

December 11, 2017

The Washington County Board of Commissioners met in a recessed session on Monday, December 11, 2017 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 December 11, 2017 meeting to order.

CALLING OF THE VOTE FOR ELECTION OF VICE-CHAIR: Chair Johnson noted that in her eagerness and excitement of becoming Chair during the December 3, 2017 meeting, she neglected to properly call for the vote for Vice-Chair. Chair Johnson then called for the vote for Bill Sexton as Vice-Chair of the Washington County Board of Commissioners. **Motion carried unanimously.**

EMPLOYEE OF THE QUARTER: Chair Johnson said that the current Employee of the Quarter has been employed with the County for 7 years. This employee was hired on July 19, 2010 as the Office Assistant in the County Manager's Office. On July 16, 2013 she took a position in Finance as an Accounting Technician. Chair Johnson presented Ms. Mary Moscato with the Employee of the Quarter Certificate of Appreciation and said she will also be receiving a check for \$50.00. Ms. Adams' will take her picture and have it posted in the foyer of the County's Administrative Building.

EMPLOYEE OF THE QUARTER COMMITTEE: Mr. Potter stated that when the Employee of the Quarter (originally 'the Month') Committee was formed, it consisted of four (4) staff members:

The County Manager  
The County Attorney  
The Clerk of Court  
GIS/Mapping Director

and one (1) Commissioner:  
Commissioner D. Cole Phelps

Mr. Potter said since he became County Manager and County Attorney, that has left the Committee with an opening. Currently, the members are as follows:

Commissioner D. Cole Phelps, Commissioner Representative  
Mr. Curtis Potter, CM/CA  
Mr. Harry White, GIS/Mapping  
Mr. Keith Phelps, Clerk of Court (he replaced Ms. Denise Moulden when she retired)

Mr. Potter would like to recommend asking Ms. Dora Bell, Elections Director, to become a member of the Employee of the Quarter Committee.

**Commissioner Sexton made a motion to appoint Ms. Dora Bell, Elections Director, to the Employee of the Quarter Committee. Commissioner Phelps seconded, motion carried unanimously.**

Commissioner Phelps asked if any other Commissioners would like to volunteer to be on the Employee of the Quarter Committee. Hearing none, Chair Johnson thanked Commissioner Phelps for continuing to serve on that committee.

**BUDGET AMENDMENTS:** Ms. Dixon presented the following Budget Amendments.

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2018- 020

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

Date: December 11, 2017

RE: Facility Services/Sheriff/SS Admin/SS Transportation

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

Account Code	Description	Old	Change (+ or -)	New
10-3353-000	Insurance Proceeds	(2,757.16)	(2,036.25)	(4,793.41)
10-4265-256	Facility Services-Insurance Proceeds	2,757.16	2,036.25	4,793.41
<b>Facility Services</b>				
10-4310-250	Sheriff-Supplies Vehicle	58,842.00	(5,000.00)	53,842.00
10-4310-600	Sheriff-Animal Control	7,000.00	5,000.00	12,000.00
<b>Sheriff</b>				
10-5310-270	SS Admin-Service Awards	710.00	(175.00)	535.00
10-5310-601	SS Admin-NC Correls	1,890.00	(235.00)	1,655.00
10-5310-310	SS Admin-Travel	8,650.00	410.00	9,060.00
10-5310-320	SS Admin-Communications	24,000.00	(500.00)	23,500.00
10-5400-320	SS Transportation-Communications	3,600.00	500.00	4,100.00
<b>SS Admin Transportation</b>				
<b>Balanced:</b>		104,992.00		104,992.00

**Justification:**

To book additional revenues in Insurance Proceeds received from totalled Sheriff SRV Vehicle and to transfer monies within the Sheriff's Office from Vehicle Supplies to Animal Control to cover costs for animal lodging.  
**For DSS:** Request to move funds from the lines of services awards and NC Correls, as both lines have expended all that is required for this fiscal year and remaining funds will not be spent. The funds for service awards is 50% reimbursable and the funds in NC Correls is all county cost, not reimbursable as it is the county's cost to operate the administrative billing system. By moving the remaining funds to travel they will be reimbursable at 50% or higher depending on who is traveling and being reimbursed. Also request to move funds from SS Admin Communications line which is reimbursable at 50% to the SS Transportation Communications line which is reimbursable at the same rate, to anticipate a possible shortfall at the end of the year in the line based on current spending trends on US Cellular bills.

Approval Date: 12/11/17

Bd. Clerk's Init: *[Signature]*

Initials:   
 Batch #:   
 Date:

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2018- 021

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

Date: December 11, 2017

RE: EMS

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

Account Code	Description	Old	+ or (-)	New
37-4330-397	EMS-Contribution to Creswell VFD 1st Responders	7,500.00	(7,500.00)	-
37-4330-295	EMS-Portable Comm Hardware	4,000.00	7,500.00	11,500.00
EMS				
<b>Balanced:</b>		11,500.00	-	11,500.00

**Justification:**

*To transfer monies within EMS to cover the cost of new tablets for EMS to help with the new charting software and operational effectiveness.*

Approval Date: 12/11/17  
Bd. Clerk's Init: [Signature]

Initials:   
Batch #:   
Date:

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2018- 022

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

**Date:** December 11, 2017

**RE:** Drainage

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

Account Code	Description	Old	+ or (-)	New
30-8000-610	Drainage-Clearing & Snagging	40,000.00	(10,000.00)	30,000.00
30-8000-340	Drainage-Beaver Control	11,500.00	10,000.00	21,500.00
<b>Drainage</b>				
<b>Balanced:</b>		51,500.00		51,500.00

**Justification:**

*To transfer funds within drainage from Clearing & Snagging to Beaver Control for additional Beaver Dams that need to be addressed within the County.*

**Approval Date:** 12/11/17

**Bd. Clerk's Init:** [Signature]

**Initials:**

**Batch #:**

**Date:**

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2018- 023**

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

**Date:** December 11, 2017

**RE:** Restricted Sales Tax-Economic Development/Restricted Sales Tax-Community College

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

Account Code	Description	Old	+	or (-)	New
10-9800-981	Sales Tax Redistribution-Economic Development	161,275.00		(7,303.00)	153,972.00
10-9800-984	Sales Tax Redistribution-Community College	-		7,303.00	7,303.00
<b>Restricted Sales Tax-Economic Development/Community College</b>					
<b>Balanced:</b>		161,275.00		-	161,275.00

