

February 4, 2019

The Washington County Board of Commissioners met in a regular session on Monday, February 4, 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. Mr. Potter led the pledge of allegiance.

ADDITIONS/DELETIONS: Commissioner Phelps added Item 10A – Auditor's Contract. Mr. Potter stated that item should be discussed in Closed Session under attorney-client privilege. Commissioner Phelps said he feels the public needs to hear about this and wants it in Open Session. **Commissioner Phelps made a motion to discuss the Auditor's Contract in Open Session. Commissioner Sexton seconded, motion carried unanimously.**

Chair Johnson asked for a motion for a brief recess for the Commissioners to step outside to look at an ambulance. **Commissioner Sexton made the motion for a brief recess to step outside and look at an ambulance. Commissioner Riddick seconded, motion carried unanimously.**

Commissioner Riddick made the motion to come back into Open Session. Commissioner Sexton seconded, motion carried unanimously.

CONSENT AGENDA:

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Proclamation: Black History Month
- d) Board Penalty Release: Spruill Farms & Womble Drug Store, Inc.
- e) Budget Guidelines for FY2019-2020
- f) Resolution in Support of Continued Funding for the North Carolina Active Routes to School Program

Commissioner Sexton made a motion to approve the Consent Agenda. Commissioner Phelps seconded, motion passed unanimously.

PUBLIC FORUM: None.

RECOGNITION FOR EMPLOYEE OF THE YEAR: Chair Johnson presented a plaque to Ms. Renee Collier for being chosen as the Employee of the Year by the Employee of the Quarter Committee. Ms. Collier also received a check for \$250.

WASHINGTON COUNTY SCHOOLS UPDATE: Ms. Yanisha Mann, Washington County School Superintendent gave the following update.



WCS PK-13 Planning Ideas



February 4, 2019
bit.ly/wcscountyc

Purpose...

Values and Beliefs

Washington County Schools

Central Support Staff

Purpose: To educate and graduate students who are college and career ready.

Vision: To educate students and enable them to realize their full potential.

Mission: To provide experiences that prepare students to be college and career ready.

Educate - Graduate - WCS is Ready!

* All stakeholders actively involved * Service for others

* Positive relationships * Accepting diversity

* Digital teaching and learning

* Lifelong learners

* Reading, communicating, and solving problems

What is your purpose...



Are you adding value?

This is for ALL OUR students!!

Continuous Improvement : URGENT!!

Our goals this year are to continue to...

1. Communicate clear **expectations** to staff

By 2021 100% of the LEA will orient its culture toward shared responsibility and accountability.(Indicator 5140)

2. Utilize data for systemic **growth**

By 2021, 100% of our students will reach or exceed district, school, and student subgroup achievement targets. (Indicator 5627)

3. Digitize current school/district operations for **efficiency**

By 2021 100% of the LEA will continuously examine existing school improvement strategies being implemented across the district and determines their value, expanding, modifying, and culling as evidence suggests.(5634)

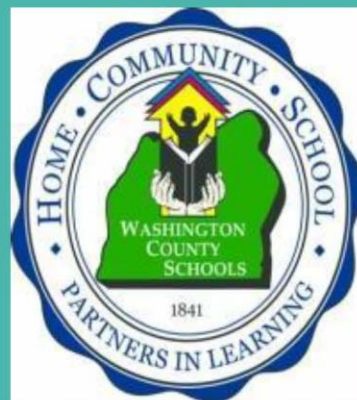
WE add value by using....



Site Planning for 2019-2020

Yanisha Mann

Goal 5: Every student is healthy, safe, and responsible.



1 PK-13 Site



CRESWELL International Academy



Grade: PK-8

- Located near WCMS site
- Wing for
 - K-5
 - Could put K in Birth-PK site.
 - 6-8
 - 9-12
 - CTE- if not in new center
- Maintain CES....

Spanish/Language Immersion Site

- Old CES Site
- Home of Dual Language and Global Program
- Head Start Program
- Arts, Drama, & Music Academy

Washington County Career and Technical Ed Center



Grade: 6-12

Other Sites



CTE Focus

- Old WCMS Site
- Culinary Arts Program
- Barbering/Cosmetology
- Early Child Care Facility
- Professional Learning Center
- Central Office ??
- Some Auxiliary Services
- Recreation Center
- BCCC satellite campus
- Central Office

-
- **Early College /Alternative School**
 - **Student Library - Internet Center**
 - **Washington Co. Hotline**
 - **Transportation**
 - Move to Behind Yellow Building
 - **Maintenance**
 - Move to Central Office Site
 - Move to WCMS Site
 - **Tear down Central Office**

NEW Washington County Building Opportunities

WC Early Learning Academy



Grade: Birth-Pk



Early Learning Site

- Old Pines Site
- Home of WCS PK program
- Partner with HeadStart
- Partner with Smart Start
- Renovations
 - NEW roof on remaining areas
 - Removal of mold/mildew issue
- partner with Health Department for Outdoor Learning Environment (OLE)
- Parenting programs
- Partner with EIC for expansion
- Maintain
 - Cafeteria and Gym
 - Reading Room area by gym

