

October 7, 2019

The Washington County Board of Commissioners met in Regular Meeting on Monday, October 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/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Sexton gave the invocation; Commissioner Walker led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Proclamation National Breast Cancer Awareness Month
- d) Resolution: Retirement Receptions
- e) Resolution Appointing Review Officer
- f) Southern Albemarle Association Delegates

Commissioner Riddick seconded, motion carried unanimously.

PUBLIC FORUM: None.

AQUA PRESENTATION: Mr. Ruffin Poole, Business Development Director of AQUA spoke to the Board. He met Chair Johnson at the NCACC Conference in Guilford County in August.

Washington County
October 7, 2019



AQUA™



Meet the Presenter

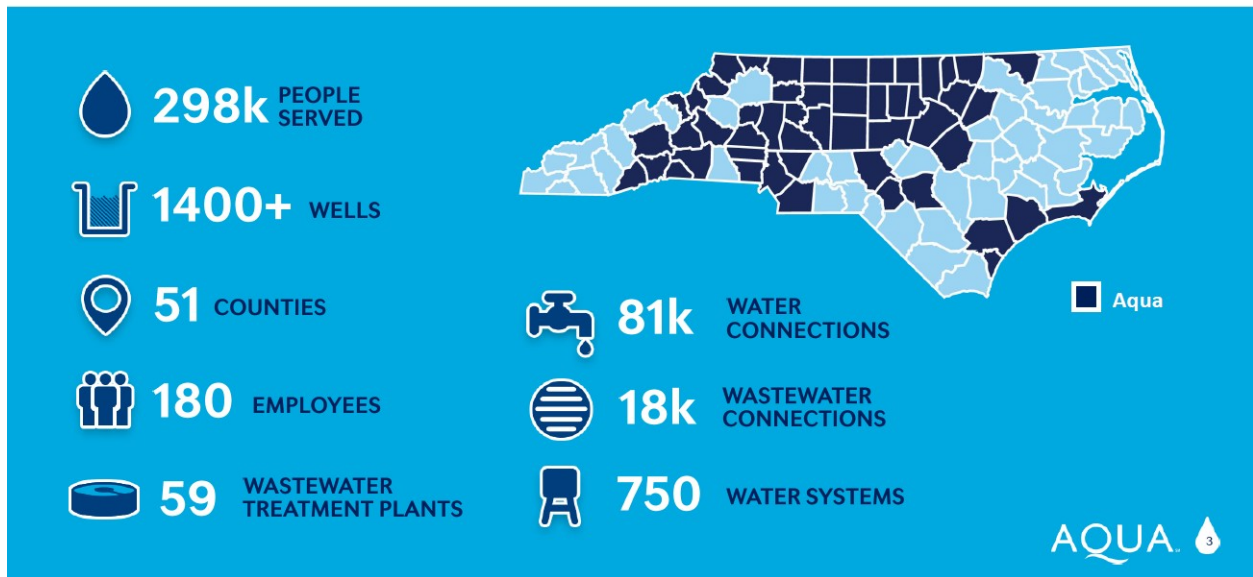


Ruffin Poole

Director Corporate Development
Aqua North Carolina, Inc.

AQUA. 

North Carolina At-A-Glance



Our Expertise

Operations					Capex	Regulatory
Water Treatment and Distribution	Wastewater Collection System and Treatment	Emergency Preparedness and Response	Continuous System Monitoring and Preventive Maintenance	Customer Focus with 24/7/365 Customer Service	Capital Planning and Asset Management	Regulatory and Environmental Compliance
<p>Best-in-class, publicly regulated utility in operation since founding by Swarthmore College professors in 1886</p> <p>Infrastructure investment programs to replace aging water and wastewater pipelines and rehabilitate aging facilities</p> <p>Best management practices related to Inflow & Infiltration (I&I) investigation and remediation</p> <p>Proven customer service</p>					<p>Since 2014, we have implemented significant capital investment to improve & rebuild pipes, plants, wells & other water & wastewater infrastructure (>\$130M for NC)</p> <p>Affiliate A+ S&P bond rating</p>	<p>Strong regulatory compliance practices, ensuring we work collaboratively with NCUC & NCDEQ to meet and exceed all regulatory and environmental standards.</p>

AQUA

American Water Works Association's 2019 State of the Water Industry Report

Top five most important issues facing the water industry:

1. Renewal and replacement of aging water and wastewater infrastructure
2. Financing for capital improvements
3. Long term supply availability
4. Public understanding the value of water systems and services
5. Public understanding of the value of water resources


American Water Works
Association
Dedicated to the World's Most Important Resource™



2019 State of the
Water Industry Report



Challenge: Resources, Expertise & Regulations

- According to the EPA, key challenges facing small and midsize water utilities include:
 - **Lack of financial resources**
 - **Lack of expertise**
 - **Compliance with EPA regulations**



State Water Infrastructure Authority (SWIA) Assessment

- SWIA has identified up to \$26B of water & wastewater infrastructure improvement needs over the next 20 years.
 - Only a small fraction of these capital needs can be met with grant funds or low interest loans from state and federal sources.
- According to the Local Government Commission (LGC), approximately 90 communities are in financial trouble because of their water and/or sewer systems.
 - Considering only “traditional” options to provide water & wastewater services is not going to solve problems impacting communities with aged infrastructure.

AQUA.



2019 State Budget Proposal

- **System Viability Grants and Loans** to return distressed water and sewer systems to sustainable operations
 - An estimated \$350M is needed to address 26 water and sewer systems which have received an unit assistance letter
 - Only \$19M has been allocated for upcoming budget biennial
- **System Resiliency Grants and Loans** to mitigate damage from catastrophic natural disasters.

AQUA.



Are grants really “free” money?

- Application process has a cost: staff time & money
 - Grantor can take months to process applications
- Often many terms and conditions are attached- reporting, etc...
 - Commonly require a percentage match and rate increase
 - Normally highly competitive- exacerbating all the above
 - Difficult to sustain: additional on-going O&M
 - Only address some of the challenges facing the system

AQUA

Fair Market Value Legislation How it works



AQUA



NC Fair Market Value Legislation:

- Became law – June 25, 2018
- Valuation process allows municipalities to receive fair market value for systems
- Removes regulatory roadblocks between buyers and sellers
- Improves transparency and certitude of acquisition process

AQUA

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Benefits :

- New option for communities dealing with aging, deteriorating systems
- Commitment to continue delivery of safe water and wastewater services
- Allows community to focus on economic development and local initiatives
- **Consumer protections**
 - DEQ – Environmental
 - NCUC Public Staff- Financial Oversight
- **Management:**
 - Infrastructure
 - Organizational
 - Financial

AQUA

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North Carolina Utilities Commission Regulatory Compact



North Carolina Utilities Commission

Balance:

- Appropriate service quality
- Reasonable rates
- Financial health of the utility

Just like under public operations, utility rates are set and approved by public officials – by the municipality, the state public utility commission or another public authority. No matter the model, rate setting is always a public process with opportunity for input by all interested individuals and groups.



Partnering with Aqua | Acquisition

How It Works

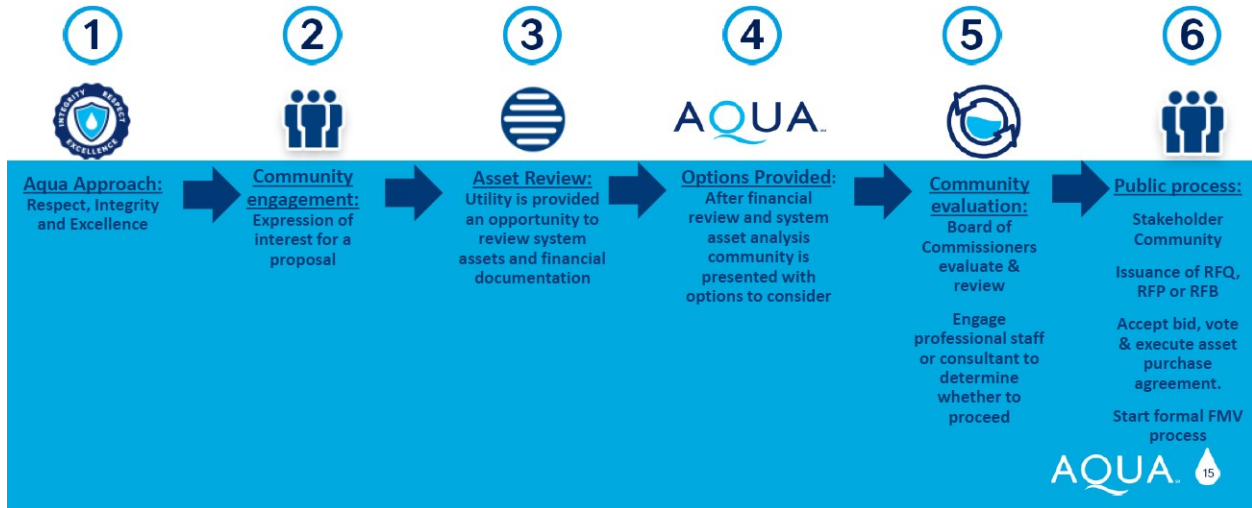
- Aqua purchases, operates and provides capital for system(s)
- Aqua serves, meters, and bills customers, who are regulated by NCUC



Key Benefits

- 1 Town receives capital to retire debt & invest
- 2 Provides a source of added tax revenue
- 3 Eliminate risk of non-compliance
- 4 County can focus on core governmental functions
- 5 Aqua is a community partner for economic development
- 6 Aqua has financial resources to address expansion

Making the Decision



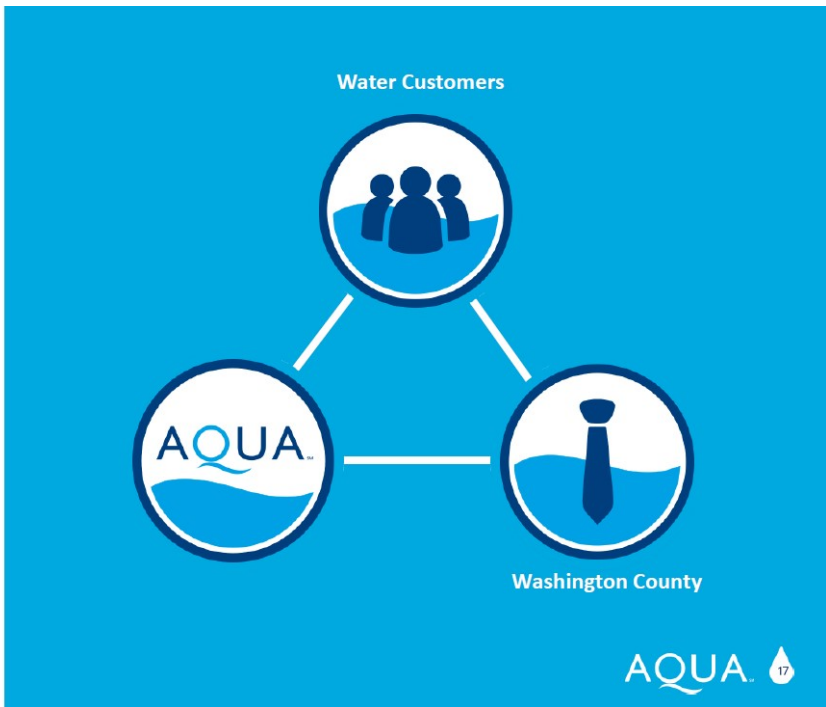
Our Mission:

Protecting and providing Earth's most essential resource.



AQUA

Partnership Formula



We're Ready For Your Questions



Commissioner Phelps asked AQUA why they don't serve eastern North Carolina and why do they only go as far as Northampton County. Mr. Poole said that systems they acquired are in suburbs. Commissioner Phelps asked if AQUA wants to come this far. Mr. Poole said yes. Commissioner Phelps asked would AQUA be running our system or assisting us with it. Mr. Poole said he would like to discuss both options.

Commissioner Phelps asked what AQUA would do for the County. Mr. Poole said AQUA could come in and evaluate the County's system. They would need financial information and see the system itself, then they can provide a formal proposal based on their evaluation and

what improvements are needed and set priorities based on capital needs and then engage in a community discussion regarding fair market value. There is a public process for an RFP. Mr. Poole said it is up to the Board to decide if the County would want to go this route. AQUA would pay the County for its system and then work with the County to improve it and keep it going.

Commissioner Sexton said would it just be for Washington County. Mr. Poole said yes, since the County doesn't control the towns (Plymouth, Roper & Creswell) water systems. Commissioner Sexton asked about the rate structure. Mr. Poole said it based on customer network.

Chair Johnson said it's her 3rd time hearing Mr. Poole and wanted the Board to hear him also to see what the County's options are.

Commissioner Phelps asked Mr. Poole how AQUA would handle the County's aging infrastructure. Mr. Poole said he would use an existing Capital Improvement Plan from the County if possible.

Commissioner Phelps asked Mr. Potter if Rivers & Associates is working on a Capital Improvement Plan. Mr. Potter said Rivers & Associates Capital Improvement Plan is more for the Pea Ridge area.

Mr. Poole said he could utilize an existing study that Mr. Potter said existed which was done by The Wooten Company many years ago.

Chair Johnson thanked Mr. Poole for coming and for his presentation.

Commissioner Phelps asked the Board when they would have more meetings to discuss this. Chair Johnson said her thoughts were for the Board to go over the presentation given tonight and be ready to discuss it at the November 4 Board of Commissioners meeting.