**Justification:**

*This transfer represents 1/2 of the Capital Outlay cost to install higher speed fiber internet services to the BCCC-WCC building in Roper as shown on attached quote. Staff will attempt to recoup this outlay through technology grant funds if available, but the need for this improvement in order to provide additional and higher quality community college services at the BCCC-WCC is immediate and should not be delayed.*

Approval Date: 12/11/17

Bd. Clerk's Init: [Signature]

Initials:

Batch #:

Date:



# Quote

P.O. Box 12889  
 3021 Cornwallis Road  
 Research Triangle Park, NC 27709  
 T (919) 248-1900 F (919) 248-1101  
 www.mcnc.org

TO: Arthur A. Richard  
 Chief Technology Officer  
 Beaufort County Community  
 College  
 252-940-6210  
 arthur.richard@beaufortccc.edu

Thank you for your interest in MCNC and the services we provide. Below is a firm quote for the costs to connect your Washington campus listed below with the services described. If this quote is acceptable, please respond accordingly and we will draft the necessary service contracts for your review and signature.

Quote Date	Quote Valid For:	Total Non-Recurring Price	Total Annual Recurring Price (including Estimated Tax/USF/Pass Through Taxes & Fees)		
October 2017	30 Days	*See NR below per option	*See below per service option		

Address	Service(s)	Term	USF?	Non-Recurring Price	Recurring Price
Washington County Center 100 NC Hwy 32 North Roper, NC 27970	NCREN Fiber lateral build and 50 mg Internet	36 mos.	NO	Fiber Build+CPE= \$11,124 Truck Roll, CPE set up= \$300 Total= \$11,624	\$461.08/month Billed \$5333/year
Washington County Center 100 NC Hwy 32 North Roper, NC 27970	NCREN Fiber lateral build 50 mg. on-net Point to Point Back to Main Campus (requires additional CPE at Main campus)	36 mos.	NO	Fiber Build+CPE= \$14,105 Truck Roll, CPE set up= \$500 Total= \$14,605	\$470.34/month Billed \$5644/year

Note: MCNC bills annually \*Monthly invoicing is available for a nominal fee (+2%)

On behalf of MCNC, thank you for considering us. We look forward to the opportunity to provide you with exceptional service.

Best regards,

Robin L. Kimble  
[rkimble@mcnc.org](mailto:rkimble@mcnc.org)  
 919-248-1869

\*NOTE: This quote may not include all of the future State and Federal taxes, Universal Service Fund contributions, and service-related construction costs charged by third parties. If any State and Federal taxes, Universal Service Fund contributions, or other governmental charges become applicable as the result of the application, interpretation, or enforcement of laws, regulations, or judicial decisions that directly or indirectly impose additional costs on MCNC, they will be billed and payable in addition to this quote. If any third party construction costs become applicable as the result of the quoted service that directly or indirectly impose additional costs on MCNC, they will be billed and payable in addition to this quote. If customer contracts for the quoted service, the service contract will include a customer representation and warranty for MCNC's reliance that the contract does not breach, interfere with, or terminate any other agreement(s) to which customer is a party.

MCNC- Restricted

Commissioner Phelps asked about the money for beaver control. Mr. Potter said beaver control had not been being handled the last few years, but it is now and is funded.

**Commissioner Phelps made a motion to approve budget amendments BA#2018-020, BA#2018-021, BA#2018-022 and BA#2018-023. Commissioner Riddick seconded, motion passed unanimously.**

CLOSED SESSION MINUTES PROCEDURE: Ms. Bennett spoke to the Board regarding approval of Closed Session minutes now that the Board receives their packages electronically. Ms. Bennett checked with other counties that use “paperless agenda packages” and the result was the following procedure.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**  
**CLOSED SESSION MINUTES PROCEDURE**

**PURPOSE**

To implement a procedure for the approval and disposition of Closed Session minutes and general accounts:

**PROCEDURE**

Pursuant to North Carolina General Statute §143-318.10, the Commissioners shall keep full and accurate minutes or general accounts of all Closed Sessions.

At the next regular Commissioners meeting following any Closed Session, Closed Session minutes will be distributed to each Board member in sealed envelopes. Closed Session minutes will be considered and approved by the Board at the time regular meeting minutes are considered and approved.

Following approval, all copies of the Closed Session minutes provided to Board members will be returned to the Clerk.

Closed Session minutes will be sealed and not available for public inspection until released as hereinafter provided.

The Manager and Clerk will periodically review the Closed Session minutes to determine if their disclosure no longer frustrates the purpose for which the Closed Session was held. Upon Board approval, the Closed Session minutes shall be released and available for public inspection.

Discussion ensued. The Board agreed to have an agenda item for Review of Closed Session minutes by the Board at the end of each agenda (when necessary) during Closed Session and approval would need to be made when the Board comes out of Closed Session.

Commissioner Phelps asked about the word “frustrates” in the procedure. Discussion ensued.

The Board agreed to start with a 3 year period of redaction for release of closed session minutes.

**Commissioner Sexton made a motion to approve the Closed Session Minutes Procedure with noted changes. Commissioner Riddick seconded, motion passed unanimously.**

BUDGET MATTERS:

a. Audit Timeline

Mr. Potter discussed the audit being late. Commissioner Phelps wanted to know if the County has given a letter to the LGC letting them know about this. Discussion ensued.

b. Sales Tax Projections

Mr. Potter went over the following charts.



