

January 10, 2018

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

Commissioner Walker gave the invocation. Commissioner Riddick led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett requested to delete Item 4, Recognition for Employee of Year (and move it to the budget meeting that will be held later in January), and add Item 5A Resolution Extending Date by Which Washington County Taxes May Be Paid Without Interest, and 5B Resolution Extending Date by Which Washington County Water Bills May Be Paid Without A Late Fee

CONSENT AGENDA: Commissioner Walker made a motion to remove Item E, Board Penalty Release: Phelps Tree Service, Inc., from the Consent Agenda and vote on it as a separate item. Commissioner Riddick seconded, motion passed unanimously. Commissioner Walker made a motion to approve the amended Consent Agenda. Commissioner Riddick seconded, motion passed unanimously.

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution: K-3 Class Size Reduction
- d) Resolution: Jury Commission Fees

Commissioner Phelps stated he would like to be recused from voting on Item E, Board Penalty Release: Phelps Tree Service, Inc. since the owners are members of his family even though he receives no monetary gain from the business.

Commissioner Riddick made a motion to recuse Commissioner Phelps from voting on Item E, Board Penalty Release: Phelps Tree Service, Inc. Commissioner Walker seconded, motion passed unanimously.

Commissioner Riddick made motion to approve the Board Penalty Release for Phelps Tree Service, Inc. Commissioner Walker seconded, motion approved 3-0 (with Commissioner Phelps recused and Commissioner Sexton absent.)

PUBLIC FORUM: Ms. Ann Keyes, Emergency Management Director, stated the County had 10" of snow last week. It was almost impossible for the County to deal with but she wanted to commend the staff that assisted her, especially Mr. Andrew Coccaro, EMS Director and Mr. David Tawes, Public Utilities Director. DOT did an outstanding job on the County roads. The County's Courthouse parking lot and the DSS parking lot were cleared by Domtar with help from Mr. Mike Nihoa. Ms. Keyes said she hopes to get the same assistance if we encounter snow again. Chair Johnson rode along with Ms. Keyes to assess the streets. Ms. Keyes thanked Mr. Potter for his help in managing this weather event. Chair Johnson thanked Ms. Keyes for all her efforts.

ECONOMIC IMPROVEMENT COUNCIL, INC. (EIC) 2018 GRANT APPLICATION:

Ms. Bennett explained to the Board that each year the 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 2018 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.)* Chair Johnson told the Commissioners that if they have any issues with the EIC application to please give their comments to the Clerk. Dr. Mason, EIC Director, will be coming to a future meeting to speak to the Board.

ANIMAL SHELTER UPDATE: Sheriff Barnes gave a proposal to the Board for several fixes that are needed at the Animal Shelter.

PROPOSAL		
 WHITEHURST and SON'S FENCE CO, INC P.O. BOX 6564 GREENVILLE, NORTH CAROLINA 27635 PHONE (252) 752-2795 NC 1-800-682-6006 FAX (252) 752-7924		
PROPOSAL SUBMITTED TO	DATE	
Washington County Sheriff's Office	Office Brown	12/22/2017
STREET	JOB NAME & JOB LOCATION	
120 Adams St.		
CITY, STATE & ZIP CODE	PHONE	
Plymouth, NC 27862	217-4079	
Estimator	FAX	
Bob Kennedy	M.Brown121WC50@gmail.com	
<small>We hereby submit applications and estimates for:</small>		
Replace Bottom Rail On Seven Dog Pen Runs With 1-5/8" O.D. SS40 Galvanized Pipe		
Total Labor and Materials \$870.00		
WE HEREBY hereby to furnish material and labor - to complete in accordance with above specifications, for the sum of:		
Eight Hundred and Seventy dollars and 00/100		\$870.00
Payment to be made as follows:		
As Above		
Authorized Signature _____		
<small>NOTE: This proposal may be withdrawn by us if not accepted within 15 days.</small>		
Acceptance of Proposal - The above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Should payment not be paid as agreed, any cost of collection including interest and attorney's fees, etc. shall be paid by the customer.		Signature _____
		Signature _____
Date of Acceptance: _____		

1891 Backwoods road
Roper, NC 27910
(H) 252-793-4617
(C) 252-277-3679

To: Washington Co. Animal Shelter Date: 1-9-18

Address: _____

Contact Numbers: _____ Job: Washington Co. Animal Shelter

Description:
Pressure wash & block seal concrete floors (7)
runs 3 blocks high, 1 block high on main floors
concrete walk, freezer room floors, block wall
dividing kennel area & freezer room 11 blocks high
1 block high around freezer room & quarantine
area outside. Office not included. 2 coats of
block seal is recommended.