WC Early Learning Academy



Grade: Birth-Pk

Washington County HOUSING CENTER/EMS Site



Early Learning Site (continued)

- Skills Training Center
- Boys and Girls Club
- Pre-K Program
- Senior Center
- Cultural Arts Center
- Amazon Call Center
- Open Playground with Library
- Relocate Senior Center

Apartment/Rental Space

- EMS in Back Wing
- Community area for events
 - Multi-Purpose Area
 - Library
 - Computer Lab
- Apartments in Main Wing
- Cultural Arts Center
- Community Center
- Library/Tech Lab
- Domestic Violence Safe House
- Recreation Center
- Job Training Site
- Central Office
- Shelter
- Teacher Resource Center

Washington County Recreational Facilities



Washington County Recreational Facilities



WC Recreational Center

- Maintain
 - Cafeteria
 - A Wing
 - Meeting spaces for PD/rental
 - Football Field
 - Softball Field
 - Gymnasium
 - Weight Room
 - Band Room-Fitness Center

- YMCA

- ● New WC Rec Center

WC Recreational Center (con't)

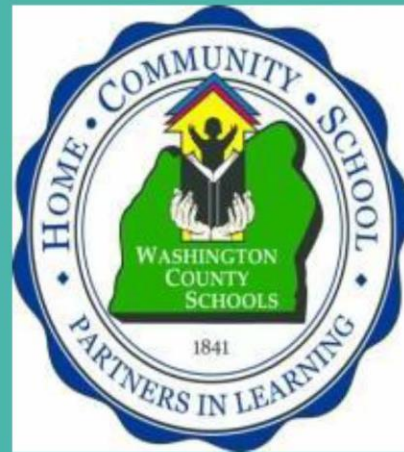
- Drop Out Prevention Center
- New Baseball Field
- After School Programs
- Boys & Girls Club
- Swimming Pool
- Tennis
- Gymnastics
- Track Field

Washington County ???



Questions

- Open to Ideas from the County



Question

What has been spent/remains to be spent on rebranding efforts?



- An estimated \$78,500 remains to be paid out. An estimated \$470,000 has been paid.
- Total Project Cost \$548,000.
- Outstanding obligations
 - construction/design
 - Student resources/uniforms
 - Supplies and Labor

Cost Requested to Date Expenses

Capital Outlay Funding - \$1,177,000

We are requested the same \$400,000 in capital outlay appropriation from the county to support building repairs, equipment and technology purchases and repairs. In addition to this amount we are asking for an additional \$487,000 to support the following projects:

1. \$100,000 for painting (inside and out) for PHS and WCU to convert to Washington County High School (WCHS) and Washington County Middle School (WCMS), respectively.
2. \$65,000 for a new boiler and burner system including pumps for PHS – WCHS.
3. \$65,000 for a new boiler and burner system including pumps for WCU – WCMS.
4. \$35,000 for athletic uniforms
5. \$100,000 for gym floor renovation and rebranding for WCU and PHS.
6. \$107,000 for new bleachers inside PHS and WCU.
7. \$15,000 for interior renovation of front entrance to PHS to increase security for the school.

Account	Amount	Balance	Encumbrance	Available
Capital Outlay	1,177,000	0	0	1,177,000
Construction	400,000	0	0	400,000
Equipment	487,000	0	0	487,000
Technology	290,000	0	0	290,000
Repairs	197,000	0	0	197,000
Total	1,177,000	0	0	1,177,000

Questions

What and where have we saved funding?

(School expenses? Admin/Teacher Cost?)



Questions

What and where have we saved funding?

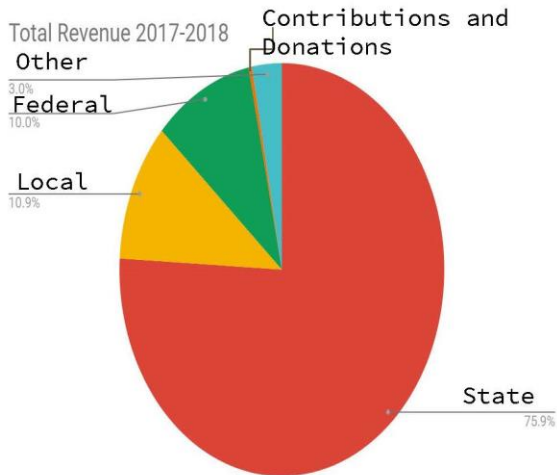


- Immediate Expenses
 - Lights, Water,
 - Allotments vs Dollar Positions
 - Teachers
 - lost-CTE-2, H/PE, JROTC, 2 TA, MS SS
 - Relocate-Bio, Math, 2 MS
 - Less sub funds
 - Admins (1 position)

- Long Term
 - Non-Recurring
 - Uniforms
 - New floor-gym
 - NCHAA- need new floor
 - Design
 - Transportation
 - Network Grades
 - Painting

Questions

Did we return any funding?



