

January 7, 2019

The Washington County Board of Commissioners met in a regular session on Monday, January 7, 2019 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Johnson called the Commissioner's meeting to order at 6:00 PM. Mr. Lloyd Jones gave the invocation. Commissioner Riddick led the pledge of allegiance.

ADDITIONS/DELETIONS: Additions / Deletions:

**Addition:** Item 2a) Weyerhaeuser Award, Ms. Ann Keyes

**Deletion:** Item 3) Employee of the Year (move to Feb mtg)

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

**Agenda:**

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) County Holiday Schedule (Revised)
- d) Resolution Supporting Local Control of School Calendars
- e) Aviation Grant Application Resolution

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

PUBLIC FORUM: None.

WEYERHAEUSER AWARD: Ms. Ann Keyes told the Board that she applied for a grant from the Weyerhaeuser Giving Fund for \$63,000 and she did receive the grant. Ms. Rhonda Bacyinski, HR Manager for Weyerhaeuser (Plymouth & New Bern) along with employees Ms. Vernetta Rascoe and Mr. Steve Kobelak presented Ms. Keyes with a ceremonial check for \$63,000. The funds will be used to enhance radio equipment to improve communication among police, fire and ambulance personnel in different counties.

ECONOMIC IMPROVEMENT COUNCIL, INC: Ms. Bennett explained to the Board that each year EIC is required to submit a copy of their Grant Application to the Board of Commissioners. Ms. Bennett noted that a copy of the EIC's 2019-2020 grant application was in the Commissioners' Agenda Package. This document is for information only –no action is needed. *(A copy of this application is on file in the Clerk's office.)*

MAKE WASHINGTON COUNTY COUNT—CENSUS 2020: Mr. James E. Cofield, Jr. requested to speak to the Commissioners so he is here tonight to do so. Commissioner Phelps thanked Mr. Cofield for coming. Commissioner Phelps said he met him on his campaign trail and wants him to feel at home here. Mr. Cofield introduced himself to the Board and stated he was kin to Chair Johnson. He said he is a member of the Complete Count for the 2020 census. April 1, 2020 is the day of collection. Mr. Cofield went over the following presentation.



## Welcome N.C. Complete Count Commission for Census 2020



# MAKE NC COUNT

C E N S U S 2 0 2 0

[census.nc.gov](http://census.nc.gov)

North Carolina Department of Administration



## Executive Order

**Mission:** Governor Roy Cooper signed Executive Order 79, establishing the North Carolina Complete Count Commission, an advisory membership charged with increasing awareness and understanding about the importance of the 2020 Census and encouraging people of North Carolina to participate in the 2020 Census.





## Why Does It Matter?

### Why does a complete and accurate Census matter?

- The federal, state and local governments all use census data to make policy decisions related to funding healthcare, education, transportation and much more – which can equate to billions of dollars in federal funds for North Carolina.
- Businesses big and small use census data as well.
- Finally, census data are used as the basis of our democracy: every 10 years political districts are redrawn in a process called redistricting and how many seats a state has in the U.S. House of Representatives is recalculated in a process called congressional apportionment. (After the 2010 Census, Oregon, Nevada, Utah, Arizona, Texas, Florida, South Carolina, Georgia, all gained seats; Iowa, Missouri, Illinois, Michigan, Louisiana, Ohio, Pennsylvania, New York, New Jersey, and Massachusetts lost seats!)



## Census Impact

- **Our Voice (Representation)**
  - Census is required in the Constitution
  - Count every resident, once, and in the right place
  - Apportionment and Redistricting
- **Our Tax Dollars (Funding)**
  - \$1,623 per person, per year in Federal Funding to NC based on Census data in FY2015
  - About \$200 per person, per year in state funding based on Census data
- **Our Future (Planning)**
  - Largest survey in the US providing reliable, comparable data
  - Vital for business and local government service



## Local Update of Census Addresses (LUCA)

Once a decade verification of residential and group quarters addresses by tribal or local governments

Connects Census forms with households



## Boundary Annexation Survey (BAS)

Annual verification of corporate boundaries

Places addresses – and their Census counts – in the correct area





## Census Partnership and Promotion

- Census data is the foundation of apportionment in the US House of Representatives, drives over \$1,600 per person per year in federal funding to North Carolina, and informs local planning, economic development, and services.
- Preparation – LUCA, BAS, PSAP – is very important
- Preparation without Participation is wasted effort
- Local preparation partnerships – Complete Count Committees involve trusted local faces in promoting Census participation



