning, zoning ordinances, permitting and enforcement, flood plain management, national flood insurance program compliance, and performs building and/or fire inspections as needed. Reviews and approves subdivision plats and flood plain certifications. Coordinates and works extensively with the public, other staff, elected officials, and the county Planning Board to review, analyze, respond to or make recommendations addressing, and otherwise enforce compliance with applicable local, state, or federal rules and regulations pertaining to land use and flood plain regulation. Prepares and administers department budget and schedule of services.

Preferred Qualifications: Bachelor's Degree in Planning, Construction, or other relevant field, possession of a Level II NC Building Inspector's Certification for all 5 trades, flood plain management and plat review experience, and at least 5 years related experience (or an equivalent combination of relevant education, training and experience) demonstrating ability to successfully perform essential position duties.

Other: Must possess good oral and written communication skills, strong customer service and math skills, and the ability to multi-task reliably without loss of attention to detail in a stressful environment that constantly requires re-prioritization of projects and tasks.

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Applications will be accepted until the position is filled. Washington County is an equal employment opportunity employer and offers a generous benefits package in addition to a salary. Pre-employment and periodically recurring background checks and drug tests may be required.

Mr. Potter said he was delayed a couple of weeks in getting this information out due to working on hospital issues. Advertisements have been widely publicized and he has already had some folks apply.

ECONOMIC IMPROVEMENT COUNCIL, INC: Ms. Bennett explained to the Board that each year EIC is required to submit a copy of their Grant Application to the Board of Commissioners. Ms. Bennett noted that a copy of the EIC's 2020 grant application was in the Commissioners' Agenda

Package. This document is for information only – no action is needed. (A copy of this application is on file in the Clerk's office.)

WASHINGTON COUNTY WATERWORKS RULES & REGULATIONS  
ORDINANCE AMENDMENT: Mr. Potter addressed the Board and discussed his memo below on this amendment.

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

COMMISSIONERS:  
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JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**AGENDA ITEM MEMO**

**MEETING DATE:** January 6<sup>th</sup>, 2020                      **MEMO Date:** January 3<sup>rd</sup>, 2020  
**SUBJECT:** Washington County Revised & Restated Waterworks Rules & Regulations Ordinance  
**DEPARTMENT:** Water/Finance  
**FROM:** Curtis S. Potter, County Manager/County Attorney (CM/CA)  
**ATTACHMENTS:**  
A- WASHINGTON COUNTY WATERWORKS RULES & REGULATIONS ORDINANCE  
Revised & Restated January 6<sup>th</sup>, 2020  
B- Redlined Working Draft Ordinance Document for revision reference/review

**PURPOSE:** To discuss and approve a comprehensive revised and restated Waterworks Rules & Regulations Ordinance to govern the Washington County waterworks system.

**BACKGROUND:** The current Waterworks Rules & Regulations Ordinance was adopted in 2009. It was subsequently amended on multiple occasions using individual amendments attached to the original ordinance. This has the effect of creating an inefficient and confusing and sometimes conflicting patchwork of instruments and applicable policy provisions that must be reconciled by staff and customers alike in interpreting the correct policies applicable to the county water system. More recently Management, Finance, and the Water Department have all identified certain operational issues could best be resolved through modifying the existing ordinance.

**SUMMARY:** A workgroup was formed and over the past several months staff from Management, Finance, and the Water Department met to collaboratively discuss how to best proceed with the desired modifications. As part of this process, all of the previously separate amendments have been reconciled into and are now presented (except where modified) as part of the single comprehensive ordinance instrument attached to this Memo.

Also attached for your reference is a redlined working draft version of the reconciled ordinance which better reflects the majority of the suggested additions and deletions to sections of both the main ordinance and the amendments now merged within it. A short list of the more substantive modifications are as follows:

- Article II Application for Service: Refers to additional proof of legal possession being required for tenants along with proper identification.
- The Water Sales Promotion language previously adopted in Amendment II has been deleted
- Article VI A. Billing: now makes clear that payment is due by 5PM on the 15<sup>th</sup> of each month resolving confusion about the exact time for payment to be due, and also provides that reconnections for service following disconnections for failure to pay on time, will not be made on the same day, but instead will not occur until the next work day after the disconnection. Having to cut water on the same day it is cut off is extremely disruptive to staff in both the Finance and Water Departments and many jurisdictions impose a mandatory 24 hour wait period to avoid problems associated with customers who repeatedly refuse to pay until the day their water is cutoff and then demand service be restored on that same day.
- Article VII B. Leaks: Now expressly permits a customer who fixes their own leak to certify that by written statement without having to call or produce evidence of hiring a plumber to fix the leak in order to apply for an abatement.
- Article XVII Other Provisions: Provides authority to the County Manager to create consistent written supplemental rules & regulations which shall be displayed to the public at the billing department and on the county website.

**FINANCIAL IMPACT:** N/A

**RECOMMENDATION(S):** Approve and adopt the attached Washington County Waterworks Rules & Regulations Ordinance Revised & Restated January 6<sup>th</sup>, 2020 as presented.

WASHINGTON COUNTY  
WATERWORKS  
RULES & REGULATIONS ORDINANCE

Revised & Restated January 6<sup>th</sup>, 2020

An ordinance to regulate, restrict and control, in the interest of the public's health and safety, the use of water and water mains now maintained and/or owned by or which may become the property of Washington County.

**I DEFINITIONS**

Building - A structure as defined in Volume I of the North Carolina State Building Code.

Cashier - County employees authorized to calculate routine charges and accept routine payments.

Consuming Unit - A residential dwelling, institutional facility, commercial business or industrial building, office, structure, stall or other realty.

Connection - The part of the water service line which runs from the main to the property line, including all appurtenances to make the service complete and ready for use. Sometimes referred to as the "service connection".

Consumer - The person legally responsible for the payment of charges for water fees to any premises. The individual signing the Water Users Agreement requesting water service from the County.

Disconnection - Stopping the flow of water to a consumer through turning the valve on the meter setter and / or removing the meter from the meter box.

Easement - A legal right for the specific use of land owned by others.

Fee Schedule - Schedule of rates, service charges and fees for the WCWD set by the County Commissioners each year in the Annual Budget Ordinance.

Improved Street - Any street having a wearing surface of concrete, brick, stone block, asphalt or any bituminous compound.

Lateral - That portion of the water connection which does not include meter, box or meter setter.

Main - The water pipe usually laid in a street right-of-way running parallel to the property line, which distributes water: sometimes referred to as the water distribution line.

May - Allowed or permitted.

Meter setter - Device installed in meter box which allows the installation of a water meter and incorporates a shut-off valve in the line before the meter.

Owner - Person(s) having legal title to any premises or realty served by the Washington County Water Department.

Person - An individual, firm, association, partnership or corporation.

Premises - Land, building, or other structures and appurtenances thereto.

Reconnection - Restarting the flow of water to the consumer by turning the valve on the meter setter and / or reinstalling the water meter.