\$340.00 materials: 10 gal block seal tinted grey \$30.00 gal
pressure washer cleaning materials \$40.00

Total \$2,340.00 - \$2,540.00

Total Labor: ~~\$2,000.00~~ \$2,200.00 w/out materials

Signature: Shade S Co

LUKE OLIVER CC
 217-5149 estimating
 Price 212461

CUSTOMER'S ORDER NO.	DEPARTMENT	DATE
NAME	Washington County Animal Control	
ADDRESS	120 Adams St 202	
CITY, STATE, ZIP	Plymouth Nc 27962	
SOLD BY	CASH	C.O.D.
	CHARGE	ON ACCT.
	MOSE. RETD.	PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	• Installing Soffit in		
2	The Ceiling		2715.00
3	• Installing Concrete		
4	Sealer		2146.00
5			
6			
7	Total		4861.00
8			
9			4861.00
10	• Installing Metal in the		
11	Ceiling		2650.00
12	• Installing Concrete		
13	Sealer		2146.00
14			
15			
16	Total		4806.00
17			
18			

RECEIVED BY
 Thank you!!!
 anything unseal will be EXTRA
 KEEP THIS SLIP FOR REFERENCE



Mr. Electric of Greenville
 567 Abbot Farm Road
 Ayden, NC 28513
 (252) 751-1800

Estimate 2334516
 Job 2326849
 Estimate Date 12/19/2017
 Completed Date
 Technician Oscar Meeks
 Customer PO
 Job Address
 Washington County Sheriffs
 Department
 120 Adams Street
 Plymouth, NC 27962 USA

Billing Address
 Washington County Sheriffs Department
 120 Adams Street
 Plymouth, NC 27962 USA

Estimate Details

New lights and barn power. Price includes labor and materials to replace lighting throughout animal shelter. Includes installing 11 vapor tight 4' strip fixtures. Includes all new f32 T8 lamps and all proper connections. Includes replacing dusk down to dawn area light with new Led dusk to dawn area light and all proper connections. Includes installing power to future office building. Includes trenching and backfilling required. Includes installing 100 amp SUBPANEL inside office building. Includes installing dedicated circuit for window unit air condition and space heater. Includes installing dedicated circuit for microwave. Includes installing circuit for branch circuitry around future office for miscellaneous power. Includes installing new 4' strip fixture. Includes all proper electrical connections. We guarantee all our workmanship for five years! Thank you for your business!

Task #	Description	Quantity	Your Price	Your Total
Z82925	Free service consultation	1.00	\$0.00	\$0.00
Z82925	Metalux VT2 series Vapor tight Strip Shop Light	11.00	\$101.47	\$1,116.17
Z82925	NEW F32 T8 LAMPS THROUGHOUT SHELTER	1.00	\$94.13	\$94.13
Z82925	NEW DUSK TO DAWN AREA LIGHT	1.00	\$147.15	\$147.15
510000	TRENCHING & BACKFILL PER FT	20.00	\$6.47	\$129.40
VT151	100-125 AMP MAIN BREAKER INSTALLATION OF SUBPANEL AND ALL PROPER ELECTRICAL CONNECTIONS AND 100 AMP FEEDER CABLE.	1.00	\$897.08	\$897.08
V10050	20 amp dedicated microwave circuit	1.00	\$145.71	\$145.71
V10050	20 amp dedicated window unit air condition/ space heater circuit.	1.00	\$145.71	\$145.71
V10050	20 amp branch circuitry for receptacles around future office.	1.00	\$165.71	\$165.71
Z82925	Labor to install new lighting for animal shelter and all proper electrical connections.	1.00	\$996.45	\$996.45

Sub-Total \$3,837.51
Tax \$259.03
Total \$4,096.54

Thank you for your business!!!

IMPORTANT NOTICE: You and your contractor are responsible for meeting the Terms and Conditions of this contract. KNOW YOUR RIGHTS AND DUTIES UNDER THE LAW. YOU, I agree that initial price quoted prior to the start of work does not include any additional or unforeseen tasks. Nor materials which may be found to be necessary to complete repairs or replacements. I also agree to hold Mr. Electric® or its assigns harmless for parts deemed corroded, unusable or unreliable for completion of stated work to be done. I hereby authorize Mr. Electric to perform proposed work and agree to all agreement conditions as displayed and further acknowledge that this invoice is due upon receipt. A monthly service charge, at maximum allowed by law, will be added after 10 days. Independently owned and operated franchise. Amount to Authorize: \$4,096.54
 Acceptance of work performed: I find the service and materials performed & installed have been completed in accordance with this agreement. I agree to pay reasonable attorney fees, collection fees and court costs in the event of legal action pursuant to collection of amount due. Total Due: \$4,096.54



INVESTMENT SUMMARY

Washington County Animal Control

PROPOSAL #1

SERVICE DESCRIPTION

There will be the monthly treatment of the perimeter landscape of the animal shelter for mosquitoes, fleas, and ticks.

There is a 24 hour response to address any issues covered by this service agreement.

PEST CONTROL SERVICE

Emergency	EMERGENCY
Standard	Monthly (M)

INVESTMENT **

Total Initial Month	\$60.00
Per Service Visit	\$60.00
Annual	\$720.00

** Quote excludes tax and replacement cost of pest control equipment

Sheriff Barnes stated that the Animal Control budget has been depleted even after adding money to it twice while keeping dogs that were in a court case due to their boarding costs and their vet bills. The Sheriff noted there was a total cost of each phase on each page. The Sheriff suggested doing the work in phases. Chair Johnson said she remembered when it was a

volunteer shelter. Sheriff Barnes said they have two volunteers that come out a couple times a day to feed and water the animals.