# SCCC and CCC Subcommittee Types

<b>BUSINESS</b>	<ul style="list-style-type: none"> <li>Involving a community's business sector creates a unifying element that touches every household within the community.</li> </ul>	<b>EX-OFFENDER</b>	<ul style="list-style-type: none"> <li>The ex-offender population is sizeable and is often disenfranchised from the community and hard to track.</li> </ul>	<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>Urban Libraries Council says libraries are the "most trusted government entity", poised to be pivotal for civic engagement.</li> </ul>
<b>COMMUNICATIONS, MEDIA AND TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>Assists community organizations in utilizing Census toolkit materials enables them to innovate.</li> </ul>	<b>FAITH-BASED</b>	<ul style="list-style-type: none"> <li>Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members.</li> </ul>	<b>RECRUITING</b>	<ul style="list-style-type: none"> <li>Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.</li> </ul>
<b>COMMUNITY ORGANIZATIONS</b>	<ul style="list-style-type: none"> <li>Utilizing community orgs provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds.</li> </ul>	<b>GOVERNMENT</b>	<ul style="list-style-type: none"> <li>Census can manage costs by leveraging the ability of local government to provide knowledge of the population, organizations, and institutions.</li> </ul>	<b>SENIOR CITIZEN</b>	<ul style="list-style-type: none"> <li>Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.</li> </ul>
<b>DATA AND MAPS</b>	<ul style="list-style-type: none"> <li>Understanding where hard-to-count areas exist is important to direct subcommittee activities toward the correct populations and geographic areas.</li> </ul>	<b>GROUP QUARTERS</b>	<ul style="list-style-type: none"> <li>Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count.</li> </ul>	<b>SPECIAL HOUSING</b>	<ul style="list-style-type: none"> <li>The rental population will exceed a third of the entire U.S. population by 2020. No matter the housing type, access is vital for an accurate count.</li> </ul>
<b>EDUCATION (PRESCHOOL - GRADE 12)</b>	<ul style="list-style-type: none"> <li>Reaches U.S. households through schools and helps create a generation of future self-responders.</li> </ul>	<b>HOMELESS</b>	<ul style="list-style-type: none"> <li>In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans.</li> </ul>	<b>VETERANS</b>	<ul style="list-style-type: none"> <li>Over 22 million veterans living in the United States present a sizeable bloc distributed throughout the 50 states. Former military personnel can provide leadership and excellent recruiting assistance.</li> </ul>
<b>EDUCATION (POST SECONDARY)</b>	<ul style="list-style-type: none"> <li>Works with university housing to obtain administrative records for group quarters, builds relationships with leadership to facilitate access.</li> </ul>	<b>IMMIGRANT</b>	<ul style="list-style-type: none"> <li>One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English.</li> </ul>	<b>STATE DATA CENTERS/CENSUS INFORMATION CENTERS</b>	



## Fiscal Impacts of the Census (Annual)

### \$16.3 Billion in Federal Dollars Distributed to North Carolina

Estimated amount of funds distributed to North Carolina based directly or indirectly on decennial Census statistics (16 largest federal programs).

- \$1,623 per capita

Source: George Washington University, [Counting for Dollars 2020](#)

### \$1.5 Billion in State Funds Distributed to Municipalities & Counties

Estimated amount of funds distributed annually to North Carolina based upon OSBM certified population estimates (2 largest state revenue allocations).

- \$205 Per Capita

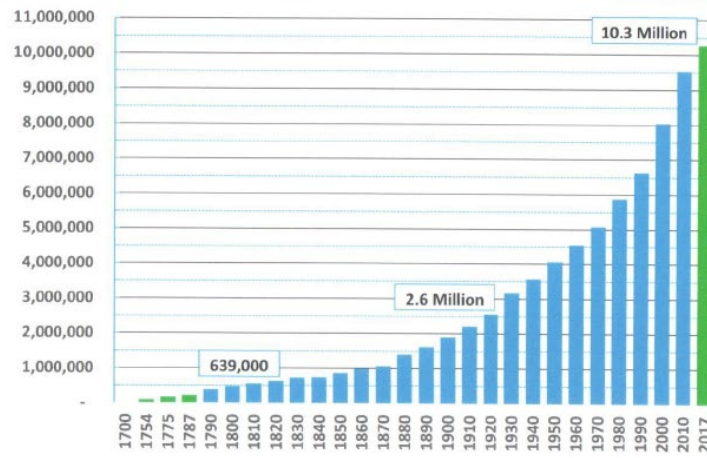
Source: North Carolina Dept. of Transportation, [2017 North Carolina State Street-Aid Allocations to Municipalities](#); North Carolina Dept. of Revenue, [Collections for Month Ending Reports for 2017](#).

### ANNUAL ESTIMATES REQUIRE ACCURATE CENSUS COUNT!

Note: Not all municipalities and counties participate in street-aid allocations or use the per capita formula for distributing DOR funds.



## North Carolina Population, 1700 - 2017

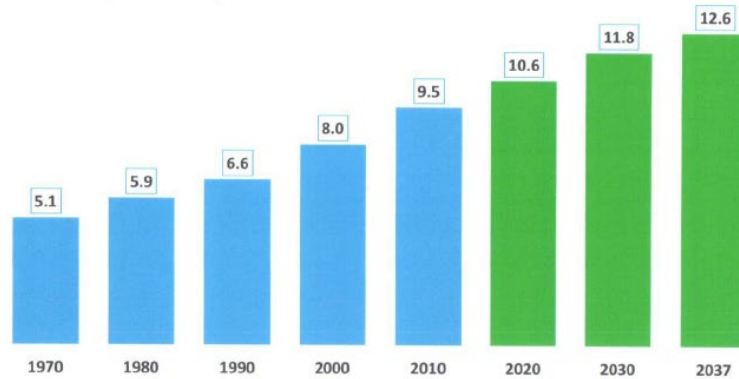


Note: Early estimates and censuses excluded most American Indians. Populations in western North Carolina was not enumerated in 1790.  
 Source: 1700-1787 Estimates from Various Sources as Reported in *History and Growth of the United States Census*, 56<sup>th</sup> Congress, 1<sup>st</sup> Session, Document 194; US Census Bureau, Decennial Censuses (1790-2010); U.S. Census Bureau, Population Estimates, 2017 Vintage.



## North Carolina Population Change – Historic and Projected

North Carolina Population, 1970 – 2010  
 and Projected Through 2037  
 Millions of People



Source: US Census Bureau, Decennial Censuses; OSBM Population Projections, 2017 Vintage.  
 April 5, 2018  
 Office of State Budget & Management



## North Carolina Population vs. Other States

### 9<sup>th</sup> Largest State at 10.3 Million

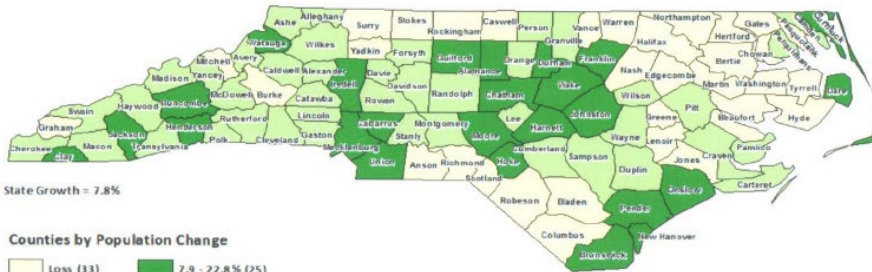
5<sup>th</sup> Largest Population Gain (737,698 people), April 2010 to July 2017