# PROPERTY TAX RATES (2017-18)

**Property Tax Rates**

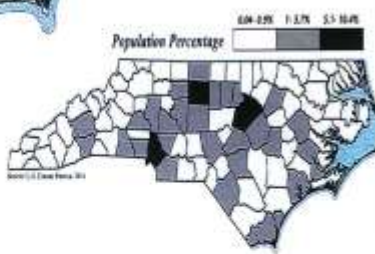
0.3100- 0.3800 (6)
0.4430- 0.5850 (26)
0.6000- 0.6720 (AVG) (15)
0.6750- 0.8157 (36)
0.8200- 1.0100 (16)

LEGEND



CAR	MAC	WAT	SW	JA	CLY	AS	WED	DAR	CR
0.3100	0.3490	0.3530	0.3600	0.3700	0.3800	0.4430	0.4650	0.4700	0.4800
BR	TR	ALL	CRK	WAD	IR	PD	BUN	CR	DIC
0.4850	0.5110	0.5125	0.5200	0.5200	0.5275	0.5294	0.5390	0.5394	0.5400
AV	BFT	MCD	HEN	NI	POB	CAT	ALA	M	SIB
0.5500	0.5500	0.5500	0.5650	0.5700	0.5700	0.5750	0.5800	0.5800	0.5820
DHM	HAY	YAM	BE	LI	WAL	MOB	PAM	CTM	CAL
0.5850	0.5850	0.6000	0.6070	0.6110	0.6150	0.6200	0.6250	0.6281	0.6300
RA	CON	YON	DWN	WAY	NA	STY	WEX	DN	PEN
0.6625	0.6600	0.6600	0.6625	0.6635	0.6700	0.6700	0.6700	0.6750	0.6850
SWR	DUP	PI	REX	CAB	PSN	CAM	CLE	FD	DVE
0.6950	0.6950	0.6950	0.6960	0.7000	0.7000	0.7200	0.7200	0.7235	0.7280
HT	WEN	CS	DWN	CAS	HAR	HO	CAT	WAR	BOB
0.7300	0.7300	0.7305	0.7400	0.7459	0.7500	0.7500	0.7600	0.7600	0.7679
PAS	ROB	HAL	JST	UN	CRK	ALA	HAR	VI	LEE
0.7700	0.7700	0.7800	0.7800	0.7810	0.7860	0.7900	0.7900	0.7900	0.7950
CME	AN	CO	WE	EL	SA	BPT	TY	LEN	DR
0.7990	0.8010	0.8050	0.8157	0.8200	0.8250	0.8300	0.8300	0.8350	0.8377
HER	JON	WAS	SAS	GIL	HA	FR	NO	ED	SC
0.8400	0.8400	0.8550	0.9700	0.8800	0.8900	0.8950	0.9200	0.9500	1.0700

● COUNTY NAME  
● FIGURE



Note: All Property Tax Rates are per \$100 valuation.

Source: NC Department of Revenue, Local Government Division

**Curtis Potter**

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**From:** Center for County Research <countyresearch@ncacc.org>  
**Sent:** Monday, December 04, 2017 1:38 PM  
**Subject:** Sales Tax Distribution Advice: Dec 2017  
**Attachments:** Oct 2017 Collections.pdf; S&U Estimate 10-17.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



**Sales Tax Distribution Advice  
December 2017 Distributions  
N.C. Center for County Research  
Dr. Linda Struyk Millsaps**

**December 4, 2017**

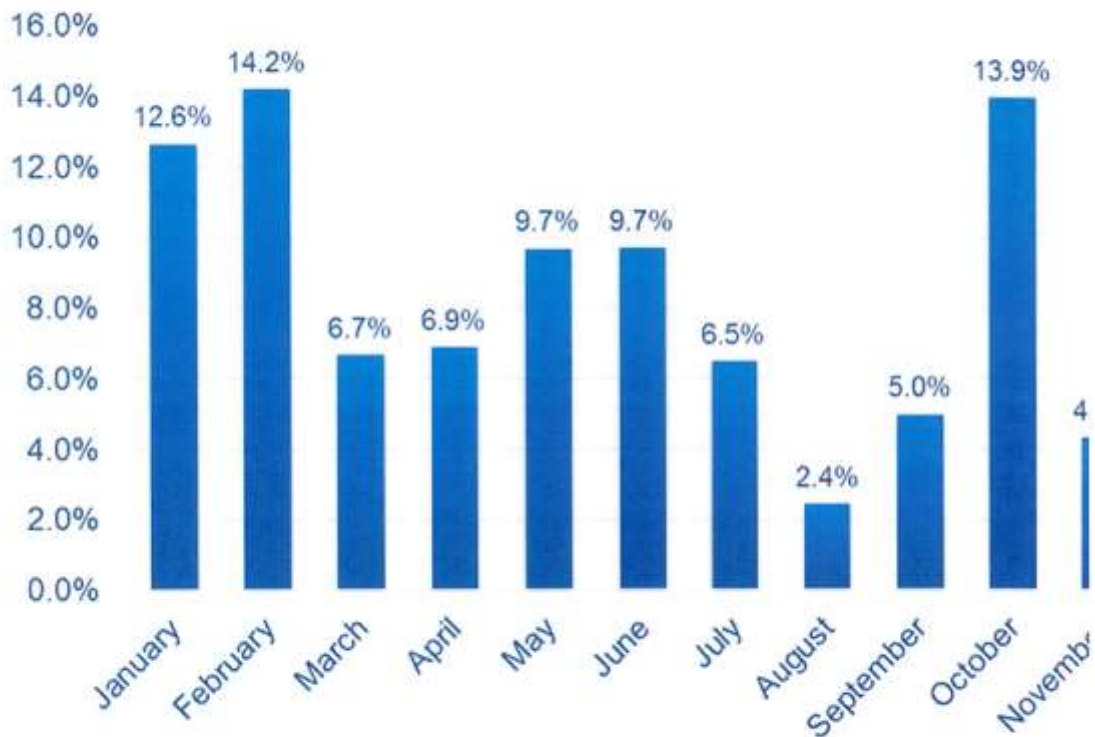
In December, North Carolina local governments are expected to receive \$281.17 million in sales tax distributions. This is a \$7.30 million increase from the previous month and is substantially above collections this time in both 2015 and 2016. In total, local governments have received \$252.12 million more in sales tax distributions in 2017 than they did in 2016. That is an increase of 8.49%, year over year.

North Carolina Local Sales Tax Distributions



And again the variability in the sales tax, on a year over year basis, is very high. As the graph below indicates, over the past two years the month over month change has varied from as low as 2.4% in August to a high of 14.2% in February. While some of this may be due to economic fluctuations, much can also likely be attributed to the timing of sales tax refund requests. These refund swings can be substantial, as can the amount of refunds. For example, in 2016-17, refunds of sales taxes paid to local governments was \$234.06 million statewide. Unfortunately, the Department is not able to offer us much more in the way of detail due to taxpayer confidentiality.