Service Line - The water line which services a house, business, apartments, building or consumer which runs from the street to the establishment being served, and which is usually located on private property but in any case located on the consumer side of the meter.

Shall - Mandatory.

Superintendent of Waterworks - The County Manager or his designee.

Unusual - Not usual, common, or ordinary.

User - See Consumer

WCWD - Washington County Water Department

Water Distribution Line- See Main



## II APPLICATION FOR SERVICE

Every applicant (property owner or tenant) for water service shall fill out and sign a WCWD Water User Agreement which lists the property owner, the applicant's name, the street or road name and number on which the service is or will be located, the size of service connection desired and any other information deemed necessary by the Superintendent for the completion of the connection. This User Agreement shall be completed not less than 15 days before a proposed new service connection (Tap) is desired or five days before a meter reconnection is required.

If the applicant is a tenant, adequate documentation (lease agreement, deposit receipt, or a letter signed by landlord) must be provided regarding the lease between the landlord and tenant. A copy of identification will also be required for every applicant.

WCWD shall evaluate an application for a new tap and notify the applicant if additional time will be required to provide service.

## III NEW METER INSTALLATIONS

### A. SERVICE (TAP) APPLICATIONS

If there is no meter box at the desired service location a "New Meter Installation Fee" also known as a "tap fee" must be paid at the time the User Agreement is executed. The tap fee is set forth in the County Fee Schedule which may be amended at any time by the Washington County Board of Commissioners.

Tap fees are non-refundable once the tap has been installed and the meter setter and box have been set.

Water laterals will be installed only at the request of the owner of the property or his agent or if deemed by the superintendent to be in the best interest of the WCWD.

If a meter box and tap are installed for the convenience of the WCWD, the meter shall not be set and the lateral shall not be used until the owner of the property or his agent applies for service. At that time the tap fee must be paid.

The WCWD may reject any application for service if the said service may affect the supply of water to existing customers.

When a new tap and meter box is installed, WCWD personnel will run a lateral line from the distribution main to the property line adjacent to and parallel to the property to be served. The final decision as to the location of the lateral and its associated meter box lies with the Superintendent although every effort will be made to place it in the most convenient location for the consumer.

#### **B. METER LOCATION**

The WCWD will try to install its meter on the right of way at the property line but, if it is deemed in the best interest of the WCWD, it may install it on the owner's property. By signing the Water User Agreement the owner / user consents to allow WCWD personnel to install the meter on his / her property if necessary, and to allow WCWD personnel to enter his / her property to read, service or remove the meter and meter box at any time.

When two or more meters are to be installed servicing the same premises but for different users, they will be closely grouped and each clearly identified as to which user it applies.

The WCWD shall have no responsibility for the design or performance of sprinkler or other fire protection systems.

The WCWD may reject any application for service when the applicant is delinquent in payment of bills incurred for service previously supplied at any location.

The WCWD does not assume the responsibility of inspecting the consumer's piping or apparatus and will not be responsible therefore.

The WCWD shall not be liable for damage of any kind whatsoever resulting from water or the use of water on the consumer's premises.

The WCWD shall not be responsible for any damage done by or resulting from any defect in the piping, fixtures or appliances on the consumer's premises.

The WCWD shall not be responsible for negligence of third persons or forces beyond the control of the WCWD resulting in any interruption of service.

#### **C. EQUIPMENT PROVIDED**

For a new tap installation up to and including 1-inch in size, the WCWD will provide a lateral, meter setter, meter, customer convenience shut-off valve, check valve, and a meter box. The shut-off valve is for the customer's convenience, and once installed it becomes the consumer's responsibility to maintain. The purpose of this valve is to allow the water to be shut off for plumbing repairs without having to contact the WCWD.

Any new tap installation in excess of one inch shall be the sole responsibility of the owner and shall be at his / her sole cost and expense. Said cost and expense shall include any and all equipment required for the installation and tap, including without limitation, the meter, the shut-off valve, the lateral and meter setter.

#### **D. DEPOSIT FEES**

A deposit as set forth in the County "Fee Schedule" is required to be paid upon signing the User Agreement. **Separate deposits are required for each meter.** An applicant for water service will be asked for his / her social security or tax identification number. Said number will be used to allow for debt set off. If an applicant for water does not provide a social security or tax identification number, the deposit will be equal to twice the normal deposit. Providing a false social security number or tax identification number will be grounds for immediate disconnection. Deposits shall not earn interest for the consumer.

Deposit account balances shall be refunded only after all outstanding charges have been paid. WCWD will apply the deposit to the final bill when service is discontinued.

At termination of service and after payment of final account balance, a refund of the remaining deposit will be sent to the applicants last known address. It shall be the responsibility of the consumer to apply for his / her refund and present his / her deposit receipt. The WCWD may require the refund applicant to produce the original deposit receipt to verify disputed deposits.

#### **E. IRRIGATION SERVICE**

Any consumer wishing to use water for any type of irrigation system, whether commercial or residential, must have a separate irrigation meter installed. No sprinkler systems will be allowed to connect to a dwelling, commercial or industrial meter. Fees for this meter are set forth in the Fee Schedule.

#### **F. MULTIPLE TENANCIES**

If one water meter serves more than one location or living unit (for example: two duplex apartments, a rooming house or more than one business in a shopping center), it is required that the account be in the property owner's name. This policy is intended to avoid having a service request from one tenant that would affect another tenant's service, and to avoid having to allocate costs among tenants who share one meter.

#### **G. BASE CHARGE**

The minimum monthly base charge, as provided in the County Fee Schedule, is due and payable monthly for each meter installed. Said charges accrue with or without a service line connection and with or without any usage. Each meter requires a separate User Agreement and shall be considered a separate and individual account.

### **IV GENERAL POLICIES, RESPONSIBILITIES AND LIABILITY**

#### **A. BACKFLOW DEVICES**

In high risk usage cases, including but not limited to fire sprinklers, lawn sprinklers, carbonated soft drink machines and cooling towers, a backflow preventer will be required as set forth in federal and state law. The cost of such device shall be borne by the consumer.

Any backflow device required by regulation must be installed by a licensed plumber.

Any cost shall be at the sole expense of the consumer.

Any test required by state or federal law shall be at the owner's expense. The results of any such test shall be reported to the WCWD within thirty days of the state report submission.

By signing the Water User Agreement the owner / user consents to allow WCWD personnel to enter his / her property to determine if a potential cross connection or backflow situation exists. No personnel will enter any building on the property unless escorted by the owner / user. If entry is refused after three requests the WCWD has the right to discontinue water service until an inspection can be made.

The WCWD reserves the right to refuse and /or discontinue service if a cross-connections or backflow situation exists anywhere in the user's plumbing system.

## V CONSUMER'S RESPONSIBILITY

If a Consumer requests additional meters to be installed to service his / her property, each place of metering will be considered as a separate and individual account.

