

December 7, 2020

The Washington County Board of Commissioners met in a regular meeting on Monday, December 7, 2020 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person in the Commissioners’ Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, William R. “Bill” Sexton and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

County Manager Potter called the December 7, 2020 meeting to order. Mr. Potter introduced Commissioner Ann C. Keyes and Commissioner Carol V. Phelps. They were sworn in earlier today. Mr. Potter asked the new Commissioners to take their seats at the dais.

ELECTION OF CHAIR: County Manager Potter called for nominations for Chair of the Washington County Board of Commissioners for 2020-2021. Commissioner Johnson nominated Commissioner Sexton. Mr. Potter called for any additional nominations. The motion was seconded by Commissioner Walker. Hearing no more nominations, **Commissioner Johnson made a motion to close the nominations. Commissioner Keyes seconded.** County Manager Potter called for the vote from the Commissioners for Commissioner Sexton to be elected Chair for 2020-2021. **Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.** Chair Sexton assumed presiding over the meeting.

ELECTION OF VICE-CHAIR: Chair Sexton called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2020-2021. Commissioner Walker nominated Commissioner Johnson as Vice-Chair. Commissioner Keyes seconded. Chair Sexton called for any additional nominations. Hearing no more nominations, **Commissioner Keyes made a motion to close the nominations. Commissioner Walker seconded.** Chair Sexton called for the vote for Commissioner Johnson to be elected Vice-Chair for 2020-2021. **Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.**

Chair Sexton called on Commissioner Walker to give the invocation and County Manager Potter to lead the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA:

- a) Approval of Meeting Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2021 County Commissioners’ Meeting Schedule
- d) 2021 County Holiday Schedule
- e) NC DHHS/DSS MOU

Commissioner Johnson made a motion to approve the Consent Agenda. Commissioner Walker seconded, motion carried unanimously.

PUBLIC FORUM: Mr. Stanley James, 948 Reno Road, Plymouth stated he is asking for help in reference to state roads. People are eating out and picking up food from drive-in windows and eat it on the way home and throw the food and trash out the window onto the side of the road. Mr. James said he picks it up when he sees it to keep his neighborhood looking neat. He asked what can be done to eliminate this. He said he realizes that littering is against the law and is punishable by law. Mr. James asked what can be done to enforce this. It's a reflection of our community and it looks bad. He said he has put a sign up that says "cameras are coming and you will be fined if caught littering". Chair Sexton said he agrees with Mr. James. He sees folks throwing trash out, even throwing tires out. Mr. James asked if a newsletter could be sent out to the residents. Chair Sexton said there has been this issue on lots of roads in the county. Mr. James said someone has got to confront the people to get them to stop. Mr. Potter said he would have one of the Administrative Assistants check into what other counties do to stop this and see what programs are available. Commissioner Walker said he rode down Backwoods Road and found old tires back there. It's a problem in many areas.

Mr. Herbert Moore, 1342 Roosevelt Avenue spoke to the Board and said he is having trouble with people trespassing on his property. They are trying to take his inheritance. Chair Sexton called on Attorney Potter. Mr. Potter said he would advise Mr. Moore to talk to the Sheriff but it sounds like he has already done this. Mr. Potter said Mr. Moore should consult with his attorney. Mr. Potter said if Mr. Moore could provide a written statement to him and he would look into it.

EMPLOYEE OF THE QUARTER: Chair Sexton recognized Ms. Denise Jones, Tax Clerk as the Employee of the Quarter.

EMPLOYEE SERVICE AWARDS: Mr. Curtis Potter, CM/CA gave the following presentation on the employees who are receiving their service awards this year. Awards and certificates will be distributed later this week by their Department Heads.