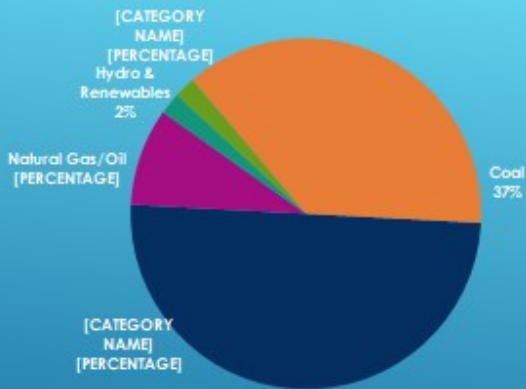
Chair Johnson also asked Mr. Poole to speak about how this affects current employees. Mr. Poole said as long as current employees pass a qualification test, they plan to hire all existing employees. Mr. Poole says AQUA needs them for making the transition. Mr. Poole said he is available if the Board has any questions in the future please feel free to contact him.

UPDATE ON TIDELAND EMC: Mr. Paul Spruill, President of Tideland EMS spoke to the Board. Chair Johnson asked him to give the Board an update on Broadband.

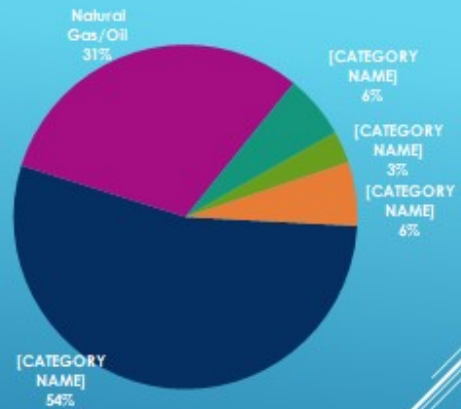
TIDELAND EMC

78TH YEAR OF ELECTRIC CO-OP SERVICE

LOGO for 75th Year (1941 to 2016)



2008:



2018:

POWER SUPPLY MIGRATION

GOVERNANCE AND SERVICE AREA

- 23,000 electric meters in 6 of 20 NC CAMA Counties
- Dare, Washington, Hyde, Beaufort, Pamlico, Craven
- Board of Directors must live in 1 of 10 districts
Elected by mail-in ballot from all 6 counties
- General Manager/CEO
Works at the will of the Board

OUR MEMBERS OWN OUR ASSETS

- Capital Credits allocated proportionate to consumption at the end of each year.
- Capital Credits retired (**checks mailed**) for older allocated years after Board's review of financial health for current financial year.
- Capital Credits retired (**checks mailed**) this past December for member refunds from the 1990s
- Deceased members: the estate benefits from the entirety of what is owed throughout all years of the member's active consumption.

COMMUNITY IMPACTS

ECONOMIC DEVELOPMENT:

*Low Interest Loans; Revolving Loan Pool;
(Partnership with USDA Community Facilities)*

ENERGY ASSISTANCE:

"Silver Lining Grants" "Disaster Relief"

TIDELAND ELECTRIC CARE TRUST



TECHNOLOGY, EMERGENCY MGMT, RESTORATION

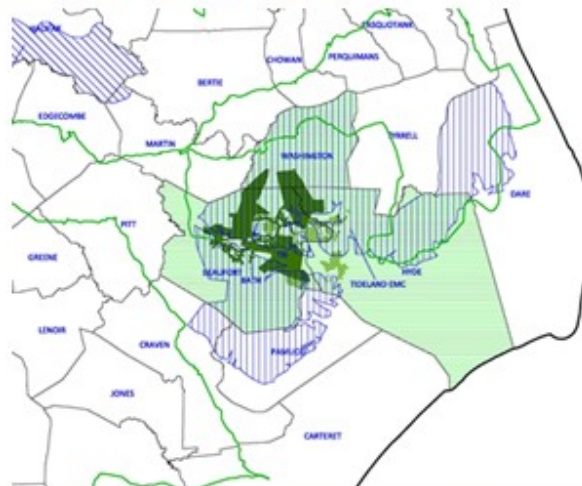
RiverStreet[®] NETWORKS



GREG COLTRAIN - VP OF BUSINESS DEVELOPMENT
TIDELAND EMC – HOMETOWN STRONG
FEBRUARY 26, 2019

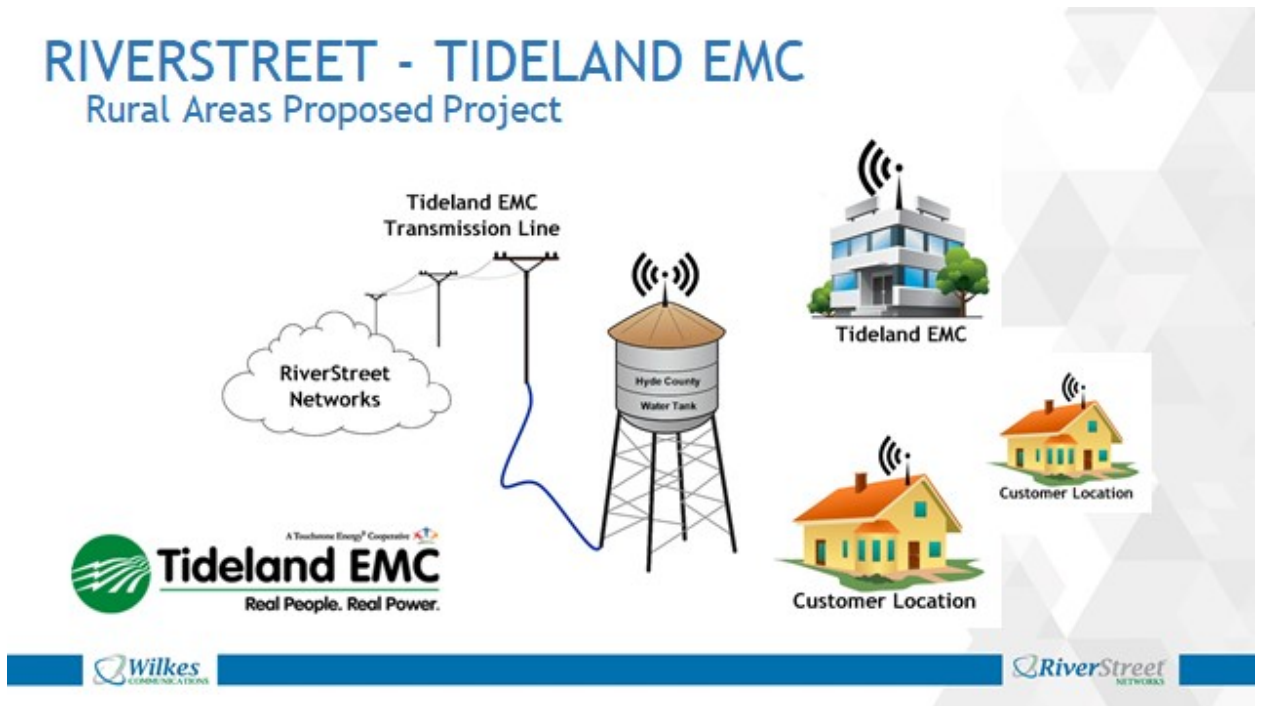
RIVERSTREET NETWORKS

PUBLIC PRIVATE PARTNERSHIPS - NORTH CAROLINA ELECTRIC
MEMBERSHIP CORPORATIONS - TIDELAND EMC





RIVERSTREET - TIDELAND EMC Rural Areas Proposed Project



Commissioner Phelps asked why there isn't someone on Tideland's Board of Directors from Washington County. Mr. Spruill said there is someone who lives a couple of miles from Acre Station, and he covers Washington County. Mr. Spruill said that no one from Washington County has put in to be a member. A resident can file a petition with the Board by getting 50 signatures. (There are no term limits at the present time.)

Tri-County is now RiverStreet Networks. They have an Eastern loop and a Western loop of fiber optics. These are the folks who really are in charge of getting broadband. RiverStreet uses fixed base wireless.

Chair Johnson said for the County to move forward we should talk to Mr. Greg Coltrain of RiverStreet. Mr. Spruill said he could arrange that. Commissioner Phelps would like for Mr. Coltrain to attend the Board's November meeting.

Chair Johnson thanked Mr. Spruill for attending the Commissioner's meeting and showing them some possibilities.

STRATEGIC PLAN UPDATE: Mr. Potter spoke to the Board giving them the highlights of the first Strategic Plan meeting.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

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



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

AGENDA ITEM MEMO

MEETING DATE: October 7, 2019 MEMO Date: October 2, 2019 ITEM:
SUBJECT: Strategic Plan Steering Committee Update
DEPARTMENT: Manager's Office
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- 9/26/19 Email from County Manager to Steering Committee regarding Initial Meeting (2pgs)
- B- Proposal for Washington County Economic Development Strategy from Bunny Sanders (2pgs)

PURPOSE: To update the Board regarding the first meeting and ongoing activities of the Strategic Plan Steering Committee.

BACKGROUND:

At its regular meeting on 8/5/19 following a presentation about the recent history of strategic planning efforts in Washington County (refer to BOCC Memo and attached materials from 8/5/19 meeting) the Board discussed whether to undertake a new strategic planning process to help facilitate the future progress of Washington County.

At that same meeting, the County Manager was directed to form a Strategic Plan Steering Committee initially consisting of the County Manager, Clerk to the Board, Finance Officer, Commissioners Jennifer Riddick and Julius Walker, TTA Director Tom Harrison, and two (2) representatives to be appointed from the Washington County Think Tank for Progress (Bunny Sanders and Mavis Hill). Pete Rodda who has a wealth of local government experience and owns property in Washington County and participated in the last strategic planning process was also subsequently added to the Steering Committee at his request and the Board's approval.

The initial formational meeting of the Steering Committee was scheduled for early September but was delayed due to Hurricane Dorian and scheduling conflicts until 10/1/19 when the Steering Committee met to begin discussing the overall scope and potential methodology of a new strategic planning process.

There was and likely still remains some disagreement over the exact scope of what the new strategic planning process should be about in terms of a broad county wide strategic plan vs. a tourism development/economic development focused strategic plan geared primarily toward tourism development. There was also not collective agreement on the exact methodology to be utilized in either case.

Tom Harrison, Bunny Sanders, and Mavis Hill proposed that the process focus primarily on economic development through tourism development as one of two primary economic development paths (the other being industry development) and proposed that they collaborate as a subcommittee to handle that aspect of the process separately from, or at least as a separate component of, any larger overall strategic plan that would be pursued.

Commissioners Riddick and Walker expressed a strong desire on behalf of the Board to ensure that the final plan be broader and encompass more than just economic development to address many other issues facing the county as a whole.

Collectively the Steering Committee agreed as follows:

1. The members need to carefully review the strategic planning process concept in more detail by looking at the best practices templates/guide publication materials provided by the County Manager to the Board in his previous 8/5/19 Memo;
2. Regardless of exact scope, the plan itself should be more short term focused as a 3-5 year plan with regular updates provided to and input requested from the Board on a regular basis.
3. The members should review the last known Mission Statement of Washington County (pasted immediately below) and determine whether any changes to that statement should be proposed to the Board for consideration.

Mission Statement:
Washington County and its municipalities will improve its citizens' lives by developing a sustainable community through advancement of education, healthcare, housing, economic development and positive community pride.

4. Each of the members individually needs to brainstorm with outside input from third parties to develop individual proposed Vision Statements to be used as part of a new strategic planning process. These will be shared at next Steering Committee meeting for discussion and selection of a single proposed Vision Statement that will be shared with outside third parties including each of the municipalities for additional input and eventually final approval by the Board of Commissioners.
5. Tom Harrison, Bunny Sanders, and Mavis Hill would form a sub-committee and proceed with exploring the tourism related aspects of the plan as their primary focus to be brought back to the Steering Committee for further discussion and input.
 - a. Attached is a document received from Bunny Sanders outlining her suggested course of action with respect to the next steps for this subcommittee.
6. The next Steering Committee meeting is tentatively scheduled for 10/15/19 at 1PM.

FINANCIAL IMPACT: No immediate direct financial impact at this time. Note: Indirectly strategic planning is a very labor intensive process for staff, and can require a substantial commitment of resources in time/energy.

RECOMMENDATION(S): No action is recommended at this time.

Curtis Potter

From: Curtis Potter
Sent: Thursday, September 26, 2019 1:06 PM
To: Jennifer Riddick (jenniferriddick73@gmail.com); Julius Walker Jr. (jwalkerjr45@gmail.com); bunnywsanders@gmail.com; 'Tom Harrison'; 'Mchill64@gmail.com'; Julie Bennett; Missy Dixon (mdixon@washconc.org) (mdixon@washconc.org); Pete Rodda (roddawa@gmail.com)
Cc: Allysa Rouse
Subject: RE: Strategic Plan Steering Committee
Attachments: BOCC Memo re Strategic Planning for 20190805 BOCC mtg w attachments.pdf

Good Afternoon Everyone!,

I just wanted to resend this previous email below which was sent before that meeting was rescheduled due to the hurricane, with the attachment again for your reference, and as a reminder that we will all meet in the Board of Commissioners room at 116 Adams Street in Plymouth on Tuesday October 1st to begin working on the next Washington Count Strategic Plan.

If you have any questions or concerns please let me know. I look forward to seeing and working with all of you next week.