When a meter is placed on or adjacent to the premises of a consumer, the consumer shall keep the meter box unobstructed and accessible to the meter reader at all times. The County reserves the right to remove any material or vegetation that impedes access to the meter box.

The consumer shall furnish and maintain a private cutoff valve on the consumer's side of the meter.

The consumer shall not connect any other source of water and /or piping to the WCWD water system. The consumer shall disconnect any and all other sources of water and / or piping from his / her system prior to connecting to the WCWD system.

No connection between a lawn sprinkler service and any other WCWD service connection is allowed.

In the event that any loss or damage occurs to the property of the WCWD or any injury to persons or property caused by or resulting from negligence or wrongful acts of the consumer, his agents or employees, the cost of the necessary repairs or replacements shall be paid by the consumer to the county water system and any liability resulting shall be at the sole cost and expense of the consumer.

Meter boxes can not be driven over by any type of vehicle. It is the consumer's responsibility to take reasonable steps to prevent this from occurring. If the consumer negligently allows a vehicle to drive over the meter box and damage it, necessary repairs or replacements shall be at the sole cost and expense of the consumer. The amount of such loss or damage or the cost of repairs shall be added to the consumer's next monthly bill.

The consumer under no circumstance shall access the WCWD distribution system or any appurtenances thereof except through a metered service applied for and approved by the WCWD. The consumer shall not connect to a fire hydrant or any metered service or connected piping for any purpose without the approval of the WCWD.

## VI METER READING AND BILLING

### A. BILLING

All water meters on the WCWD will be read monthly, provided however, in the event WCWD personnel are unable to access the meter through no fault of the WCWD, said bill will be estimated. The estimated amount shall be the average of the last three months' bills. An adjustment will be made following the next reading by the WCWD.

Consumers will receive a monthly statement.

Bills are calculated and mailed on or before the 10th of the month and are due on or before 5:00 P.M on the 4th of the following month. On the 5<sup>th</sup>, a late fee (see Fee Schedule) is assessed and shall be due and payable immediately.

Payments may be mailed, paid in person, dropped in a drop box, or electronically drafted and are posted immediately upon receipt. Accounts electronically drafted will be drafted from the

consumer's account on the 19th of each month. Forms for drafting must be filled out 10 days prior to the first requested draft.

The WCWD also offers the convenience of paying your water bill online or by phone with your credit or debit card. Go to the following website [www.officialpayments.com](http://www.officialpayments.com) or call 1-800-272-9829, the jurisdiction code for Washington County is 4389. Once you go into the website the steps are easy to follow and at the end of your transaction, you will be given a confirmation number. This number needs to be written down and kept for your records. The consumer will have to know his / her account number to access either one of these services.

If not paid by 5:00 P.M. on the 15th of the month, a collection fee (see Fee Schedule) is added and service will be disconnected on the 16<sup>th</sup> of the month, provided however the WCWD has the authority to delay such disconnection if it would otherwise occur immediately before a holiday or weekend. WCWD will not begin to reconnect services until the next work day following any such disconnection, and only after all past due amounts (including the collection fee) have been paid in full. Same day reconnections for failure to pay on time will not be made.

Any payment by check or electronic draft that is returned for insufficient funds will be subject to a returned check fee (see Fee Schedule). The WCWD may require payment in cash when two or more checks or electronic drafts are returned for insufficient funds. If payment is returned, the customer has forty-eight (48) hours after receiving returned check letter to remit payment (including returned check fee) or service may be disconnected.

Base charges for service begin when the meter is installed, whether or not any water is used.

WCWD is not responsible for undelivered or undeliverable mail or for mistakes made by the postal service in delivery. Failure to receive bills or notices shall not prevent such bill from becoming delinquent or relieve the consumer from payment.

- i. New Customer Liability—Where water has been shut off for nonpayment of utility charges by a previous customer, a new customer shall not be responsible for the past due charges, except in cases where the transfer is between customers related by blood or marriage or other relationship where the intent of the transfer is to avoid payment of past due charges.
- ii. Pending DSS Benefit Payments: Whenever a customer who is eligible for social services benefits including the payment of utility bills from the Washington County Department of Social Services has had their water cutoff for nonpayment of outstanding utilities bills, the utilities department is authorized to accept a signed notification of pending payment to be made by the Department of Social Services on that customer's behalf as payment before the date such funds are actually received for purposes of restoring that customer's water service only, provided the amount to be paid is sufficient to restore such service in accordance with applicable policies. Any such notification shall set forth the name of the customer, the account number, the exact amount of the pending payment to be made by DSS on the customer's behalf, the anticipated actual payment date, and shall be signed by the DSS Director or their designee for such purpose. This policy is made to help expedite situations where eligible recipients of such benefits might otherwise have to wait several days or weeks until the next county check run is processed for such a payment to actually be made on their behalf, before their service is restored. In such cases, service shall be restored at the next reasonably available opportunity in accordance with applicable

operating procedures. Due to internal accounting requirements, notwithstanding the foregoing, and unless otherwise directed by the County Finance Officer, all payments shall be treated and reflected within the accounting system as made only on the actual date of receipt of funds for all other purposes other than making the account eligible for restoration of service, including the assessment of any applicable interest, penalties, or fees.

#### **B. METER READERS**

The meter box must be kept clear of any and all obstructions, including without limitation animals (pets), garbage cans, boxes, yard waste, fences, trees shrubbery and vehicles. The County reserves the right to remove any material or vegetation that impedes access to the meter box.

### **VII COMPLAINTS AND ADJUSTMENTS**

#### **A. BILLING ERRORS**

If a consumer believes his / her bill to be in error, he / she must present his / her claim, at the WCWD office **before the bill becomes delinquent**. Upon notification of a suspected error, the WCWD shall take reasonable steps to determine if an error occurred. During the investigation period the consumer's water service shall not be subject to disconnection. If, however, notice of suspected error is made after the bill has become delinquent, such notice shall not be effective in preventing discontinuance of service as heretofore provided. The consumer may pay such bill under protest and said payment shall not prejudice his / her claim. A form must be filled out and signed by any consumer claiming a billing error.

#### **B. LEAKS**

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

Subject to the limits set forth below, the bill will be adjusted to reflect a reduction of one-half of the consumption over the 2000 gallon base usage for the month in question. Consumer will be responsible for paying the base rate plus one-half of the consumption. In the event of a single leak that occurs in one month and is not discovered and fixed until the following month, the adjustment may be applied to both monthly billing statements. No more than two monthly billing statements shall be eligible to receive an adjustment for a single leak, and no consumer may receive an adjustment for more than one single leak in a rolling twelve (12) month period.