WASHINGTON COUNTY, NC

EMPLOYEE SERVICE AWARDS



Tunora Bell

5 years
DSS



Trisha Harvey

5 years
DSS



William Hardison

5 years
DSS



Theresa Herman

5 years
DSS



Ramona Sherwood

5 years
DSS



Jacqueline Smallwood

5 years
DSS



Jeffery Suter

5 years
EMS



Robert Cartwright

5 years
Sheriff's Office



Johnny Barnes

5 years
Sheriff's Office



Doremus Luton
5 years
Waterworks



Henry Jackson
15 years
Waterworks



Clarice Patrick

15 years
DSS



Connie Barnes

15 years
Inspections and Planning



Timothy Esolen

15 years
Register of Deeds



Louis Boone

40 years
Facility Services

NCACC LEGISLATIVE GOALS CONFERENCE VOTING DELEGATE DESIGNATION:

Ms. Bennett, Clerk to the Board, informed the Board that the NCACC Legislative Goals Conference will be held by **virtual platform Thursday and Friday, January 14-15, 2021**. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership.

In order to facilitate the voting process, each county is asked to designate one voting delegate *(and also may assign one alternate voting delegate)* prior to the Legislative Goals Conference using the attached Designation of Voting Delegate form.

Please note that voting will take place via an electronic format and more information will follow regarding this process as we get closer to the date of the conference.

Commissioner Walker asked Commissioner Johnson if she would be attending. She said yes, but she has some responsibilities at the conference. Commissioner Walker volunteered to be the voting delegate.

Commissioner Johnson made a motion to appoint Commissioner Walker as the voting delegate at the NCACC Legislative Goals Conference. Commissioner Keyes seconded. Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Ms. Bennett will register Mr. Walker and any others who would like to attend the NCACC Legislative Goals Conference.

REPORT TO THE PEOPLE: Ms. Rebecca Liverman, Cooperative Extension Director, Jaylne and Beth gave the following report.

Rebecca Liverman, County Director

- Expanded reach **FAR** beyond our general capacity
- Pandemically/Relevant Educational Programs (web based)

Safe Cleaning - 26,000 views

Bread Making - 1,700 views

Safe Canning - 3,300 views

Fair Foods - 2,920 views

Beth, 4-H Agent

- Transitioned to at-home free summer kits to provide **hands-on** learning
- Branched out to include new families
- Through parent-feedback, realized our youth were digitally fatigued and wanted low-tech programming with high quality instructions



Expanded to new audiences that may not have attended in person.

In spite of COVID-19

Gained a new perspective and created the "4-H to the Front Door" program providing 30 kits per month!

We found some silver linings

Jalynne, Ag Agent

- Farmers are essential - always!
- Field visits were made from a safe distance
- Instead of large grower meetings, local research-based content was delivered via videos
- Growers with internet service appreciated being able to watch at their leisure (on rainy days!) and having the ability to playback if needed
- Working closely with growers without reliable internet allowed for relationship building

We have to be relevant!
We have to get our information out to the public, and we have to serve them to the best of our capacity, no matter what that looks like!

-Gene, Area Horticultural Agent

Learned how to reach growers how they need to be reached!

NC COOPERATIVE EXTENSION

2020

Commissioner Keyes commended the Cooperative Extension office for their efforts and also for the SHIP program. Her family has personally benefited from it. Commissioner Walker said thank you

to Cooperative Extension for the information. Commissioner Johnson asked when the next ‘bread making’ video is available. Ms. Liverman said there will be lots of new videos coming!

Boards and Committees: Ms. Bennett discussed the following appointment requests.

Library Board of Trustees

Ms. Judi Bugniazet, Director of Pettigrew Library, received an application for the vacancy on their Library Board from Ms. Marva Lloyd Redd, Ph.D. and would like to recommend that the Commissioners appoint Ms. Redd to the Library Board.

Commissioner Johnson made a motion to approve the appointment as presented above. Commissioner Keyes seconded, motion carried unanimously. Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Commissioners Seats on Washington County Boards & Committees

Ms. Bennett told the Board that this is the time when the Commissioners can change which Boards they would like to be on. The new Commissioners do not necessarily have to be on the same Boards as their predecessors.

In their agenda package, Ms. Bennett gave the Board the list of current committees they are on and asked them to look over it.