Geographic Area	Population Estimate		Change, 2010 to 2017	
	April 1, 2010	July 1, 2017	Number	Percent
United States	308,758,105	325,719,178	16,961,073	5.5
California	37,254,518	39,536,653	2,282,135	6.1
Texas	25,146,100	28,304,596	3,158,496	12.6
Florida	18,804,594	20,984,400	2,179,806	11.6
New York	19,378,110	19,849,399	471,289	2.4
Pennsylvania	12,702,857	12,805,537	102,680	0.8
Illinois	12,831,565	12,802,023	-29,542	-0.2
Ohio	11,536,730	11,658,609	121,879	1.1
Georgia	9,688,690	10,429,379	740,689	7.6
<b>North Carolina</b>	<b>9,535,721</b>	<b>10,273,419</b>	<b>737,698</b>	<b>7.7</b>
Michigan	9,884,129	9,962,311	78,182	0.8

Source: U.S. Census Bureau, Population Estimates, 2017 Vintage.



### Population Change in North Carolina Counties, April 1, 2010 - July 1, 2017



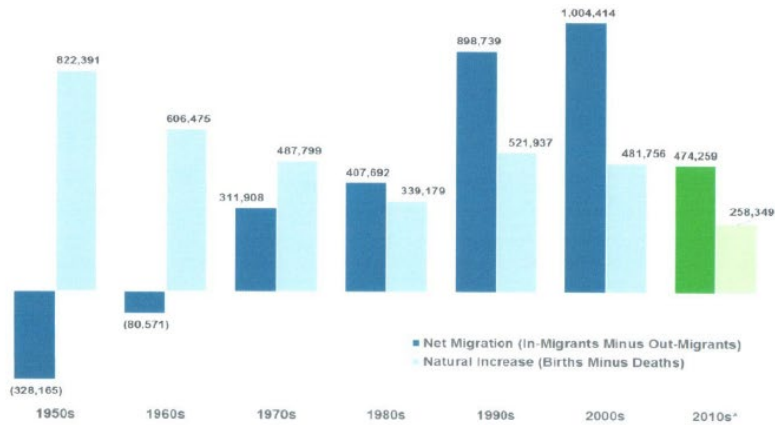
Source: North Carolina Office of State Budget & Management; Demographic & Economic Analysis Branch, Certified Population Estimates, 2017 Vintage.





## Net Migration Influences Growth More than Natural Increase

Components of Population Change by Period, 1950 - 2017



Source: US Census Bureau, State Population Estimates, Vintage 2017; Age-Specific Net Migration Estimates for US Counties, 1950-2010. Applied Population Laboratory, UW-Madison.

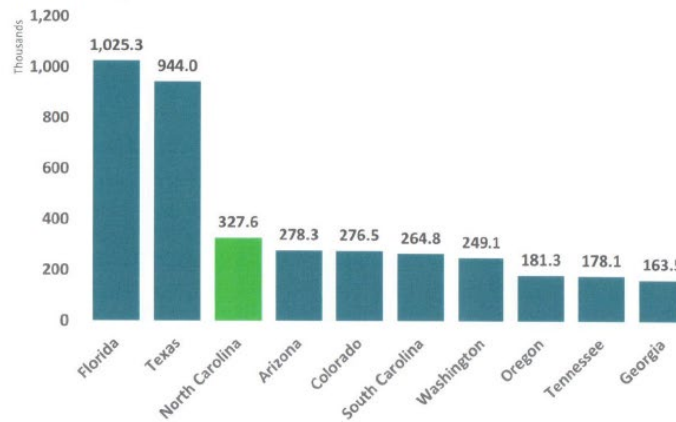
April 5, 2018  
Office of State Budget & Management



## Net Migration (cont'd)

### Net Domestic Migration Larger Than All But Florida and Texas

Net Domestic Migration for the 10 States with the Largest Number of Net Domestic Migrants, April 2010 to July 2017

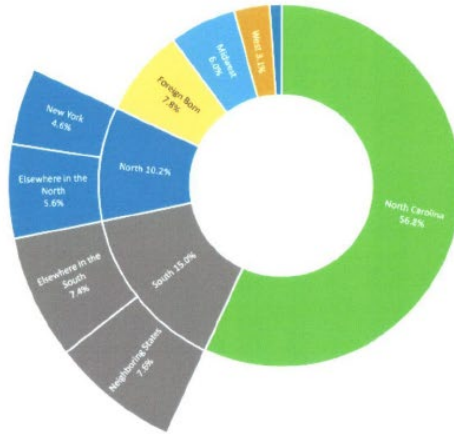


Source: U.S. Census Bureau, Population Estimates for States, Vintage 2017.