In order to qualify for this adjustment the following conditions must be met:

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

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

1. The customer shall complete and sign a written payment plan agreement with the Washington County Finance Office prior to the applicable due date for the adjusted billing statement, or otherwise within any grace period established by the Finance Office for such purpose.
2. The payment plan shall require the customer to pay the greater of: one twelfth (1/12<sup>th</sup>) of the remaining balance owed pursuant to the adjusted billing statement together with any applicable interest, or fifty dollars (\$50.00) whichever is greater.
3. Interest shall continue to accrue on the unpaid balance until paid in full, but any collection fees or late payment penalty fees otherwise applied to late payments shall be suspended for so long as the customer remains in good standing under the payment plan, and shall resume non-retroactively in the event a payment plan becomes delinquent at which point the plan shall automatically terminate and shall not be eligible for reinstatement.
4. The customer must continue to pay in addition to the payment plan amount, any and all recurring or monthly charges for all additional water consumed or for any additional leaks occurring during the same rolling twelve (12) month period which are therefore not eligible for adjustment under this Ordinance.
5. The Washington County Finance Office may impose any additional requirements it deems necessary or desirable in connection with offering and administering this repayment plan under this Ordinance, provided such requirements are not otherwise unlawful, shall be established in writing, and shall be applied uniformly to all customers.
6. If customer has a returned check while on payment plan, the plan will become null and void. Remaining balance and service charge (see Fee Schedule) has to be paid within forty-eight (48) hours or service will be disconnected until balance is paid in full.

Customers in good standing under pre-existing payment plan arrangements with the WCWD at the time of the adoption of this amendment shall be eligible to participate in the payment plan described above subject to the same terms and conditions described herein, which shall supersede and replace the terms of any prior payment plan arrangement entered into the WCWD unless otherwise agreed in writing by Washington County. The Finance Office shall notify any such customers of their eligibility to participate in the new payment plan established pursuant to this amendment, and shall work with such customers to promptly convert any old payment plan arrangements into the new system described above. Failure of any such customer to respond to notice of, or to apply for, or to abide by the terms and conditions of, the new payment plan described in this amendment may be treated as grounds for termination of water services pursuant to the Ordinance and applicable law.

### **C. REREADS**

At the request of the consumer, the WCWD will reread the consumer's meter. A fee will be charged for all rereads (see Fee Schedule). However, if the reread discloses that the meter was incorrectly read the first time, no charge will be made.

### **D. METER TESTING**

At the consumer's request and subject to the potential charge explained below, WCWD will test the accuracy of the consumer's water meter at his / her residence (3/4-inch and 1-inch meters only). A meter is deemed accurate if it records within 1.5 % of actual usage (the American Water Works Association standard). If the meter is accurate and the meter has been tested within the previous twelve months by the WCWD, a meter testing fee will be assessed (see Fee Schedule). If the meter has under recorded water usage by more than 1.5%, there will be no service charge and the WCWD will replace the meter. If the meter has over recorded water usage by more than 1.5% the consumer will receive an adjustment on his / her bill according to the percentage that the meter is over 100% accurate.

## **VIII TERMINATION OF SERVICE**

Not less than three days notice must be given in person or in writing to the WCWD Office to discontinue service. The user shall be responsible for all water consumed up to the time of discontinuance of service. Only the person who signed the User Agreement may make any changes to the account including termination of service.

In order to terminate services with WCWD, the (account holder) customer can call or come into the office to submit an order to terminate. The following information will be required upon request: name on account, address to terminate, customer's SSN or verification of SSN on file, date of termination, forwarding mailing address for final billing.

If the person present or calling is NOT the customer on the account, you must collect the following information: the name of the termination requestor, relation to account holder (noted on work order), customer's SSN or verification of SSN, forwarding address, date of termination. If this person is unavailable to give SSN-DO NOT terminate account until proper party has provided correct information.

If the person present or calling is a P.O.A. or Executor of an Estate, complete simple termination order, request a copy of the Power of Attorney or Executor of Estate legal document and reference requestor on work order.

## **IX TAMPERING WITH EQUIPMENT**

It is the policy of WCWD to aggressively deter any person or entity from the theft of water or other services from WCWD.

No person, except a duly authorized employee of the WCWD or a person having written authorization from the WCWD, shall operate any equipment of the WCWD, including but not limited to shut-off valves on the meter setters, gate valves and fire hydrants, nor shall any person construct or have constructed any bypass around any meter.



## **X NO GUARANTEE**

The WCWD does not guarantee the quality, quantity or pressure of its water supply. The WCWD shall not be liable to any consumer for damages resulting from the complete or partial disconnection of water service and no deduction shall be made from any water bill by reason of any such defect of deficiency. In every case where practicable, ample notice by the best means available shall be given when water is to be reduced or suspended in any portion of the WCWD system.

## **XI SUSPENSION OF SERVICE**

The WCWD reserves the right to discontinue its services without notice for the following reasons:

1. To prevent fraud or abuse
2. Consumers willful disregard of the WCWD rules
3. Emergency repairs
4. Insufficiency of supply due to circumstances beyond the control of the WCWD
5. Legal procedures
6. Direction of public authorities
7. Strike, riot, fire, flood, accident or any other unavoidable cause

## **XII SERVICE OUTSIDE PRESENT AREA OF WATER LINES**

Should an individual, builder, developer or property owner desire water service for property or properties not served by the WCWD water lines, he /she shall submit a written request for the extension of water mains which shall be evaluated by the WCWD and the request and evaluation forwarded to the Washington County Board of Commissioners for its consideration.

## **XIII CHANGE OF USE**

If, at any time, changes are made by a consumer in his / her service requirements so as to create water quality or insufficient pressure problems in the WCWD water system, the superintendent may require the consumer to adopt remedial measures to eliminate the cause of the problem. The WCWD shall in no way be responsible for any cost or inconvenience caused by a change in service requirements after an application has been approved. For example, if a residential consumer were to change the use of the property to a commercial use and the use negatively impacted adjacent water consumers, the consumer may be required to take remedial actions, such as increasing the lateral hookup to the premises.

## **XIV CONNECTION AND METERS TO REMAIN PROPERTY OF THE WCWD**

All meters, boxes, pipes and other equipment furnished and installed by the WCWD in a water connection shall remain the property of the WCWD. If, after an installation is completed, the property owner requests that a meter or lateral be changed in size and this request is approved by the superintendent, the property owner shall pay for the change of lateral as though it were a new connection and shall pay or be refunded the difference of the cost of meters in the original and new according to the current price of the two meters. In such cases, both meters remain the property of the WCWD.

**XV MAINTENANCE OF METERS AND CONNECTIONS**

All standard 3/4-inch and 1-inch meters and all water laterals shall be maintained by the WCWD at WCWD expense. Meters in excess of 1-inch shall remain the property of and be maintained by the consumer. All meters in excess of 1-inch must be tested every ten years to determine accuracy. This testing shall be the responsibility of and paid for by the owner.

**XVI PENALTIES**

In addition to any other equitable or civil remedies available to Washington County, any willful violation of this Ordinance of Washington County shall also be deemed to constitute a criminal misdemeanor and shall be punishable to the fullest extent provided by law.