Commissioner Phelps made a motion to appropriate funds of \$867 from the General Fund for repairing the fencing at the Animal Shelter. Commissioner Phelps said he felt this would show Dr. Norris (from the State's Veterinary Office) that progress is being made. **Commissioner Riddick seconded.** Commissioner Riddick also asked that Sheriff Barnes go out for more estimates on the remaining items to be done at the Animal Shelter. **Motion passed unanimously.** Commissioner Phelps asked if the repairs to the fence would be completed before the next Commissioners' meeting. Sheriff Barnes stated he thought the work on the fencing would be completed by then.

RESOLUTION EXTENDING DATE BY WHICH WASHINGTON COUNTY TAXES MAY BE PAID WITHOUT INTEREST: Mr. Potter stated that this came to the County's attention during the aftermath of the snowstorm. Mr. Potter said that other local counties are looking at having extensions for paying their taxes because of the inclement weather and the County's offices were closed. Ms. Wilkins, County Tax Administrator, spoke to the Board and said the statute states that counties should not extend the tax deadline. Ms. Wilkins went on to say that the County tax bills went out in July. Ms. Wilkins's said her opinion is that the County should stick to the January 5th deadline. However, if the Commissioners extend the deadline, it will put a lot more work on the Tax Office staff. They have already completed the mail from Monday and entered it into the system. It would be a hardship on the Tax Office to "undo" this.

Commissioner Phelps said he is a big proponent of the Tax Office, but he disagreed with Ms. Wilkins. In all fairness, Commissioner Phelps feels the Commissioners should extend the deadline by the number of days the County offices were closed. Commissioner Phelps said he also feels there should be a public notice put out to let the public know of the extension. Commissioner Walker said he had one individual say something to him about the Tax Office being closed and not being able to pay their taxes. Commissioner Walker said it was the day staff left early (Wednesday) and this person came to pay and the office was already closed.

Chair Johnson said she had been in contact with Bertie and Pitt counties and the way their payments are put in are different. Ms. Wilkins said agreed, those counties use a different system.

Mr. Potter discussed the public notice issue. Mr. Potter said the County can put information regarding the extension of the deadline on the County website and Facebook pages. The County is somewhat limited by having only a weekly paper. It's helpful to get the information out there, but realistically, you would think that a person would come the next day after they missed a deadline. Commissioner Phelps asked about using Ms. Keyes' "robo call" to get the word out.

Ms. Wilkins asked the Commissioners if this extension includes everything postmarked by January 11 and people who walk in and pay that day. The consensus of the Board was yes.

Commissioner Phelps made a motion to approve the resolution extending the date by 3 days in which Washington County taxes may be paid without interest to be January 11 by 5:00 PM including any payments postmarked by January 11. Commissioner Riddick seconded, motion carried unanimously.

RESOLUTION EXTENDING DATE BY WHICH WASHINGTON COUNTY WATER BILLS MAY BE PAID WITHOUT A LATE FEE: Mr. Potter stated that this resolution is similar to the resolution just approved for the Tax Office. The Board could approve a resolution extending the date to pay County water bills without a late fee to January 15th.

Commissioner Phelps asked why give citizens to the 15th instead of 11th (like the Tax Office). Mr. Potter said it will make it easier on the Water Department because they will have to do data entry on the 15th anyway.

Mr. David Tawes, Public Utilities Director, said he didn't have an opinion one way or the other. On a \$24 bill, the late fee is \$.36 cent.

Chair Johnson said she likes doing the 3 day extension for consistency for extensions on both Tax and Water bills.

Commissioner Walker made a motion to approve the resolution extending the date by 3 days to January 11 in which Washington County water bills may be paid without a late fee. Commissioner Phelps seconded, motion carried unanimously.

CHILD SUPPORT CONTRACT UPDATE: Ms. Lynn Swett, DSS and Mr. Phil Lassiter, DSS State Office spoke to the Board regarding the Child Support Contract. DSS will now have to show the child support contract as a fee collected. Some funds will still show up in the County. It is a new interpretation of the policy. Mr. Lassiter explained that if the County doesn't continue with the contract, DSS funds will need to be increased through the County. Either way it will cost the County money. Mr. Lassiter went on to explain that expenditures are not claimed now but will have to be—such as attorney rates. The cost of the attorney fees are currently covered in the contract.

Commissioner Phelps said he feels he needs more information and numbers to make a decision. Mr. Lassiter said the cost would be approximately \$26,000 to keep the position and the contract and approximately \$25,000 if the County doesn't keep the position and contract. Mr. Lassiter said this scenario is just an estimate. Mr. Potter told the Board it was being brought to the Board now in case the County (DSS) decides not to keep the contract and to let Hyde County and Tyrrell County know they will need to find a way to have this service.

Commissioner Phelps asked if the County could renegotiate the contract. Mr. Potter said yes, the contract could be negotiated. It's been 8 years since the County first started with this contract; however, the County needs to find out what a fair and marketable price is for the service we are providing. Mr. Potter said he will work with DSS to see about renegotiating the contract.

RIVERLIGHT TRANSIT'S DRUG & ALCOHOL TESTING POLICY UPDATE: Ms. Lynn Swett, DSS, said the major difference in the current contract than is on page 2/b under drugs—it has been added that a driver must have a written release from a doctor. Ms. Swett said other changes were minor such as changing DOT to USDOT.

Commissioner Phelps made a motion to approve Riverlight Transit's Drug & Alcohol Testing Policy Update. Commissioner Walker seconded, motion passed unanimously.

