

February 3, 2020

The Washington County Board of Commissioners met in Regular Meeting on Monday, February 3, 2020 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, 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. Commissioners Riddick and Sexton were unable to attend.

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. Mr. Lloyd Jones gave the invocation; County Manager Potter led the Pledge of Allegiance.

RECOGNITION OF ANN KEYES: Chair Phelps first noted that today was Ms. Keyes' birthday and the first day of her retirement. Chair Phelps mentioned that many folks made requests to the Governor's Office, including the Commissioners, that she receive the Long Leaf Pine Award from the Governor. The Long Leaf Pine Award is the highest civilian award presented by the Governor. Chair Phelps told the audience that she did indeed receive the award at a banquet on Saturday night. Chair Phelps read from letters of accommodation from members of the NC Office of EM.

Chair Phelps asked for words from the Board regarding Mrs. Keyes. Commissioner Johnson said she had nothing prepared to say but over the years it has amazed her how Ms. Keyes always had the answers to any questions asked and Commissioner Johnson said she has strived to be like her. Commissioner Johnson thanked Ms. Keyes for all she has done for Emergency Management. Commissioner Johnson went on to say that she has been in awe of how Ms. Keyes operated during emergencies. Commissioner Johnson said Ms. Keyes has been a teacher to her that she will never forget.

Commissioner Walker said he was very appreciative of all Ms. Keyes has done for the County. He stated he has enjoyed working with her on the Planning Board and how she reaches out to help people 24/7. He went on to say that she has an excellent attitude when giving and serving others. Her vitality and professionalism has given the County a good name. Commissioner Walker said he is sad to be losing an employee like Ms. Keyes but happy for her to be able to enjoy her family and husband. Commissioner Walker said Ms. Keyes is a legend in this County. He thanked Ms. Keyes again for all she has done for this County and told her to enjoy her retirement.

Chair Phelps said he never knew how much Ms. Keyes cared for him until they were working together during a storm. When they pulled everyone off the roads and Ms. Keyes found out Chair Phelps was still out on the roads -- she ordered him to go home! Chair Phelps told Ms. Keyes that he can't wait to see what her future holds.

The Board presented Ms. Keyes with an appreciation plaque.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Budget Guidelines for FY21
- d) Personnel Policy Amendment
- e) Revised Drug and Alcohol Testing Policy for Riverlight Transit
- f) Proclamation: Black History Month
- g) Proclamation: Designation of April as Senior Games Participation Month
- h) Proclamation: Celebrating 100 Years: Pentecostal Temple Church of God in Christ
- i) Audit Contract Amendment

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

**PUBLIC FORUM:** Chair Phelps read the public forum rules.

Ms. Ann Keyes, retired EMS Director, Plymouth, thanked the Commissioners for all their gratitude. She said she came from humble beginnings and took pride in being fair to everyone. She couldn't let her mom (of 11 children) down. Ms. Keyes said she is proud of what she has done and will continue to do.

Ms. Tess Judge, Manteo, told the Commissioners she is running for the Senate and will be representing our District. Ms. Judge said she is looking forward to hearing Washington County's concerns and comments. She said she is very concerned about rural health. Ms. Judge thanked the Board for letting her speak.

Chair Phelps thanked Ms. Judge for attending the Commissioners' meeting tonight and for running for the Senate.

**PUBLIC HEARING: WASHINGTON COUNTY WATERWORKS RULES & REGULATIONS ORDINANCE AMENDMENT:**

**Commissioner Johnson made a motion to open the Public Hearing. Commissioner Walker seconded, motion carried unanimously.**

Mr. Potter, County Manager/County Attorney (CM/CA) spoke to the Board. This item came before the Board in January but was tabled to be able to have a public hearing tonight. Mr. Potter went over the summary below that was in the in Board's agenda packages.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

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**AGENDA ITEM MEMO**

**MEETING DATE:** February 3<sup>rd</sup>, 2020 **MEMO Date:** January 29, 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 February 3rd, 2020**

**PURPOSE:** To approve a 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.

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 multiple previously separate amendments have been reconciled into and are now part of the single comprehensive ordinance instrument attached to this Memo.

At its January 6<sup>th</sup>, 2020 meeting the Board discussed the proposed ordinance and tabled voting on its adoption until after a Public Hearing could be held on the matter as part of its February 3<sup>rd</sup>, 2020 meeting, and staff posted and provided more notice to customers regarding the Public Hearing and proposed changes.

**ORDINANCE MODIFICATIONS SUMMARY:** 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.
- 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):**

1. Conduct a Public Hearing on the adoption of the proposed ordinance.
2. Approve and adopt the attached Washington County Waterworks Rules & Regulations Ordinance Revised & Restated February 3rd, 2020 as presented.

WASHINGTON COUNTY  
WATERWORKS  
RULES & REGULATIONS ORDINANCE

Revised & Restated February 3<sup>rd</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

No public comments were made.

**Commissioner Johnson made a motion to close the Public Hearing. Commissioner Walker seconded, motion carried unanimously.**

**Commissioner Walker made a motion to approve the Washington County Waterworks Rules & Regulations Ordinance Amendment as presented above. Commissioner Johnson seconded, motion carried unanimously.**

UPDATE ON THE FLU IN WASHINGTON COUNTY: Mr. Wes Gray, Martin-Tyrrell-Washington Health Department Director, spoke to the Board regarding the statistics below.