**XVII OTHER PROVISIONS**

- a. Supplemental Written Rules & Regulations: The Superintendent is hereby authorized from time to time to adopt supplemental written rules and regulations consistent with the provisions of this Ordinance in order to carry out its uniform and equitable administration. Any such supplemental rules and regulations shall be written, signed, and dated, and shall be prominently displayed to the public at any centralized location where water bills are collected in person, and/or upon the Washington County website.
- b. Effective Date: The provisions of this Ordinance shall be deemed to be in full force and effect immediately upon its adoption by the Washington County Board of Commissioners. Upon such adoption, the provisions hereof shall be deemed to supersede, control over, and replace in their entirety as a comprehensive amendment, revision, and restatement thereof; the provisions of the Washington County Waterworks Rules & Regulations Ordinance previously adopted by the Washington County Board of Commissioners on or about August 17<sup>th</sup>, 2009 together with any and all amendments thereto which are incorporated herein by reference and which have been merged into, revised, and restated herein as part of this single Ordinance instrument.
- c. Severability: The provisions of this Ordinance are intended to be severable, and to the fullest extent permitted by law, if any provision(s) hereof 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.
- d. Conflict of Laws or Ordinance Provisions: In the event of any conflict between the provisions of this Ordinance, or between its provisions and any other applicable statutes or laws, the more restrictive regulation shall be deemed to control in govern.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
D. Cole Phelps, Chairman

Attest:

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

Chair Phelps asked how the County is going to educate citizens to these changes, especially the water cut-ons and cut-offs. Mr. Potter said we will have information on the website. It was decided not to send out any special notices. Commissioner Riddick asked if the

information could go on the water bill. Ms. Dixon said there would have to be an insert. It can't go directly on the water bill.

Commissioner Johnson asked if the County has an "emergency" clause in it. Mr. Potter and Ms. Dixon both replied yes, because mistakes do get made.

Commissioner Johnson asked if there is supposed to be a public hearing for this. Mr. Potter said no; however; we could table this and have a public hearing at the next meeting. Commissioner Riddick said she thinks we need a public hearing because everyone does not have a computer or read the paper or listen to the radio. Commissioner Johnson said she would like more information.

**Commissioner Riddick made a motion to table the Waterworks Rules & Regulations Ordinance Amendment to have a public hearing on February 3, 2020. Commissioner Johnson seconded.** Discussion ensued. Commissioner Riddick said she would like more information on the payment schedule and fee schedule and maybe even simplify it. She would like to wait 30 more days. Commissioner Sexton said he didn't think the Board needs a public hearing. The fees are tied into the budget. He feels that something needs to go in with the water bill to educate citizens. Commissioner Riddick said we have elderly residents who won't come to the public hearing and their children are probably the ones who pay the bills. Everyone won't read it even if there was something on the water bill. Commissioner Walker asked when will we have the public hearing. Mr. Potter said the Board could have it at the February 3<sup>rd</sup> Commissioners' meeting. Mr. Potter said the notice of the public hearing can be put on the website and he will talk about it on the radio. Mr. Potter said he will check into mailing something out with additional information for residents. Commissioner Sexton said the Board can't put the fees in the Ordinance because every time the fees change in the budget, then the Ordinance will have to be changed. Mr. Potter said the fee schedule is referenced in the Ordinance. **Motion passed unanimously.**

**SOCIAL MEDIA POLICY:** Mr. Potter addressed the Board and discussed his memo below.

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

COMMISSIONERS:  
D. COLE PHELPS, CHAIR  
JENNIFER C. RIDDICK, VICE-CHAIR  
TRACEY A. JOHNSON  
WILLIAM "BILL" R. SEXTON, JR.  
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COUNTY MANAGER/ COUNTY ATTORNEY  
cpotter@washconcc.org

JULIE J. BENNETT, CMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconcc.org

**AGENDA ITEM MEMO**

<b>MEETING DATE:</b>	January 6 <sup>th</sup> , 2020	<b>MEMO Date:</b>	December 31 <sup>st</sup> , 2019
<b>SUBJECT:</b>	Informational Update re Planning/Safety/Inspections Position		
<b>DEPARTMENT:</b>	Manager's Office		
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney (CM/CA)		

**ATTACHMENTS:**

A- Recommended Social Media Policy for Washington County

**PURPOSE:** To discuss and approve a new more comprehensive Social Media Policy for Washington County.

**SUMMARY:** Various county departments and employees are increasingly relying on social media to provide information to and communicate directly with, and sometimes in real time with, citizens and the general public regarding county programs and services.

There is a growing need to consider and adopt a formal uniform policy regarding the use of such platforms in order to help facilitate the continuing use and development of those platforms as an effective communication and engagement tool when used in a responsible professional manner that does not unreasonably interfere with county operations or jeopardize public safety or welfare.

Many governments have or are considering similar policies to address similar needs and concerns. The proposed policy is based on a model brought to our attention and recommended to us by staff at the UNC School of Government and has been reviewed and modified by Management and IT.

Due to the fast pace of constant changes in technology and social media platforms which this policy is intended to address, Management recommends adopting and implementing it as a supplemental Administrative Policy of the County Manager/Personnel Officer rather than as a separate standalone policy or component of the personnel policy.

This will enable changes to the policy which will inevitably become necessary to address changing social media technology issues to be made more flexibly by the County Manager/Personnel Officer without otherwise unnecessary delays caused by having to bring each such change to the Board for consideration and approval.

**FINANCIAL IMPACT:** N/A

**RECOMMENDATION(S):** Approve the attached Recommended Social Media Policy for Washington County, and direct the County Manager to implement it within his discretion and authority as an Administrative Policy.

## RECOMMENDED SOCIAL MEDIA POLICY FOR WASHINGTON COUNTY

1. **PURPOSE:** To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Departments may use social media platforms to reach a broader audience. The use of social media by the County and its Departments for official purposes can facilitate information sharing and serve outreach and communication goals. The County encourages departments to use social media to communicate their mission and timely messages with the public. The purpose of this policy is to establish standards for the use of social media by departments of Washington County. This policy applies to all departments and employees; however individual departments may also have policies with additional requirements or restrictions on social media use.
2. **DEFINITION:** The U.S. Government defines social media as the various activities that integrate technology, social interaction, and content creation. Through social media, County Departments can create, organize, edit, combine, and share content. Social media encompasses many forms, including social-networking, blogs, wikis, photo-sharing, video-sharing, and podcasts. Some examples of these social media platforms include, but are not limited to, Facebook, Twitter, Instagram, Pinterest, YouTube, and LinkedIn.
3. **POLICY:**
  - a. **Creation of Media:** Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on social media with the authorization of their Department Head and the County Manager. The Public Information Officer (PIO) must also review and approve any new communications delivery programs, platforms, or vehicles which will be made accessible to the general public.
  - b. **Use by Employees:**
    1. The PIO, the Department Head, and authorized employees within the Department will have access to the login and password information for the account. Any email used should be an official county email address, and passwords should be secure. Anytime a password is changed, the individuals above will be notified of that change immediately.
    2. An employee should not speak on behalf of the County or their Department unless authorized to do so. Authorized employees are expected to speak respectfully and professionally about the County and County-related matters. They should identify themselves and their role with the County when speaking in any such capacity.
    3. Employees are expected to follow copyright, fair use, acceptable use, and financial disclosure laws when using online communications, as well as the appropriate Records Retention Schedules for any information posted on social media. The unlawful use of copyrighted materials, unfounded or derogatory statements, misrepresentation, or the disclosure of confidential information can result in disciplinary action as outlined in the Washington County Personnel Policy to include termination.
    4. Department Heads, or designees, are responsible for determining who is authorized to use social media on behalf of the Department, and for designating appropriate access levels. Department Heads, or designees, will be responsible to the County Manager in the event of a problem. The PIO will be notified of

all staff that has authorization to use social media on behalf of each Department. If an employee's authorization has been revoked, the Department Head should notify the PIO immediately.