REVISED DRAFT BUDGET CALENDAR/SET BUDGET WORKSHOP DATE: Mr. Potter discussed the revised draft budget calendar below.

*Washington County, North Carolina
Budget Calendar
Fiscal Year 2018-2019*

2018 DATES		BUDGET PROCEDURES	ACTION BY	
			Party	Statutes
Mon*	1/8	Presentation of Proposed Budget Calendar & Discussion/Scheduling of Budget Retreat	CM/Board	
Tues**	1/30	Budget Planning Retreat 3PM until	CM/CFO/Board	
Thur	2/15	Budget Kickoff Meeting Distribution of Budget Forms & Instructions	CM/CFO DHs (MANDATORY)	
	2/15-3/15	Budget Consultations/Formulation Ask for Assistance if needed	CM/CFO DHs (MANDATORY)	
Thur	3/8	Deadline for the submission of budget requests both expenditure & revenue to Finance	DHs	159-10 (April 30)
n/a	3/8-3/29	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	CM/CFO/DHs BOE/FireComm/etc	
Thur	4/5	Update of tax valuation due from Tax Department	Tax	
Thur	4/19	Applicable Recommended budgets sent to departments	CM/CFO	
Tues	4/24	Final of tax valuation from Tax Department	Tax	
Fri	4/27	Recommended budget must be balanced	CM/CFO	
Fri	5/4	Budget message is completed	CM	
Mon*	5/7	Recommended Budget Published & Presented With CM's Message to Board Filed with Clerk to the Board	CM	159-11 (June 1) 159-11(b) 159-12(a)
TBD**	(TBD) 5/8-6/1	Commissioners work sessions to review budget with departments, agencies, school board as desired	Board CM/CFO/Various	
Mon	5/21	Publish in newspaper notice stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk	159-12(a)
Mon*	6/4	Official public hearing on the budget	Board/Public	159-12(b)
Mon*/**	6/4-6/29 (TBD)	Adoption of Budget Ordinance <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed & (2) public hearing is held.</i>	Board	159-13 (July 1)
NOTES:				
* = Reg Board Mtg Date				
** = Extra Board Mtg Date				
All dates are subject to changes or adjustment as deemed necessary by the WC Board of Commissioners or County Management				

Mr. Potter stated he wants to set the date for the Board's Budget Workshop before the Department Head kickoff meeting. Discussion ensued. Everyone agreed on Tuesday, January 30, 2018 starting at 3:00 pm in the Commissioners' Room for the budget workshop. Mr. Potter stated he will send documents to the Commissioners' before the meeting.

Commissioner Phelps made a motion to approve the Budget Calendar and set the date of January 30, 2018 at 3:00 pm for the Budget Workshop. Commissioner Riddick seconded, motion passed unanimously.

CONDITIONAL AWARD OF THE COMMERCE CENTER WATER/SEWER BID:
Mr. Potter discussed the information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

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

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: January 8th, 2018
RE: Award of Construction Contract for Commerce Center Water/Sewer Utilities Project

Background: Refer to letter dated December 21, 2017 from The Wooten Company attached to this Memo regarding this matter.

Recommendations:

1. Conditionally approve the award of the construction project to the lowest responsible responsive bidder (Herring-Rivenbark, Inc.) contingent upon Washington County's acquisition of all remaining easements.
2. Authorize the County Manager to execute the Notice of Award attached to this Memo on behalf of Washington County..



December 21, 2017

Curtis Potter
County Manager/County Attorney
Washington County
PO Box 1007
Plymouth, NC 27962

Re: Recommendation of Award
Washington County Water and Sewer Utilities Project
Washington County, North Carolina
TWC No. 2451-AP

Dear Mr. Potter:

Enclosed are the Bid Tabulation and Bid Summary for the bids received on December 14, 2017 for the above referenced project. There were a total of three (3) bids received for the project. The low bidder was Herring-Rivenbark, Inc. of Kinston, North Carolina with a base bid of \$967,145.25.

The bid by Herring-Rivenbark, Inc. is within the construction budget of \$1,234,500.00. As you are aware, the North Carolina Department of Commerce has granted an extension of the project deadline to July 14, 2018.

Herring-Rivenbark, Inc. is properly licensed to perform the work based on the license information obtained from the NC Licensing Board for General Contractors' web site, as attached. We are satisfied that Herring-Rivenbark, Inc. be considered a responsible and responsive contractor.

We recommend the County accept the bid and award the Contract for the construction of the project to Herring-Rivenbark, Inc.

Three copies of the Notice of Award are included with this letter for signature. Once the project is awarded by the County, the three signed copies of this form should be signed and returned to our office. Upon receipt of the executed Notice of Award, we will prepare the contracts for signature and distribute to all parties for execution. In the meantime, if you should have any questions, please contact us.

Sincerely,

THE WOOTEN COMPANY

Brian J.P. Oswald, P.E.
Enclosures: As stated.

Cc: Mr. William Boyette, PE – Herring-Rivenbark
TWC File

120 North Boylan Ave.
Raleigh, NC 27603

919.826.0531
fax 919.834.3589

**BID TABULATION
WASHINGTON COUNTY WATER AND SEWER UTILITIES
WASHINGTON COUNTY, NORTH CAROLINA**

TWC No. 2451-AP

BID DATE/TIME: December 14, 2017 @ 2:00 P.M.