# Martin-Tyrrell-Washington

## DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

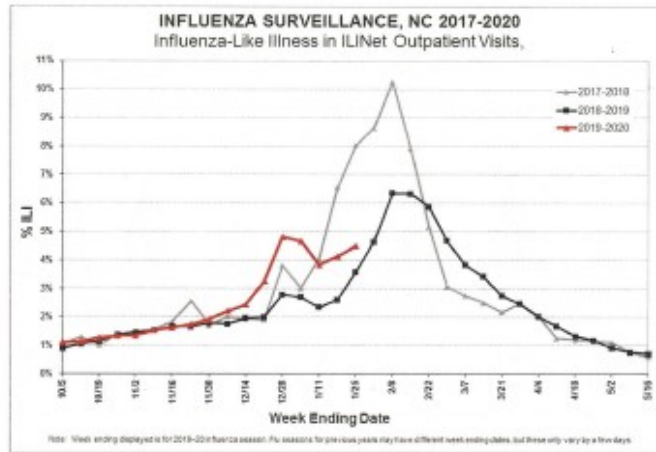
252.793.3023 (p) • 252.791.3108 (f) • mtwdistricthealth.org



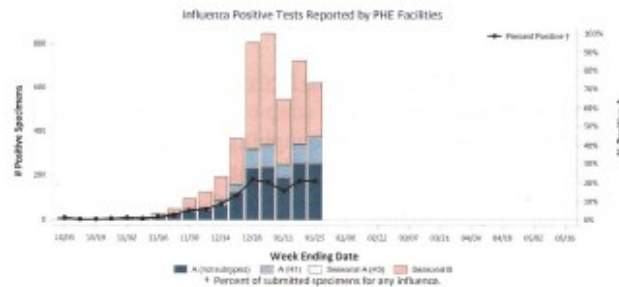
Public Health  
Prevent. Promote. Protect.

### Flu Update

February 3, 2020



In the last week, there were **9** new flu deaths and **54** total flu related deaths statewide this season (measured October through May). Last year, there 203 deaths statewide and there were 391 in the 2017-18 season. Nationwide, there have been 19 million flu illnesses and approximately 10,000 deaths so far this year. For comparison, the 2017-18 season was the worst in decades. Flu killed about 61,000 people in the United States, beating the previous record of 56,000 in 2012-2013. The lowest year on record was 2012-2013, when 12,000 died from the flu. MTW gave out 985 total flu shots in the District (491 in Washington County, including almost 100 at our Drive-Thru Flu Clinic in October at the Plymouth Fire Dept). We have had 8 positive tests for flu from (7 months to 30 years of age) out of 34 tests.

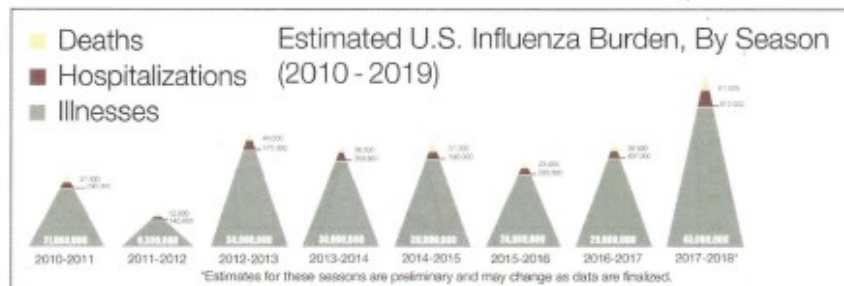


**Martin County**  
210 W. Liberty St.  
Williamston, NC 27882  
252.793.1819

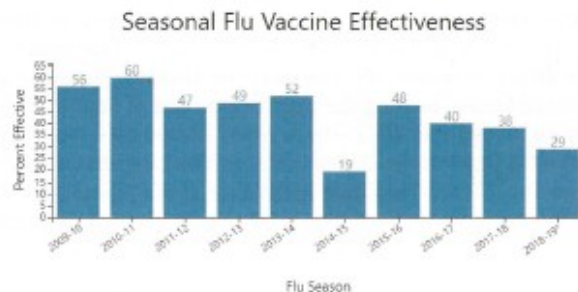
**Tyrrell County**  
408 Bridge St.  
Columbia, NC 27925  
252.793.1760

**Washington County**  
186 Hwy. 45 North  
Plymouth, NC 27962  
252.793.3023

Looking at State Lab confirmed influenza tests, there have been 2,212 type A cases confirmed and 2,478 type B tests. Type B is typically a milder version. This is similar to the current nationwide trend of 63% type B and 37% type A. The trend this year hopefully indicates a milder flu year in North Carolina compared to last year unless cases jump over the next two weeks. Like the statewide chart, our clinic saw an uptick towards the end of December, a drop-off, and then a few sporadic cases over the past several weeks. We should see a rise in Type A over the next several weeks.



Flu burden is not just measured in deaths and hospitalizations. For each death and hospitalization, there are many more people who become ill. Nationwide, although flu cases were high two years ago, we have not had a nationwide flu pandemic since 2009 (the novel H1N1 type A flu). That virus spread worldwide and caused about 19,000 deaths. Comparatively, this is a mild year so far.



**4 Main Tips to Prevent Flu:**

- Wash hands with warm water and soap or at least an alcohol-based sanitizer.
- Cover your mouth and nose while coughing or sneezing.
- Stay home when you feel sick (self-quarantine).
- Get a flu shot.

UPDATE FROM THE WASHINGTON COUNTY PLANNING BOARD: Mr. David Clifton, Chair of the Washington County Planning Board, spoke to the Board regarding the actions taken by the Planning Board for CY 2019 listed below.

## **Actions taken by Planning Board Calendar Year 2019**

The Washington County Planning Board was established by Ordinance in January 1996.

The scope of work assigned to the Board includes:

- Make studies of the county and surrounding areas
- Determine objectives to be sought in the development of the study area
- Prepare and adopt plans to achieve these objectives
- Develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner, as well as any future revisions to said policies, ordinances, or procedures;
- advise the Board of Commissioners concerning the use and amendment of means for carrying out plans;
- Take necessary measures to assure maximum citizen participation in determining the objectives, preparation and implementation of plans for the orderly and balanced development and use of Washington County land and water resources;
- Rule on applications for Variances, Special Use Permits, and Subdivisions;
- Sit on the Board of Adjustment on rulings by the Planning and Safety Director
- Hear applications for changes in Zoning and make recommendations on said applications to the Board of Commissioners;
- Perform any other related duties that the Board of Commissioners may direct.

The (summarized) intent of the ordinance is to promote health, safety, morals, and general welfare of residents of Washington County while preserving and conserving historic, cultural, and scientific aspects of the area, its natural resources, and economic development of the county land and water resources.