Respectfully Yours,

Curtis S. Potter

County Manager/County Attorney
Washington County
PO Box 1007
Plymouth, NC 27962
252-793-5823

From: Curtis Potter
Sent: Friday, August 23, 2019 6:56 PM
To: Jennifer Riddick (jenniferriddick73@gmail.com); Julius Walker Jr. (jwalkerjr45@gmail.com); bunnywsanders@gmail.com; 'Tom Harrison'; 'Mchill64@gmail.com'; Julie Bennett; Missy Dixon (mdixon@washconc.org) (mdixon@washconc.org)
Cc: Allysa Rouse
Subject: Strategic Plan Steering Committee

Hello All,

Thank you for your patience awaiting this email. I have confirmed with everyone via phone except for Ms. Hill who I have not been able to reach that September 6th, 2019 will work for our initial committee meeting to begin discussing our task and how to go about accomplishing it. That is also the only date that both Tom and I can meet on the same day. This date will also give us the opportunity to meet before the Commissioners meeting on 9/9/19 permitting us to provide an update to the full Board of Commissioners at that time.

Commissioner Walker and I have a meeting in Roper at 0830 that morning for the Washington County Business and Industrial Planning Committee which is facilitated by the School System.

Therefore I would like to propose that we meet at 11:00AM in the regular Board of Commissioners room in Plymouth. I will send out a calendar invite immediately after this email.

I have attached the same Memo and materials which were provided to the Board of Commissioners at our last meeting in Creswell concerning the strategic plan concept and background for Washington County. I highly encourage everyone to review and familiarize yourself with the Memo and more importantly the outside content it may reference in some cases by hyperlinks to helpful resources.

Just FYI: I am also waiting to hear from the full board on the potential inclusion of one additional member to this committee who owns property in Washington County, has a wealth of professional government and administrative experience, and has requested to join in this process.

At our initial meeting I anticipate we will discuss the following in addition to other items we may choose to add as a group:

1. Strategic Plan Scope
2. Suggested Plan Structure/Format/Methodology
3. Suggested Facilitators/Assigned Party Roles
4. Tentative Timeline
5. Board of Commissioners Update Message
6. Next Committee Meeting Date & Goals

If you have any questions or concerns please do not hesitate to contact me at your convenience. If at all possible please copy everyone listed in this email to help keep everyone together and on the same page on any questions or answers as we move forward. I look forward to working with all of you and to hopefully tackling this much needed project in the near future for the ultimate benefit of Washington County and its citizens.

Respectfully Yours,

Curtis S. Potter

County Manager/County Attorney
Washington County
PO Box 1007
Plymouth, NC 27962
252-793-5823

From: Curtis Potter
Sent: Thursday, August 1, 2019 2:42 PM
To: Julie Bennett
Cc: Allys Rouse
Subject: Strategic Plan Memo for BOCC mtg

Respectfully Yours,

Curtis S. Potter

County Manager/County Attorney

Proposed Plan of Action for Washington County Tourism Development Strategy

Goals for Tourism Development Strategy: *Increase Job Opportunities; Increase Tax Base; and Improve Quality of Life.*

Objectives: *In order to reach the above goals the following objective would have to be achieved: Increase the number of tourists visiting Washington County*

Activities: *In order to achieve above objective, the team would have to perform the following types of activity*

- 1. Assess and develop all potential tourism related assets in the county such as Bears, Museums, Historic sites, nature tours, waterway related activities, and race track for full development, etc.*
- 2. Engage each town in the tourism development process*
- 3. Seek grants and opportunity zones, historic districts, and others to be determined*
- 4. Continued marketing, social media activities,*

ACTION PLAN for TOURISM DEVELOPMENT

Purpose: To enhance tourism development opportunities that attract large numbers of tourists, create small business opportunities and jobs, and improve the quality of life in Washington County.

Continued Development of County's Existing Assets: THE WASHINGTON COUNTY BRAND

The Washington County Brand (BEARS) has been established and should continue to be exploited to its fullest potential as it is currently the reason most people outside the county and state are, and in the near future, likely to be aware of Washington County.

Development of Strategic Tourism Work Plan for the County.....All Towns in the county should be included in the planning process since the Washington County tax base will benefit from economic activity throughout the county.

Tourism Branding Facilitator: TOM HARRISON, PR, & Social Media Facilitator: Current Wash. Co. Tourism Director

The county's tourism brand is strong and suggests that Washington County is a place for outdoor sports: Hunting, fishing, boating, River Cruises, bird and bear watching, biking, running, etc. ALL of these activities should be exploited by entrepreneurs with the assistance of an aggressive tourism development team. Therefore, funding for this purpose and these activities should continue as it has laid the groundwork around which the county's marketability can be developed. Tom Harrison would continue development of the existing nature based assets, PR, Social Media, and assist with development of related entrepreneurial opportunities.

However, full development of tourism as a major economic development strategy will also require the following activities.

Tourism Strategy Facilitator: BUNNY SANDERS: Former NENC Tourism Dir. & Tourism Dev. Consultant

1. Assessment of tourism related assets throughout the county
2. Review of existing tourism development activity in the county
2. Meet with Mayors and town councils of each town to discuss assets and vision
3. Targeted markets consistent with the county tourism goals and regional vision
4. Pursue, meet with, and assist potential tourism investors for major projects in each town and/or the county
- 5 Determine highest and best use of potential tourism assets in each town and throughout county
6. Determine what existing assets can be exploited for the largest return on investment
7. Identify grant sources for planning and development of projects determined by towns/county
8. Seek Grants to finance Tourism Development Activities

Tourism Strategy Facilitator: MAVIS HILL Tourism Grants and Asset Development Director of Comm. Dev. Corp. Director of Community Development Corporation in Washington and Tyrrell Counties

1. Explore potential tourism related small business opportunities
2. Arrange training sessions for interested entrepreneurs and assist with business plans
3. Determine sources for small business development loans and grants
4. CDC upgrading of existing assets and developing nature related business opportunities
5. Development of the town of Creswell as an introduction to a revitalized SOMERSET PLANTATION.
6. Development of job opportunities for youth, underprivileged and formerly incarcerated In nature based tourism.

Mr. Potter said that if the Board wants to change the mission statement, now is the time to do so.

Mr. Potter stated that 3 members wanted to focus on tourism and Commissioner Walker and Riddick wanted to make sure to include more components. Mr. Potter said the 3 member group was tasked with making a list of the current tourism assets. Commissioner Phelps asked what the goal is after the 10/15 meeting. Mr. Potter said the goal would be to have an agreed upon mission statement and to see if the information from Ms. Sanders is ok with the rest of the committee and have info for a larger strategic plan.

Commissioner Walker said he suggested an education component and feels that someone should be on the committee from the school system. Chair Johnson said the committee could add members as needed.

Commissioner Walker said he thought the first meeting went very well.

GRANICUS BOARDS & COMMITTEES SOFTWARE UPDATE: Ms. Bennett told the Board that the contract with Granicus for the Boards & Committees software was signed the middle of August. Ms. Angie Adams and Ms. Bennett just had their first teleconference with Granicus on Tuesday, September 24. Ms. Adams is now entering the data in an Excel spreadsheet Granicus sent after the teleconference on Tuesday. The deadline to send the data to Granicus is October 11. Their staff will go over it and import it to their system and Ms. Adams and Ms. Bennett will have another teleconference on October 21. Ms. Adams and Ms. Bennett are working with Granicus's tech person and a trainer. They have "homework"...online training sessions that they have to complete on their own. The real data and website will be available for Ms. Adams and Ms. Bennett to train on, on November 18 and 19. Ms. Bennett's plan is to go live the day of the Board's meeting on December 2 and to give a demonstration during that meeting.

HOMETOWN STRONG: Mr. Curtis Potter spoke to the Board. Mr. Potter referenced the information below.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS

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



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

AGENDA ITEM MEMO

MEETING DATE: October 7, 2019	MEMO Date: October 3, 2019	ITEM:
SUBJECT: Hometown Strong Initiative (HSI)		
DEPARTMENT: County Manager's Office		
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA) Allysa Rouse, County Management Fellow		

ATTACHMENTS:

- A- Hometown Strong Overview Brochure 2019 (2pgs)
- B- Refer to www.hometownstrong.nc.gov

PURPOSE: To review the Hometown Strong Initiative ("HSI") program and suggest key projects that might benefit by being included for HSI review.

BACKGROUND:

In 2018, Governor Roy Cooper launched a new initiative to partner with rural local governments to support local economies, improve infrastructure, and strengthen rural communities. Historically many eastern North Carolina counties have been documented as some of the most impoverished counties in the state. Economic development is an important aspect of the region and frequent conversation in this county.

Participating in the HSI may allow the county to more effectively and efficiently communicate the unique needs of this community to state departments and officials and ultimately collaborate on streamlined solutions or resources that the county might otherwise not be able to obtain or pursue efficiently on its own.

HSI staff recently met with the County Manager's Office and representatives from the municipalities and has tentatively scheduled a site visit for 10/28/19 and 10/29/19 with specific details to be forthcoming after confirmation.

As that meeting nears the County Manager's office will be working on a list of projects and related state offices/departments that might be useful to collaborate on solutions for those projects with. A preliminary rough draft of that list is pasted below for reference.

Project	Department	Collaboration
Washington Regional Hospital	DHHS	<ul style="list-style-type: none"> Assist in ongoing efforts to keep facility operating and in resolving any regulatory/transactional issues that may arise during future sale/conveyance.
Drainage	Environmental; Emergency; Agriculture; Recreation; Transportation; Army Corps	<ul style="list-style-type: none"> Continue pursuing ways to address ongoing infilling of drainage systems and lack of maintenance/upkeep

Commerce Building	Administration; Commerce; IT	<ul style="list-style-type: none"> • Finding credible uses and qualified tenants/owners for the building • Explore possible programs to aide with final completion of punch list items for building preparation/repairs/upfit • Explore pros and cons of selling or leasing the building • Provide information on connection to state NCMC fiber optic network
Broadband Expansion	Administration; Commerce; IT	<ul style="list-style-type: none"> • Review/pursue available opportunities to improve internet capacity/services
Airport Terminal	Transportation; Emergency Management; Agriculture	<ul style="list-style-type: none"> • Pursue possible collaborative funding for a multi-purpose Airport Terminal/EOC/Forestry/State Staging Point Building
Wind Farm Expansion	Administration; Commerce; Energy; Environmental; Military	<ul style="list-style-type: none"> • Review JLUS maps and recent regulations regarding wind farm development and discuss possible methods to create an avenue for limited wind farm development/investment
Strategic Plan	Commerce; Tourism; Recreation; Cultural Arts	<ul style="list-style-type: none"> • Provides strategic planning workshops to counties interested in formulating plans • Obtain assistance incorporating misc key topics into plan
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		•
		•
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		•

FINANCIAL IMPACT: No immediate direct financial impact at this time.

RECOMMENDATION(S): No formal action required.

Review the attached brochure on the Hometown Strong Initiative along with the preliminary draft list of projects and provide input on any additional project that you would like to be added for discussion and possible collaboration toward solutions for during the initiative. Subsequent input can be made via email to the County Manager.

Hometown Strong Process



“Helping rural North Carolina thrive is one of my top priorities. We’ll listen to local leaders to make sure they’re getting the support they need to help their communities prosper.”

- Governor Roy Cooper



Connect with us!

@HometownStrongNC

@Hometown_Strong

hometown_strong

116 West Jones Street
Raleigh, NC 27603

20320 Mail Service Center
Raleigh, NC 27699

(919) 814-2090 | hometownstrong.nc.gov

HOMETOWN STRONG

Community Focused Partnerships

Hometown Strong is a cabinet agency team that works with your community to deliver...

- Existing state programs that support your communities' priorities
- State partners that help you navigate state processes
- Tools to share your templates for success with other communities

How can we serve your community?

In small communities, when you face a problem, you solve it by bringing everyone around the table.

Hometown Strong brings that same spirit to state government and gives rural communities a partner they can count on in Raleigh.

Hometown Strong is an initiative that offers a more personal and hands-on approach for state government's reaction to the needs of North Carolina's rural communities. Hometown Strong creates a partnership between state agencies and local leaders to champion rural communities. The effort leverages state and local resources, identifies ongoing projects and community needs, and implements focused plans to boost the economy, improve infrastructure and strengthen North Carolina's hometowns.



What is *your* Priority?

The following priority project examples show a range of actions that can be taken through Hometown Strong.

- Connecting with resources for surplus equipment
- Creating practical plans for downtown revitalization
- Inventorying water infrastructure assets
- Improving outdoor recreation and health through parks and greenways
- Utilizing local libraries for hot spot check-outs to expand broadband connectivity
- Partnering with military bases on utilizing local suppliers
- Celebrating the unique history, arts and culture of a community
- Increasing resiliency as part of storm recovery
- Providing technical assistance for tax re-evaluations
- Upgrading streetscapes and expanding transportation options
- Recruiting local talent to public service jobs
- Assisting with census counts to ensure federal resources are returned to North Carolina

Hometown Strong Action Team

The Governor directs his cabinet to actively engage with rural communities. Each cabinet agency sends a leader to participate in each field visit. The action team represents:

- Department of Administration
- Department of Commerce
- Department of Environmental Quality
- Department of Health and Human Services
- Department of Information Technology
- Department of Military and Veteran Affairs
- Department of Natural and Cultural Resources
- Department of Public Safety
- Department of Revenue
- Department of Transportation
- Office of State Human Resources
- Office of State Budget and Management

We're on the way to your community!

We want to reach out to every corner of our beautiful state! This map shows shaded counties that we have visited through June 2019.



Mr. Potter said the Hometown Strong team from the Governor's Office plan to be here on October 28 at 10:30 am, but that has not been confirmed yet.