CONTRACTORS	LIC. NO.	CLASS.	BID BOND	ADD. 1	ADD. 2	ADD. 3	BASE BID	REMARKS
ELJ, Inc. 133 Baiting Cage Trail Jacksonville, NC 28504	47340	UL, Bldg., PU	5%	✓	✓	✓	\$1,105,509.00	
Hatchell Concrete Inc. 1002 Duffwood Dr. Minties, NC 27954	34205	UL	5%	✓	✓	✓	\$1,045,353.71	
Herring-Rivenbark, Inc. 415 Central Avenue Kinston, NC 28504	3927	UL, PU	5%	✓	✓	✓	\$967,145.25	Apparent Low Bid

This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 p.m. on the 14th day of December, 2017, at The Wooten Company located at 120 N. Boylan Avenue, Raleigh, NC 27603 and that all said bids were accompanied by either a certified check or bidder's bond except as otherwise noted.

THE WOOTEN COMPANY
120 N. Boylan Avenue
Raleigh, NC 27603
License No. F-0115



Brian J. P. Oeschwald, P.E.

License Details

[Home](#) / [License Details](#)

License Number	3937
Status	Valid
Renewal Date	2017-01-01
Name	Herring-Rivenshark, Inc.
Address	P. O. Box 3425 Kinston, NC 28592-3425
County	Lenoir
Telephone	(919) 527-2549
Limitation	Unlimited
Classifications	Public Utilities
Qualifiers	Boyette, William Glenn Johnson, Gary Charles Neuhoff, Joseph Craig Smith, Douglas R.

5400 Creedmoor Road, Raleigh, NC 27612
Post Office Box 17187, Raleigh, NC 27619
P: 919 571-4183
F: 919 571-4703

Copyright ©2017 all rights reserved

Notice of Award



Project: Washington County Water and Sewer Utilities	Date: 12/21/2017
Owner: Washington County	Owner's Contract No.: n/a
Contract: n/a	Engineer's Project No.: 2451-AP
Bidder: Herring-Rivenbark, Inc.	
Bidder's Address: (and Certified Mail, Return Receipt Requested) PO Box 3425	
Kinston, NC 28502	

You are notified that your Bid dated December 14, 2017 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the following:

Washington County Water and Sewer Utilities

The Contract Price of your Contract is ~~Nine Hundred and Sixty-Seven Thousand, One Hundred and Forty-Five Dollars and Twenty-Five Cents~~ Dollars (\$967,145.25).

- 4 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.
- 4 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner 4 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract Bonds as specified in the Instructions to Bidders, General Conditions Paragraph 5.01, and Supplementary Conditions Paragraph SC-5.01.
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Washington County
Owner
By: _____
Authorized Signature

Title

Copy to Engineer

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged by _____
this the _____ day of _____, 20__.

By: _____

Title: _____

2451-AP: 12/20/2017

00510-1

Notice of Award

EJCDC No. C-510 (2007 Edition) Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Commissioner Phelps made a motion to approve the Conditional Award of the Commerce Center Water/Sewer Bid as presented. Commissioner Riddick seconded, motion passed unanimously.

SALES TAX REFERENDUM: Mr. Potter discussed the following information regarding the Sales Tax Referendum.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

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

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: January 2, 2018
RE: Local Option Sales Tax Referendum

Background:

- The Board has consistently expressed interest to staff in resubmitting a referendum to the voters to approve their authority to levy an additional ¼ cent local option sales tax on certain purchases of personal property as a method of generating additional (estimated at over \$177,000) and potentially more equitable revenues, without having to potentially further increase the ad-valorem real property tax rate which is paid for solely by Washington County land owners/citizens as opposed to the local option sales tax which would be paid by both citizens and non-citizens (tourists/visitors/etc.) making purchases of certain personal property within Washington County.
- A previous referendum that was held on relatively short notice and without much advance effort being made to educate the public about the impact of a local option sales tax in May, 2016 failed to pass with 58.67% opposed, and 41.33% in favor.
- It is believed that with more direct efforts to educate the public about the potential impact of a local option sales tax in Washington County, voters may approve the tax if given the chance to do so through another referendum in 2018.
- Attached are the following supplemental documents:
 - FAQ on Local Option Sales Tax (from the NCACC)
 - Local Option Sales Tax Referenda (maps and recent ballot history from the NCACC)
 - Draft Resolution to direct the Board of Elections to hold a LOST Referendum in May, 2018

Recommendation:

1. Unless the Board has any legal questions that would be better suited for discussion in closed session under attorney client privilege, staff recommends that the Board discuss whether it wants to adopt and submit the attached draft resolution to the Washington County Board of Elections directing them to include a referendum seeking voter approval of a local option sales tax during the May 8th, 2018 Primary Election.

FAQ on local option sales tax

Frequently Asked Questions regarding local option sales tax

Counties have the option to increase the sales tax by 1-quarter of a penny, (the Article 46 sales tax in N.C. G.S. 105-535) provided the public approves via a referendum.

Question: What are the steps a county needs to consider when scheduling a referendum?

Answer: All counties must contact their local board of elections and the State Board of Elections in order to have the advisory referendum included on the ballot during a regularly scheduled election. An advisory referendum may be held only on the same date as a county or statewide general election, the primary election in even-numbered years, or in any other election during which all precincts in a county are open.