**The primary focus of the Planning Board in 2019 has seemed to be SOLAR, SOLAR, SOLAR.....**

Washington County adopted the Solar Ordinance(SORD) in July 2014, and amended on December 7, 2015 to increase setbacks to 300 feet from all residential property boundaries, and to address fencing and maintenance of buffers surrounding the solar fields.

There has been much discussion regarding decommissioning bond fees in order to protect the county from shouldering the cost of clean-up in the event the landowner, or the energy company does not follow through with clean-up at the end of useful life of the particular field. However, it is impossible to answer for the values and demand of recyclable material 20 to 25 years into the future.

Recommendations by this Board to change language to address decommissioning has been tabled until legal advice has been offered.

There has been much discussion regarding the fees for the building permit for solar fields, currently set at

Fifty cents (.50) per panel. It was brought to our attention that this fee was much more than necessary to offset the cost of inspecting the construction and electrical installation of the panels, and therefore, may be illegal. The Planning Board has addressed the issue with Mr. Potter, as the Washington County attorney and budget officer, and he is going to respond to this as a part of the 2020-2021 budget process.

In February 2019, GeenEx, dba Macadamia Solar LLC, applied for a special use permit to construct and operate a 484 MW ground-mount solar photovoltaic facility outside of Plymouth in Washington County. This project is proposed to be constructed on approximately 4,813 acres; 25 separate parcels. This Special Use Permit is required from County zoning before the developer can obtain time consuming and expensive studies to obtain additional permits from State, Utility, and Federal agencies who regulate the industry. The Special Use permit was granted; no additional requests to build or establish the field have been made to the Planning office at this time.

In June 2019, a special use permit was granted to Albemarle Beach Farms for two considerations: 1. an easement for a three-phase power line to move power from the Albemarle Beach solar site to the substation on Mackeys Road. 2. A Special use for solar to be pursued in the future if land is deemed feasible, contingent upon an engineered site plan provided by any solar development company that may be interested in the property, and approval by the Planning Board prior to moving forward on any sale or project development.

In December, SunEnergy1, dba Albemarle Beach Solar, LLC, obtained a permit to begin construction on an 80 MW renewable energy generating facility on approximately 700 acres.

Special Use Permits for Solar development have been approved in previous years, but no further permitting has been requested for:

SunEnergy1 for a field in the town of Creswell, Washington County, and Tyrrell County

Cypress Creek Renewables on Folly Road/NC Highway 32

**The Planning Board has also worked with Planning and Safety office on the following:**

Hazard Mitigation Plan updates

Community Rating System audit for flood plain protection which garners a 10% reduction in flood insurance premiums (requires a certified flood plain manager)

Recommended language (approved) to add grave site registration to the Planning office, the GIS mapping Department and the Register of Deeds

Approved a special use for Christopher Downing to operate a Senior Home Care facility on Mackeys Rd

Approved a special Use permit for a home office for Hailey and Anthony Taffer on Ange Drive

Approved a Special Use application for Tyler Bennett to operate an Open Air Market on Hwy 64 W.

Approved a Zoning Variance for placement of a fence for Nathan R. Tarkington on Breezy Banks Rd

Approved a Special Use request to establish a family cemetery for Kathy Rea on Folly Road

Approved a variance request for Thornton Norman regarding the height of a privacy fence on NC 32 N

Approved a Special Use request to establish a family cemetery for Clintoria Swain on Lily Lane in Roper

Developed a list of ideas to enhance the planning process – that list is attached.

Mr. Clifton thanked Ms. Keyes for her assistance with the Planning Board. Commissioner Johnson asked Mr. Clifton about the solar farms and bears. Commissioner Johnson thinks the solar farms will take away land for the bears. Mr. Clifton said it is hard to tell a landowner what they can and can't do with their land. Mr. Clifton said the solar ordinance could be revisited.

TAX COLLECTOR'S REPORT: Ms. Sherri Wilkins, Tax Administrator spoke to the Board.

In accordance with NCGS 105-369(a) the following represents the total of unpaid 2019 taxes that are liens on Real Property as of January 31, 2020 - \$811,120.53.

In accordance with NCGS 105-369 (b1) letters will be mailed the first week of March to notify the taxpayers of their delinquencies and that the delinquent taxes will be advertised in April.

The Debt Set-off letter will be combined with the Notice of Lien Advertisement letter (also referred to as the 2<sup>nd</sup> Notice letter) again this year. The taxes have to be delinquent 60 days to send the Debt Set-off letter, so the letters will be mailed in March. After the unpaid taxes are advertised, the Tax Office can refer the 2019 delinquent amounts for foreclosure.

The County Delinquent Tax Coordinator, Darlene Harrison, has already started wage garnishments and bank attachments on the delinquent amounts.

Taxpayers are coming in to set up monthly payments. The Tax Office is setting up payment agreements to have the taxes paid by June 2020. If the taxpayer defaults on their monthly payment, the Tax Office will enforce collections through the wage garnishment or bank attachment.

TAX COLLECTOR'S REPORT  
UNPAID 2019 TAXES THAT ARE LIENS ON REAL PROPERTY  
JANUARY 31, 2020

In accordance with North Carolina General Statute 105-369(a), the following represents the total of unpaid 2019 taxes that are liens on real property to date:

\$ 811,120.53

\_\_\_\_\_  
Sherri M. Wilkins  
Tax Collector

The Washington County Tax Collector is ordered to advertise unpaid 2019 taxes that are liens on real property, pursuant to North Carolina General Statute 105-369(a).

Washington County Board of Commissioners  
By: \_\_\_\_\_  
D. Cole Phelps, Chairman  
Date: \_\_\_\_\_

ATTEST:

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

**Commissioner Walker made a motion to allow the Tax Administrator to advertise the unpaid 2019 taxes that are liens on real property for 2019. Commissioner Johnson seconded, motion passed unanimously.**

¼ LOCAL OPTION SALES TAX REFERENDUM: Ms. Allysa Rouse, Management Fellow, spoke to the Board. She said she has been distributing flyers. Also signs have been made and are being delivered along with informational cards. Commercials have been made and they will be on the County's webpage. There have also been announcements made on the radio, ads run in the paper and Ms. Rouse said she will be hosting community forums in Plymouth, Roper and Creswell over the next couple of weeks. Ms. Rouse said she has also been speaking at various meetings being held throughout the County.