APPROVAL OF USING CURRENT COUNTY ID CARDS FOR VOTING

PURPOSES: Mr. Potter brought this to the Board for discussion. He does not recommend using the County's photo ID as an ID card for voting because all staff does not have them and the County needs to be consistent. Ms. Bell has a way to make an ID for anyone coming in to vote.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
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ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

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

AGENDA ITEM MEMO

MEETING DATE: October 7, 2019 **MEMO Date:** October 3, 2019 **ITEM:**
SUBJECT: 2020 Voter ID Card Registration for Local Governments
DEPARTMENT: Elections
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)
ATTACHMENTS:
A- 9/17/19 NC BOE letter to government officials (3pgs)
B- VoterID Approval Form (1pg)
C- VoterID Approvals List (as of 9/18/19) (4pgs)

PURPOSE: To discuss whether to pursue registration and approval of Washington County's Employee ID Cards with the NC Board of Elections for potential use in complying with voter ID requirements starting in 2020.

BACKGROUND:

Refer to the 9/17/19 letter from the Board of Elections. Essentially local governments like Washington County may be able to have their employee IDs used by employees for purposes of complying with future voter ID requirements if certain conditions are met and approval is obtained by application to the Board of Elections.

ANALYSIS:

In discussing this with staff, it is estimated that approximately half of staff have current/up to date ID cards, and the local Board of Elections Director is of the opinion that due to the availability of onsite photo ID equipment to accommodate any registered voter (regardless of employment with the county) there is not a need to request or seek approval of county ID cards for voter ID purposes. County Management concurs.

FINANCIAL IMPACT:

No immediate direct financial impact at this time. Registration and ongoing compliance/monitoring of registration requirements would entail additional expenditure of indirect/soft resources primarily in staff time.

RECOMMENDATION(S):

- Review and discuss any questions with county staff.

- No formal action required unless the Board desires to have the county's official employee ID card registered with the NC Board of Elections as a valid form of voter ID.



NORTH CAROLINA STATE BOARD OF ELECTIONS

**EMPLOYEE ID
APPROVAL
FORM 2019-2020**

P.O. Box 27255

Raleigh, NC

27611-7255

Mailing Address

VoterID@ncsbe.gov

E-mail

(919) 814-0700 or

(866) 522-4723

Phone

(919) 715-0135

Fax

1 Information About Your Institution

This institution is a: State Government Entity Local Government Entity Charter School

From:

Name of Institution

Address

City, State, Zip

County

2 ID Card Requirements

The following requirements have been met and will not knowingly be violated with regard to employee identification cards issued during the approval period:

- 1. The identification cards that are issued by the state or local government entity or charter school contain photographs of employees obtained by the state or local government entity or charter school or its agents or contractors. **If the photograph used is not produced by the state or local government entity or charter school, you must certify in detail the process used to ensure the photograph is that of the employee to whom the identification card is issued and must certify that the process is designed to confirm the identity of the employee to whom the identification card is issued. You must attach additional documentation to this form describing the process used if the photograph is not produced by the state or local government entity or charter school.**
- 2. The photograph obtained is a frontal image that includes the employee's face and represents a clear, accurate likeness of the employee to whom the identification card is issued.
- 3. The identification cards are issued after an employment application or other process that includes one or more methods of confirming the identity of the employee using information that include, but are not limited to, the social security number, citizenship status, and birthdate of the employee.
- 4. Access to the equipment for producing the identification cards is restricted through security measures.
- 5. Misuse of the equipment for producing the identification cards would be grounds for termination of an employee.
- 6. State or local or charter school officials would report any misuse of identification card equipment they have knowledge of to law enforcement if G.S. 163A-1389(19) was potentially violated.
- 7. The state or local government entity or charter school will provide copies of employee identification cards to the State Board to assist with training purposes.

For boxes 2 through 7, if you have any concerns about whether your institution meets any of the requirements, please attach additional documentation explaining the processes used.

3 Attestation

I have attached any required additional documentation to this form, if applicable.

I certify that the information on this form and any additional documentation submitted with this form are true and correct and that I am the head elected official or lead human resources employee of the state or local government entity or charter school.

X

Signature

Date

X

Print Name

Title

Please return completed form to VoterID@ncsbe.gov



NORTH CAROLINA

STATE BOARD OF ELECTIONS

Mailing Address:
P.O. Box 27255,
Raleigh, NC 27611

(919) 814-0700 or
(866) 522-4723

Fax: (919) 715-0135

Pursuant to N.C.G.S. §§ 163A-1145.2(a), 163A-1145.3(a) and 2018 N.C. Sess. Laws 144, sec. 1.2.(f) the following student identification cards, employee identification cards and tribal enrollment cards are **approved** for use as photo identification to vote under N.C.G.S. § 163A-1145.1 for the primaries and general election to be held in 2020:

1. Anderson Creek Academy: Employee
2. Appalachian State University: **Student** and Employee
3. Beaufort County Community College: **Student** and Employee
4. Bennett College: **Student**
5. Brevard Academy: Employee
6. Brevard College: **Student**
7. Burke County: Employee
8. Central Piedmont Community College: **Student** and Employee
9. City of Clinton: Employee
10. City of Elizabeth City: Employee
11. City of Greensboro: Employee
12. Coharie Tribe
13. County of Warren: Employee
14. Davidson College: **Student**
15. Duke University: **Student**
16. Edgecombe Community College: **Student** and Employee
17. Elizabeth City State University: **Student** and Employee
18. Elon University: **Student**
19. Envision Science Academy: Employee
20. Falls Lake Academy: Employee
21. Fayetteville State University: Employee
22. Guilford Preparatory Academy: Employee
23. Halifax Community College: **Student** and Employee
24. Halifax County: Employee
25. Haliwa-Saponi Tribe
26. Healthy Start Academy: Employee
27. Isothermal Community College: **Student** and Employee
28. Johnson C. Smith University: **Student**
29. Kestrel Heights Charter School: Employee
30. Kipp Durham: Employee
31. Lake Norman Charter: Employee
32. Livingstone College: **Student**
33. Lumbee Tribe of North Carolina
34. Meredith College: **Student**
35. NC Central University: **Student** and Employee

- 36. NC Connections Academy: Employee
- 37. NC Department of Administration: Employee
- 38. NC Department of Health and Human Services: Employee
- 39. NC Department of Information Technology: Employee
- 40. NC Department of Justice: Employee
- 41. NC Department of Public Safety: Employee
- 42. NC Department of Revenue: Employee
- 43. NC Department of Transportation: Employee
- 44. NC General Assembly: Employee
- 45. NC Housing Finance Agency: Employee
- 46. NC Lottery Education Lottery: Employee
- 47. NC School of Science and Math: Employee
- 48. NC State University: **Student** and Employee
- 49. North East Carolina Preparatory: Employee
- 50. Onslow County Government: Employee
- 51. Orange County: Employee
- 52. Peak Charter Academy: Employee
- 53. Pender County: Employee
- 54. Pfeiffer University: **Student**
- 55. Piedmont Community College: **Student** and Employee
- 56. Roanoke-Chowan Community College: **Student**
- 57. Rowan-Cabarrus Community College: **Student** and Employee
- 58. Sappony Tribe
- 59. Shaw University: **Student**
- 60. St. Augustine University: **Student**
- 61. The Expedition School: Employee
- 62. Town of Fuquay-Varina: Employee
- 63. Town of Jamestown: Employee
- 64. U.N.C. Asheville: **Students** and Employee
- 65. U.N.C. Wilmington: Employee
- 66. Vance Charter School: Employee
- 67. Waccamaw Siouan Tribe
- 68. Warren Wilson College: **Student**
- 69. Washington Montessori Public Charter School: Employee
- 70. Wayne Community College: **Student**
- 71. Winston-Salem State University: Employee
- 72. Western Piedmont Council of Governments: Employee

The following student identification cards and employee identification cards are **not approved** for use as photo identification to vote for the primaries and general election to be held in 2020:

- 1. East Carolina University: Student and Employee
 Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
 G.S. § 163A-1145.3(a)(1)(a)

2. Fayetteville State University: Student
Nonconformity: G.S. § 163A-1145.2(a)(1)(b)

3. NC A&T State University: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.2(a)(1)(b)
G.S. § 163A-1145.3(a)(1)(a)

4. NC School of Science and Math: Student
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.2(a)(1)(b)

5. U.N.C. Chapel Hill: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.3(a)(1)(a)

6. U.N.C. Charlotte: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.2(a)(1)(b)
G.S. § 163A-1145.3(a)(1)(a)

7. U.N.C. Greensboro: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.2(a)(1)(b)
G.S. § 163A-1145.3(a)(1)(a)

8. U.N.C. Healthcare: Employee
Nonconformity: G.S. § 163A-1145.3(a)(1)(a)

9. U.N.C. Pembroke: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.3(a)(1)(a)

10. U.N.C. School of the Arts: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.3(a)(1)(a)

11. U.N.C. Wilmington: Student
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)

12. Winston-Salem State University: Student
Nonconformity: G.S. § 163A-1145.2(a)(1)(b)

13. Western Carolina University: Student and Employee
Nonconformity: G.S. § 163A-1145.2(a)(1)(a)
G.S. § 163A-1145.3(a)(1)(a)

On behalf of the North Carolina State Board of Elections:



Kim Westbook Strach
Executive Director
North Carolina State Board of Elections

March 15, 2019

Date

Commissioner Phelps asked why all employees don't have ID badges. Mr. Potter said cost plays a part of it. Ms. Keyes said she purchased some of the supplies to make ID badges with grant money. Mr. Potter said it's not required for all staff to have one. Mr. Potter said he could contact employees to see if they want an ID badge and have them see Ms. Keyes to have one made.

Commissioner Riddick said when someone does their paperwork for being hired they should have to get an ID.

Mr. Potter said he will do what the Board wants.

Commissioner Phelps made a motion to change the policy so that when employees are hired they get an ID badge. Commissioner Riddick seconded, motion passed unanimously.

Commissioner Sexton made a made a motion to follow staff recommendation to not let employees use their county ID for voting. Commissioner Walker seconded. Discussion ensued. Commissioner Phelps said he opposes this since other counties do allow it. Chair Johnson said the process is difficult. Mr. Potter said he did confer with Ms. Bell on this and she did not recommend it. Chair Johnson suggested they have Ms. Bell come to the next meeting to talk to the Board. Mr. Potter said there is a deadline to be met before the Board can meet again.

Chair Johnson called for the vote: 4 ayes (Commissioners Johnson, Riddick, Sexton and Walker) and 1 nay (Commissioner Phelps). Motion passed.

RECOVERY COURT COORDINATOR AGREEMENT: Mr. Potter spoke to the Board. Please see the following information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

AGENDA ITEM MEMO

MEETING DATE: October 7, 2019 **MEMO Date:** October 2, 2019 **ITEM:**
SUBJECT: 2nd Judicial District - Drug Recovery Court Coordinator Position
DEPARTMENT: MTW District Health Department
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- Memorandum of Agreement Between MTW District Health Department and Washington County - 2pgs
- B- Contract for Recovery Court Coordinator Services Between MTW District Health Department and Washington County - 3pgs
- C- Memorandum of Agreement Between Washington County, Judge Regina R. Parker, North Carolina Administrative Office of the Courts - 7pgs
- D- Budget Amendment - 1pg

PURPOSE: To review and approve the attached documents to permit Washington County to serve as a pass through entity by receiving grant funds from the MTW Health Department which will be provided to the NC Administrative Office of the Courts to be used in funding a new Drug Recovery Court Coordinator position.

BACKGROUND: The Martin-Tyrrell-Washington District Health Department which has recently taken on the duty of coordinating our regions evaluation and response to the opioid epidemic and crises applied for and received grant funding from the federal government part of which is intended to be used for funding a new Drug Recovery Court Coordinator Position in the 2nd Judicial District.

Initially MTW intended to contract directly with the NC Administrative Office of the Courts to fund this position, but after further discussions, NCAOC informed MTW that it could only contract with an actual county under their authority in NCGS 153A-212.1.

MTW and Judge Parker requested that Washington County help facilitate the creation of this position by agreeing to provide the necessary funding for this position directly to NCAOC if MTW in turn agreed to fully reimburse the county. The enclosed instruments if approved would accomplish this.

FINANCIAL IMPACT: No net increase in direct expenditures due to full reimbursement by MTW. The only additional ancillary cost would be the additional staff time and resources required to facilitate the ongoing contract administration and process the monthly invoices/payments.

RECOMMENDATION(S): Review the attached documents and:

Approve all of the attached documents and authorize the County Manager and Finance Officer to execute the same on behalf of the County and deliver them as needed to help create the new Drug Recovery Court Coordinator position for the 2nd Judicial District as described.

MEMORANDUM OF AGREEMENT
BETWEEN THE
MARTIN-TYRRELL-WASHINGTON DISTRICT HEALTH DEPARTMENT
AND
WASHINGTON COUNTY
2019-2021

This Memorandum of Agreement is between the Martin-Tyrrell-Washington District Health Department and Washington County to facilitate the provision of pass through funding to be used to fund a new Recovery Court Coordinator position.

The Martin-Tyrrell-Washington District Health Department is the grantee for the Adult Drug Court Discretionary Grant Program awarded by the Bureau of Justice Assistance, a division of the United States Department of Justice.

One of the key components of the grant is funding to support a Recovery Court Coordinator position. This position will be supervised by the Chief District Court Judge for North Carolina's Second Judicial District. This position will be housed in the North Carolina Administrative Office of the Courts.