## Many North Carolinians Were Born Elsewhere

Percent of the North Carolina Population by Place of Birth

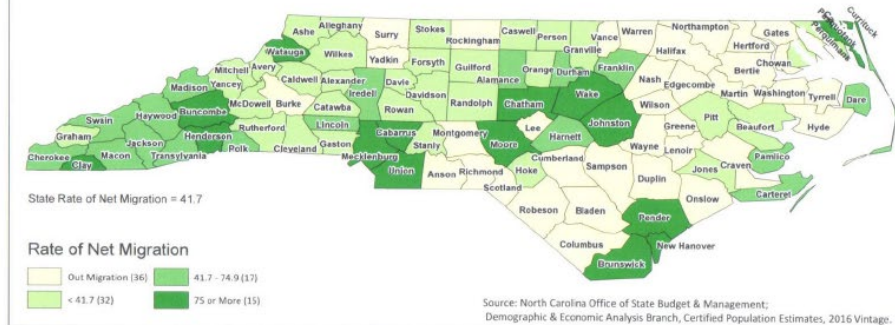


Source: U.S. Census Bureau, 1-Year 2016 American Community Survey



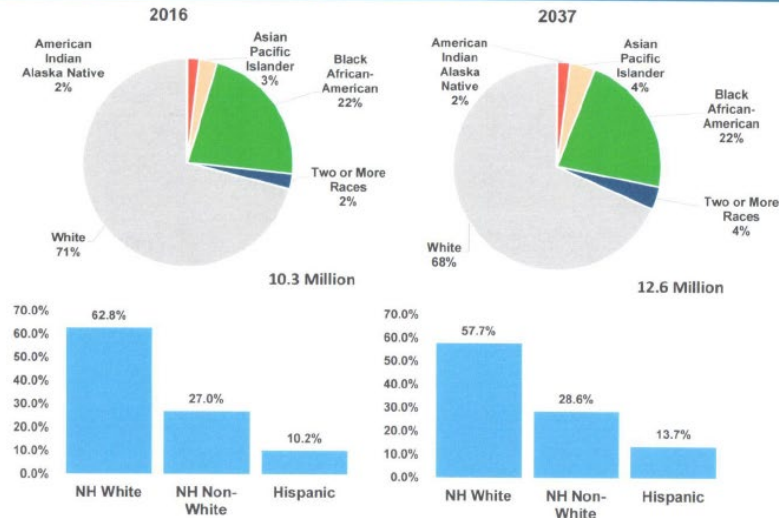
## Components of Change

Rate of Net Migration (per 1,000 Population) for North Carolina Counties, April 1, 2010 - July 1, 2016





## Population by Race and Hispanic Origin, 2016 and 2037



Source: NC OSBM Population Estimates, Vintage 2016 and Population Projections, Vintage 2017.



## Immigrants in North Carolina

- **767,656 Foreign Born<sup>1</sup>**
- **507,234 Non-Citizens<sup>1</sup>**
- **350,000 Unauthorized Immigrants<sup>2</sup>**
  - **8<sup>th</sup> Largest Unauthorized Population<sup>2</sup>**
  - **60% from Mexico, 7% El Salvador, 6% Honduras<sup>2</sup>**
  - **3.4% of North Carolina Population<sup>2</sup>**
  - **43% of All Immigrants vs. 26% of U.S. Immigrants<sup>2</sup>**
  - **5.0% of Labor Force vs. 5.0% U.S. Labor Force<sup>2</sup>**
  - **8.7% of NC K-12 Students Have Unauthorized Parent(s)<sup>2</sup>**
  - **41,000 (12%) Eligible for DACA (29,260 enrolled)<sup>3</sup>**

Sources: <sup>1</sup>U.S. Census Bureau, 2012-2016 American Community Survey; <sup>2</sup>"Overall Number of US Unauthorized Immigrants Hold Steady Since 2009" by Jeffrey S. Pasel and D'Vera Cohn, Pew Research Center, September 20, 2016 & <sup>3</sup>Institute on Taxation and Economic Policy, "State & Local Tax Contributions of Young Undocumented Immigrants" April 25, 2017

Mr. Cofield said that residents need to be counted once and counted where they live. A resident lives in the county, a citizen lives in the US. Commissioner Phelps asked how it is determined that everyone is counted. Mr. Cofield said he really couldn't answer that question. Mr. Lloyd Jones asked if they are going away from the census takers going door to door. He said no, but census forms will be mailed and there will be some door to door census takers.

Mr. Cofield explained the following acronyms:  
LUCA - Local Update of Census Addresses  
BAS - Basic Allowance for Subsistence  
PSAP - Participant Area Program

Mr. Cofield said it is hard to count some parts of some communities but they need to be counted for the census too. Mr. Cofield also stated that \$16.3M is distributed throughout the US for the census. Mr. Cofield said he is our “ambassador” for the census process. He also mentioned that the hiring process will start soon for the folks who go out and knock on the doors along with managerial jobs also. Mr. Cofield said he will send information to the Board when he gets more details.

Chair Johnson mentioned that she did this in 2010. She went door to door to those folks who did not mail back in their forms.

Mr. Potter said the County has been assigned a federal representative from Atlanta and Mr. Potter will be meeting with him on February 25<sup>th</sup>. Mr. Potter mentioned that Mr. Harry White, GIS Director, has been assigned as the County liaison for working on the census.

BUDGET CALENDAR FOR FY2019 – FY2020: Mr. Potter spoke to the Board on this item. He would like the Board to set a date in the next two weeks to have the Budget Retreat. The consensus of the Board was to meet on January 29<sup>th</sup> at 3:00 PM in the Commissioners’ Room. Commissioner Phelps asked Mr. Potter if the dates listed for the workshop dates are accurate and if staff will always be available whenever a Commissioner comes in to discuss the budgets. Mr. Potter said the span of dates is more for the Commissioners to meet and discuss the budget. May 13<sup>th</sup> at 6:00 PM was chosen as the date for a budget workshop. The consensus of the Board was to have the Public Hearing for the budget on May 20<sup>th</sup> at 6:00 PM in the Commissioners’ Room.