## 2016-17 Year over Year % Change



### The Current Economic Situation

There appear to be three key takeaways from this month's economic news, as related to North Carolina.

1. The state economy overall is steady and generally holding: Total employment in North Carolina increased very slightly (0.3%) in October, as firms added 11,400 net new jobs. The largest gains, as usual, were in professional and business services, as well as the combined category of trade, transportation, and utilities. The category of "other services" was the area of greatest loss.

While employment increased slightly, unemployment remained the same at 4.1%. This suggests the possibility of folks taking on additional part-time jobs, although that is not certain. What is clear is that the number of North Carolina counties with unemployment rates at 5.0% or less actually declined since September. The five counties with the highest unemployment rates were Scotland (7.2%), Edgecombe (6.9%), Halifax (6.8%), Washington (6.6%), and Wilson (6.6%). The counties with the lowest unemployment rates were Buncombe (3.1%), Orange (3.3%), Alexander (3.4%), Watauga (3.4%), and Chatham (3.5%). Delinquent mortgage rates also held steady. For the third quarter of 2017, only 1.3% of mortgage payments statewide were at least 90 days past due. This is the same proportion as last quarter. Similarly,

the delinquency rate for fixed rate mortgages remains unchanged at 1.3%. There was a small increase in past dues for variable rate mortgages. All of this is in line with national trends.

2. Housing is the hottest part of the market: In October, North Carolina issued 5,899 new residential building permits, an increase of 16.4% over September and 23.3% from last October. Housing starts also increased significantly at 17.9% over September and 6.4% year over year. This is a very interesting development as construction payroll actually decreased over the same period.

Home prices are also strong. On a year over year basis, only Fayetteville showed a decline in home sales prices, and that was less than 1.0%. The Asheville MSA showed the greatest change with a 9.59% increase. Charlotte followed close behind at slightly more than 8.0%. Statewide, the average increase was 5.06%. While below the national average increase of 6.96%, it is well above the regional rate of 4.08%.

3. Gross Domestic Product (GDP) emphasizes the variance in localized growth: This month the Richmond Federal Reserve released real GDP data for 2016. GDP measures the amount of economic productivity. In 2016 North Carolina generated \$44,511 per person in GDP. By contrast South Carolina generated \$37,075 per person, Virginia \$51,643, and Maryland \$56,070.

Within the state, there were also substantial variations. Durham had the largest per capita GDP at \$68,586. This is the second highest in the region, behind only Washington D.C. at \$73,270. Charlotte and Raleigh both registered per capita rates of more than \$50,000, at \$56,911 and \$54,290 respectively. The North Carolina MSAs with the smallest per capita contributions to state GDP were Burlington, Goldsboro, Hickory, and New Bern. It should be noted, however, that while Burlington's GDP is low, the 2016 estimates are 4.6% higher than last year, putting them behind only Raleigh in terms of year over year increase.

As we have noted before, GDP is very important in driving local economic growth and productivity.



**Looking Ahead**

At this point most economic indicators are looking fairly positive. The monthly Carolinas Survey of Business Activity suggested that business conditions improved in November, with strong growth in sales and employment. They also indicated that they expect this trend to continue for the next six months, indicating very positive expectations for both sales and overall business conditions.

Consumers also show this same level of enthusiasm. In November consumer confidence increased 3.3 points. "Consumer confidence increased for a fifth consecutive month and remains at a 17 year high," according to Lynn Franco, Director of Economic Indicators at the Conference Board. She also indicated that "Consumers are entering the holiday season in very high spirits and foresee the economy expanding at a healthy pace into the early months of 2018." This could prove very helpful to local sales tax collections.

Interestingly, the only leading economic indicator that shows weakness is the national measure of CEO confidence. Only 36% expect improvement in their industries, down from 48% in the spring. Overall their view of the US and European economies was slightly more positive than for much of the world, except India.

c. **Capital Budget Requests**

Mr. Potter went over the capital budget requests he has received so far.

ACCT CODE	ACCOUNT DESCRIPTION	PY ACTUALS	CY BUDGET	MTD	YTD	REQUESTED	RECOMM	APPROVED	DIFFERENCE
NEW LINE	CAP OUTLAY (IPADS)	0.00	0.00		0.00	2,800.00	2,800.00	2,800.00	0.00
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	0	0.00	0	0	98,650.00	0.00	0.00	98,650.00
10-4180-540	REGISTER-OF-DEEDS- CAPITAL OUTLAY - EQUIP	0.00	0.00		0.00	3,500.00	0.00	0.00	3,500.00
10-4310-540	CAPITAL OUTLAY VEHICLES	48,996.74	89,297.00	49,224.00	89,987.99	79,500.00	80,320.00	81,525.00	27,975.00
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	7,855.40	18,500.00	11,785.72	11,785.72	18,250.00	17,000.00	11,000.00	7,250.00
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	11,797.20	82,293.00	12,506.00	16,400.00	82,293.00	84,940.00	84,940.00	27,350.00
10-5150-550	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0	0	35,178.00	0.00	22,000.00	33,178.00
	\$33,000 - NEW VAN (Currently borrowing from Rec or Raming)								
	\$2,178 - LOBBY FURNITURE (Had for Seniors to use current furniture)								
10-5310-550	SOCIAL SERVICES- CAP OUTLAY- EQUIP (50% Reim)	12,732.83	0.00	0	0	20,000.00	14,900.00	14,000.00	6,000.00
	CAP OUTLAY 6 - \$50 Child Sen NCFAS Mandatory Computers w/ dual monitors = \$18,000 (\$12,361.12 quote)								
	CAP OUTLAY \$2,000 to replace sign								
NEW LINE	CAPITAL OUTLAY BACKUP PSAP	0.00	0.00		0.00	87,489.00	87,489.00	87,708.00	-229.00
89-9100-550	- CAPITAL OUTLAY- EQUIPMENT	48,378.00	89,534.48	0	0	417,330.00	420,861.00	443,861.00	-26,531.00