The North Carolina Administrative Office of the Courts has insisted upon receiving the funding for this position directly from a county pursuant to NCGS § 153A-212.1 and a form non-negotiable written Memorandum of Understanding to be entered into between that county and itself.

Washington County was asked to serve as said county by utilizing its authority under the statute cited above and by entering into the non-negotiable Memorandum of Understanding with the North Carolina Administrative Office of the Courts to fund the new Recovery Court Coordinator position if the Martin-Tyrrell-Washington District Health Department agreed to fully reimburse the county with grant funding to be received for such purpose under the grant described above.

Washington County has agreed to the foregoing request upon the condition that it can obtain certain financial and legal assurances from Martin-Tyrrell-Washington District Health Department under this Memorandum of Understanding together with any attached contracts referenced herein. These are requested to more adequately address and resolve certain potential financial or legal risks and concerns that may arise for Washington County under the separate and non-negotiable Memorandum of Agreement it will be required to enter into with the North Carolina Administrative Office of the Courts for funding the new Recovery Court Coordinator position.

The assistance provided hereunder by the Martin-Tyrrell-Washington District Health Department will consist generally of:

1. Ensuring that grant funding for the position and any and all costs arising from the position will be provided to Washington County.
2. Ensuring that the Recovery Court Coordinator has assistance to run the 2nd Judicial District Opioid Coalition and all other activities related to the Recovery Court.
3. Administering the remaining funds in the grant, to be used to contract with other key Recovery Court personnel, supplies, travel and training funds, and other expenses.
4. General oversight responsibility for monitoring and ensuring the overall grant funding compliance with any applicable grant restrictions or any other applicable rules, regulations or laws.

The assistance provided hereunder by Washington County will consist generally of serving in effect as a pass through entity by utilizing its statutory authority pursuant to NCGS § 153A-212.1 or other applicable law, to enable the County to provide the necessary funding to the Administrative Office of the Courts to be used to fund the Recovery Court Coordinator position.

All such funding provided by Washington County will be fully reimbursed by the Martin-Tyrrell-Washington District Health Department pursuant to the attached "Contract for Recovery Court Coordinator services Between the MTW District Health Department and Washington County" (October 1, 2019 – June 30, 2021) which is attached hereto and incorporated herein by specific reference.

This Memorandum of Agreement is hereby entered into by the following duly authorized agents of each entity stated effective as of October 1, 2019.

Wes Gray, Date

Local Health Director
Martin-Tyrrell-Washington
District Health Department

Curtis Potter, Date
County Manager / County Attorney

Washington County

**Contract for Recovery Court Coordinator services
Between the
MTW District Health Department and Washington County**

October 1, 2019 – June 30, 2021

This agreement between the Martin-Tyrrell-Washington District Health Department hereinafter referred to as the “**Department**” and Washington County, hereinafter referred to as the “**County**” is entered into for the purpose of providing Recovery Court Coordinator services for the District 2 Recovery Court, operating out of the North Carolina Administrative Office of the Courts, hereinafter referred to as the “**NCAOC**.” The 2nd Judicial District, hereinafter referred to as the “**Judicial District**” covers the counties of Martin, Tyrrell, Washington, Beaufort, and Hyde.

Whereas both the Department and the County mutually agree that the purpose of providing Recovery Court Coordinator services is to promote optimal health and well-being of residents in Washington County and throughout the District, and

Whereas both the Department and the County mutually agree that the long-term purpose of these funds is to provide full-time Recovery Court Coordinator services to each county in the Judicial District, and

Whereas both the Department and County mutually agree that the Adult Drug Court Discretionary Grant Program awarded by the Bureau of Justice Assistance at the United States Department of Justice is a useful step toward the goal of reducing the impact of the opioid epidemic in our area, and

Whereas both the Department and County mutually agree to continue providing Recovery Court Coordinator services as specified in the annually developed “Memorandum of Agreement between Martin-Tyrrell-Washington District Health Department and Washington County,”

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and the County agree as follows:

The Department agrees:

1. To provide funds not to exceed \$150,000 to the County as grant sub-contractor for the purpose of supporting one Recovery Court Coordinator position that will be employed by the NCAOC for the 2019-2020 and 2020-2021 fiscal year pursuant to and in accordance with a Memorandum of Agreement between Washington County, Chief District Court Judge Regina R. Parker, and North Carolina Administrative Office of the Courts effective October 1, 2019 which is attached hereto and incorporated herein by reference as if fully set out and referred to hereinafter as the “**AOCMOU**”. This amount includes any liability arising

between the County and the NCAOC. Any addition liability arising above \$150,000 will be covered by the Department.

2. That the funds will be paid monthly upon submission of an invoice that specifies personnel and other allowable costs and that the Department shall pay the sub-contractor within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
3. That the funds may be used only for personnel costs (salary and fringe), office supplies, hardware, software, support services, telecommunications, and in-state travel, or other expenses outlined in North Carolina GS § 7A-300 or the AOCMOU.
4. To immediately notify the County in writing of any known grant funding disputes or compliance issues that may threaten the continuing availability of grant funds to the Department related to this program.

The County as grant Sub-Contractor agrees:

1. To utilize funds not to exceed \$150,000 for the purpose of supporting one Recovery Court Coordinator position at the NCAOC for 2019-2020 and 2020-2021 fiscal years pursuant to and in accordance with the AOCMOU, and to notify the Department of any additional expenses related to liability and personnel costs.
2. To submit an invoice to the Department monthly that specifies personnel and other allowable costs for the period.
3. To contract with the NCAOC to pay personnel and operating costs for the Recovery Court Coordinator by entering into the AOCMOU.
4. To inform the Department of the employment of the Recovery Court Coordinator, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.

The parties mutually agree:

1. Term: This contract shall be in effect for the period October 1, 2019 through June 30, 2021.
2. Termination: Either party may terminate this contract with or without cause upon 60 days written notice which is the same period of time for unilateral termination available to County under the AOCMOU
3. Merger: The Contract is the entire agreement between the parties with respect to the foregoing matter and there are no other verbal or written agreements with

respect thereto between the parties which have not been reduced to writing and specifically incorporated into the Contract.

4. Modification: No modifications of the Contract shall be valid unless reduced to writing signed by all parties hereto.
5. Severability: The provisions of this Contract are intended to be severable. Any and all provisions of this Contract that are prohibited, unenforceable, or otherwise not authorized in any jurisdiction shall, as to such portion and/or jurisdiction only, be deemed ineffective to the extent of such prohibition, unenforceability, or non-authorization, without invalidating the remaining provision(s) hereof in such jurisdiction, or affecting the continuing validity, enforceability, or legality hereof in any other jurisdiction.
6. Electronic and/or Duplicate Execution & Order of Execution: The Contract may be executed in multiple counterparts, in which event each executed copy shall be deemed an original document as between the parties. An electronic signature and/or copy of the Contract shall have the same force and affect as the original. Due to the need to comply with statutory auditing requirements, all parties contracting with County shall execute the Contract first and deliver a fully signed copy thereof (preferably via electronic form) to the County for its counter-execution and delivery of a fully signed copy to all parties.

IN WITNESS WHEREOF, the undersigned having been duly authorized by each of the parties hereto, have executed and entered into this agreement on behalf thereof, as of the effective date stated hereinabove.

FOR AND ON BEHALF OF:

FOR AND ON BEHALF OF:

**MARTIN-TYRRELL-WASHINGTON
DISTRICT HEALTH DEPARTMENT**

WASHINGTON COUNTY

MTW Local Health Director

Washington County Manager

Date: _____

Date: _____

(This instrument has been pre-audit in the manner required by the Local Government Budget and Fiscal Control Act)

MTW Finance Officer

Washington County Finance Officer

Date: _____

Date: _____

NORTH CAROLINA

WASHINGTON COUNTY

THIS MEMORANDUM OF AGREEMENT (MOA) is made and entered into, as of the date of the last signature below (the "Effective Date") by and between **Washington County** (hereinafter "the County"); **Judge Regina R. Parker**, Chief District Court Judge, 2nd Judicial District (hereinafter "the Judge"); and the **North Carolina Administrative Office of the Courts** (hereinafter "the NCAOC").

WITNESSETH

THAT WHEREAS, the County has agreed to reimburse expenses so that the Judge can hire one coordinator who will support operations of a recovery court in the 2nd Judicial District;

WHEREAS, G.S. §§7A-300 and 153A-212.1 permit a cooperative arrangement to pay for the compensation and expenses of the coordinator listed in Appendix A, which Appendix A is attached hereto and is incorporated herein as if fully set out, which could not otherwise be provided using State funds;

WHEREAS, Martin-Tyrrell-Washington District Health has received a federal grant award to fund activities of a recovery court;

WHEREAS, the County has appropriated funds to pay for the personnel position costs of the position listed in Appendix A;

WHEREAS, the NCAOC Director has found that the Judge has made a showing that a need exists for a coordinator position to assist in the disposition of those cases in the recovery court;

WHEREAS, the County will pay to the NCAOC on behalf of the Judge the amounts specified herein for the use by the Judge to hire personnel as shown in Appendix A;

WHEREAS, the NCAOC is responsible for administering the receipts and expenditures of the Judicial Department, including the office of the Judge; and

WHEREAS, the parties hereto have mutually agreed to the terms of this MOA as hereinafter set out.

NOW THEREFORE, in consideration of the terms and conditions hereinafter set forth, the County does hereby agree to provide funds and the NCAOC agrees to administer the funds on behalf of the Judge for the position shown in Appendix A.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE AS FOLLOWS:

1. The term of this MOA shall be for a period of twenty-one months, beginning on October 1, 2019, and terminating on June 30, 2021.
2. The coordinator under this contract will be an employee of the Judge for all purposes and shall be hired by and work under the supervision and direction of the Judge, accordingly, for the 2nd Judicial District.
3. The County will be responsible for paying the personnel and operating costs as budgeted and approved by the County Board of Commissioners and other related costs that may arise. Any changes in salary shall be communicated in writing to the County Manager, the Judge, and the NCAOC. The parties agree to act in good faith to facilitate such budget amendments as may be necessary from time to time. The Judge shall provide space and furnishings for their staff position under this agreement commensurate with other staff offices, using space already provided by the County. The NCAOC shall provide administrative services (including Human Resources processing and payroll services) pursuant to this MOA, but shall not contribute funds or be responsible for paying any operating expenses of the project, nor shall the NCAOC or County be responsible for the hiring or supervision of the position.
4. The County shall provide funds to the NCAOC Deputy Director for Financial Services as outlined in Appendix A. Expenses for unemployment, workers' compensation and disability claims, as outlined in paragraph 8 below, are unforeseen expenses which are not included in Appendix A and may increase the Counties' financial obligation above and beyond the base amount indicated in Appendix A should a claim be filed.
5. The County agrees to provide to the NCAOC all operating costs associated with the position in this MOA in accordance with annual NCAOC position cost statements supplied by the NCAOC Financial Services Divisions, as outlined in Appendix A. Typical operating costs in NCAOC position cost statements represent expenditures such as transportation, meals and lodging, postage, registration fees, maintenance agreements, office equipment, general office supplies, telephone service and equipment, personal computer and printer, software, and wiring and installation. Using funds provided by the County, the NCAOC will purchase and maintain all equipment outlined in Appendix A. The County will submit payment upon the receipt of a detailed invoice.
6. If the County fails to pay an invoice within 60 days of receipt, the NCAOC will apply the requisite amount of court facilities fees collected pursuant to G.S. 7A-304 and 7A-305 toward the outstanding invoice amount. If the County chooses to remit payment to the NCAOC after the court facilities fees have already been applied to the outstanding invoice amount, the NCAOC will reclassify the amount of court facilities fees allocated to the outstanding invoice so that that County will receive its full share of court facilities fees pursuant to G.S. 7A-304 and 7A-305.
7. The County agrees that it will increase the payments under this MOA by the amount necessary to provide for each of the following increases in the compensation or benefits of any person whose position is funded under this MOA, with each increase to become effective on the effective date of the relevant increase in compensation or benefits as set forth by the

North Carolina General Assembly. Should the amounts needed for any increase exceed ten percent (10%) of the total contract amount, the County must agree in writing to any amount in excess of ten percent (10%) of the total contract amount. If the County does not agree in writing to pay the amount in excess of ten percent (10%), then the parties may terminate this contract in accordance with paragraph 10 below.

- a. Any increase in salary due to legislative act, reclassification, in-range adjustment, or longevity
 - b. Any increase in salary to which any assistant or deputy clerk is entitled under the pay plan adopted pursuant to G.S. §7A-102
 - c. Any legislatively mandated increase in the employer contributions to the North Carolina Teachers' and State Employees' Retirement System or the Consolidated Judicial Retirement System
 - d. Any legislatively mandated increase in the employer's premium to provide coverage under the North Carolina Teachers' and State Employees' Major Medical Plan
8. The County agrees to reimburse the NCAOC for any and all costs arising from an unemployment, workers' compensation and/or disability claim submitted by an employee under this contract who qualifies for such payments based on his/her duration of employment with the Judicial Department. The County agrees to reimburse the NCAOC for all costs arising from any such claim that is submitted after the contract period specified in paragraph 1 above, so long as the termination of employment or injury that is the subject of such claim occurred during said contract period. Costs arising from unemployment, workers' compensation, and/or disability claims are not included in Appendix A and may result in costs in excess of those outlined in paragraph 4 above. Absent a specific line item in Appendix A for unemployment, workers' compensation, and/or disability costs, such costs may be offset and covered with (i) funds reallocated from other line items, where available; and/or (ii) lapsed salary resulting from vacant the position under this Agreement or future comparable agreements. A vacant position under this Agreement may be held vacant for an extended period of time to ensure that there will be a sufficient amount of lapsed salary with which to reimburse the NCAOC for any such claims. This provision does not limit the authority of the Office of the North Carolina Attorney General to represent the NCAOC in any litigation that may arise hereunder. Additionally, the NCAOC will purchase worker's compensation insurance, if available through the North Carolina Department of Insurance, to cover any workers' compensation claims that may be filed in accordance with this MOA. The County agrees to reimburse the NCAOC for the cost of workers' compensation insurance premiums and deductibles paid by the NCAOC. The NCAOC will send an invoice to the County for payment of any and all costs arising from an unemployment, workers' compensation, and/or disability claim and for insurance premiums and deductibles; and, the County shall pay any invoice not later than 60 days after the County's receipt of the invoice.
9. The NCAOC and the County shall maintain all appropriate documentation of expenditures under this MOA for examination by the Office of the State Auditor. The NCAOC shall provide to the County, and the County shall provide to the NCAOC, copies of said documentation upon request.