**Washington County Boards & Committees
Commissioners Seats
February 4, 2019**

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

Discussion ensued. Ms. Bennett will bring back an updated list at the January 4, 2021 Board of Commissioner meeting.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and amendments below and the Finance Officer's Report.

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: November 3, 2020
RE: Governing Board/CARES

BT #: 2021 - 039

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	17,203.00	(900.00)	16,303.00
10-4110-390	Commissioners-Special Sponsored	3,100.00	900.00	4,000.00
Contingency/Governing Board				
60-4000-003	CARES-Public Health Expenses	139,693.00	(10,052.00)	129,641.00
60-4000-005	CARES-Public Health Measure Exp	17,000.00	10,052.00	27,052.00
CARES				
Balanced:		176,996.00	-	176,996.00

Justification:

To transfer monies from Contingency to Governing Board Commissioners-Special Sponsored line to cover the costs to purchase gift cards for full-time employees in lieu of the normal Christmas Luncheon. To transfer monies within the CARES Act budget to cover the purchase of speaker and amplifying equipment required for the Courtroom due to COVID restrictions.

Budget Officer's Initials Does Signed by:
Curtis S. Potter
-DSICER001381420-

Approval Date: 11/3/2020

Initials: CP
Batch #: 2021-039
Date: 11/3/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, *Finance Officer*
Date: November 24, 2020
RE: SS Admin

BT #: 2021 - 040

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	15,500.00	(4,000.00)	11,500.00
10-5310-315	SS Admin - Training	20,000.00	(6,000.00)	14,000.00
10-5310-260	SS Admin - Departmental Supplies	35,000.00	10,000.00	45,000.00
SS Admin				
Balanced:		70,500.00	-	70,500.00

Justification:

This request is to transfer monies within the DSS Budget to Departmental Supplies due to an unanticipated increase in the cost of supplies due to shortages as a result of COVID19. DSS has added additional electronic supplies as well as cleaning supplies, gloves and other supplies as needed. All lines are reimbursable at the same rate so there is no effect on revenues.

Budget Officer's Initials DocuSigned by:
Curtis S. Potter
DSSICE8861361420

Approval Date: 11/24/2020

Initials: [Signature]
 Batch #: 2021-040
 Date: 11/24/2020

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 041

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

Date: November 24, 2020

RE: Various Departments

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

Account Code	Description	Old	+ or (-)	New
10-4330-410	Emergency Management - Lease Copier	2,400.00	(1,800.00)	600.00
10-4350-439	Inspections & Planning - Lease Equipment	2,300.00	(1,700.00)	600.00
10-5150-410	Senior Center - Lease Copier	1,000.00	(800.00)	200.00
10-5911-410	Communications - Lease Copier	1,083.00	(900.00)	183.00
10-6050-410	Cooperative Extension - Lease Equipment	4,800.00	(1,200.00)	3,600.00
10-8300-140	Central Services-Toshiba Copier Maintenance Agreement	-	6,400.00	6,400.00
Various Departments				
		Balanced:	11,583.00	-
				11,583.00

Justification:

To request monies be moved from various departments to one central services line item to cover the cost of the copier maintenance and repair for the general fund. The Toshiba copier contract has expired and a new maintenance agreement must be signed and paid in order to continue service on our copiers.

DocuSigned by:
 Curtis S. Potter
 Budget Officer's Initials CSP
D30CE988136142D...