TOTAL DIFFERENCE 177,143.00

Capital Outlay Requests

Future Capital Outlay (Draft Capital Improvement Plan)

Fiscal Year 2018

(Items Exceeding \$2,000)

Use each column below for the same line item to project any anticipated future capital outlay requests, including annually recurring items over the next three fiscal years. For recurring items with the same justification, you may simply state "See prior year". Also note any additional major capital outlay needs or concerns that should be planned for related to this line item. For items with no applicable line item in the FY18 budget to the left, create a new line item in that budget, and note in its justification that it is "Created for Future CIP Purposes"

		Fiscal Year: 07/2018-06/2019	Fiscal Year: 07/2019-06/2020	Fiscal Year: 07/2020-06/2021	Other/Notes:
Line Item Name:	Tax Office Software	Current Budget: \$0.00			
Line Item Acct. #:	7	Request: \$95,000.00	\$95,000.00	\$95,000.00	\$0.00
Justification:		Justification:	Justification:	Justification:	Justification:
<p>Programmer of Current Software has stated that he is retiring within the next 5 years (possibly sooner). At this time I have one quote of \$190,000 for new software. Possibility to extend cost over 2 years. New software needs to be in place before next evaluation which will be effective in 2021.</p>		<p>Programmer of Current Software has stated that he is retiring within the next 5 years (possibly sooner). At this time I have one quote of \$190,000 for new software. Possibility to extend cost over 2 years. New software needs to be in place before next evaluation which will be effective in 2021.</p>		<p>Programmer of Current Software has stated that he is retiring within the next 5 years (possibly sooner). At this time I have one quote of \$190,000 for new software. Possibility to extend cost over 2 years. New software needs to be in place before next evaluation which will be effective in 2021.</p>	
Line Item Name:	Copier Rental	Current Budget: \$0.00			
Line Item Acct. #:	10-4148-410	Request: \$3,650.00	\$3,650.00	\$0.00	\$0.00
Justification:		Justification:	Justification:	Justification:	Justification:
<p>Color Copier requested with new lease. Color Maps are needed when foreclosure referrals are made to ZLS (100 at the time). Color documents are needed at other times. Currently a desktop color printer is being used, but it is slow and not efficient. At this time, I am having problems with the desktop printer, I believe it is about to quit on me and I would like to get the color copier so I would not have the expense of the desktop printer and ink cartridges.</p>		<p>Color Copier requested with new lease. Color Maps are needed when foreclosure referrals are made to ZLS (100 at the time). Color documents are needed at other times. Currently a desktop color printer is being used, but it is slow and not efficient. At this time, I am having problems with the desktop printer, I believe it is about to quit on me and I would like to get the color copier so I would not have the expense of the desktop printer and ink cartridges.</p>			
Line Item Name:	Tax Office Software	Current Budget: \$0.00			
Line Item Acct. #:	7	Request: \$26,307.50	\$26,307.50	\$26,307.50	\$27,977.50
Justification:		Justification:	Justification:	Justification:	Justification:
<p>EagleView gave us a budget proposal for their Pictometry software. The Emergency Management Office, Tax Office, Soil and Water, Register of Deeds and Mapping Office department heads were all in attendance at the presentation. There are 3 projects they would complete over a 5 year period. Project 1 \$52,615.00, Project 2 \$55,955.00 Project 3 \$51,860.00. Each project could be paid over a 2 year period. Project 1 equaling \$26,307.50 each year. Several of these department heads said they would be willing to share in the expense because we see that this software could be beneficial to each department. I have included the total 1st payment in my budget but if approved this cost would be split.</p>		<p>EagleView gave us a budget proposal for their Pictometry software. The Emergency Management Office, Tax Office, Soil and Water, Register of Deeds and Mapping Office department heads were all in attendance at the presentation. There are 3 projects they would complete over a 5 year period. Project 1 \$52,615.00, Project 2 \$55,955.00 Project 3 \$51,860.00. Each project could be paid over a 2 year period. Project 1 equaling \$26,307.50 each year. Several of these department heads said they would be willing to share in the expense because we see that this software could be beneficial to each department. I have included the total 1st payment in my budget but if approved this cost would be split.</p>		<p>for their Pictometry software. The Emergency Management Office, Tax Office, Soil and Water, Register of Deeds and Mapping Office department heads were all in attendance at the presentation. There are 3 projects they would complete over a 5 year period. Project 1 \$52,615.00, Project 2 \$55,955.00 Project 3 \$51,860.00. Each project could be paid over a 2 year period. Project 1 equaling \$26,307.50 each year. Several of these department heads said they would be willing to share in the expense because we see that this software could be beneficial to each department. I have included the total 1st payment in my budget.</p>	



**Curtis Potter**

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**From:** David Tawes  
**Sent:** Thursday, November 16, 2017 1:44 PM  
**To:** Curtis Potter  
**Subject:** CIP Request

Curtis,

The main issue we need to look at for capital improvements this budget cycle is setting aside money for the landfill to develop additional phases. Other than that, I think we should talk about well reconditioning. The wells are 17 years into their service run. By doing one per year, we can keep budget year cost low. On the other hand, if we do three at once we might be able to get some savings due to mobilization. Other than that, it may be appropriate to set \$5,000 to \$7,500 aside for potential work associated with Asset Inventory Assessment.

Best Regards,

David M. Tawes  
Utilities Director  
Washington County  
396 West Millpond Road  
Roper, NC 27970  
(252) 793-7545 Office

## Washington-Tyrrell County EMS

### Capital Project List

**Stations: Cost est. \$1-1.5M for one large station or two smaller stations.**

Our station locations in Washington County are abysmal to say the least. They are old, too small, in bad locations, not suitable for the needs of our crews. They also have no bays for our units to be housed in. There are many reasons why we need to have a new station or stations in Washington County. I will be glad to go into this in more detail in person.