Question: Must the Board of County Commissioners levy the sales tax if the voters approve the referendum?

Answer: A Board of County Commissioners is not obligated to levy the tax even if the majority of those voting in a referendum vote in support of a levy.

Question: Can a county stipulate uses of the monies on the ballot as a part of the referendum?

Answer: A county may not stipulate the use of the money on the ballot. A county Board of Commissioners may adopt a resolution that stipulates how they plan to use the revenues.

Question: Is there a prescribed format for the question of the ballot?

Answer: 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%.

Question: When is the earliest the sales tax will become effective if the Board of County Commissioners levies the sales tax via resolution following a successful referendum?

Answer: The sales tax may become effective on the first day of any calendar quarter so long as the county gives the Secretary of Revenue at least 90 days' advance notice. For example, if a referendum is held in November during the general election and passes, the earliest a county could begin collecting the revenue would be April one of the following year, provided it adopts a resolution levying the tax and forwards it to the Department of Revenue prior to December 31.

Question: If the voters pass the referendum for the sales tax, what happens next?

Answer: If the Board of Commissioners wishes to levy the tax, it must provide 10 days public notice of its intent to adopt a resolution to levy the tax. After it adopts the resolution, it must send a certified copy of the resolution along with a certified copy of the election results of the referendum to the Department of Revenue. The DoR's address is:

Department of Revenue
P.O. Box 25000
Raleigh, NC 27640

The Association has prepared a [model resolution PDF](#) for a successful sales tax referenda.

Question: Are there restrictions on the use of the revenues?

Answer: No. The sales tax is not restricted or earmarked and can therefore be used for any allowed use by counties.

Question: If the referendum fails, can a county hold a subsequent referendum on the same question?

Answer: There are no restrictions on resubmitting the sales tax option to the voters again after an unsuccessful referendum.

Question: 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.

Question: Can members of a county board of commissioners actively promote the passage of the referendum?

Answer: 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.

Question: Does the sales tax apply to unprepared food or gas?

Answer: 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.

As with any local legal matter, we ask that you consult with your county attorney and county board of elections as you consider these local referendum options.

Local Option Sales Tax Referenda

In 2007 legislation passed by the N.C. General Assembly gave to counties a local-option, quarter-cent sales tax (G.S. 105-535), which must be approved by voters in a referendum before it can be adopted by a county.

Information:

- Frequently Asked Questions
- Sample Model Resolution (PDF)
- Projected Revenue from Article 46 (XLS)

Educational Efforts:

- Sampson County 1/4 cent sales tax brochure (PDF)
- Surry County 1/4 cent sales tax brochure (PDF)
- Horry County (S.C.) penny for public schools sales tax brochure (PDF)

Counties Levying Article 43, Article 46,

or Both



Article 46 Sales Tax Referendum



2016 quarter-cent sales tax referendums

County	Date on ballot	Result
Alleghany	March 15	Unsuccessful
Bladen	March 15	Unsuccessful
Moore	March 15	Unsuccessful
Stanly	March 15	Unsuccessful
Washington	March 15	Unsuccessful
Cherokee	June 7	Successful
Jackson	June 7	Successful
Bladen	November 8	Unsuccessful
Carteret	November 8	Unsuccessful
Clay	November 8	Unsuccessful
Cleveland	November 8	Unsuccessful
Graham	November 8	Unsuccessful
Henderson	November 8	Unsuccessful
Jones	November 8	Unsuccessful
Mitchell	November 8	Unsuccessful
Pasquotank	November 8	Unsuccessful

Rockingham	November 8	Unsuccessful
Rutherford	November 8	Unsuccessful
Stanly	November 8	Unsuccessful
Stokes	November 8	Unsuccessful
Swain	November 8	Unsuccessful

2014 quarter-cent sales tax referendums

County	Date on ballot	Result
Anson	November 4	Successful
Ashe	November 4	Successful
Bertie	November 4	Unsuccessful
Bladen	November 4	Unsuccessful
Carteret	November 4	Unsuccessful
Guilford	November 4	Unsuccessful
Mecklenburg	November 4	Unsuccessful
Richmond	November 4	Unsuccessful
Rockingham	November 4	Unsuccessful
Stanly	November 4	Unsuccessful
Bertie	May 6	Unsuccessful
Bladen	May 6	Unsuccessful
Brunswick	May 6	Unsuccessful
Davidson	May 6	Successful

2013 quarter-cent sales tax referendums

County	Date on ballot	Result
Hamett	November 5	Successful
Yadkin	November 5	Unsuccessful

2012 quarter-cent sales tax referendums

County	Date on ballot	Result
Alamance	November 6	Unsuccessful

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

TRACEY A. JOHNSON, CHAIR
WILLIAM "BILL" R. SEXTON, JR., VICE-CHAIR
D. COLE PHELPS
JENNIFER C. RIDDICK
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@washconc.org

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

**A RESOLUTION
CALLING FOR A MAY 8TH 2018 SPECIAL ADVISORY REFERENDUM
CONCERNING THE LEVY OF ONE-QUARTER PERCENT SALES AND USE TAX
IN ACCORDANCE WITH N.C. GEN. STAT. § 105-537**

WHEREAS, in 2007, the North Carolina General Assembly enacted the "One-Quarter Cent County Sales and Use Tax Act", codified as Article 46 of Chapter 105 of the North Carolina General Statutes which authorizes counties to levy an additional sales and use tax; and

WHEREAS, in order to levy such tax, Washington County must conduct a special advisory referendum in accordance with the provisions of N.C. Gen. Stat. § 163-287; and

WHEREAS, the Washington County Board of Commissioners wish to hold the special advisory referendum during the Primary election on May 8th 2018.