*Budget Calendar  
Washington County, North Carolina  
Fiscal Year 2019-2020*

<i>2019 DATES</i>		<i>BUDGET PROCEDURES</i>	<i>ACTION BY</i>	
			<i>Party</i>	<i>Statutes</i>
Mon*	1/7	Presentation of Proposed Budget Calendar & Discussion/Scheduling of Budget Retreat	CM/Board	
TBD**	TBD	Budget Planning Retreat Date/Time (TBD)	CM/CFO/Board	
Wed	2/6	<b>Budget Kickoff Meeting</b> Distribution of Budget Forms & Instructions	CM/CFO DHs (MANDATORY)	
	2/6-3/29	<b>Budget Consultations/Formulation</b> Ask for Assistance if needed	CM/CFO DHs (MANDATORY)	
Thur	2/28	<b>Deadline for the submission of budget requests</b> both expenditure & revenue to Finance	DHs	159-10 (April 30)
n/a	3/11-3/29	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	CM/CFO/DHs BOE/FireComm/etc	
Fri	4/5	Update of tax valuation due from Tax Department	Tax	
Fri	4/12	Working Draft Expense Budgets to DHs	CM	
Wed	4/24	Final of tax valuation from Tax Department	Tax	
Fri	5/3	<b>Recommended budget must be balanced</b> Applicable Recommended budgets sent to departments Budget message is completed	CM/CFO CM/CFO CM	
Mon*	5/6	<b>Recommended Budget Published w/ CM's Message</b> Presented to Board Filed with Clerk to the Board Board to Confirm Public Hearing Date	CM Clerk Board	159-11 (June 1) 159-11(b) 159-12(a)
Wed	5/8	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)
TBD**	5/8-6/3	Commissioners work sessions to review budget with departments, agencies, school board as desired	Board CM/CFO/Various	
Mon**	5/20	<b>Official public hearing on the budget</b>	Board/Public	159-12(b)
Mon**	6/3-6/30 (TBD)	<b>Adoption of Budget Ordinance</b> <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed &amp; (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

**Commissioner Phelps made a motion to approve the Budget Calendar for FY2019 – FY2020 as presented above with changes noted. Commissioner Riddick seconded, motion carried unanimously.**

RESOLUTION IN SUPPORT OF JUVENILE CRIME PREVENTION COUNCIL ALLOCATION EXPANSION: Mr. Potter spoke to the Board on this item. It has more clarification than the one brought before the Board last month.

## **Resolution in Support of Juvenile Crime Prevention Council Allocation Expansion**

**WHEREAS**, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and the County to ensure a local continuum of services for court involved and at-risk juveniles; and

**WHEREAS**, JCPC funding has seen no increase in more than nine years; and

**WHEREAS**, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina's Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019, and encourages School Justice Partnerships to address the reduction of school-based juvenile complaints thereby increasing the need for immediate and age-appropriate sanctions for juvenile offenders; and

**WHEREAS**, the Juvenile Crime Prevention Council, under the authority of NCGS§143B-851 and within the scope of its powers and duties, annually "reviews the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated and the resources available to address those needs;" and,

**WHEREAS**, the Washington County JCPC is already aligned to assist the local School Justice Partnership with addressing resource and diversion programming needs for youth who commit school-based offenses; and,

**WHEREAS**, the Washington County JCPC funded programs provided services to 51 children in FY17-18 at a cost of only \$1,530 per child, and are now faced with additional 16-17 year olds that will be added to the juvenile system on December 1, 2019; and,

**WHEREAS**, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina's future;

**NOW, THEREFORE BE IT RESOLVED**, that Washington County fully supports an adequate and timely increase in state funding allocated for local Juvenile Crime Prevention to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act Raise the Age Legislation, set for December 1, 2019.

**Adopted this 7<sup>th</sup> day of January, 2019.**

### **Commissioner Phelps made a motion to approve the Resolution in Support of Juvenile Crime Prevention Council Allocation Expansion as presented above.**

Commissioner Phelps said this roll out is going to be a struggle—it's an unfunded mandate. Commissioner Walker asked what this would include. Commissioner Phelps said he would send a list to Commissioner Walker. **Commissioner Sexton seconded, motion carried unanimously.**

BOARDS & COMMITTEES: Ms. Bennett spoke to the Board about the following committee appointment.

**Mid-East Regional Housing Authority (MERHA)**

Ms. Luenetta Lewis serves on the Mid-East Regional Housing Authority. Her term ends March 31, 2019. MERHA would like for the Commissioners to reappoint Ms. Lewis for another term. Ms. Lewis has indicated a willingness to serve again, if reappointed.

**Commissioner Phelps made a motion to approve the appointment of Ms. Luenetta Lewis as a Commissioner to the Mid-East Regional Housing Authority (MERHA) as presented above. Commissioner Riddick seconded, motion carried unanimously.**

**Commissioners Seats on Boards & Committees:** Shown below are the current Boards/Committees that the Commissioners serve on as the Commissioner representative.

**Washington County Boards & Committees  
Commissioners Seats  
January 7, 2019**

Name	Board or Committee	Expiration Date
<b>D. Cole Phelps</b>	Lake Phelps Advisory Board	Indefinite
	Washington County Drainage	Indefinite
	Employee of the Quarter Committee	Indefinite
	Broadband Task Force Committee	Indefinite
<b>Tracey A. Johnson</b>	Albemarle Commission--Workforce Development Program Consortium Board	Indefinite
	Albemarle Commission--Executive Committee--Council of Government	
	Hospital Advisory Board	Indefinite
	Trillium Health Board	Indefinite
<b>Julius Walker, Jr.</b>	Department of Social Services Board	Indefinite
<b>Jennifer Riddick</b>	Hospital Advisory Board	Indefinite
	Parks & Recreation Advisory Committee	Indefinite
	Fire Commission	Indefinite
	MTW Health Department Board	Indefinite
<b>Bill Sexton</b>	Safety Committee	Indefinite
	Local Emergency Planning Committee	Indefinite
	Planning Board	Indefinite
	Washington County Drainage	Indefinite
	Resource Conservation & Development	Indefinite
	Albemarle Commission RPO	Indefinite

Discussion ensued. It was noted that some of the committees/boards that Commissioner Walker is on were omitted from the abovementioned list. Commissioner Walker is also on the Hospital Advisory Board, the JCPC Board, the TTA Board and the SmartStart Board. Ms. Bennett will make the changes to that list. The consensus of the Commissioners was to stay on the current boards/committees that they are currently on.