5. As designated social media representatives, employees may not publish content to any official website or social media application that is unrelated to subjects associated with the County or that is not relevant to citizens.
6. Employees authorized to post on social media should be aware of their association with the County and that they serve as a representative of the County at all times. When posting, employees must be transparent, honest, speak within their area of expertise, use credible sources, and link back to the primary County website whenever possible. Employees should never repeat rumors, post inflammatory or retaliatory information, post information about emergency situations without proper approval, post about internal personnel matters, or post confidential information of any kind.
7. Authorized employees should not cite or reference County contractors or suppliers without approval of the appropriate Department Head. Once approval is granted, be sure to include a link back to the source. Photographs of citizens and employees should not be used if the citizen or employee requests that it not be used, or if the photograph depicts situations in which a reasonably prudent person might be offended by such content.
8. Official County accounts should not comment on, "follow," "like," or "share" private citizen or commercial profiles from their County social networking page. However, official County accounts are permitted to comment on, "follow," "like," or "share" content on private citizen or commercial profiles that is directly related to community service or outreach efforts in the County.
9. Official County accounts should not comment on, "follow," "like," or "share" any political groups' or figures' profiles, nor make any political comments/postings on the County social media site.
10. Employees must refrain from participating in arguments with social profile visitors. Responses should be respectful and informative rather than based in opinion. Comments/postings that warrant a response should be referred to the appropriate County employee or department, who may then address the commenter's issue off of social media. Each department is responsible for monitoring postings daily and taking appropriate action when necessary to protect general site visitors from inappropriate or technically harmful information. Comments/postings must be monitored daily, and the following must be either linked to or displayed on the page:

*Official Washington County social media sites are subject to applicable public records laws. Consequently, any communication on Official Washington County social media sites (whether by a County employee or the general public) is subject to monitoring and disclosure to third parties. Relevant Official Washington County and North Carolina public records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the*

*integrity of the original record and if practicable is easily accessible using the approved County platforms and tools.*

*The County reserves the right to remove any comments/postings that (i) contain anything vulgar or sexually explicit; (ii) are spam or contain computer viruses; (iii) advocate or depict illegal activity; (iv) target or disparage any ethnic, racial, religious, gender or other type of group; (v) contain personal attacks of any kind; (vi) promote private business ventures, services, or products; (vii) are related to campaigns for public office or promote a political organization; (viii) infringe on copyrights, trademarks, or other intellectual property; (ix) are off-topic; (x) are violent or threatening; or (xi) disclose confidential, sensitive or proprietary information.*

Authorized employees must refrain from blocking, hiding, or removing from County social media sites any constitutionally protected speech, unless it is in violation of one of the above listed exclusions or applicable law. If an authorized employee receives a questionable comment and is not sure how to proceed, they should consult with the PIO immediately.

11. Public comments/postings that are blocked, hidden, or removed from County social media sites shall be retained pursuant to the records retention schedule along with the reason the specific content is deemed not suitable for posting.
  - a. Authorized County social media users are responsible for documenting blocked, hidden, or removed public comments/postings from County social media sites.
  - b. Authorized users must take a screenshot of the comment/posting and place it in an email addressed to the Department Head, or designee, along with the reason the specific content is deemed not suitable for posting.
  - c. The Department Head, or designee, must then forward any such emails to the PIO, or their official designee, for public records retention.
12. Authorized County social media users will follow these guidelines regarding brand management of County logos and color or style guidelines:
  - a. **Profile Picture.** County profiles should upload the County or Department logo (if applicable) or other logo approved by the County Manager as their picture. **DO NOT USE THE COUNTY SEAL.** It is important to use the County/Departmental logo to demonstrate authenticity. The image should look professional and be of good quality.
  - b. **Profile Design.** County profiles should use colors consistent with the County's brand where possible, and should not use extraneous or distracting design. All designs should be in keeping with web accessibility compliance needs and should maintain professionalism and consistency with official County branding. The name "Washington County" and the official County or department logo must be displayed.

- c. **Profile Contact Information.** Contact information should display an official County email address, include something about being the “official account”, provide a link to the County or department website, and include a physical/ mailing address as well as phone number.
- c. **Personal Use of Social Media Guidelines:** Washington County respects the rights of employees to use social media and does not discourage employees from self-publishing, self-expression, and public conversation, and does not discriminate against employees who use these mediums. However, Washington County recognizes that these types of tools can sometimes blur the line between professional and personal lives. Therefore, employees are reminded that, as representatives of the County, the rules and guidelines which are stated in this policy must be taken into consideration when participating in these mediums at any time, but particularly when identifying themselves as employees of the County or when context might lead to that conclusion. Above all, employees should understand that information put-out through social media should be considered public and reflects both upon you as an individual and upon the County in your role as an employee.
  - 1. Employees are expected to follow these guidelines and policies to provide a clear line between you, as the individual and you, as the employee. Personal use related to a matter of public concern must be conducted in such a manner that a reader would not think the employee is speaking on behalf of the County.
  - 2. Employees are personally responsible for their commentary on all social media and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.
  - 3. Personal use of social media may not violate or infringe upon the right of any other person or entity, or constitute a criminal offense or create a civil liability.
  - 4. Employees are encouraged to exercise sound judgment and discretion in contributing to social media, where information posted may be seen by other users. Please be mindful that what is posted may never be retracted from the internet, and may be permanent. Any information uploaded or shared could potentially be downloaded, hacked, stolen, or used for unintended or harmful purposes, and users should take reasonable and prudent precautions against such occurrences to protect themselves, Washington County, and the public.
  - 5. Please consider adding a disclaimer to your social networking profile, personal blog, or other online presences that clearly states that the opinions or views expressed are yours alone and do not represent the views of Washington County or your Department.
    - a. Example: *“The views expressed on this page are my own and do not necessarily represent the position or opinion of Washington County or the Departments within.”*
  - 6. In a publicly accessible forum, do not discuss any County or Department-related information that is not already considered public information. The discussion of sensitive, proprietary, or confidential information is strictly prohibited. Please act responsibly with the information which you are entrusted. Failure to comply may result in disciplinary action, including termination.