Chair Phelps said it is important for this referendum to pass so there is not a potential need to raise property taxes during this year's budget.

STATUS ON ROAD PETITIONS OFF RENO ROAD: Mr. Potter, CM/CA, spoke to the Board. The County Manager's Office Staff assisted the citizens on Reno Road that attended the January Commissioners' meeting by meeting with them and getting together a road petition for those roads off Reno Road that those citizens were asking to be taken in to the State road system. The petitions were sent on to NCDOT.

UPDATE ON THE WASHINGTON REGIONAL MEDICAL CENTER: Mr. Potter, CM/CA, spoke to the Board and told them that the parties have tentatively reached a decision to ask for a 30 day extension to make the sale. Mr. Potter said he is requesting additional updates be given to the County in a timely manner.

STRATEGIC PLAN UPDATE: Mr. Potter, CM/CA, spoke to the Board and said that the Strategic Plan Committee members agreed that a facilitator was needed to keep the group on track and progressing forward. Mr. Potter said he has set up a teleconference with Ms. Lydian Altman, UNC-SOG and also has a meeting set up with Ms. Robin Payne, Robin Payne Consulting (out of Williamston). Mr. Potter said he will report back on the outcome of those meetings.

REAL PROPERTY DISPOSAL PLAN FOR FORECLOSED PROPERTY: Mr. Potter, CM/CA, spoke to the Board on 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.  
JULIUS WALKER, JR.



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

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

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

**AGENDA ITEM MEMO**

**MEETING DATE:** February 3<sup>rd</sup>, 2020                      **MEMO Date:** January 28, 2020  
**SUBJECT:** Real Property Disposal Plan for Foreclosed Tax Property  
**DEPARTMENT:** Manager's Office/Tax  
**FROM:** Curtis S. Potter, County Manager/County Attorney (CM/CA)

**ATTACHMENTS:**

- A- UNC School of Government Step-By-Step Procedures for Disposal of Surplus Property for North Carolina Local Governments (2pgs)
- B- List of Foreclosed Properties (Consolidated Real Estate Index Dated 1/29/20) (3pgs)

**PURPOSE:**

To discuss and provide direction to staff regarding a method to dispose of surplus real property obtained through tax foreclosures.

**BACKGROUND:**

Like many neighboring jurisdictions, Washington County implemented a delinquent tax foreclosure program in 2015 to improve its overall tax collection rate.

The taxes for the overwhelming majority of parcels referred to the foreclosure program are usually paid before an actual foreclosure is completed.

When a parcel does get foreclosed on, an opening bid amount is set by Washington County typically by calculating the amount needed to pay for the delinquent taxes, penalties, fees, and foreclosure costs (i.e. break-even).

When a parcel is purchased by a third party in foreclosure, those costs are recovered and the parcel is returned to private ownership in an active tax scroll status to generate additional ongoing revenues.

However, if the parcel is not purchased by a third party, the county becomes the owner of the parcel and the property becomes exempt from taxation until it is returned to private ownership.



As of the date of this Memo, staff estimates that 12 parcels have actually been foreclosed on under the program, of which 7 were obtained by Washington County for failure of a third party to exceed the opening bid amount. At this time interest has been expressed regarding the potential purchase of at least 1 of these parcels for approximately half of its present tax value. A list of the parcels foreclosed upon is attached for your reference.

Staff desires direction from the Board with regard to the method and manner in which these and other parcels of potential surplus real property should be properly disposed.

**ANALYSIS:**

With some exceptions which do not generally apply to property obtained by the county through the tax foreclosure program, North Carolina law requires local governments to dispose of real property using one of three primary competitive bid methods outlined within the attached document from the UNC School of Government entitled "Step-By-Step Procedures for Disposal of Surplus Property For North Carolina Local Governments"

In addition to reserving the right to reject all bids until finally accepted, other conditions may be imposed as part of the terms of sale.

According to information obtained by the Tax Administrator, neighboring counties who responded to inquiry about their similar practices reported:

Tyrrell County	List of Email addresses of persons who contacted them & are interested in available properties They send the list of available properties to the email list The person is instructed to send a bid to the County Manager If the bid is accepted an ad is run for an upset bid
Chowan County	Board is in discussion about this May use Govdeals or bid4assets Once they receive a bid in writing the Commissioners surplus the property If the bid is accepted an ad is run for an upset bid Currently no process "to actually get the word out" other than info on their webpage
Currituck County	It's handled by the County Manager's office Properties are listed on their webpage at a minimum price The person is instructed to submit their bid to the County Manager Property is declared surplus, an ad is run for an upset bid
Bertie County	They have Bill Forbes hold an auction With their auction they also include other surplus items - vehicles, furniture, etc

**FINANCIAL IMPACT:**

Direct impact varies depending upon the terms of each sale. Indirectly any property returned to private ownership is more likely to produce ongoing tax revenues than property that remains under county ownership and exempt from taxation.

**RECOMMENDATION(S):**

Review the three primary options summarized in the attached UNC School of Government document and discuss any questions or concerns with staff.

In the absence of clear direction otherwise, staff presently recommends that the Board:

1. Direct staff to create and maintain as part of its website an electronic list of properties obtained by foreclosure and available for potential purchase to increase awareness and interest in the purchase of such parcels by private owners, and to provide additional information to the public about how to pursue such interests.
2. Direct staff to periodically review this list and bring resolutions before the Board to authorize the disposal of such parcels as surplus property upon such terms as the Board may set as interest is shown in each such parcel, or as otherwise deemed necessary or desirable to dispose of such parcels; and to utilize the electronic public auction method for doing so unless the circumstances warrant the use of a different method to obtain the highest value for the surplus property.