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

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #:** 2019 - 035

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

**Date:** November 30, 2018

**RE:** Contingency/Commissioners/TTA

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	1,357.00	(1,000.00)	357.00
10-4110-390	Commissioners-Special Sponsored	3,000.00	1,000.00	4,000.00
<b>Contingency/Commissioners</b>				
63-4970-260	TTA-Departmental Supplies	500.00	(450.00)	50.00
63-4970-320	TTA-Communications	500.00	(450.00)	50.00
63-4960-140	Civil War Trail Signs Maintenance	100.00	900.00	1,000.00
<b>TTA</b>				
<b>Balanced:</b>		<b>5,457.00</b>	<b>-</b>	<b>5,457.00</b>

**Justification:**

*To transfer monies from Contingency to the Commissioners budget to cover additional expenses related to the Employee Christmas Luncheon. To transfer monies within TTA to cover the costs of sign maintenance - original budget number keyed incorrectly.*

Approval Date: 11/2/18

Budget Officer's Initials: MS

Initials: MS  
Batch #: 2019-035  
Date: 11/30/18



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #:** 2019 - 036

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

**Date:** December 3, 2018

**RE:** Detention

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

Account Code	Description	Old	+ or (-)	New
10-4320-100	Detention - Retirement	50,726.00	(1,321.00)	49,405.00
10-4320-101	Detention - 401(k)	10,949.00	(2,000.00)	8,949.00
10-4320-130	Detention - Unemployment	3,055.00	3,321.00	6,376.00
<b>Detention</b>				
<b>Balanced:</b>		64,730.00	-	64,730.00

**Justification:**

*To transfer monies within Detention to cover the costs of a higher than expected unemployment bill.*

**Approval Date:** 12/3/18

**Budget Officer's Initials:** MSD

**Initials:** MP

**Batch #:** 2019-036

**Date:** 12/3/18

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 037**

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

**Date:** December 31, 2018

**RE:** SS Administration

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

Account Code	Description	Old	+ or (-)	New
10-5310-315	SS Admin - Training	19,500.00	(2,500.00)	17,000.00
10-5310-260	SS Admin - Departmental Supplies	20,000.00	2,500.00	22,500.00
<b>SS Administration</b>				
<b>Balanced:</b>		<b>39,500.00</b>	<b>-</b>	<b>39,500.00</b>

**Justification:**

*Requesting to transfer monies within SS Administration from Training to Departmental Supplies due to the amount of funds spent to correct security software and hardware issues resulting from the cyber attack at Labor Day. The Department's supply line was used extensively to pay for the necessary items involving cyber security for the agency. Due to the cancelled trainings, there are funds available to transfer from the training line to departmental supplies to cover the rest of the year. Both of these lines are 50% reimbursable.*

**Approval Date:** 12/31/18

**Budget Officer's Initials:** MSD

<b>Initials:</b>	MSD
<b>Batch #:</b>	2019-037
<b>Date:</b>	12/31/18

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 038**

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

**Date:** December 31, 2018

**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	(2,500.00)	12,500.00
10-5400-372	SS Transportation - Volunteer Transportation-Medicaid	7,000.00	2,500.00	9,500.00
<b>Balanced:</b>		<b>22,000.00</b>	<b>-</b>	<b>22,000.00</b>

**Justification:**

*Due to an increase in the number of cancer patients in need of transportation outside of Riverlight Transit, our Volunteer Medicaid Transportation Line is depleting. DSS is requesting the movement of \$2,500 to this line from WF Transportation in order to continue services for our citizens in need of transportation assistance out of town to medical appointments when Riverlight is not the most appropriate means of transportation. (WF Transportation is a non-reimbursable line and Volunteer Medicaid Transportation is 100% reimbursable).*

**Approval Date:** 12/31/18

**Budget Officer's Initials:** [Signature]

**Initials:** [Signature]

**Batch #:** 2019-038

**Date:** 12/31/18

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2019 - 039**

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

**Date:** January 7, 2019

**RE:** Emergency Management/Senior Center/SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3480-080	EM Donations - Emergency Response Banquet	(8,450.00)	(1,000.00)	(9,450.00)
10-4330-400	EM Donations - Emergency Response Banquet	9,388.00	1,000.00	10,388.00
<b>Emergency Management</b>				
10-3509-010	Senior Center Trips	(1,047.00)	(1,855.00)	(2,902.00)
10-5150-380	Senior Center Trips	1,659.00	1,855.00	3,514.00
<b>Senior Center</b>				
10-3500-081	DSS Community Donations-Christmas	(2,008.00)	(425.00)	(2,433.00)
10-5310-258	DSS Community Donations-Christmas	3,502.00	425.00	3,927.00
10-3500-080	DSS Community Donations-Medical	-	(25.00)	(25.00)
10-5380-375	DSS Community Donations-Medical	1,467.00	25.00	1,492.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>4,511.00</b>	<b>-</b>	<b>4,511.00</b>

**Justification:**

*To put additional revenues received into budget for the Emergency Response Banquet Donations, Senior Center Trip Payments, and DSS Christmas and Medical Donations.*

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

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2019 - 040

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

**Date:** January 7, 2019

**RE:** Fire Protection

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

Account Code	Description	Old	+ or (-)	New
10-3316-000	Fire Protection-Creswell Fire Department Payback to County	(2,000.00)	(6,332.00)	(8,332.00)
10-4340-582	Fire Protection-Roper Fire Truck	-	6,332.00	6,332.00
<b>Fire Protection</b>				
<b>Balanced:</b>		<b>(2,000.00)</b>	<b>-</b>	<b>(2,000.00)</b>

**Justification:**

*To budget a portion of the revenues received from the Creswell Fire Truck Payback to cover the expenses to reimburse half of the amount returned by Roper as approved by the Board of Commissioners at their 9/5/17 meeting.*