Approval Date: 11/24/2020

Initials: CSP
 Batch #: 11/24/2020
 Date: 11/24/2020

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 043

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

Date: December 7, 2020

RE: Facility Services/Sheriff/Emergency Management/SS Admin/Cooperative Extension/Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Facility Services - Insurance Claims	(15,917.00)	(6,885.00)	(22,802.00)
10-4265-256	Facility Services - Insurance Claims	16,589.00	6,885.00	23,474.00
Facility Services				
10-3540-020	Sheriff - Gun Permits Discretionary-County Portion	(3,440.00)	(630.00)	(4,070.00)
10-4310-611	Sheriff - Gun Permits Discretionary-County Portion	21,040.00	630.00	21,670.00
10-3540-030	Sheriff - Gun Permits - State Portion	(4,270.00)	(835.00)	(5,105.00)
10-4310-612	Sheriff - Gun Permits - State Portion	4,995.00	835.00	5,830.00
10-3540-040	Sheriff - Finger Printing	(1,040.00)	(180.00)	(1,220.00)
10-4310-613	Sheriff - Finger Printing	3,095.00	180.00	3,275.00
10-3540-070	Donations - Animal Control	-	(27.00)	(27.00)
10-4310-601	Donations - Animal Control	-	27.00	27.00
10-3541-010	Sheriff - Donations	-	(1,525.00)	(1,525.00)
10-4310-650	Sheriff - Donations	2,775.00	1,525.00	4,300.00
Sheriff				
10-3480-080	EM Donations - Emergency Response Banquet	-	(50.00)	(50.00)
10-4330-400	EM Donations - Emergency Response Banquet	5,392.00	50.00	5,442.00
Emergency Management				
10-3500-081	DSS Community Donations - Christmas	-	(70.00)	(70.00)
10-5310-258	DSS Community Donations - Christmas	1,668.00	70.00	1,738.00
SS Admin				
10-3500-270	SHIIP-Senior Health Insurance Informaiton Program	(3,595.00)	(965.00)	(4,560.00)
10-6050-999	Grant-SHIIP-Senior Health Insurance Informaiton Program	3,595.00	965.00	4,560.00
Cooperative Extension				
30-3951-001	Soil & Water - Watershed Restoration Project	-	(125,172.00)	(125,172.00)
30-8000-351	Soil & Water - Watershed Restoration Project	-	125,172.00	125,172.00
Soil & Water				
Balanced:		30,887.00	-	30,887.00

Washington County
BUDGET TRANSFER

To: Board of Commissioners**BT #: 2021 - 044****From:** Curtis Potter, County Manager
Missy Dixon, *Finance Officer***Date:** December 1, 2020**RE:** Manager's Office/Senior Center/Sheriff/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-4310-040	Sheriff - Salaries & Wages - Longevity	3,000.00	(72.00)	2,928.00
10-5150-040	Senior Center - Salaries & Wages - Longevity	1,216.00	(228.00)	988.00
10-4120-040	Manager's Office - Salaries & Wages - Longevity	1,683.00	300.00	1,983.00
Manager's Office/Sheriff/Senior Center				
10-5310-181	SS Admin - Group Insurance	429,587.00	(351.00)	429,236.00
10-5310-013	SS Admin - Salaries & Wages - Longevity	14,632.00	351.00	14,983.00
SS Admin				
Balanced:		450,118.00	-	450,118.00

Justification:

To transfer monies from the Sheriff and Senior Center Budget to cover the shortfall in the Manager's Office Longevity line. This was due to the permanent hire of the Administrative Assistant - monies originally budgeted in the Senior Center budget for the employees longevity was not moved and the change in pay was not factored in. To transfer monies within DSS from Group Insurance to Longevity as this line was slightly underbudgeted - these lines are reimbursable at the same rate so there is no effect on revenues.