**Ambulances: Cost est. \$75,000 per unit.**

Our fleet is having major mechanical problems as we are all aware of. This is a normal topic on my monthly reports to the board. With that said we have been speaking of a replacement program since I arrived here, and getting the two new units in the last FY was a good step in the right direction the two new units were not the long term fix for our fleet problems. I would recommend two new ambulances in the 18-19 FY from Washington County, and have Tyrrell County purchase one in that same year as well. This would give us three new units, and two almost new units to run as our transport division. Thus leaving us with the older trucks to use as emergency spare ambulances only, and that should extend their ability to be on the road longer. Then buying one to two ambulances every other FY will keep our fleet up to date, and start a good rotation for the older units to be phased out as the new ones come in. Keeping in mind that since we did not buy any units in the this current FY (17-18) we are going to see a cost increase in any ambulance that we purchase regardless if we go van or box style ambulance. This increase is due to the yearly chassis increase that all vendors do, plus the integration of the new ground vehicle safety standards that NC will have in place by the time we purchase the new units. These changes to new ambulances are a great move for safety, but will add cost to our new units. I will recommend that we continue to purchase the Ford Transit vans, as we have had great success with these units. The industry seems to be following our lead on these, and we are seeing more and more of them on the roads.

**Stretchers: Cost est. \$96,000 (6 new power cots)**

Our power stretchers are getting old and are starting to show their age. This was not a priority in this current FY planning, but I feel in the next two years we will have to take these old units off of the street due to safety concerns. I would like to see this done in our next FY planning

(18-19) but that may not be feasible. There is an option that many counties use is that they add the cost of the new cot into the cost of their new units. Thus as they get new ambulances they have a new cot along with it. This has been done successfully in my career, and in many different counties across the country.

**Station furniture: Cost est. \$10,000 (not sure this is really capital outlay stuff but it is on my hit list for next FY)**

All of the station furniture at all of the bases in Washington County needs to be replaced. The chairs are all broken, the beds are in bad shape, and the office furniture is also falling apart. The stations are not great places to spend 24 hours in; having bad furniture just makes it that much worse. This is a contributing factor with crew moral issues. In the next FY we need to plan for this upgrade.

**New station desktop computers: Cost est. \$7,000**

As you are aware we are going to be changing to ESO for our ePCR software. We are also getting new tablets for our crews to use with the new software. We are still going to be in need of new desktop computers for the stations for crews to finish charting on, as well as other day-to-day activities that relate to the daily operations of our department. Our current desktop computers are not operational as many of them are running old operations systems, and most are old and very slow. These upgrades will increase our efficiency and productivity from our crews.

**Portable Radios: Cost est. \$30,000 (6 radios)**

Our entire portable viper radios fleet was all purchased when North Carolina first went to the viper state wide radio system. These radios are all from around the 2007-08 time frame from my best knowledge about them. Many of them are the Motorola XTS 1500 and XTS 2500. Both of these radios are no longer produced by Motorola and will no longer be serviced by them. This will also mean that replacement parts for these radios are going to be hard or impossible to find. We have radios that are broken or not working correctly due to damage. Since we are not able to find parts for them we have to make do with what we have. We need to have one portable radio for each crew member on a unit. We currently are short a few due to radios being broken and not working. With this process we will be able to get the appropriate amount of radios back in our system. We should start planning on replacing these radios over the next two to three years. These radios have a tough job and they get dropped and hit even if the crews are being careful with them. Getting these radios updated as we go along will help the impact on the county but still give our crews access to radios that are safe, and fully functional.

Mr. Potter explained that the largest unfunded item was software for the Tax Office—there is also a timing issue in getting this software due to when revaluation occurs—the Tax Office staff does not want to be learning new software in the middle of revaluation.

Mr. Potter said that the Sheriff's Office would like an additional vehicle since one was cut last year.

Mr. Potter said that Detention asked for additional equipment.

Commissioner Phelps asked about the Eagle View software. Ms. Keyes said it is a pictometry software that quite a few departments can use for getting views of homes and land.

Mr. Coccaro spoke to the needs of EMS, noting the capital projects listed above.

Chair Johnson asked how many VIPER radios does the County use. Ms. Keyes and Mr. Coccaro said about 100.

Commissioner Phelps asked when the Board will be talking about the County's contract with Tyrrell County. Mr. Potter said that is a discussion for another meeting. Commissioner Phelps said he wants to make sure it is a mutually beneficial contract for both counties. Mr. Potter said that he, Mr. Coccaro and Ms. Dixon will run the numbers during the upcoming budget. The contract can be non-renewed with 4 months notice.

d. Draft Budget Calendar

Mr. Potter went over the Draft Budget Calendar below.

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

<b>2018 DATES</b>		<b>BUDGET PROCEDURES</b>	<b>ACTION BY</b>	
			<b>Party</b>	<b>Statutes</b>
Mon*	1/8	Presentation of Proposed Budget Calendar & Discussion/Scheduling of Budget Retreat	CM/Board	
TBD		Budget Planning Retreat 9AM-5PM	CM/CFO/Board	
Thur	2/15	<b>Budget Kickoff Meeting</b> Distribution of Budget Forms & Instructions	CM/CFO DHs (MANDATORY)	
	2/15-3/15	<b>Budget Consultations/Formulation</b> Ask for Assistance if needed	CM/CFO DHs (MANDATORY)	
Thur	3/8	<b>Deadline for the submission of budget requests</b> both expenditure & revenue to Finance	DHs	159-10 (April 30)
n/a	3/8-3/29	County Manager and Finance to meet with Departments, Schools, and other agencies to discuss requests and recommendations	CM/CFO/DHs BOE/FireComm/etc	
Thur	4/5	Update of tax valuation due from Tax Department	Tax	
Thur	4/19	Applicable Recommended budgets sent to departments	CM/CFO	
Tues	4/24	Final of tax valuation from Tax Department	Tax	
Fri	4/27	Recommended budget must be balanced	CM/CFO	
Fri	5/4	Budget message is completed	CM	
Mon*	5/7	<b>Recommended Budget Published &amp; Presented</b> With CM's Message to Board Filed with Clerk to the Board	CM	159-11 (June 1) 159-11(b) 159-12(a)
TBD**	(TBD) 5/8-6/1	Commissioners work sessions to review budget with departments, agencies, school board as desired	Board CM/CFO/Various	
Mon	5/21	Publish in newspaper notice stating that budget has been filed and is open for public inspection & setting time & place for public hearing on budget	Clerk	159-12(a)
Mon*	6/4	<b>Official public hearing on the budget</b>	Board/Public	159-12(b)
Mon*	6/5-6/29 (TBD)	<b>Adoption of Budget Ordinance</b> <i>Budget Ordinance may not be adopted until (1) ten days have elapsed from date budget is filed &amp; (2) public hearing is held.</i>	Board	159-13 (July 1)
<b>NOTES:</b>				
* = Reg Board Mtg Date				
** = Extra Board Mtg Date				
All dates are subject to changes or adjustment as deemed necessary by the WC Board of Commissioners or County Management				