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

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

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

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 041

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

Date: January 7, 2019

RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS - Administration Reimbursement	(1,894,467.00)	(19,126.00)	(1,913,593.00)
10-5380-406	SS Economic Support-LIEAP Payments	79,109.00	19,126.00	98,235.00
<b>SS Economic Support</b>				
		<b>Balanced:</b>		
		<b>(1,815,358.00)</b>	<b>-</b>	<b>(1,815,358.00)</b>

**Justification:**

*Social Services has received a funding authorization from DHHS to increase their LIEAP (low income energy assistance program) line by \$19,126. This program provides heating assistance to the elderly first, then other citizens that meet the criteria for assistance. The initial budget request for the amount of this line was based on the State of NC's budget estimates for the fiscal year prior to allocations being released to the counties. The initial allocation has now been received and is more than initially estimated by the state. These funds are 100% reimbursable.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2019 - 042**

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

**Date:** January 7, 2019

**RE:** Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-3480-022	Sunenergy Grant-Generators and Tires	-	(5,000.00)	(5,000.00)
10-4330-702	Sunenergy Grant-Generators and Tires	-	5,000.00	5,000.00
10-3480-023	Weyerhaeuser Giving Grant-Radios	-	(63,000.00)	(63,000.00)
10-4330-703	Weyerhaeuser Giving Grant-Radios	-	63,000.00	63,000.00
<b>Emergency Management</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

*To put monies into budget that have been received by the Emergency Management Director from Sunenergy for Generators/Tires and from Weyerhaeuser for Radios.*

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

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

**Initials:**   
**Batch #:**   
**Date:**

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 043

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

Date: January 7, 2019

RE: Sheriff/Animal Control

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(1,635.00)	(840.00)	(2,475.00)
10-4310-611	Gun Permits Discretionary-County Portion	11,120.00	840.00	11,960.00
10-3540-030	Gun Permits-State Portion	(1,865.00)	(985.00)	(2,850.00)
10-4310-612	Gun Permits-State Portion	3,420.00	985.00	4,405.00
10-3540-040	Finger Printing	(370.00)	(130.00)	(500.00)
10-4310-613	Finger Printing	751.00	130.00	881.00
10-3540-070	Donations-Animal Control	-	(176.00)	(176.00)
10-4310-601	Donations-Animal Control	985.00	176.00	1,161.00
<b>Sheriff/Animal Control</b>				
		<b>Balanced:</b>	<b>12,406.00</b>	<b>-</b>
				<b>12,406.00</b>

Justification:

*To budget for additional revenues received for gun permitting and finger printing and for an animal control donation.*

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

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

Initials: 


  
 Batch #: 

--

  
 Date: 

--



Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 044

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

Date: January 7, 2019

RE: Detention

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

Account Code	Description	Old	+ or (-)	New
10-4320-010	Detention Center - Salaries & Wages - Regular	353,830.00	(26,305.00)	327,525.00
10-4320-030	Detention Center - Salaries & Wages - Overtime	25,000.00	4,381.00	29,381.00
10-4320-031	Detention Center - Salaries & Wages - Parttime	19,000.00	21,924.00	40,924.00
<b>Detention</b>				
<b>Balanced:</b>		<b>397,830.00</b>	<b>-</b>	<b>397,830.00</b>

Justification:

*To transfer monies within Detention from Regular Salaries to Overtime and Parttime due to a shortage of full-time staff. The Sheriff and Chief Deputy are working with the Detention Chief to address the staffing shortage.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 045**

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

**Date:** January 2, 2019

**RE:** Finance/Central Services/Tax/Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-4130-315	Finance-Training	3,500.00	(305.00)	3,195.00
10-8300-451	Central Services-Insurances-Property & Liability	143,560.00	305.00	143,865.00
<b>Finance</b>				
10-4140-315	Tax Admin - Training	3,500.00	(200.00)	3,300.00
10-4140-310	Tax Admin - Travel	1,500.00	200.00	1,700.00
<b>Tax</b>				
10-4330-260	Emergency Management - Departmental Supplies	4,000.00	(208.00)	3,792.00
10-4330-540	Emergency Management - Capital Outlay - Vehicles	-	208.00	208.00
<b>Emergency Management</b>				
<b>Balanced:</b>		<b>156,060.00</b>	<b>-</b>	<b>156,060.00</b>

**Justification:**

*To transfer monies from Finance to Central Services to pay for the Bond Renewal for the Sheriff. To transfer monies within Tax from Training to Travel due to larger costs being actual travel rather than training as expected. To transfer monies within Emergency Management from departmental supplies to capital outlay-vehicles to cover the additional \$208 needed to go with the Grant received to pay off the Prime Mover Truck for use by Emergency Management, Water and EMS.*

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

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

**Initials:** MP

**Batch #:** 2019-045

**Date:** 1/2/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 046**

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

**Date:** January 2, 2019

**RE:** Board of Elections/Sheriff/EMS

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

Account Code	Description	Old	+ or (-)	New
10-4170-130	Board of Elections-Unemployment Insurance	235.00	(2.00)	233.00
10-4170-040	Board of Elections-Salaries & Wages-Longevity	514.00	2.00	516.00
<b>Board of Elections</b>				
10-4120-260	County Manager-Departmental Supplies	6,500.00	(9.00)	6,491.00
10-4120-040	County Manager-Salaries & Wages - Longevity	456.00	9.00	465.00
<b>County Manager</b>				
10-4310-030	Sheriff-Salaries & Wages - Parttime	1,063.00	(610.00)	453.00
10-4310-040	Sheriff-Salaries & Wages - Longevity	1,534.00	610.00	2,144.00
<b>Sheriff</b>				
37-4330-101	EMS - 401K Contribution	29,969.00	(260.00)	29,709.00
37-4330-050	EMS - Salaries & Wages - Longevity	2,039.00	260.00	2,299.00
<b>EMS</b>				
<b>Balanced:</b>		<b>42,310.00</b>	<b>-</b>	<b>42,310.00</b>