Step-By-Step Procedures for Disposal of Surplus Property  
For North Carolina Local Governments

Method	Type of Property	Procedural Requirements			
<i>Competitive Sales</i>					
Sealed bids (G.S. 160A-268)	Real property Personal property	Step 1: Board adopts resolution authorizing sale by sealed bid	Step 2: Publish advertisement for sealed bids at least 30 days before the bid opening for real property; 7 days for personal property	Step 3: Receive and open sealed bids	Step 4: Award to highest responsive, responsible bidder or reject all bids
Upset bids (G.S. 160A-269)	Real property Personal property	Step 1: Unit received offer to purchase property	Step 2: Board adopts resolution accepting offer and authorizing upset bid procedure; offeror deposits 5% of bid amount with clerk while upset procedure takes places	Step 3: Publish advertisement for upset bids. Qualifying upset bid must be an amount at least 10% of the first \$1000 of the original offer and 5% of the remainder. Bidders must submit qualifying upset bids within 10 days after date of advertisement and be accompanied by a 5% bid bond or deposit.	Step 4: If qualifying upset bid received, repeat advertisement and upset bid process until no additional qualifying upset bid is received, then award to highest bid or reject all bids

Method	Type of Property	Procedural Requirements			
Public auction – <u>real</u> property (G.S. 160A-270); may be live or electronic auction	Real property	Step 1: Board adopts resolution authorizing sale by auction	Step 2: Publish advertisement of auction at least 30 days before auction is conducted. (if electronic auction, board may authorize electronic-only notice)	Step 3: Conduct auction	Step 4: Report highest bid to board; must accept or reject within 30 days of date bid is reported to board; complete sale to highest bidder at any time after board approval

**Timothy J. Esolen  
Register of Deeds, Washington County, NC  
Consolidated Real Estate Index**

**Criteria - Last Name:** bardill **Grantee/Grantor:** Grantor **Party Type:** Either (Filtered 12 result(s))

**Date:** 11/16/2017 15:49:00 **Doc #:** 311106 **Kind:** COM/D **Book:** 513 **Page:** 624 **Desc:** PAR SC TS NCSR  
1162/1163 FILE NO. 15-CVD-152 **Tax:** \$14.00

**Grantors**

ONEMAIN FINANCIAL OF NORTH CAROLINA, INC.  
SPRINGLEAF FINANCIAL SERVICES OF NORTH  
CAROLINA, INC.  
CFNA RECEIVABLES (DE), INC.  
LEIGH, ELVIN  
LEIGH, EMMA P.  
BARDILL, MARK D. \COMR

**Grantees**

DAVENPORT, GREGORY LANE

**Date:** 01/11/2018 11:35:00 **Doc #:** 311292 **Kind:** COM/D **Book:** 514 **Page:** 409 **Desc:** PLY TS LOTS 13 & 14 OF  
BLOCK J SUNSET PARK SUBD MB 5 PG 5 **Tax:** \$8.00

**Grantors**

FLEET FINANCE, INC.  
FLEET FINANCE AND MORTGAGE, INC.  
WASHINGTON COUNTY  
BARDILL, MARK D. \COMR

**Grantees**

WASHINGTON COUNTY

**Date:** 03/08/2018 14:31:00 **Doc #:** 311474 **Kind:** DEED **Book:** 515 **Page:** 98 **Desc:** TAX FC PROCEEDING FILE  
NO. 15-CVD-260 WASHINGTON & WATER ST PLYMOUTH **Tax:** \$40.00

**Grantors**

WASHINGTON COUNTY  
TOWN OF PLYMOUTH  
UNITED STATES OF AMERICA  
DEPARTMENT OF TREASURY  
INTERNAL REVENUE SERVICE  
CAH ACQUISITION COMPANY # 1, LLC  
BARDILL, MARK D. \COMR  
CLAGON, YOLANDA  
RIDDICK, JENNIFER  
DOTSON, WILLIAM M.  
DOTSON, KAYE B.

**Grantees**

COUNTY OF WASHINGTON  
TOWN OF PLYMOUTH

**Date:** 10/11/2018 13:21:00 **Doc #:** 312298 **Kind:** COM/D **Book:** 518 **Page:** 805 **Desc:** LOT 2 MT TABOR RD  
CRESWELL MB 8 PG 20 **Tax:** \$45.00

**Grantors**

WASHINGTON COUNTY  
UNITED STATES OF AMERICA  
SMALL BUSINESS ADMINISTRATION  
BARDILL, MARK D. \COMR  
HOLYFIELD, STACY HASSELL

**Grantees**

PHELPS, PHILLIP W.

**Date:** 01/10/2019 11:00:00 **Doc #:** 312575 **Kind:** COM/D **Book:** 520 **Page:** 68 **Desc:** TOWN OF PLY FILE NO. 17-CVD-36 SEE BK 82 PG 217 **Tax:** \$11.00

**Grantors**  
WASHINGTON COUNTY  
TOWN OF PLYMOUTH  
BARDILL, MARK D. \COMR  
BUTCHER, ROBERT LEWIS JR.  
BUTCHER, NICHOLAS  
BUTCHER, PATRICIA  
HUNTER, MATTIE H. DOWNING

**Grantees**  
TOWN OF PLYMOUTH  
HUNTER, MATTIE H. DOWNING

**Date:** 07/11/2019 10:27:00 **Doc #:** 313148 **Kind:** COM/D **Book:** 522 **Page:** 529 **Desc:** PLY TS LOTS 3 & 4 BLOCK D SUBD SOUTH PLY SEE MB 2 PG 65 SEE CLERK OF COURT 16-CVD-288 **Tax:** \$11.00

**Grantors**  
BARDILL, MARK D. \COMR  
FULLER, JASPER LEE  
FULLER, TERESA S.

**Grantees**  
WASHINGTON COUNTY  
TOWN OF PLYMOUTH

**Date:** 07/11/2019 10:30:00 **Doc #:** 313149 **Kind:** COM/D **Book:** 522 **Page:** 531 **Desc:** SC TS 2.331 AC NCSR 1164 & 1126 "MAP OF LOT JAMES H. DANDY AND WIFE SANDY D." SEE CLERK OF COURT 16-CVD-283 **Tax:** \$9.00