DocuSigned by:
Curtis S. Potter
Budget Officer's Initials 050CE8881361420

Approval Date: 12/1/2020

Initials: CP
Batch #: 2021-044
Date: 12/1/2020

BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 045

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

Date: December 7, 2020

RE: General Fund/Board of Elections/CRF Monies/Airport

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

Account Code	Description	Old	+ or (-)	New
10-3480-088	CRF Eligible Payroll Expense Reimbursement	(243,032.00)	(129,762.93)	(372,794.93)
10-3970-070	NCACC Management Fellow Grant Asst	(25,000.00)	23,655.92	(1,344.08)
10-3990-000	Appropriated Fund Balance - GF	(467,839.00)	86,134.01	(381,704.99)
10-4170-030	Board of Elections - Salaries & Wages - Part Time	40,000.00	11,085.00	51,085.00
10-4170-031	Board of Elections - Salaries & Wages - Overtime	3,500.00	7,008.00	10,508.00
10-4170-090	Board of Elections - FICA Tax Expense	6,227.00	1,880.00	8,107.00
				-
60-4000-008	CRF - Municipalities	165,789.00	(109,789.93)	55,999.07
60-4000-004	CRF - Payroll Expenses	237,032.00	109,789.93	346,821.93
				-
60-5000-001	CRF Expenses - Board of Elections	54,930.00	(19,973.00)	34,957.00
60-5000-002	CRF Payroll Expenses - Board of Elections	6,000.00	19,973.00	25,973.00
General Fund/Board of Elections/CRF Monies				
39-3300-000	CARES ACT Funding - Airport	-	(20,000.00)	(20,000.00)
39-4530-997	Designated for Future Appropriation	16,344.00	20,000.00	36,344.00
Airport				
Balanced:		(206,049.00)	-	(206,049.00)

Justification:

To increase budgeted revenues in General Fund 10 to reflect the receipt of additional CRF funds from CRF Fund 60 for use toward CRF eligible and related payroll expenses including elections and public safety. To decrease budgeted revenues in General Fund 10 from the NCACC Fellows Grant to the actual amount received before this program was discontinued. To increase budget allocations in the elections budget to cover excess part-time/over-time expenses incurred during the 2020 election incurred due to COVID19 protocols and Chief Justice Recount. To decrease the budgeted Allocation of General Fund Balance attributable to the receipt of additional net revenues. To transfer CRF funds within CRF Fund 60 to use unspent municipal funds available for expenditure toward additional CRF eligible payroll expenses, and to enable their actual use before the applicable 12/30/20 CRF spending deadline. To budget additional revenues and expenses in the Airport Fund to reflect additional Cares Act funding received from NCDOT Aviation.

Note - This Budget Amendment is prepared and recommended according to the best information available at this time pertaining to the use of CRF/CARES ACT funds which have been received from, and are subject to multiple third parties including various different third party reporting, approval, and compliance auditing requirements. Due to the speed of program implementation, regulations and guidance applicable to the eligible use and reporting on such use from these parties has been undergoing frequent modification. As final spending reports are completed, submitted and reviewed in the coming weeks and months, additional transfers or reallocation of funds may arise.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Chair Sexton asked about the CARES ACT funds. Mr. Potter and Ms. Dixon said they have spent many hours making sure the money gets spent and spent correctly. The Emergency Manager is in charge of ordering the items (keeping everything in a central place) and it is a monumental undertaking.

Commissioner Walker asked for clarification if Plymouth asked for funds. Mr. Potter said yes, but they didn't request all that were allotted to them. The deadlines were tight.

Commissioner Walker made a motion to approve the Budget Transfers and Amendments as presented above. Commissioner Johnson seconded. Mr. Potter wanted to mention that the towns could have asked the County to help them with purchasing equipment but the deadlines and restrictions were so tight that it was hard to spend. **Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.**

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

Commissioner Phelps talked to the Board about the Veteran's Field in Creswell. The Pocosin Charter School would like to have the County give the Charter School the field (see the letter below).

Constance Davenport

Washington County Commissioners

Dec 6, 2020 at 9:18:13 PM

cvphelps@embarqmail.com

Dear Sir/Madam Commissioner's,

I am writing to you today to formally ask that you consider giving Pocosin Innovative Charter the Veterans Field, located on first street in Creswell. The school is in need of extra space for the children to play and exercise. Veteran's Field is located directly beside PIC and would be a perfect fix to our lack of space for outdoor activities. Your generosity to support our students would also relieve the burden of upkeep to the grounds for the county. During non school hours the community would still be able to use the complex for events or recreation.

Thank you all for your time serving our communities and your consideration in this matter.