10. This MOA may be terminated by the County, the NCAOC, or the Judge upon giving sixty (60) days' notice in writing or by the mutual consent of all of the parties.
11. The Judge shall immediately advise the County in writing if any of the respective position is vacated without a replacement. Said vacancy may suspend the operation of this MOA for that position until the position is filled.
12. It is understood and agreed between the County, the Judge, and the NCAOC that any renewal or extension of this MOA is dependent upon and subject to the allocation, availability or appropriation of funds by the County.
13. It is understood and agreed between the County, the Judge, and the NCAOC that this MOA is entered into pursuant 7A-300, and 153A-212.1 and that nothing in this MOA shall be construed to obligate the NCAOC to maintain or request funding for the position or services initially provided under this MOA.
14. This MOA may be amended by written agreement executed by all the parties, except if the only change is an increase in position and corresponding costs, then only the County and NCAOC need sign the amendment.
15. This MOA, including Appendix A attached and incorporated herein, is the entire MOA among the parties and there are no other agreements, oral, written, expressed or implied.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives have executed this MOA, in triplicate originals, as of the Effective Date. The undersigned County Manager agrees to provide NCAOC with copies of minutes or other documentation authorizing him/her to execute this contract on behalf of the County.

This the ____ day of _____, 20____.

WASHINGTON COUNTY

BY: _____
Curtis S. Potter, County Manager

**CHIEF DISTRICT COURT JUDGE
2nd JUDICIAL DISTRICT**

BY: _____
Judge Regina R. Parker

NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS

BY: _____
Director

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

County Finance Director

APPENDIX A

Estimated Contract Cost

09/05/19

Invoices will be based on actual, not estimated, costs.

Position Title: RECOVERY COURT COORDINATOR

	FY 2020 Original	FY 2020 Adjust- ments	Projected FY 2020 Costs	
Salary & Longevity (\$54,000 annual for 9 months)	40,500		40,500	
Social Security 7.65%	3,099		3,099	
Retirement 19.86%	8,044		8,044	
Health Insurance (\$6,306 annual for 9 months)	4,730		4,730	
Workers' Compensation	203		203	
Unemployment	583		583	
Office Supplies	540		540	
Postage	460	-460	0 1	
Training/Conference Registration Fees	0		0 2	
Other Administrative Expenses	500	-500	0 2	
Law Books	0		0 2	
Expert Witness Fees	5,000	-5,000	0 2	
Transcripts, Records, Briefs	3,000	-3,000	0 2	
Court Exhibits	1,000	-1,000	0 2	
Office Equipment				
Dictation unit	N/R	498	-498	0 2
File cabinet	N/R	360	-360	0 2
Hardware, Software, Support Services				
Scanner	N/R	609	-1,463	0 2
CD/DVD Duplicator	N/R	713	-713	0 2
Telecommunications				
Equipment, wiring, installation	N/R	600	-600	0 2
Phone line		214		214
Data connectivity		155		155
In-State Travel				
Mileage (2400 miles x \$0.54/mile)	1,296		1,296	
Lodging (1 day x \$83/day)	83		83	
Meals (1 day x \$40/day)	40		40	
Total Cost	\$73,689	-\$13,594	\$60,095	
Total Recurring Cost	\$70,055	-\$9,960	\$60,095	
Total Non-Recurring Cost	\$3,634	-\$3,634	\$0	

Non-recurring (N/R) costs are incurred when a new position is created or equipment is purchased or replaced.

1 AOC waives reimbursement during this fiscal year.

2 Expenses not anticipated during this fiscal year.

APPENDIX A

Estimated Contract Cost

09/05/19

Invoices will be based on actual, not estimated, costs.

Position Title: RECOVERY COURT COORDINATOR

	FY 2021 Original	FY 2021 Adjust- ments	Projected FY 2021 Costs	
Salary & Longevity (\$54,000 plus 2.5% COLA)	55,350		55,350	
Social Security 7.65%	4,235		4,235	
Retirement 21.44%	11,868		11,868	
Health Insurance	6,650		6,650	
Workers' Compensation	277		277	
Unemployment	664		664	
Office Supplies	600		600	
Postage	460	-460	0 1	
Training/Conference Registration Fees	0		0 2	
Other Administrative Expenses	500	-500	0 2	
Law Books	0		0 2	
Expert Witness Fees	5,000	-5,000	0 2	
Transcripts, Records, Briefs	3,000	-3,000	0 2	
Court Exhibits	1,000	-1,000	0 2	
Office Equipment				
Dictation unit	N/R	498	-498	0 2
File cabinet	N/R	360	-360	0 2
Hardware, Software, Support Services				
Scanner	N/R	816		816
CD/DVD Duplicator	N/R	1,463	-1,463	0 2
		713	-713	0 2
Telecommunications				
Equipment, wiring, installation	N/R	600	-600	0 2
Phone line		288		288
Data connectivity		210		210
In-State Travel				
Mileage (2400 miles x \$0.54/mile)		1,296		1,296
Lodging (2 days x \$83/day)		166		166
Meals (2 days x \$40/day)		80		80
Total Cost	\$96,094	-\$13,594	\$82,500	
Total Recurring Cost	\$92,460	-\$9,960	\$82,500	
Total Non-Recurring Cost	\$3,634	-\$3,634	\$0	

Non-recurring (N/R) costs are incurred when a new position is created or equipment is purchased or replaced.

1 AOC waives reimbursement during this fiscal year.

2 Expenses not anticipated during this fiscal year.

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 -

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

Date: October 7, 2019

RE: Allocation for Pass Through Funding from MTW Health Dept. to NC AOC for Drug Court Coordinator Position

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

Account Code	Description	Old	+ or (-)	New
10-3970-020	MTW Court Coordinator Grant	-	(73,689.00)	(73,689.00)
10-5110-993	2nd District Drug Court Coordinator Position	-	73,689.00	73,689.00
Balanced:		-	-	-

Justification:

To allocate funding to be paid to the NC Administrative Office of the Courts per NCGS 153A-212.1 and a written MOU to fund a new Drug Recovery Court Coordinator position for the 2nd Judicial District under Chief District Court Judge Regina Parker's Supervision, and to allocate offsetting revenues of the same amount reflecting MTW Health Department's agreement to fully reimburse the county for the expenses related to this position from a grant received by MTW for such purpose. NC AOC required the funds to come from a county rather than a health department. The county essentially serves as a flow through with 0 net additional expense related to this position.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Commissioner Phelps made a motion to approve all of the documents above and authorize the County Manager and Finance Officer to execute the same on behalf of the County and deliver them as needed to help create the new Drug Recovery Court

Coordinator position for the 2nd Judicial District as described. Commissioner Sexton seconded, motion carried unanimously.

ORDINANCE TO REGULATE COUNTY PARKS AND FACILITIES RULES: Mr. Potter spoke to the Board regarding the Ordinance below.

AN ORDINANCE OF WASHINGTON COUNTY, NC
TO REGULATE
RECREATION PARKS & FACILITIES

A. **Title:** This Ordinance shall be known as the “Parks and Recreation Ordinance” of Washington County, NC and is sometimes hereinafter referred to as the “Ordinance”.

B. **Purpose and Intent:**

- i. This Ordinance is intended to promote the health, safety, and general welfare of the public and to implement the County’s conduct regulations for the orderly and controlled use of the County’s parks and recreation properties and facilities.
- ii. The purpose of this Ordinance is to regulate, restrict, and monitor the public’s safety and general well-being pursuant to § 160A-353 while using the parks and recreation facilities.

C. **Definitions:** The following definitions shall apply unless the context clearly indicates or requires a different meaning.

- i. *County.* Washington County, NC
- ii. *Director.* The Recreation Director employed by Washington County or other individual designated in writing by the County Manager to serve in such capacity for purposes of this ordinance. This person is immediately in charge of any park area or recreation facility and oversees all park attendants of the area.
- iii. *Park.* A park, reservation, playground, beach, recreation center or any other area in the county, owned or used by the county and devoted to active or passive recreation of any kind.
- iv. *Person.* Any person, firm, partnership, association, corporation, company or organization of any kind.
- v. *Vehicle.* Any wheeled conveyance, whether motor powered, animal drawn or self-propelled. The term shall include any trailer in tow of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the county parks.

D. Regulation of Parks and Recreational Facilities: It shall be unlawful on Washington County Parks and Recreation Facilities for any person to:

- i. Use or trespass on recreation facilities when closed to the public
- ii. Erect advertising or signs of any type
- iii. Possess or discharge, shoot, fire, or explode any firearm, ordinance, deadly weapon, also including but not limited to; throwing or propelling any dangerous projectiles, and the use of fireworks without a permit or the hitting of golf balls
- iv. Permit dogs, horses, or other animals to run at large or ride horses within county recreation facilities, except by permit. (Exclusive of working animals)
- v. Permit a vehicle to be left unattended for more than 12 hours or overnight, except by permit.
- vi. Use or operate bicycles, roller skates, roller blades, skateboards, and scooters except in areas so designated and only with a helmet.
- vii. Possess, consume, and display any alcoholic beverage or any substance included in NC Controlled Substance Act without a proper prescription.
- viii. Litter or dispose of household or business garbage in recreation facility garbage containers.
- ix. Operate a motor vehicle within a recreation facility during the hours posted that the facility is closed. (Exclusive of County vehicles or government agencies in the performance of their duties.)
- x. No registered sex offender shall enter into or upon any public park or recreational facility operated by Washington County.
- xi. It shall be unlawful for any person to remove, destroy, mutilate or deface any structure, monument, statue, planter, fountain, wall, fence, railing, sign, vehicle, bench, trees, plants, or any other property in any park, facility or County recreational property.
- xii. No person shall operate a vehicle or motor vehicle, including bicycles, minibikes and motorcycles, within the area designated as a county park or recreational facility, except within the confines of public streets, parking areas, roads, trails or alleys provided for such purpose; provided that authorized county vehicles and motor vehicles may be operated in any other areas of all county parks for any County purpose including without limitation for the purpose of grass cutting and maintenance of such parks by county employees or county designated contractors.
- xiii. It shall be unlawful for any person to engage in soliciting, peddling, begging or selling, or to ply the vocation of a solicitor, agent, peddler, beggar, or salesman of any description with the parks, unless written authority be given by the County Manager or other individual designed thereby in writing for such purpose.

- xiv. It shall be unlawful for any person to use any boisterous, profane, vulgar or insulting language or to be guilty of disorderly conduct of any kind, which results in an immediate breach of the peace in any county park or recreation area.

E. Penalties

- i. Any willful violation of this ordinance may result in being permanently banned from use of parks and recreation facilities.
- ii. Any willful violation of this ordinance of Washington County may constitute a criminal misdemeanor and shall be punishable as provided by law.

F. Other Provisions

- i. **Effective Date:** This ordinance shall be in full force and effect immediately upon its adoption by the Washington County Board of Commissioners.
- ii. **Severability:** If any provision(s) of this ordinance shall be deemed by a court of law having jurisdiction over such matters to be unenforceable, invalid, or unconstitutional for any reason, such determination shall not affect the validity of this ordinance as a whole or any part hereof that is not specifically determined and declared thereby to be unenforceable, invalid, or unconstitutional.
- iii. **Conflict of Laws or Ordinance Provisions:** Whenever the regulations of this ordinance conflict with one another, or with the requirements of any other statute, the more restrictive regulation shall be deemed to control and govern.

THIS ORDINANCE ADOPTED this the ____ day of _____, 20 ____

Tracey A. Johnson, Chair
Washington County Board of commissioners

ATTEST:

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

Commissioner Phelps made a motion to approve An Ordinance of Washington County to Regulate Recreation Parks & Facilities. Commissioner Riddick seconded, motion carried unanimously.

Mr. Potter commended Ms. Rouse on her work on this Ordinance.

¼ CENT SALES TAX REFERENDUM: Mr. Potter spoke to the Board. Please see the information below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

AGENDA ITEM MEMO

MEETING DATE: October 7, 2019 **MEMO Date:** October 3, 2019 **ITEM:**
SUBJECT: Local Option Sales Tax Referendum Discussion
DEPARTMENT: Finance/Tax
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- NCACC FAQ on local option sales tax (2pgs)
- B- NCACC Local Option Sales Tax Referenda Map (1pg)
- C- 2/1/19 LOST County Data from NC General Assembly Research Division (2pgs)
- D- Referenda Results Printout from 5/18/18 Primary Ballot (1pg)
- E- Washington County's 2018 LOST Info Flier (1pg)

PURPOSE: To discuss whether the Board of Commissioners wants to consider placing a referendum on the ballot for the 2020 Primary or General Election.