**Grantors**  
BARDILL, MARK D. \COMR  
DANDY, JAMES H.  
DANDY, SANDRA D.

**Grantees**  
WASHINGTON COUNTY

**Date:** 07/25/2019 11:40:00 **Doc #:** 313190 **Kind:** COM/D **Book:** 522 **Page:** 716 **Desc:** PLY TS E 4TH ST 18-2 BLOCK 8 & TR 4 HYMAN LANE SEE ESTATE FILE 83-E-58 **Tax:** \$18.00

**Grantors**  
BARDILL, MARK D. \COMR  
CORDON, UNDINE H.

**Grantees**  
L&W CONTRACTORS, INC.

**Date:** 10/09/2019 10:23:00 **Doc #:** 313458 **Kind:** COM/D **Book:** 523 **Page:** 892 **Desc:** LM TS CUMBERLAND ST **Tax:** \$11.00

**Grantors**  
BARDILL, MARK D \COMR  
CHESSON, ANGELA

**Grantees**  
WASHINGTON COUNTY

**Date:** 10/09/2019 10:28:00 **Doc #:** 313459 **Kind:** COM/D **Book:** 523 **Page:** 894 **Desc:** PLY TS CORNER OF MAIN AND ADAMS **Tax:** \$26.00

**Grantors**  
BARDILL, MARK D \COMR  
PAGLIARO, JOSEPH F. III  
PAGLIARO, TERRI C.

**Grantees**  
COUNTY OF WASHINGTON  
TOWN OF PLYMOUTH  
WASHINGTON COUNTY

**Date:** 10/18/2019 15:43:00 **Doc #:** 313487 **Kind:** COM/D **Book:** 524 **Page:** 6 **Desc:** LOT 1, ELSIE HYMAN & GERTIE JOHNSON, MB 4, PG 109 **Tax:** \$17.00

**Grantors**BARDILL, MARK D. \COMR  
CORDON, UNDINE H.**Grantees**

L&amp;W CONTRACTORS, INC.

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**Date:** 01/23/2020 10:53:00 **Doc #:** 313779 **Kind:** COM/D **Book:** 525 **Page:** 372 **Desc:** CRESWELL TO LAKE  
PHELPS ROAD **Tax:** \$22.00

**Grantors**Unverified - BARDILL, MARK D. \COMR  
Unverified - RHODES, EVA  
Unverified - HICKMAN, EVA  
Unverified - BREECH, EVA  
Unverified - SWEETING, EVA  
Unverified - HICKMAN, VAUGHN**Grantees**Unverified - COUNTY OF WASHINGTON  
Unverified - WASHINGTON COUNTY

Chair Phelps said this policy would help the County be more transparent to citizens and educate them.

Commissioner Johnson asked what if the County sees something that comes up that the County could use, possibly to build a new school on, could the County keep it? Mr. Potter said yes the County could keep it. Mr. Potter said he feels offers made will be at ½ the tax value.

**Commissioner Johnson made a motion to: 1) direct staff to create and maintain as part of its website an electronic list of properties obtained by foreclosure and available for potential purchase to increase awareness and interest in the purchase of such parcels by private owner, and to provide additional information to the public about how to pursue such interests; 2) direct staff to periodically review this list and bring resolutions before the Board to authorize the disposal of such parcels as surplus property upon such terms as the**

**Board may set as interest is shown in each such parcel, or as otherwise deemed necessary or desirable to dispose of such parcels; and to utilize the electronic public auction method for doing so unless the circumstances warrant the use of a different method to obtain the highest value for the surplus property. Commissioner Walker seconded, motion passed unanimously.**

WASHINGTON COUNTY SCHOOLS (WCS) UPDATE: Ms. Yanisha Mann, WCS Superintendent, spoke to the Board and gave the presentation that was in the Board's Agenda Package. *(The presentation is incorporated by reference and hereby made a part of these minutes.)*

After giving her presentation, Ms. Mann said she felt that the relationship between the County and WCS is going well. She and the WCS Finance Officer meet with Mr. Potter, Ms. Dixon and Ms. Rouse every couple of months.

Commissioner Johnson said she realizes how much of an accomplishment getting the school off that low performing list was and congratulated her on doing that.

Commissioner Walker reiterated the same thing. Chair Phelps commended Ms. Mann on their efforts. Chair Phelps also asked how the State budget not being passed is affecting them. Ms. Mann said around March-April WCS will have to shift into an Emergency Plan. She stated she will keep the Commissioners posted.

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 - 063

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

Date: January 13, 2020

RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-310	SS Transportation - WF Transportation	15,000.00	(3,500.00)	11,500.00
10-5400-540	SS Transportation - Capital Outlay - Van Replacement	116,500.00	3,500.00	120,000.00
<b>SS Transportation</b>				
<b>Balanced:</b>		<b>131,500.00</b>	<b>-</b>	<b>131,500.00</b>

**Justification:**

*To request a transfer within SS Transportation from WF Transportation to Capital Outlay-Van Replacement as a result of the need to increase the line for the purchase of new vehicles for Riverlight Transit. Budget was approved for the purchase of these vehicles in the amount of \$116,500, currently quotes will place the cost of both buses at \$116,559, which is over the amount budgeted in the line for these vehicles. The additional funds will be available for taxes and tags, as well as any cost increase in insurance if necessary. These funds will be all county dollar and are being moved from an all county dollar line, so the transfer request is not budget impactive. Reimbursement for these vehicles is \$104,850.00.*

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

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

Initials: \_\_\_\_\_

Batch #: 2020-063

Date: 1/13/2020



Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 064

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

Date: January 15, 2020

RE: Landfill/EMS

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

Account Code	Description	Old	+ or (-)	New
33-7400-310	Landfill - Travel	250.00	(30.00)	220.00
33-7400-315	Landfill - Training	-	30.00	30.00
<b>Landfill</b>				
37-3350-000	NCACC Washington EMS	-	(160,000.00)	(160,000.00)
37-3290-000	Interest	(160,000.00)	160,000.00	-
<b>EMS</b>				
<b>Balanced:</b>		<b>(159,750.00)</b>	<b>-</b>	<b>(159,750.00)</b>

**Justification:**

*To transfer monies within Landfill from Travel to Training. All monies in Landfill were budgeted in travel and none in training, however staff had to pay for a class to keep their certification and this expense should be in training. To transfer the budgeted monies in EMS Interest to the NCACC Washington EMS line as this budgeted amount was keyed by Finance to the wrong line during data entry.*