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Commissioners as follows:

1. That pursuant to N.C. Gen. Stat. § 105-537, the Washington County Board of Commissioners hereby directs the Washington County Board of Elections to conduct a special advisory referendum as described herein, to be held during the normal time the polls are open on May 8th 2018, in accordance with N.C. Gen. Stat. § 163-287, and to take all necessary steps to that end in accordance with this resolution and applicable law.

2. That pursuant to N.C. Gen. Stat §105-537, the form of the question to appear on the ballots and in the instructions to voters for said referendum shall be as follows:

FOR AGAINST

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.

3. That the Clerk to the Board of Commissioners is hereby authorized and directed to mail or deliver a certified copy of this resolution to the Washington County Board of Elections within three (3) business days after the passage hereof.
4. That this resolution shall take effect upon its passage

Adopted this ____ day of _____, 2018.

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Mr. Potter mentioned that Martin County does have this referendum in place. The State Board of Elections needs the County's feedback from tonight to put information into their system.

Mr. Potter stated he would want to use the tax to offset EMS costs. Commissioner Phelps told Mr. Potter he did a good job putting this information together. He would like the one-pager of information to go out soon to the citizens.

Commissioner Phelps made a motion to approve moving forward with the Sales Tax Referendum and submitting the resolution to the Washington County Board of Elections directing them to include a referendum seeking voter approval of a local option sales tax during the May 8th, 2018 Primary Election. Commissioner Riddick seconded. Commissioner Walker said he thinks it's a good idea and feels citizens were misinformed last time. Let's educate them better. Mr. Potter will be looking into some marketing efforts for this. **Motion passed unanimously.**

BOARDS & COMMITTEES: Ms. Bennett asked the Board to consider the appointment of Ms. Mary Barnes and Mr. Jimmy Sutton to the Washington County Planning Board. Both have agreed to serve if appointed.

Commissioner Riddick made a motion to approve the appointment of Mary Barnes and Jimmy Sutton to the Washington County Planning Board as requested. Commissioner Phelps seconded, motion passed unanimously.

Commissioner Phelps stated he would like someone to take his place on the Albemarle RC&D Board. The meetings conflict with his teaching at ECU.

Commissioner Phelps made a motion to appoint Commissioner Sexton to the Albemarle RC&D Board (pending his acceptance since he is absent from tonight's meeting). Commissioner Riddick seconded. Discussion ensued. Commissioner Walker asked if Commissioner Sexton has been asked about this. Ms. Bennett said she would speak with Commissioner Sexton about it and send him details of the when that Board meets. **Commissioner Phelps withdrew his motion since this hasn't been discussed with Commissioner Sexton.**

FINANCE OFFICER'S REPORT: Mr. Potter went over the budget transfers and amendment below and the Finance Officer's Report. Some revenues are not reported in this report.

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 024

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

Date: December 15, 2017

RE: Detention

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

Description				
10-4320-185	Detention-Travel	1,500.00	(1,000.00)	500.00
10-4320-190	Detention-Training	4,000.00	(624.00)	3,376.00
10-4320-600	Detention-Contracted Services	10,000.00	1,624.00	11,624.00

Balanced:

Justification:

Requesting to transfer funds within Detention from the travel and training lines to the Contracted Services line to cover higher than expected housing costs for inmates that have to be kept offsite. This amendment covers only a current invoice from the NC Department of Public Safety. Monies in this transfer were moved after the Chief Detention Officer had a conversation with the Sheriff as to where to find funds. This will cover only the current bill and does not account for the expenses for the remainder of the fiscal year.

Approval Date: 12/17/17

Co. Mgr. Initials: CBP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:

Batch #:

Date:



Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 024

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

Date: December 15, 2017

RE: Detention

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

Description				
10-4320-185	Detention-Travel	1,500.00	(1,000.00)	500.00
10-4320-190	Detention-Training	4,000.00	(624.00)	3,376.00
10-4320-600	Detention-Contracted Services	10,000.00	1,624.00	11,624.00

Balanced:

Justification:

Requesting to transfer funds within Detention from the travel and training lines to the Contracted Services line to cover higher than expected housing costs for inmates that have to be kept offsite. This amendment covers only a current invoice from the NC Department of Public Safety. Monies in this transfer were moved after the Chief Detention Officer had a conversation with the Sheriff as to where to find funds. This will cover only the current bill and does not account for the expenses for the remainder of the fiscal year.