BACKGROUND:

Washington County has held 2 separate referendum votes on implementing a local option sales tax in recent years both of which have failed.

The attached documents provide information regarding this optional sales tax, who is presently utilizing it, and recent ongoing efforts of multiple counties to have it adopted by voter referendum

ANALYSIS:

Although both recently held referendum failed to pass, County Management believes given the limited projected growth of the existing tax base, the need to pursue all available avenues for additional revenue sources to support the ever increasing costs of maintaining public services as well as additional special projects such as sustaining the Washington Regional Hospital or the underfunded pension plan that was retained by the county when the hospital was last sold, the Board may want to consider weather placing another referendum on the ballot during the primary or general election next year makes fiscal sense and provide direction to staff prior to any applicable deadlines which typically fall in December of the year preceding the election in question.

FINANCIAL IMPACT:

If adopted the Local Option Sales Tax is estimated to generate approximately \$380,000 in additional revenues which is equivalent to the revenue generated by approximately 4 cents of the ad valorem tax rate.

RECOMMENDATION(S):

- No formal action requested at this time.
- Review, discuss & provide direction to County Management.

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. Due to a new law passed in 2019, counties are prohibited from holding more than one referendum "within one year."

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 referendum.

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: Yes, however, due to a [new law](#) passed in 2019, the county must wait one year to hold a subsequent 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)
- [Estimated Revenue from Article 46](#)

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



2020 quarter-cent sales tax referendum

Local Option Quarter-Cent Sales and Use Tax Referenda

If approved by local voters, each North Carolina county may levy an optional quarter-cent sales tax under G.S. 105, Article 46, which was enacted in 2007. The revenue is not shared with municipalities. To date, 42 counties have approved the tax, 34 counties have held failed referenda, and 24 counties have never held a referendum.

Table 1. Statewide Summary of All Referenda Held

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
X Failed	11	31	1	16	-	6	1	11	-	19	-	21
✓ Passed	5	3	2	7	6	2	1	3	-	2	-	11
✓ Cumulative	5	8	10	17	23	25	26	29	29	31	31	42

Table 2. Referenda History by County

County	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Alamance				X		X						X
* Alexander		✓										
Alleghany				X						X		X
* Anson		X						✓				
* Ashe								✓				
Avery												X
Beaufort												
Bertie								XX				XX
Bladen				X				XX		XX		X
Brunswick								X				
* Buncombe					✓							
Burke		X										
* Cabarrus					✓							
Caldwell												X
Camden												
Carteret								X		X		
Caswell		X		X								X
* Catawba	✓											
Chatham												
* Cherokee		X		X						✓		
Chowan		X		X								
* Clay				X						X		✓
Cleveland										X		
Columbus	X	X		X								X
Craven												
* Cumberland	X	✓										
Currituck												
Dare												
* Davidson								✓				
Davie	X			X								X
* Duplin		X		✓								
* Durham					✓							
* Edgecombe		X				✓						
Forsyth												X
Franklin												
* Gaston		X										✓
Gates												
* Graham	X									X		✓
Granville												
* Greene	X	X				✓						
Guilford		XX		X				X				
* Halifax					✓							
* Harnett	X		X	X		X	✓					
* Haywood		✓										

Local Option Quarter-Cent Sales and Use Tax Referenda

County	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Henderson		XX		✓						X		
* Hertford	X	XX										
Hoke												
Hyde												
Iredell												X
* Jackson										✓		
Johnston	X											
* Jones		X								X		✓
* Lee		X	✓									
Lenoir	X					X						XX
* Lincoln		X										✓
Macon												
Madison												X
* Martin	✓											
McDowell												X
Mecklenburg								X				
Mitchell		X		X	✓					X		
* Montgomery		X								X		✓
* Moore		X										
Nash		X										
* New Hanover				✓								
Northampton				✓								
* Onslow		XX		X	✓							
* Orange												
Pamlico												
* Pasquotank						X				X		✓
Pender												
Perquimans												
Person		X		X								X
* Pitt	✓											
Polk												
* Randolph		X		✓								
Richmond								X				
* Robeson	X			✓								
* Rockingham		X						X		X		✓
* Rowan			✓									
* Rutherford	X									X		✓
* Sampson	✓											
Scotland						X						X
* Stanly		X						X		XX		✓
Stokes										X		
* Surry	✓											
* Swain						X				X		✓
Transylvania												
Tyrrell												
Union												
Vance												
Wake												
Warren												
Washington										X		X
Watauga				X								X
Wayne		X										X
* Wilkes		X		✓								
Wilson		X										
Yadkin				X			X					
Yancey												

* Levying counties are marked with an asterisk; multiple Xs in a column represent multiple failed referenda.

05/08/2018 OFFICIAL PRIMARY ELECTION RESULTS - WASHINGTON

Text Size: A A | Options | Downloads

Criteria

Election: 05/08/2018 ▼
 County: WASHINGTON ▼
 Office: REFERENDA ▼
 Contest: One Quarter Cent Sales Tax ▼

Display Results

Refresh

WASHINGTON County Info

Last County Submit:
May 18, 2018 12:20 pm

Last County Upload:
May 18, 2018 12:16 pm

Precincts Reported:
100.00% (6 out of 6)



Ballots Cast:
29.15% (2,541 out of 8,716)



One Quarter Cent Sales Tax Precincts Reported: 6 of 6

NAME ON BALLOT	PARTY	BALLOT COUNT	PERCENT
No		1,514	62.46%
Yes		910	37.54%

KNOW THE FACTS



For the **1/4 Cent Sales Tax Referendum**

Being held during the May 8, 2018 Primary Election

- ✓ **THIS IS NOT A PROPERTY TAX INCREASE**, and unlike property taxes, tourists and other non-residents will contribute their fair share of the tax if approved.
- ✓ The current sales and use tax ("sales tax") rate in Washington County is 6.75%. Only a small part of these revenues remain locally in Washington County. Counties were authorized in 2007 to levy an additional ¼ cent (0.25%) sales tax on certain items if approved by voter referendum which would make the total sales tax 7%.
- ✓ All of the **additional revenue** generated from this tax **remains in Washington County**, meaning a larger percentage of what is spent in local businesses will remain in Washington County.
- ✓ The tax equates to only 1 penny (\$0.01) on most 4 dollar (\$4.00) purchases, but does not apply to certain categories of commonly purchased items which are exempt including: groceries, gas, prescriptions, and motor vehicles.
- ✓ The tax is estimated to generate **additional annual revenues of over \$177,000** which could be used locally. In comparison, it would require an estimated property tax increase of over two (2) cents to generate this same amount of revenue.
- ✓ The voters in at least 31 other counties including Martin, Edgecombe, Halifax, and Hertford have approved this tax to help generate revenues for their various local needs.

Voting Information:

The referendum on the tax will be held by ballot during the May 8th, 2018 Primary Election. Voter registration ends 4/13/18. Voters can also register during early voting 4/19/18 through 5/5/18. For more information on voting contact Elections Director Dora Bell at (252) 793-6017, or by email at: washington.boe@gmail.com

The referendum question on the ballot will read as follows:

<p>One Quarter Cent Sales Tax 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.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

For additional information visit www.countysalestax.info
or contact the Washington County Manager's Office at 252-793-5823

Mr. Potter said the current estimate of revenue to be gained is about \$380,000 if the County implements this ¼ cent sales tax referendum. Even though the County can't earmark the funds received for a particular purpose, the County can note that it would like to use the revenue for propping up the hospital if needed and the hospital pension plan.

Commissioner Phelps made a motion to bring a resolution back to the Board for moving ahead with the ¼ cent Sales Tax Referendum. Discussion ensued about how to market it better. **Commissioner Walker seconded, motion carried unanimously.**

APPROVAL OF APPLICATION FOR PROPERTY TAX EXEMPTION OR EXCLUSION FROM NORTHEAST REGIONAL SCHOOL OF BIOTECHNOLOGY AND AGRISCIENCE (NERSBA): Ms. Sherri Wilkins, Tax Administrator spoke to the Board.



WASHINGTON COUNTY
TAX DEPARTMENT
P.O. BOX 1007
Plymouth, North Carolina 27962

MEMORANDUM

TO: Washington County Commissioners

FROM: Sherri Wilkins, Tax Administrator

DATE: October 1, 2019

RE: Approval of Application for Property Tax Exemption or Exclusion
Northeast Regional School of Biotechnology and Agriscience - NERSBA

In regards to the late Property Tax Exemption or Exclusion application from Hallet Davis, Jr, Principal of NERSAB, the North Carolina General Statutes requires that the Board of County Commissioners be responsible for approving applications if they were filed after the January 31st deadline. Mr. Davis became aware of the requirement to file for the exemption after he received the tax bills in July. At that time, he stated that he was unaware that the school had to apply for the exemption on the two properties that they purchased. Attached you will find the application along with the corresponding paperwork Mr. Davis submitted. The school does qualify for the exemption. I recommend that the application be approved.



Grace M. Brown
Federal Real Property Assistance Program
400 Maryland Ave. S.W.
Washington, DC 20202-4500

March 22, 2018

Dear Ms. Brown:

The Northeast Regional School of Biotechnology and Agriscience (NERSBA) is invested in providing its scholars with rigorous, real-world experiences through hands-on and collaborative learning. Recently, NERSBA applied to acquire two Outlying Landing Field (OLF) NAS Oceana parcels of land (OLF Parcel 025 and OLF Parcel 010). The intent of obtaining this property is to provide an outdoor learning laboratory emphasizing the goals and objectives of the Biotechnology, Earth and Environmental Science, and Agriscience curriculum as outlined by the North Carolina Department of Public Instruction. As part of the graduation requirements from NERSBA, scholars must complete Supervised Agricultural Experiences each year and an Agricultural-Related internship. Acquisition of these properties will enable the NERSBA faculty and staff valuable insights into the natural resources and natural diversity to all of its scholars. The use of the outdoor learning spaces provided by these properties will be an integral component of the lesson plans for various courses offered at NERSBA. The intent is to use these resources at least twice a month, if not more. For those scholars who are completing their senior agricultural-related internships, the facilities will be used more frequently. This letter is to serve as a follow-up to further explain the intentions of NERSBA in acquiring these properties.

Specifically, NERSBA is dedicated to establishing the following on the OLF Parcel 025:

- **NERSBA Eco-Station Outdoor Classroom:** In order to reduce the environmental footprint, NERSBA will build an outdoor laboratory on pylons. This structure will have a roof and will be sitting on a deck. This structure represents sustainable architecture in its design and construction. It includes a screened-in observation deck and classroom. The structure will include benches and tables for students to sit and have ample work space. This facility will be used to provide lectures and demonstrations relative to lesson objectives. The cost for this facility is approximately \$7,500.
- **Nature Trail:** NERSBA offers scholars the opportunity to investigate vegetation and wildlife in their natural states. During the 9th grade year, students are required to complete the Earth and Environmental Science and Natural Resource courses of study. By creating a nature trail that will be used regularly, scholars will be given an opportunity to investigate the wildlife and vegetation that is already in place on this property. Again, in order to reduce our footprint, NERSBA will be

building nature trails that will be less intrusive. Along the nature trail, NERSBA will also provide some native campsite facilities. The NC Wildlife Commission has verbally agreed to assist in establishing a nature trail that can be used by other organizations.

- Arboretum: A portion of this parcel will be dedicated as an arboretum in which scholars will be able to identify plants and trees as a component of their required horticultural coursework.

Specifically, NERSBA is dedicated to establishing the following on the OLF Parcel 010:

- Field Test Plots: Approximately half of this parcel is already dedicated as farmland with row crops. As part of the field experiences and graduation requirements from NERSBA, scholars will be engaged in conducting field/test experiments with various types of crops. NERSBA has a partnership with the North Carolina State University researchers stationed at the Vernon James Center in Plymouth, NC. Our small test plot site will serve as a preliminary investigation related to those investigations and research conducted at the Vernon James Center.

The NERSBA Board of Directors voted unanimously to move forward with acquiring the OLF Parcel 010 and OLF Parcel 025. The minutes indicate the following:

"Mr. Dwight Repp moved to authorize Mr. Hal Davis to move forward with negotiations with the US Department of Education and the United States General Services Administration to acquire Parcels 010 and 025 as presented to the board subject to any preexisting restrictions and restrictive covenants. In addition, the board approved for Mr. Davis to allocate funds and resources to construct student seating and demonstration boards on the property to support NERSBA's overall vision and mission. The board also approved for Mr. Davis to secure portable bathroom facilities on the property. The board also authorized Mr. Davis to take the steps necessary to construct an adequate roadway to support transportation to the respective facilities once the property was formally presented to NERSBA by the United States General Services Administration."

On behalf of the educational community of NERSBA, we greatly appreciate your patience and consideration of this proposal. If you have any further questions, please feel free to contact me directly.