Approval Date: 1/15/20

Budget Officer's Initials: [Signature]

Initials: [Signature]

Batch #: 2020-064

Date: 1/15/2020

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 065

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

Date: January 17, 2020

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 and Repair Building	83,675.00	(5,995.00)	77,680.00
10-4265-540	Facility Services - Capital Outlay - Equipment	61,689.00	5,995.00	67,684.00
<b>Facility Services</b>				
	<b>Balanced:</b>	<b>145,364.00</b>	<b>-</b>	<b>145,364.00</b>

**Justification:**

*To transfer monies from Maintenance and Repair Building to Capital Outlay Equipment to replace ramp at Health Department at the rear of the office building.*

Approval Date: 1/20/2020

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020065

Date: 1/20/2020

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 066

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

Date: January 23, 2020

RE: Water

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

Account Code	Description	Old	+ or (-)	New
35-7130-010	Water - Salaries & Wages - Regular	191,197.00	(1,600.00)	189,597.00
35-7130-350	Water - Maintenance & Repair - Equipment	15,000.00	1,600.00	16,600.00
<b>Water</b>				
<b>Balanced:</b>		<b>206,197.00</b>	<b>-</b>	<b>206,197.00</b>

**Justification:**

*To transfer monies within water to cover the cost to replace the telephone system at the Water Plant which is currently out of service.*

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

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

Initials:	<i>MD</i>
Batch #:	<i>2020-066</i>
Date:	<i>1/23/2020</i>

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 067

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

Date: January 23, 2020

RE: Professional Services/Contingency

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	5,614.00	(5,614.00)	-
10-4155-215	Professional Services-Hospital	22,000.00	5,614.00	27,614.00
<b>Professional Services/Contingency</b>				
<b>Balanced:</b>		<b>27,614.00</b>	<b>-</b>	<b>27,614.00</b>

**Justification:**

*To transfer monies from Contingency to the Professional Services-Hospital line. There was not enough monies budgeted to cover the costs associated with the administration of the Hospital Retirement. Due to auditing standards, the county now has to have two different actuarials done which has increased the expenses.*

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

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

Initials: MP

Batch #: 2020-067

Date: 1/23/2020

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 068

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

Date: January 23, 2020

RE: EMS

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

Account Code	Description	Old	+ or (-)	New
37-4330-101	EMS - 401K Contribution	27,254.00	(1,800.00)	25,454.00
37-4330-190	EMS - Training	5,000.00	1,800.00	6,800.00
<b>EMS</b>				
<b>Balanced:</b>		<b>32,254.00</b>	<b>-</b>	<b>32,254.00</b>

**Justification:**

*To transfer monies within EMS to cover the additional costs for training that was not originally budgeted. After the start of the fiscal year, the EMS Director had the opportunity to apply for and be accepted into the LGFCU Leading for Results Fellows Program. There was a scholarship awarded for the cost of the tuition for the class. The remaining expenses were for parking, hotel, meals, etc for the two week period.*

Approval Date: 1/23/20

Budget Officer's Initials: MD

Initials: MD

Batch #: 2020-068

Date: 1/23/2020

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 069

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

Date: February 3, 2020

RE: Facility Services/Sheriff/Senior Center/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(23,531.00)	(449.00)	(23,980.00)
10-4265-256	Facility Services - Insurance Claims	23,531.00	449.00	23,980.00
<b>Facility Services</b>				
10-3540-020	Sheriff-Gun Permits Discretionary-County Portion	(1,870.00)	(365.00)	(2,235.00)
10-4310-611	Sheriff-Gun Permits Discretionary-County Portion	10,050.00	365.00	10,415.00
10-3540-030	Sheriff-Gun Permits-State	(2,235.00)	(410.00)	(2,645.00)
10-4310-612	Sheriff-Gun Permits-State	2,570.00	410.00	2,980.00
10-3540-040	Sheriff-Finger Printing	(1,020.00)	(50.00)	(1,070.00)
10-4310-613	Sheriff-Finger Printing	2,541.00	50.00	2,591.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(6,113.00)	(369.00)	(6,482.00)
10-5150-380	Senior Center Trips	8,731.00	369.00	9,100.00
<b>Senior Center</b>				
10-3500-080	DSS-Community Donations-Medical	(250.00)	(69.00)	(319.00)
10-5380-375	DSS-Community Donations-Medical	1,554.00	69.00	1,623.00
<b>SS Economic Support</b>				
<b>Balanced:</b>		<b>13,958.00</b>	<b>-</b>	<b>13,958.00</b>

**Justification:**

*To budget for revenues received from Progressive Insurance due to an accident involving a Sheriff's Office Employee and another vehicle in which the other vehicle was at fault. To budget additional revenues received for Gun Permitting, Finger Printing, Senior Center Trips and DSS Community Donations.*

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

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

Initials:   
Batch #:   
Date:

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 070

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

**Date:** February 3, 2020

**RE:** SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,124,454.00)	(10,000.00)	(2,134,454.00)
10-5400-372	Volunteer Transportation-Medicaid	30,000.00	10,000.00	40,000.00
<b>SS Transportation</b>				
		<b>Balanced:</b>		
		(2,094,454.00)	-	(2,094,454.00)

**Justification:**

*This request is to increase revenues and expenses in the Volunteer Transportation Medicaid line. Expenses are expected to increase above what is budgeted. Changes have been made in policy but usage of the service by clients has increased. This is a mandated service offered to medicaid recipients and is being utilized now more than ever by the clients. This line is 100% reimbursable to Washington County.*

**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 - 071**

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

**Date:** February 3, 2020

**RE:** GF Fund Balance/Sheriff/EMS

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

Account Code	Description	Old	+ or (-)	New
10-3544-000	Loan Proceeds for Sheriff's Vehicles	(152,062.00)	152,062.00	-
10-3990-000	GF-Appropriated Fund Balance	(460,016.00)	(322,062.00)	(782,078.00)
10-9800-982	Transfer to Washington Co EMS	327,457.00	170,000.00	497,457.00
				-
37-3804-000	Installment Financing	(170,000.00)	170,000.00	-
37-3980-010	Transfer from General Fund	(327,457.00)	(170,000.00)	(497,457.00)
<b>General Fund/Sheriff/EMS</b>				
<b>Balanced:</b>		<b>(782,078.00)</b>	<b>-</b>	<b>(782,078.00)</b>