Approval Date: 12/17/17

Co. Mgr. Initials: CBP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:

Batch #:

Date:



Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018- 026

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

Date: January 10, 2018

RE: Communications/Eddie Smith Drainage

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

10-5911-031	Communications-Salaries & Wages-Parttime	55,000.00	(6,000.00)	49,000.00
10-5911-030	Communications-Salaries & Wages-Overtime	10,000.00	6,000.00	16,000.00
30-3990-000	Appropriated Watershed Reserve	-	(6,440.00)	(6,440.00)
30-7140-600	Eddie Smith Canal-Drainage-Contracted Svc	-	6,440.00	6,440.00
Balanced:				

Justification:

To transfer monies with Communications from Parttime to Overtime due to staff shortage. To appropriate Eddie Smith Fund Balance to cover the pending payment to be made for Contracted Services.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 027

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

Date: January 9, 2018

RE: Sheriff/Recreation

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

10-4310-250	Sheriff-Supplies-Vehicles	53,842.00	(1,000.00)	52,842.00
10-4310-330	Sheriff-Postage	1,000.00	1,000.00	2,000.00
10-6120-550	Recreation-Capital Outlay-Equipment	5,000.00	(1,000.00)	4,000.00
10-6120-260	Recreation-Office Supplies	1,500.00	1,000.00	2,500.00
Balanced:				

Justification:

Requesting to transfer funds within the Sheriff's Department to cover additional postage needs and to transfer funds within Recreation to cover the cost of a new Computer-the previous computer has crashed and is not repairable.

Approval Date: 1/9/18

Co. Mgr. Initials: CPD

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials: XXXXXXXXXX

Batch #: XXXXXXXXXX

Date: XXXXXXXXXX

Commissioner Phelps asked why is the SRO in Roper is so high. All others are under. Mr. Potter explained that the County is paying for part of that SRO.

Commissioner Phelps said why there is constantly a budget amendment for Communications. Do they not have enough staff? Mr. Potter said the County has this issue in Communications and Detention. They do have vacancies and they spend more on overtime and/or part time employees. Commissioner Johnson asked where the funding comes from for the Courthouse Security Guards. Mr. Potter said Ms. Keyes signs off on it but comes out of Facilities/Buildings budget since it is a contracted service for courthouse security.

Commissioner Phelps said would like additional information before moving money for a computer in Recreation on BT#2018-27.

Commissioner Walker made a motion to approve the BA-#2018-24, 25 and 26 as presented. Commissioner Phelps seconded, motion passed unanimously.

Mr. Potter said that he has already approved BT#2018-27...it is under the threshold that the Commissioners have given him permission to approve. He is just bringing it to the Board for information.

Commissioner Phelps made a motion to rescind Mr. Potter's BT#2018-27 of \$1,000 in the Recreation Department. Commissioner Riddick seconded. Commissioner Phelps and Riddick voted aye. Chair Johnson and Commissioner Walker voted nay. Motion died as a result of a tie.

Commissioner Phelps made a motion to approve the Sheriff's portion of BT#2018-27, Commissioner Walker seconded, motion passed unanimously.

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

Mr. Potter said the auditors contacted Ms. Dixon and said they will be onsite next Thursday and Friday for their final field work. Mr. Potter said the LGC has been made aware that the County's audit will be late.

Mr. Potter told the Commissioners about various leaks from the recent snowstorms that left broken pipes. The most extensive damage was at BCCC WCC in the kitchen area because of the overhead pipes. The kitchen and restrooms floor and ceiling tiles will need to be replaced. There were some water issues in the building occupied by Dream Providers. One other building was damaged; however, it looked like it was done intentionally.

Mr. Potter said he was contacted by the Plymouth Town Manager to set up a joint meeting with the Board sometime this year. Also, they discussed the boundary issue behind the Plymouth Police Station.

Mr. Potter referenced property at the corner of Madison and East 3rd street. A citizen would like to donate property this property to the County. DSS said it would make an excellent spot for the Riverlight Transit vehicles to park and DSS may have funds for fencing in this area.

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

Back in Open Session, Mr. Potter said by January 17th, 2018, the County will have 3 vacancies in our EMS system. Mr. Coccaro will have to start taking a shift. Mr. Coccaro said he is continuing to recruit people. There doesn't seem to be enough people who want to work in Washington County. During a shift, there may be an ambulance that doesn't have a paramedic on it. Mr. Potter said this problem is so large that we all have to work together to figure out how to fix it. Mr. Potter asked the Board what direction they want management to go in to fix this issue. The County is either going to have to put more money into the system or reduce services.

Mr. Coccaro said he and Mr. Potter need to do a lot of number crunching. Some options Mr. Coccaro provided are:

- change shift model
- go to a QRV system
- Shut a truck down if you can't staff it
- Drop or reduce level—can say we don't want to be a paramedic county
- See if we can adjust the Tyrrell County contract (doesn't recommend it)
- Have to pay people better to get them to Washington County

Mr. Coccaro said Washington County EMS has a scheduling problem and a stationing problem partly because of the geography of the County.

Commissioner Phelps asked Mr. Potter how many hours Ms. O'Neill works with Ms. Keyes. Mr. Potter stated approximately 20 hours a week are spent of Ms. O'Neill's time with Ms. Keyes. Commissioner Phelps said Ms. O'Neill should be working only with EMS at this time since EMS has a shortage of paramedics. Mr. Potter said if EMS has to do a "mandatory recall" it would be for more folks than just for Ms. O'Neill.

At 8:40 PM, with no further business to discuss, **Commissioner Phelps made a motion to recess the meeting to January 30, 2018 at 3:00 pm in the Commissioners' Room. Commissioner Riddick seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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