Sincerely,

Melanie A. Stanley, PhD
Chief Academic Officer

Julius Walker
Chairman, NERSBA Board of Directors

Property Tax Exemption or Exclusion

COUNTY: Washington

MUNICIPALITY: Plymouth

Full Name of Owner(s): Northeast Regional School of Biotechnology and Agriscience

Trade Name of Business: NERSBA

Mailing Address of Owner: 1215 Saint Andrews Street

Phone Numbers: Home: _____ Work: (252) 792-0241 Cell: (252) 217-9852

List the Property Identification Numbers and addresses/locations for the properties included in this application (attach list if needed):

Property ID #: 7299 / 82.770A Address/Location: NC Hwy 32 Plymouth, NC 27962

Property ID #: 2138 / 1L Address/Location: NC Hwy 99 Plymouth, NC 27962

Property ID #: _____ Address/Location: _____

Non-Deferment Exemptions and Exclusions—Check or write in the exemption or exclusion for which this application is made. These exemptions or exclusions do not result in the creation of deferred taxes. However, taxes for prior years of exemption or exclusion may be recoverable if it is later determined that the property did not actually qualify for exemption or exclusion for those prior years.

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> G.S. 105-275(8) | Pollution abatement/recycling | <input type="checkbox"/> G.S. 105-278.5 | Religious educational assemblies |
| <input type="checkbox"/> G.S. 105-275(17) | Veterans organizations | <input type="checkbox"/> G.S. 105-278.6 | Home for the aged, sick, or infirm |
| <input type="checkbox"/> G.S. 105-275(18),(19) | Lodges, fraternal & civic purposes | <input type="checkbox"/> G.S. 105-278.6 | Low- or moderate-income housing |
| <input type="checkbox"/> G.S. 105-275(20) | Goodwill Industries | <input type="checkbox"/> G.S. 105-278.6 | YMCA, SPCA, VFD, orphanage |
| <input type="checkbox"/> G.S. 105-275(45) | Solar energy electric system | <input type="checkbox"/> G.S. 105-278.6A | CCRC-Attach Form AV-11 |
| <input type="checkbox"/> G.S. 105-275(46) | Charter school property | <input checked="" type="checkbox"/> G.S. 105-278.7 | Other charitable, educational, etc. |
| <input type="checkbox"/> G.S. 105-277.13 | Brownfields-Attach brownfields agreement | <input type="checkbox"/> G.S. 105-278.8 | Charitable hospital purposes |
| <input type="checkbox"/> G.S. 105-278.3 | Religious purposes | <input type="checkbox"/> G.S. 131A-21 | Medical Care Commission bonds |
| <input type="checkbox"/> G.S. 105-278.4 | Educational purposes (institutional) | <input type="checkbox"/> Other: | _____ |

Tax Deferment Programs—Check the tax deferment program for which this application is made. ***These programs will result in the creation of deferred taxes that will become immediately due and payable with interest when the property loses eligibility. The number of years for which deferred taxes will become due and payable varies by program. Read the applicable statute carefully.***

- | | |
|--|---|
| <input type="checkbox"/> G.S. 105-275(12) | Nonprofit corporation or association organized to receive and administer lands for conservation purposes |
| <input type="checkbox"/> G.S. 105-275(29a) | Historic district property held as a future site of a historic structure |
| <input type="checkbox"/> G.S. 105-277.14 | Working waterfront property |
| <input type="checkbox"/> G.S. 105-277.15A | Site infrastructure land |
| <input type="checkbox"/> G.S. 105-278 | Historic property-Attach copy of the local ordinance designating property as historic property or landmark. |
| <input type="checkbox"/> G.S. 105-278.6(e) | Nonprofit property held as a future site of low- or moderate-income housing |

Describe the property: Please see the attached document for description.

Describe how you are using the property. If another organization is using the property, give their name, how they are using the property, and any income you receive from their use: _____

Please see the attached document for description.

AFFIRMATION: I, the undersigned, declare under penalties of law that this application and any attachments are true and correct to the best of my knowledge and belief. I have read the applicable exemption or exclusion statute. I fully understand that an ineligible transfer of the property or failure to meet the qualifications will result in the loss of eligibility. If applying for a tax deferment program, I fully understand that loss of eligibility will result in removal from the program and the immediate billing of deferred taxes.

Signature(s) of Owner(s): [Signature] Title: Principal Date: 7/19/2019

(All tenants of a tenancy _____ Title: _____ Date: _____

In common must sign.) _____ Title: _____ Date: _____

The Tax Assessor may contact you for additional information after reviewing this application.

RECEIVED
19 SW

JUL 18 2019

OFFICE USE ONLY: [] APPROVED [] DENIED BY: _____ REASON FOR DENIAL: _____

WASHINGTON COUNTY
TAX OFFICE

Commissioner Sexton made a motion to approve NERSBA's Property Tax Exemption or Exclusion request. Commissioner Riddick seconded. Chair Johnson

recognized Hal Davis, Supt. of NERSBA. Mr. Davis thanked the Commissioners for their support of NERSBA. **Motion carried unanimously.**

“CAUGHT YOU CARING”: Commissioner Riddick spoke to the Board. She said she feels that the County should implement a program do something for the community if you catch them doing something “caring”. Commissioner Riddick said recognition will be a certificate and noted on our Facebook page.

Commissioner Walker made a motion to implement a “Caught You Caring” program. Commissioner Phelps asked who would be implementing this program. Commissioner Riddick stated that she would be working with Ms. Bennett on this. **Commissioner Phelps seconded, motion carried unanimously.**

FINANCE OFFICER’S REPORT, BUDGET AMENDMENTS/TRANSFERS: Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners’ package.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 025

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

Date: September 23, 2019

RE: Tax Admin

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

Account Code	Description	Old	+ or (-)	New
10-4140-310	Tax Admin-Travel	500.00	(200.00)	300.00
10-4140-315	Tax Admin-Training	4,450.00	(300.00)	4,150.00
10-4140-355	Tax Admin-Maintenance & Repair-Vehicle	1,000.00	500.00	1,500.00
Tax Admin				
Balanced:		5,950.00	-	5,950.00

Justification:

To transfer monies within Tax from Travel and Training to Vehicle Maintenance & Repair to cover the cost to replace a ball joint in the Tax Jeep.

Approval Date: 9/23/19

Budget Officer's Initials: MSD

Initials: MSD

Batch #: 2020-025

Date: 9/23/19

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 026

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

Date: October 7, 2019

RE: Allocation for Pass Through Funding from MTW Health Dept. to NC AOC for Drug Court Coordinator Position

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

Account Code	Description	Old	+ or (-)	New
10-3970-020	MTW Court Coordinator Grant	-	(73,689.00)	(73,689.00)
10-5110-993	2nd District Drug Court Coordinator Position	-	73,689.00	73,689.00
Balanced:		-	-	-

Justification:

To allocate funding to be paid to the NC Administrative Office of the Courts per NCGS 153A-212.1 and a written MOU to fund a new Drug Recovery Court Coordinator position for the 2nd Judicial District under Chief District Court Judge Regina Parker's Supervision, and to allocate offsetting revenues of the same amount reflecting MTW Health Department's agreement to fully reimburse the county for the expenses related to this position from a grant received by MTW for such purpose. NC AOC required the funds to come from a county rather than a health department. The county essentially serves as a flow through with 0 net additional expense related to this position.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 027

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

Date: October 7, 2019

RE: Sheriff/Senior Center/SS Admin

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	(680.00)	(280.00)	(960.00)
10-4310-611	Gun Permits Discretionary-County Portion	13,860.00	280.00	14,140.00
10-3540-030	Gun Permits-State Portion	(775.00)	(330.00)	(1,105.00)
10-4310-612	Gun Permits-State Portion	1,110.00	330.00	1,440.00
10-3540-040	Finger Printing	(570.00)	(130.00)	(700.00)
10-4310-613	Finger Printing	2,091.00	130.00	2,221.00
Sheriff				
10-3509-020	Senior Center Donations	-	(208.00)	(208.00)
10-5150-650	Senior Center Donations	2,218.00	208.00	2,426.00
Senior Center				
10-3500-081	DSS Community Donations-Christmas	(829.00)	(25.00)	(854.00)
10-5310-258	DSS Community Donations-Christmas	1,477.00	25.00	1,502.00
SS Admin				
Balanced:		17,902.00	-	17,902.00

Justification:

To budget for additional revenues received in the Sheriff's Office, Senior Center and Social Services.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 028

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

Date: October 7, 2019

RE: NC Education Lottery

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

Account Code		Description	Old	+ or (-)	New
10-3900-000		NC Education Lottery	-	(179,875.00)	(179,875.00)
10-5912-508		Education-Capital Outlay-Lottery-All Schools	-	179,875.00	179,875.00
NC Education Lottery					
Balanced:			-	-	-

Justification:

To budget for Lottery Monies requested by Washington County Schools and approved at the September Board Meeting. Monies will be drawn down from the state and then paid to the School System.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 029

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

Date: October 7, 2019

RE: Insurance Proceeds/Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(2,553.00)	(4,513.00)	(7,066.00)
10-4265-256	Facility Services-Insurance Claims	2,553.00	4,513.00	7,066.00
Insurance Proceeds/Facility Services				
Balanced:		-	-	-

Justification:

To budget for Insurance Monies received for the repair of a Sheriff's Office Dodge Charger due to an accident.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 030

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

Date: October 7, 2019

RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(2,088,454.00)	(10,000.00)	(2,098,454.00)
10-5400-372	Volunteer Transportation-Medicaid	10,000.00	10,000.00	20,000.00
SS Transportation				
Balanced:		(2,078,454.00)	-	(2,078,454.00)

Justification:

This request is a request to increase the funding for the Medicaid Volunteer Transportation line as these costs are expected to exceed the current budgeted amount. These funds are 100% reimbursed to Washington County therefore resulting in a dollar for dollar increase in revenue.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2020 - 031

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

Date: October 7, 2019

RE: Single Family Rehab '17 (SFR)

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

Account Code	Description	Old	+ or (-)	New
61-3490-001	CDBG-Scattered Site (SFR) Grant '17	(122,991.00)	(70,000.00)	(192,991.00)
61-8300-551	SFR '17 - Rehab	122,991.00	70,000.00	192,991.00
SFR '17				
Balanced:		-	-	-

Justification:

To increase the budget for the Single Family Rehab '17 Grant due to approval from NC Housing and Finance to do rehab work on 2 additional properties.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2020 - 032

From: Julie Bennett, Clerk to the Board
Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: October 3, 2019

RE: Governing Board

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

Account Code	Description	Old	+ or (-)	New
10-4110-310	Governing Board Travel	15,000.00	(1,500.00)	13,500.00
10-4110-200	Governing Board Supplies	1,500.00	1,000.00	2,500.00
10-4110-370	Governing Board Printing	200.00	500.00	700.00
Balanced:		16,700.00	-	16,700.00

Justification:

*To transfer monies within the Governing Board budget to cover the costs of additional supplies and advertising that is needed.
Originally budgeted low on supplies and printing.*

Approval Date: 10/3/19
Budget Officer's Initials: *MD*
Initials: *MD*
Batch #: 2020-032
Date: 10/3/19

Commissioner Phelps made a motion to approve the abovementioned Budget Amendments and Transfers as presented. Commissioner Sexton seconded. Chair Johnson asked Mr. Potter about the lottery fund being used to fund the BCCC WCC HVAC system. Mr. Potter said he hasn't had chance to check into this. **Motion passed unanimously.**

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

Chair Johnson distributed a Census flyer she created for Washington County. She asked the Board to look over it and let her know if there are any changes that need to be made.

Commissioner Riddick said she had an opportunity to be on an advisory board at ECU and feels by her being on it, it would be beneficial to the County.

Mr. Potter noted a few items:

Some department heads are starting a 30 day trial of software for managing projects. Mr. Potter will bring it to the Board to show them how it works.

He will be bringing a policy to the Board regarding surplus parcels that the County owns. Commissioner Phelps asked if something is on GovDeals can a Commissioners' family member bid on it. Mr. Potter said he thinks a family member could. Mr. Potter wants to maximize the revenues the County could receive.

He met with the WCS Supt. and their Finance Officer. WCS has been moved off the list of low performing schools. A press release will be forthcoming. Because the state budget has not been passed, the school systems cash flow is very tight. The County could help WCS by giving them a higher allocation rather than the 1/12 we give them each month.....but not any more than County budgeted for as a whole.

He will be attending a meeting in Tyrrell County on Thursday with Ms. Keyes regarding the public assistance application process. He will share what he learns from that meeting.

He discussed with the EMS Director purchasing a 2018 discounted ambulance and intends to move forward with purchasing it. It was in the budget. The consensus of the Board was to move forward.

Mr. Potter said Commissioner Phelps mentioned to him that the County needs to have a working group on the PARTF grant and suggested that the Parks and Recreation Committee work on this. Commissioner Phelps said the County needs to apply for this grant. They give the recipients three years to match the funds. Washington County could rebuild the gym and refurbish the parks. Commissioner Phelps said Commissioner Riddick is in charge of the Recreation Committee. Commissioner Riddick said she is waiting on Mr. Potter. Commissioner Riddick said she would like to see the laws changed regarding the matching funds. Commissioner Riddick asked why one side of the Washington County gym is painted blue and the other side not painted. Mr. Potter said he found out that funds ran out to continue the painting. Commissioner Riddick said the community needs to participate more. Mr. Potter said he will pull the info from the last Parks and Recreation meeting and pull Ms. Rouse in to assist.

Mr. Potter gave a short update on our surplus ambulances. Ms. O'Neal went out to the Landfill to look at the 6 ambulances put there since they are out of commission. Mr. Potter will be bringing back additional information to the Board.

Mr. Potter said that repairs are needed to the Dream Care Provider building. Mr. Boone has crews ready to replace the carpet and back door. Mr. Potter said the County has burned through a fair amount of the Facilities budget because we have had a lot of repairs that had to be made.

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

At 9:45 PM, back in Open Session with no further business to discuss, **Commissioner Riddick made a motion to adjourn. Commissioner Walker seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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