For further information or questions please contact Curtis S. Potter,  
County Manager at cpotter@washconc.org

# 2018

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5					1	2	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30							

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						

		USA Holidays and Observances			
Jan 01	New Year's Day	Jan 15	M L King Day	Feb 14	Valentine's Day
Feb 19	Presidents' Day	Mar 30	Good Friday	Apr 01	Easter Sunday
May 13	Mother's Day	May 28	Memorial Day	Jun 17	Father's Day
Jul 04	Independence Day	Sep 03	Labor Day	Oct 08	Columbus Day
Oct 31	Halloween	Nov 11	Veterans Day	Nov 22	Thanksgiving Day
Dec 25	Christmas				

e. Review of Prior FY Budget Guidelines

2017-2018

Budget Officer's Preparation Guidelines from Commissioners:

1. Mandatory statutory funding requirements should be met each year, or for those that are typical spread over multiple years, the pro-rated portion thereof should be funded each year rather than deferring expenses to later fiscal years.
2. Attempt to prevent the expansion of existing services or the establishment of new services unless a new revenue stream can be established to fund the expanded or new services.
3. Any premium increases in spousal or family health/dental/vision coverages should be passed through to employees.
4. Attempt not to layoff or furlough any current employees, and no new positions should be created unless funded by a grant or specific new revenue stream.
5. Continue to offer the same tax discount program initiated last fiscal year, but advertise the discounts in advance and more publicly before they are due to prevent confusion and enable citizens to take advantage of the discount even if tax bills are sent out behind schedule.
6. Attempt to restore the full .04 cents of collected tax revenue for funding fire services, and itemize this separately on the tax bill for the upcoming year.
7. Attempt to fund the full recommended annual contribution for the WCH Pension Plan.
8. Attempt to identify and propose corrections for any major irregularities or inequities in the Washington County Pay Plan during the budget process.
9. Present a balanced budget to the Board of Commissioners, which may include if absolutely necessary the presentation of a budget calling for a proposed tax increase. To lower such proposed tax increase required to balance the budget, consider reducing or eliminating discretionary services for which the estimated costs of providing such services outweigh the estimated value. If possible attempt to provide multiple balanced budget columns as follows:
  - a. A budget column reflecting a tax increase if required to fund all recommended requests.
  - b. A budget column reflecting no tax increase, and if required to balance, service reductions.
  - c. A recommended budget column based on trying to balance the competing priorities of the two foregoing budget columns.

Commissioners Phelps asked about the tax discounts—are they working or not. Mr. Potter said he and Ms. Dixon will look at the discount program to see if it is worth it or not. The Board has to make a decision to continue the tax discount program in May.

Mr. Potter discussed the 2017 – 2018 Guidelines (above) from Commissioners and asked if they have anything to add to these or would like any of them changed.

Mr. Potter said he may ask the Board for one or two positions which means Item 4 in the previous guidelines may need to be adjusted.

Commissioner Phelps stated that Item 8 needs to be looked at closely.

Commissioner Phelps said he thought the Sheriff was bringing the expenses on the Animal Shelter to the meeting tonight. Mr. Potter said he has not heard from the Sheriff.

The Board said they liked the multiple columns to use as guidance on the Departmental budget sheets.

f. Review of Prior FY Budget Workshop Agenda

**Budget Workshop/Retreat Agenda**

February 17<sup>th</sup>, 2017

\*Please bring: Your copy of the original FY 16-17 Budget (Green Book) and your copy of the Financial Statements from your last board package from the 2/6/17 board meeting.

1. General Overview of Budget Process:
    - a. Budget Calendar
    - b. Budget Guidelines (See example from FY 2015-2016)
    - c. Budget Instructions to Department Heads (See example from FY 2016-2017)
    - d. Capital Expenditures Budgeting Discussion
  2. Current Fund Balance Discussion: (\$3.4M – \$1M +/- EOYS)
  3. General Projections for Overhead Costs Next Fiscal Year
    - a. Fuel, Utilities, Retirement, Health Ins., Workers Comp, Property/Liability Ins.
  4. Current FY Discussion:
  5. General Board Discussion/Direction:
    - a. Continuation of Tax Discounts
    - b. Revaluation (not funded last year, requires \$33K per year, work begins in 2019)
    - c. Third Party Funding (ex. Festivals, Roanoke River Partners, Chamber, etc.)
      - i. See Request from Tom Harrison re Bear Festival for CFY
    - d. Health Department
    - e. Fire Departments
    - f. EMS
      - i. Tyrrell County
      - ii. Continuation of EMS Fluctuating Workweek
    - g. Drainage
    - h. Hospital Pension
    - i. Water/Solid Waste
    - j. School System
    - k. Administrative
      - i. Finance Software Discussion
      - ii. iPads
      - iii. How to budget combined management salaries (leave combined/split)
      - iv. Mowing
    - l. Other Specific Departments
  6. Personnel Discussion:
    - a. Employee salaries discussion
    - b. Additional positions discussion
  7. Other Items:
    - a. Additional revenue sources or ideas
    - b. Additional cost saving measures or ideas
    - c. Tax Increase/Service Decrease
    - d. Balanced (Projected Revenues + Appropriated FB = Allocated Expenses) or Unbalanced Budget?
    - e. Other specific Board Directives to Budget Officer
- Note: Chapter 20 (Budgeting for Operating and Capital Expenditures) of the UNC School of Government's County Administration Manual is included for your reference.

Commissioner Phelps asked about Item J—School System—where are we at with them. Mr. Potter said he met with Ms. Mann 2 weeks ago and went over the action items that the Board came up with. Mr. Potter said they also discussed getting off the watch list of the LGC after the



audit is completed. The school system is still trying to decide what direction the school wants to go in. Mr. Potter said he will try to get Ms. Mann to give the Board as much info as possible before the Board's budget retreat.

g. DSS Service Contracts

Mr. Potter stated that DSS is going to have someone from the State come and talk to the Board regarding costs that are reimbursed or not and how the math works with DSS service contracts. Below is an e-mail that explains some of the scenarios.