Constance Davenport
Pocosin Innovative Charter
Vice Chair

Agriculture is our wisest pursuit, because it will in the end contribute most to real wealth, good morals & happiness

Commissioner Phelps said that the County has to have the field mowed and maintained and the school would take over doing all that. Commissioner Johnson said Recreation used to use it for baseball and football (before COVID-19). Commissioner Johnson suggested that maybe something could be worked out where the Charter School could use it during school hours, but she doesn't feel the County can give it to the Charter School. Mr. Potter said he talked to Mr. Fulford (Recreation Director) this morning. In talking to him, that field was used sporadically before COVID-19 for regional games of baseball. Mr. Fulford said he would like to lease the field rather than convey it outright and receive some sort of consideration for it for the

upkeep that has been put into it. Mr. Potter would recommend, based on what the Board feels, to let himself and Mr. Fulford work with the school on this and see also where the town of Creswell stands on this. Chair Sexton said for Mr. Potter to bring back a recommendation at the January meeting with some history of the use of the field and see if something could be worked out. Commissioner Phelps said the people of Creswell volunteered to take care of the field in the past.

Commissioner Phelps also wanted to talk about the way that the voting is done for the school board members. It is not done by district like it is done for Commissioner districts. Commissioner Johnson said that would be a General Assembly issue.

Commissioner Johnson said she put forth the County's two legislative goals regarding broadband and having the solar farm percentage decreased.

Commissioner Keyes said that if the County can work together to help the Creswell end of the County she would support it.

Commissioner Keyes mentioned she would like to see a Human Relations Council reenacted in the County where the County and the Towns work together. Such a group existed in past years.

Mr. Potter asked Ms. Dixon to give a quick update on the bank conversion. Ms. Dixon said most things are done, but there are a few lagging issues. She hopes to get the November bank statements done so they can push the rest of the money to the Southern Bank account. She said there had been a couple of other glitches, but for the most part it has gone well. At least 50% of the County's funds are in Southern Bank at this time. It will take 6 months to get the EMS funds totally there (they are always behind).

Mr. Potter said the draft audit should be completed by the end of this week. Mr. Potter said Finance has worked really hard on it. Mr. Best has also been a big asset. Chair Sexton asked would the Board have the audit on the January agenda. Mr. Potter said he thinks so.

Mr. Potter reminded the Board that the employees will be receiving a \$20 gift card from Piggly Wiggly or Food Lion with a letter of appreciation. This is in lieu of not being able to have an Employee Appreciation Christmas Luncheon.

Mr. Potter gave a brief COVID-19 update. Nothing major--anticipating staying in the yellow on the COVID map. Testing is open tomorrow and next Tuesday from 1:00 PM-5:00 PM in the Washington Regional Medical Center parking lot. Mr. Potter also mentioned that the CDC changed their quarantine guidelines and he is trying to get it clarified from the MTW Health Director.

Mr. Potter said the County has put the ambulances out for bid again and sold them for half of what they wanted for them. (~\$5,000)

Mr. Potter said Ms. Collier is working on a resolution regarding getting rid of some property by bid process.

Mr. Potter said he is moving forward with buying the Emergency Management truck. The County still has not received the grant for ½ of it, but the need to obtain that vehicle is great.

Commissioner Walker asked how much money we are talking about. Mr. Potter said ~\$20,500. The grant was supposed to come from SunEnergy 1. Commissioner Keyes said that there is definitely a need for that vehicle. Mr. Potter said he has done his due diligence with the Emergency Manager for buying this vehicle.

Mr. Potter gave a brief strategic plan update. Mr. Potter and Ms. Moscato talked with Ms. Robin Payne (consultant/facilitator) today. The County is at the stage where we need to have a list of all the potential projects for the County. Mr. Potter said he will be bringing the Capital Improvement Plan to the Board soon.

Mr. Potter asked the Board to be thinking about dates in January for the Board Retreat/Workshop.

Mr. Potter said it is also time for the Board to go over the goals for him as the County Manager.

Commissioner Johnson made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) and to NCGS §143-318.11 (a)(6) (personnel). Commissioner Walker seconded. Ms. Bennett proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Back in Open Session, at 8:00 PM, with no further business to discuss, **Commissioner Walker made a motion to adjourn the meeting. Commissioner Johnson seconded, motion carried unanimously.**

William R. "Bill" Sexton, Jr.
Chair

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