**Justification:**

*To transfer monies within Board of Elections, County Manager, Sheriff and EMS Departments to cover the underbudgeted amounts in Longevity.*

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

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

**Initials:** [Handwritten Signature]  
**Batch #:** 2019-046  
**Date:** 1/2/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 047**

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

**Date:** January 3, 2019

**RE:** Sheriff/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-4310-611	Gun Permitting Discretionary-County Portion	11,960.00	(2,000.00)	9,960.00
10-4310-540	Sheriff-Capital Outlay Vehicles	80,000.00	2,000.00	82,000.00
<b>Sheriff</b>				
33-7400-310	Landfill-Travel	250.00	(104.00)	146.00
33-7400-315	Landfill-Training	250.00	104.00	354.00
<b>Landfill</b>				
<b>Balanced:</b>		<b>92,460.00</b>	<b>-</b>	<b>92,460.00</b>

**Justification:**

*To transfer monies within the Sheriff's Office to cover the costs of taxes and tags for the new vehicles. To transfer monies within Landfill to cover the costs to send the PT Employee to training.*

**Approval Date:** 1/3/17

**Budget Officer's Initials:**

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

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 048

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

Date: January 7, 2019

RE: Facility Services/Water

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

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance & Repair Building	58,090.00	(14,910.00)	43,180.00
10-4265-540	Facility Services - Capital Outlay - Equipment	5,850.00	14,910.00	20,760.00
<b>Facility Services</b>				
35-3810-000	DOT Utility Relocation Reimbursements	(494,315.00)	(5,588.00)	(499,903.00)
35-7130-380	DOT Utility Relocation Reimbursements	494,315.00	5,588.00	499,903.00
<b>Water</b>				
<b>Balanced:</b>		<b>63,940.00</b>	<b>-</b>	<b>63,940.00</b>

**Justification:**

*To transfer monies from Facility Services Maintenance & Repair Building to Capital Outlay Equipment as charges for two HVAC Units were budgeted and coded to the wrong account numbers due to the cost per item. To budget additional revenue and expenditures for the DOT Relocation Project on Cross Road per Change Order# 2.*

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

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

Initials:	
Batch #:	
Date:	

Commissioner Phelps asked if the Roper Fire Department paid the County what we were owed on their firetruck. Mr. Potter said yes they did.

Commissioner Phelps thanked Ms. Keyes for applying for grants and receiving funds for projects that help the County.

**Commissioner Sexton made a motion to approve all of the abovementioned budget amendments as presented.**

Commissioner Phelps asked if most departments should be at the 50% level now. Ms. Dixon said most departments have spent 50% of their budget at this time. Commissioner Phelps asked if Ms. Dixon currently had any issues with any department's budgets. Ms. Dixon said not really—she and Mr. Potter have met and gone over all the accounts and feel comfortable with them. Ms. Dixon did comment that she was little concerned for 911 and Detention because they are still having issues with recruiting and retainment which is causing an increase in their overtime line.

Commissioner Phelps asked if the County is suffering from the government shutdown. He also asked if the Forestry Department was affected. Both Ms. Keyes and Mr. Potter stated

that funds from the State are keeping them going. **Commissioner Riddick seconded, motion carried unanimously.**

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

Chair Johnson stated she will be attending the NCACC Legislative Goals Conference next week in Raleigh, January 10-11, 2019. Unfunded mandates will be a topic discussed along with a request for bonds for school construction and she is still working on getting broadband state-wide—getting the unconnected connected.

Commissioner Sexton gave the Board some info on decommissioning solar farms. He doesn't want that cost to get dropped on the County for their clean-up when they are finished with them. Commissioner Sexton said that there is a solar panel that does not have hazardous material in it that could be used. Commissioner Sexton said he asked someone at SunEnergy to get him a figure of what decommissioning would cost.

Commissioner Phelps mentioned Department Heads that did not submit Department Head reports: GIS, Recreation, Elections, Soil and Water, Register of Deeds, the Sheriff's Office, Detention, E911, Facilities, and the Health Department. Commissioner Phelps said he feels that the Department Heads need to know how important these reports are to the Commissioners. Commissioner Phelps also mentioned that he was going to be meeting with the County Manager on things that Commissioners can do to benefit our County.

Commissioner Riddick gave kudos to Republic Services for picking up her trash and other items when called. Commissioner Phelps said most issues with Republic Services are usually west of Roper.

Ms. Bennett mentioned that the public hearings on the Planning Board recommendations regarding revising the Solar Energy Ordinance and the Zoning Ordinance will be at the February meeting.

Mr. Potter mentioned the Washington County cups sitting at each Commissioner's place. Mr. Potter noted that he gave one to each employee that attended the Employee's Christmas Luncheon.

Mr. Potter asked Chair Johnson and Commissioner Riddick to get together with him on a date they can meet regarding the Recreation Executive Committee.

Mr. Potter stated that Rhonda Bacyinski (with the Chamber of Commerce) reached out to him and the Town of Plymouth because the Chamber is having some funding issues.

Mr. Potter mentioned a citizen's roof complaint in Creswell and said that The Wooten Company is looking into it since the work was done during one of the URP programs.

Commissioner Phelps stated that the Town of Plymouth is having a meeting next week regarding parking on Water Street. Commissioner Phelps said he will be speaking at that meeting as a business owner.

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

Back in Open Session at 8:10 PM with no further business to discuss, **Commissioner Sexton made a motion to adjourn to January 29, 2019 at 3:00 PM in the Commissioners' Room. Commissioner Phelps seconded, motion carried unanimously.**

---

Tracey A. Johnson  
Chair

---

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