**Curtis Potter**

*Phil Lassiter*

**From:** Curtis Potter  
**Sent:** Friday, November 03, 2017 5:24 PM  
**To:** billsextonwashco@yahoo.com; D. Cole Phelps; Jennifer Riddick; Julius Walker Jr. (jwalkerjr45@gmail.com); Tracey A. Johnson  
**Cc:** Julie Bennett; Missy Dixon  
**Subject:** FW: Tyrrell/Hyde Child Support Contract

FYI:

**From:** Clifton Hardison [mailto:CliftonH@wccchs.org]  
**Sent:** Tuesday, October 31, 2017 2:33 PM  
**To:** Curtis Potter  
**Cc:** Harry White; Jean Spruill; Julie Phelps; Julius Walker; Paulique Horton  
**Subject:** Tyrrell/Hyde Child Support Contract

Curtis,

Thank you for taking the time to meet with our State Business Liaison, Phil Lassiter yesterday. It was helpful that you participated in the fiscal conversation of outcomes and service delivery.

Beginning in 2010, Washington County has delivered child support services to the citizens of Tyrrell and Hyde County by contract. Revenues minus expenses have been approximately \$30,000 per year profit for the county. In the beginning, the state blessed this arrangement.

In 2016 during a state monitoring the DSS Fiscal Office determined this arrangement is no longer correct. For reimbursement purposes, the Washington County Child Support Program is now required to back out the contract profit by offsetting our reimbursements, other words, a break-even arrangement. I disagreed and appealed. The appeal was sent to the Federal Office of Child Support Enforcement (OCSE). OCSE confirmed that the contract fee is considered program income, thus, offered their interpretation of how the income/expenses should be reported to the federal government for reimbursement. I received this information on October 16, 2017.

Each program in DSS has a program cost, however, the county dollar is drilled down through the cost allocation process across the entire agency for the "county dollar".

Based on the current rule change our baseline of county dollar has changed. Here are the scenarios:

\$1,211,158	Agency county cost if Washington County continues to offer the contracts to Tyrrell and Hyde.  In this scenario we report all costs for the child support program to include Tyrrell and Hyde. The cost would be reimbursed at 66%, but also increases agency overhead so we receive higher reimbursements for the entire agency staff.
\$1,238,938	Agency county cost if Washington County does not offer the contracts to Tyrrell and Hyde and reclassify the position to a Medicaid Caseworker.  In this scenario we lose the reimbursement of the child support cost in delivering services for Tyrrell and Hyde County. The overall cost for Washington County child support services is reduced, so the

h. Salaries Discussion

Mr. Potter asked the Board for input on salaries for this year. Any guidance that you can give him at this time would be appreciated. Chair Johnson would like to see the audit first before

having those discussions. Mr. Potter said he believes that the audit will be very similar to last years, meaning a very tight fund balance.

- i. Other Budget Matters—none mentioned.

LEASE AUTHORITY DELEGATION RESOLUTION 160 A-272: Mr. Potter discussed the following resolution.

## **RESOLUTION**

### **Delegating Authority to Manager To Lease Surplus County Property for Periods Not to Exceed One Year NCGS 160A-272**

**WHEREAS**, Washington County owns various parcels of property throughout the county that it sometimes does not have an immediate need for; and

**WHEREAS**, NCGS § 160A-272 authorizes the Board of Commissioners to delegate to the County Manager the authority to determine that specific parcels are temporarily surplus to the county's immediate needs, and to lease such parcels for periods of up to one year; and

**WHEREAS**, the leasing of such property is expected to produce additional revenues for Washington County without impairing the long term flexibility or operations of the county with respect to the use of such property; and

**WHEREAS**, Washington County has in the past lost such revenue generating opportunities to competitors who do not have to comply with the same procedural requirements imposed by NCGS § 160A-272 on counties attempting to lease county owned property; and

**WHEREAS**, the Board of Commissioners of Washington County recognizes that by delegating the limited authority to lease such property to the County Manager as described in this Resolution, Washington County will be better situated to take advantage of potential short-term leasing opportunities that might otherwise be lost due to delays caused by procedural compliance, and county staff would be able to more efficiently administer the short-term leasing of various surplus parcels without otherwise consuming unnecessary time and resources to bring all such leases before the Board of Commissioners for approval.

#### **NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS of WASHINGTON COUNTY HEREBY RESOLVES THAT:**

1. The County Manager is authorized to determine that specific parcels of county-owned property are surplus to the county's current needs, and to enter into leases of such parcels for periods of up to one year, upon such terms and conditions as the County Manager shall determine in conjunction with the County Finance Officer.
2. The County Manager shall report any such lease of county-owned property entered into pursuant to the authority granted under this Resolution to the Board of Commissioners at the next regularly scheduled board meeting thereafter.

The County lost over \$20,000 of revenue for use of land as a laydown yard because the County has had to give 30 days notice, etc. and the County could lose potential revenue in the future because of this. Commissioner Phelps asked who would make the determination of what land could be used and who leases it. Mr. Potter said he and the Finance Officer would make the decision and would only be leasing land that is not being used for current operations. They both would be keeping the Board's best interest in the forefront.

**Commissioner Sexton made a motion to approve the Lease Authority Delegation Resolution 160 A-272. Commissioner Walker seconded, motion passed. Commissioner Phelps voted nay.**

**Commissioner Riddick made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(6) (personnel). Commissioner Walker seconded, motion carried unanimously.**

Back in Open Session, **Commissioner Sexton made a motion to approve the County Manager's Contract as presented. Commissioner Riddick seconded, motion carried unanimously.**

**Commissioner Phelps made a motion to suspend the normal notice requirements for hiring within the Tax Office to fill vacancies that occur. Commissioner Riddick seconded, motion carried unanimously.**

At 8:00 PM, with no further business to discuss, **Commissioner Phelps made a motion to adjourn the meeting. Commissioner Riddick seconded, motion carried unanimously.**

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Tracey A. Johnson  
Chair

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