**Justification:**

*To allocate GF Fund Balance to cover the cost of the purchase of the new Sheriff Vehicles and to transfer to EMS in order to cover the costs of the new ambulance. This is being done to eliminate the need for loans as originally budgeted since it appears from the audit that we have enough fund balance to cover these expenses and in the long run will avoid the additional costs of the interest.*

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

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

Initials:	
Batch #:	
Date:	



Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 072

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

Date: February 3, 2020

RE: Economic Development

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

Account Code	Description	Old	+ or (-)	New
10-3460-000	Sales Tax - Redistribution	(271,000.00)	(21,644.00)	(292,644.00)
10-4920-180	Economic Development - Professional Services	-	21,644.00	21,644.00
<b>Economic Development</b>				
Balanced:		(271,000.00)	-	(271,000.00)

**Justification:**

*To budget for additional restricted sales tax revenues anticipated to be received in FY20; and to budget to use those funds through additional allocated expenses toward Economic Development programs and projects.*

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

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

Initials: 

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Batch #: 

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Date: 

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

CITIZEN'S ACADEMY PRESENTATION: Ms. Allysa Rouse, Management Fellow, spoke to the Board and gave the presentation below.



# Citizen's Academy

A presentation by: Allysia Rouse

# What is a Citizen's Academy?

- A citizen's academy is an educational program conducted by cities and counties aiming to create better informed and engaged citizens.



# Why do we need a citizen's academy?


- A citizen's academy is useful for many reasons some being:
  - Engagement
  - Participation
  - Knowledge of Services
  - Knowledge of government structure



## How will the citizen's academy work?

- Each department will get a chance to present their department and their services to citizens of Washington County
- Sessions will be once a week for six weeks
- Department presentations can range from informational, to tours, to activities






## Where would the citizen's academy be held?

- The citizen's academy will be held in a centralized location so that those from different parts of the community can attend.
- It will also be held in one location so that attendance is less likely to be affected. As well, some offices cannot hold large amounts of people



## Who will come to the citizen's academy?

- Any interested citizen of Washington County is welcome to attend the academy
- The pilot group may be a smaller size than future groups as it aims to perfect the academy for groups of larger people



## When would we host the citizen's academy?

- The projected start for the citizen's academy is October 1.





## Example of Citizen's Academy session

- **Session 4**
- Sanitation and Utility Services
- Overview:
- In this session public works, the landfill, water department, and the tax office explain services that they provide as well as oversee. As well, we will detail how to read your bill, what your fees pay for, and what property tax is and what it does.
- Speakers:
- Public Works Director, Water Department Supervisor, Tax Administrator
- Light Refreshments will follow



## Citizen's Academy participant video

[https://youtu.be/xGdTbDZpb\\_w](https://youtu.be/xGdTbDZpb_w)



## Questions?

Chair Phelps said that he has wanted the County to offer a Citizen's Academy for the entire time he has been a Commissioner and feels that it is another way to make our government more transparent. Mr. Potter said that Ms. Rouse gave this same presentation to the Department Heads and they were optimistic about participating in this program.

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

Commissioner Johnson mentioned that Washington County will be hosting the NCACC Eastern District meeting being held on March 10 at the Vernon James Center. She encouraged all Commissioners to attend.

Commissioner Johnson also said she will be attending the Legislative Goals Conference in DC and has been asked to be on a panel for a discussion about rural hospitals.

Chair Phelps said that the State Bar Association requires him to let the Board of Commissioners know that as of January 31, 2020 he has been hired as the attorney for the Town of Plymouth.

Mr. Potter said he met with members of Agape Clinic regarding renovating the building across the street from the County Offices for a new facility. Dr. McDuffie talked about a three-phased plan and stated they have funds for phase one. Mr. Potter said he is trying to work with Agape and the Town of Plymouth for grant funding from the Department of Commerce. There is a 5% match and Dr. McDuffie

is talking with the Town to split that cost. Mr. Potter will bring more additional information as this project moves forward.

Mr. Potter stated that a couple of meetings ago the Board authorized the surplus of ambulances and one has met the reserve of \$10,000. There are five additional ambulances up for auction that did not meet the reserve. Staff would like to move forward with surplus these ambulances to these bidders. Commissioner Johnson asked if the ambulances could be put out for bid again. Mr. Potter said yes they could be put out to bid again, but would ask that we take the \$8,600 bid and the \$7,500 bid and put the other 3 back out for bid. Discussion ensued. The Board agreed for the County to take the two other bids (\$8,600 and \$7,500) and put the other 3 ambulances back out for bid.

Mr. Potter said he and Ms. Dixon have a draft audit in hand and are looking over it. They anticipate the auditor being at the March Commissioners' meeting to present it.

Mr. Potter also reminded the Board that Census 2020 is upon us and asked that everyone do their part to get counted.

Mr. Potter reminded the Board that he and Ms. Rouse, Management Fellow, will be at the County Manager's Conference in Winston-Salem February 6-7, 2020.

Chair Phelps recognized Ms. Tenora Bell in the audience and allowed here to speak since she was not in the meeting during the Public Forum. Ms. Bell, 114 Quail Drive, Plymouth stated her concerns to the Board. She said she has been in DSS for 5 years. A lot of changes have happened. The folks in DSS are there to help people. She wanted to know how, when there is a DSS job advertisement, and it states the salary starts at \$45,000 – \$65,000, can the current employees who are in those same positions, advance within that scale? Ms. Bell said DSS employees have been told that their salaries are capped. Chair Phelps said he will have Mr. Potter reach out to her and others in DSS to have a meeting to find the disconnect.

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

At 8:23 PM, back in Open Session with no further business to discuss **Commissioner Johnson made a motion to adjourn the meeting. Commissioner Walker 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