7. Employees may not post or share outside of the scope of their employment, the name, trademark, and information including the logos of the County, privileged or confidential information, County-issued documents, or photographs of other employees, residents, vendors, or suppliers taken in their capacity as County employees.
  8. The County permits very limited personal social networking during the workday. Social networking during the workday is viewed as similar in nature to receiving a personal phone call, and thus should be of a reasonably limited duration. Social networking shall not interfere in any way with job responsibilities. Supervisors have the right and ability to further restrict social networking at work, as appropriate, and nothing in this policy limits or restricts the County's rights and/or ability to monitor or modify use of County electronic communication equipment. Furthermore, employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Head, Human Resources and/or the County Manager's office.
- d. **Reporting Violations:** The County requires all employees to report any violations or possible or perceived violations of this policy to the PIO along with Department Heads, Human Resources, or the County Manager's office.
  - e. **Discipline for Violations:** The County will investigate and respond to all reports of violations or perceived violations of this policy. Violation of the policies herein may result in disciplinary action as outlined in the Washington County Personnel Policy, up to and including termination.

**Commissioner Riddick made a motion to approve the Social Media Policy as an administrative policy. Commissioner Walker seconded.** Commissioner Johnson said it seems that the policy basically says the County and staff are open to full disclosure. Chair Phelps

stated that if staff violate this policy, then they have to deal with the County Manager. **Motion passed unanimously.**

BOARDS & COMMITTEES: Chair Phelps noted that the Clerk put the list of Boards & Committees that each Commissioner serves on in their Agenda Package. He asked if anyone wanted to make a change. The consensus of the Board was to leave them as is. No action needs to be taken.

FINANCE OFFICER'S REPORT, BUDGET AMENDMENTS/TRANSFERS: 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

BT #: 2020 - 053

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

Date: December 3, 2019

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-257	SS Admin - County General Assistance	7,500.00	(607.00)	6,893.00
10-5310-601	SS Admin - Maintenance Agreement-NC Correles	1,250.00	607.00	1,857.00
<b>Balanced:</b>		<b>8,750.00</b>	<b>-</b>	<b>8,750.00</b>

**Justification:**

*To transfer monies within DSS as a result of the need to increase the line for NC Correles to pay the County's portion of the costs for the NC Correles Software Application which facilitates how the agency is reimbursed for expenses from DHHS. Both lines are non-reimbursable therefore there is no affect on revenues.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials: MP

Batch #: 2020-053

Date: 12/3/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2020 - 054**

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

**Date:** December 5, 2019

**RE:** Landfill

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

Account Code	Description	Old	+ or (-)	New
33-7400-101	Landfill - 401(K) Contributions	1,721.00	(328.00)	1,393.00
33-7400-180	Landfill - Group Insurance	12,905.00	(2,392.00)	10,513.00
33-7400-350	Landfill - Maintenance & Repair-Equipment	10,000.00	(780.00)	9,220.00
33-7400-600	Landfill - Contracted Services	34,900.00	3,500.00	38,400.00
<b>Landfill</b>				
<b>Balanced:</b>		<b>59,526.00</b>	<b>-</b>	<b>59,526.00</b>

**Justification:**

*To transfer monies within the Landfill budget to cover the costs associated with contracting with a service provider to pick up and haul away the white goods/metal. We have exceeded our capacity and need to have this taken care of per the inspector.*

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

**Budget Officer's Initials:** \_\_\_\_\_

<b>Initials:</b>	PH
<b>Batch #:</b>	2020-054
<b>Date:</b>	12/05/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 055

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

Date: December 5, 2019

RE: TTA

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

Account Code	Description	Old	+ or (-)	New
63-4970-131	TTA - Unemployment	250.00	(131.00)	119.00
63-4970-100	TTA - Retirement	2,200.00	131.00	2,331.00
<b>TTA</b>				
<b>Balanced:</b>		<b>2,450.00</b>	<b>-</b>	<b>2,450.00</b>

Justification:

*To transfer monies within TTA to cover a second increase in retirement that has been passed down by the State Retirement System.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials: MP

Batch #: 2020-055

Date: 12/10/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2020 - 056**

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

**Date:** December 5, 2019

**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	101,675.00	(18,000.00)	83,675.00
10-4265-010	Facility Services - Salaries & Wages - Regular	140,628.00	18,000.00	158,628.00
<b>Facility Services</b>				
<b>Balanced:</b>		<b>242,303.00</b>	<b>-</b>	<b>242,303.00</b>

**Justification:**

*To reverse BT# 2020-041 after board approval in December to pull monies out of the fund balance to carry Facilities through year-end.*

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

**Budget Officer's Initials:** \_\_\_\_\_

<b>Initials:</b>	<i>MD</i>
<b>Batch #:</b>	<i>2020-056</i>
<b>Date:</b>	<i>12/5/19</i>

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 057

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

Date: January 3, 2020

RE: Manager's Office

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

Account Code	Description	Old	+ or (-)	New
10-4120-260	Manager's Office - Departmental Supplies	6,500.00	(1,000.00)	5,500.00
10-4120-355	Manager's Office - Maintenance & Repair-Vehicle	3,000.00	(1,000.00)	2,000.00
10-4120-315	Manager's Office - Training	4,500.00	2,000.00	6,500.00
<b>Manager's Office</b>				
<b>Balanced:</b>		<b>14,000.00</b>	<b>-</b>	<b>14,000.00</b>

**Justification:**

*To transfer monies within the Manager's Office to rebuild the depleted training line. There has been a larger number of training expenses during this fiscal year due to allowing the Management Fellow to attend trainings that have been beneficial to the County.*

Approval Date: 1/3/20

Budget Officer's Initials: MSD

Initials:

Batch #:

Date:

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 058

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

Date: January 6, 2020

RE: Facility Services/Sheriff/Emergency management/Senior Center/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(7,066.00)	(16,465.00)	(23,531.00)
10-4265-256	Facility Services - Insurance Claims	7,066.00	16,465.00	23,531.00
<b>Facility Services</b>				
10-3540-070	Donations - Animal Control	(279.00)	(20.00)	(299.00)
10-4310-601	Donations - Animal Control	344.00	20.00	364.00
10-3541-030	Sheriff Donations - Purchase of K-9	(5,000.00)	(200.00)	(5,200.00)
10-4310-603	Sheriff Donations - Purchase of K-9	12,901.00	200.00	13,101.00
10-3540-020	Gun Permits Discretionary-County Portion	(1,520.00)	(350.00)	(1,870.00)
10-4310-611	Gun Permits Discretionary-County Portion	14,700.00	350.00	15,050.00
10-3540-030	Gun Permits-State Portion	(1,790.00)	(445.00)	(2,235.00)
10-4310-612	Gun Permits-State Portion	2,125.00	445.00	2,570.00
10-3540-040	Finger Printing	(850.00)	(170.00)	(1,020.00)
10-4310-613	Finger Printing	2,371.00	170.00	2,541.00
<b>Sheriff</b>				
10-3480-080	EM Donations-Emergency Response Banquet	(5,153.00)	(650.00)	(5,803.00)
10-4330-400	EM Donations-Emergency Response Banquet	11,356.00	650.00	12,006.00
10-3480-024	Sunenergy Grant-Elevator Repair	(14,825.00)	14,825.00	-
10-4330-704	Sunenergy Grant-Elevator Repair	14,825.00	(14,825.00)	-
<b>Emergency Management</b>				
10-3509-040	Senior Center Stipend-Coop Ext SHIIP Admin	-	(185.00)	(185.00)
10-5150-260	Senior Center Stipend-Coop Ext SHIIP Admin	9,700.00	185.00	9,885.00
10-3509-010	Senior Center Trips	(5,639.00)	(474.00)	(6,113.00)
10-5150-380	Senior Center Trips	8,257.00	474.00	8,731.00
10-3508-000	Alb Comm Nutrition Site Director	(14,635.00)	6,753.00	(7,882.00)
10-3508-001	Alb Comm General Purpose Grant	-	(10,574.00)	(10,574.00)
10-3508-002	Alb Comm Title III D Grant	-	(1,333.00)	(1,333.00)
10-9990-000	Contingency	460.00	5,154.00	5,614.00
<b>Senior Center/Contingency</b>				
10-3500-081	DSS Community Donations-Christmas	(1,354.00)	(506.00)	(1,860.00)
10-5310-258	DSS Community Donations-Christmas	2,802.00	506.00	2,508.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>27,996.00</b>	<b>-</b>	<b>27,996.00</b>

**Justification:**

*To budget for additional revenues received for gun permitting, sheriff donations, Emergency Management, Senior Center Trips and DSS Christmas donations. To budget for insurance proceeds received for the repair of the wrecked Sheriff's vehicles. To budget for revenues received by the Senior Center for administering the SHIIP Program at their location. To reverse the previous budget allocated for the Elevator Repair as Sunenergy paid the bill directly to Southern Elevator. To reorganize and budget for additional revenues received from the Albemarle Commission.*

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

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

Initials:   
Batch #:   
Date:



Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 059

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

**Date:** January 6, 2020

**RE:** Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-3543-001	Sheriff Execution Sale Proceeds	-	(48,933.00)	(48,933.00)
10-4310-615	Sheriff Execution Sale Expenses	-	48,933.00	48,933.00
<b>Sheriff</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

*To budget for revenues received on behalf of the Sheriff's Office for the Sale of IBX Seafood Property. These monies will be paid back out to Wake County Clerk of Superior Court and to the Beacon for the advertising costs.*

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

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

**Initials:**

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**Batch #:**

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**Date:**

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Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 060

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

**Date:** January 6, 2020

**RE:** Register of Deeds/Detention/Communications

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

Account Code	Description	Old	+ or (-)	New
10-4180-010	Register of Deeds - Salaries & Wages - Regular	79,566.00	(2,500.00)	77,066.00
10-4180-180	Register of Deeds - Group Insurance	14,258.00	(1,200.00)	13,058.00
10-4180-030	Register of Deeds - Salaries & Wages - Parttime	8,000.00	3,700.00	11,700.00
<b>Register of Deeds</b>				
10-4320-010	Detention - Salaries & Wages - Regular	354,679.00	(20,000.00)	334,679.00
10-4320-031	Detention - Salaries & Wages - Parttime	31,000.00	(3,000.00)	28,000.00
10-4320-030	Detention - Salaries & Wages - Overtime	23,000.00	23,000.00	46,000.00
<b>Detention</b>				
10-5911-010	Communications - Salaries & Wages - Regular	226,052.00	(10,000.00)	216,052.00
10-5911-031	Communications - Salaries & Wages - Parttime	30,000.00	10,000.00	40,000.00
<b>Communications</b>				
<b>Balanced:</b>		<b>766,555.00</b>	<b>-</b>	<b>766,555.00</b>

**Justification:**

*To transfer monies within the Register of Deeds to cover the additional monies that have been needed for parttime staff due to the passing of Ms. Moore. To transfer monies within Detention and Communications due to the loss of several fulltime employees and the need for additional parttime and overtime hours. We will have to keep a close eye on these two departments throughout the remainder of the year especially if they are unable to quickly fill their fulltime positions.*

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

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

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Chair Phelps asked at what percentage the Department Heads should be at. Ms. Dixon said 50%, since we are halfway through our fiscal year. Commissioner Sexton asked why money was moved to the Landfill. Ms. Dixon said the County needed to have some white goods removed from the Landfill. The State Inspector made a visit and this was noted. Mr. Potter said there will probably be another Budget Amendment coming to the Board for grinding up concrete

and additional yard debris. Commissioner Sexton asked if the County has talked to Shavender. Mr. Potter said he doesn't know if the County has enough for such a big contractor.

**Commissioner Sexton made a motion to approve the abovementioned Budget Amendments and Transfers as presented. Commissioner Riddick seconded, motion passed unanimously.**

**OTHER ITEMS BY CHAIRMAN, COMMISSIONERS, COUNTY MANAGER/ATTORNEY, CLERK OR FINANCE OFFICER:**

Chair Phelps said the Board will be recessing to next Monday night (January 13<sup>th</sup>) at 5:00 PM in the Commissioners' Room to discuss the upcoming budget. He also reminded everyone of the MLK celebration on Rankin Lane on Monday, January 20<sup>th</sup>.

Chair Phelps asked for an update on the hospital from Mr. Potter. Mr. Potter said a second hearing was held on December 30. First Capital did make the loan to the hospital for paying the employees with a short term loan of \$500,000. The next hearing is set for January 16<sup>th</sup> in Raleigh. Mr. Potter said he hopes to hear that Affinity has obtained funds for buying the hospital. He did get word that the hospital employees were paid. Their next payroll will be on January 10<sup>th</sup> and should be made according to Affinity.

Chair Phelps recognized Debra Spencer Brooks from Plymouth Town Council for being at the meeting tonight.

Commissioner Walker commented on how Mr. Potter has handled the hospital situation. He has been very professional.

Commissioner Riddick said she will be attending a "How to Lead Your County" workshop on January 10<sup>th</sup> in Raleigh.

Mr. Potter noted the following upcoming meetings:

- AQUA will be making a site visit this Thursday, January 9<sup>th</sup>
- Department Head meeting on Wednesday, January 8<sup>th</sup>
- Commissioners' Budget Workshop January 13<sup>th</sup>
- Washington County Drainage Meeting January 21<sup>st</sup>

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

At 8:50 PM, back in Open Session with no further business to discuss, **Commissioner Riddick made a motion to recess to January 13 at 5:00 PM in the Commissioners' Room for the Commissioners' Budget Workshop. Commissioner Johnson seconded, motion carried unanimously.**

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D. Cole Phelps  
Chair

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