Questions

PICS Charter Impacts



- \$18.4 Million
- FYI-Restrictions on Funding
 - Return
 - Driver's Ed expenses-
 - Transportation \$50,000



- Thoughts
 - extra 2 years to determine
 - Partner for program within a school
 - Met, Exceeded at CES last 2 years
 - Decrease cost at WCPLC to ensure new PK-13 site for all 1,363 students
 - Shared Focus for County and Schools- Working to decrease cost

Projected Enrollment for PICS K-8

approx: 80 = \$609,639.20 (\$7,620.49 per pupil) or \$952,561.25 for 125 students

Please include additional information that showcases all assumptions for your budgetary calculations.

i. How was the student enrollment number projected?

Provide an explanation as to why you believe there is a demand for the school that will meet this enrollment projection.

Provide the break-even point of student enrollment.

The student enrollment is a composite of the following: 10% of the school-age students displaced by the consolidation of the Washington County Creswell Middle school, prompting parents to seek alternatives, combined with the number of families who positively responded to the survey posted by the board during the summer of 2018, and those families completed the survey in hard copy who attended in person to the parent information sessions in the spring and summer of 2018. Washington County has additionally discussed consolidation of Creswell Elementary and Pines Elementary, displacing all students and sending them to Plymouth Elementary. The county has made it clear that this is an inevitability that will occur sometime within the next three years. While the NC state average enrollment in elementary schools is 500, we recognize that our area is not densely populated, but still requires a school within the community in order to anchor the families that live there. Consolidation efforts have resulted in classrooms that are vacant in some buildings and overcrowded in others. Parents would consider membership in our charter school for the facility location alone and charter school membership (assignment) is not impacted by zoning issues or county lines so will provide a sense of stability in an otherwise tremendously uncertain landscape for public education setting for students in this area. Furthermore, the proposed curriculum will offer a unique technical and agricultural STEM program for all students K-8 that is specifically designed to offer students the opportunity to become proficient in these areas which are directly related to the community that they live in and the school serves.

The break even point of student enrollment is approximately 80 students.

Home Schooled Students

Washington- 163

Tyrell- 50

Martin - 220

Gates- 243

Bertie - 150

Dare - 488

North Carolina Home School Estimated Enrollment by Counties School Year: 17-18

Alamance	2,153	Franklin	1,625	Pamlico	174
Alexander	748	Gaston	2,998	Pasquotank	724
Alleghany	135	Gates	243	Pender	1,002
Anson	291	Graham	251	Perquimans	173
Ashe	543	Granville	950	Person	641
Avery	278	Greene	156	Pitt	1,638
Beaufort	585	Guilford	4,893	Polk	440
Bertie	152	Halifax	484	Randolph	2,538
Bladen	413	Harnett	2,653	Richmond	376
Brunswick	1,581	Haywood	1,081	Robeson	1,278
Buncombe	4,377	Henderson	2,382	Rockingham	1,424
Burke	1,467	Hertford	136	Rowan	2,499
Cabarrus	3,369	Hoke	972	Rutherford	1,090
Caldwell	1,198	Hyde	94	Sampson	556
Camden	127	Iredell	2,702	Scotland	259
Carteret	1,249	Jackson	542	Stanly	1,089
Caswell	425	Johnston	3,365	Stokes	788
Catawba	2,038	Jones	210	Surry	1,261
Chatham	980	Lee	656	Swain	221
Cherokee	586	Lenoir	529	Transylvania	715
Chowan	155	Lincoln	1,151	Tyrell	50
Clay	180	Macon	814	Union	4,957
Cleveland	1,540	Madison	625	Vance	609
Columbus	547	Martin	220	Wake	12,616
Craven	1,445	McDowell	929	Warren	194
Cumberland	3,787	Mecklenburg	9,827	Washington	163
Currituck	403	Mitchell	260	Watauga	749
Dare	488	Montgomery	439	Wayne	1,290
Davidson	2,904	Moore	1,614	Wilkes	1,342
Davie	798	Nash	1,282	Wilson	796
Duplin	427	New Hanover	2,005	Yadkin	582
Durham	2,263	Northampton	175	Yancey	456
Edgecombe	461	Onslow	3,016		
Forsyth	4,570	Orange	1,117	Grand Total	135,749

ADM WCS vs PICS

WC Student Info:

- 1,622 students
 - 1363 in WCS
 - 104 transferred/homeschooled/private
 - 163 homeschooled
 - 1,630- Total (8 duplicates)

Transfer Info:

- 58 continued from previous years
- 56 new request
 - 14 Plymouth, 14 Roper, 3 Other
 - 25-Creswell
 - 15 families,
 - 17 students elementary K-8 level

Grade Level	Total in Grade
-1 PK	17 10 / 7
0 K	22 12 / 10
1	27 11 / 16
2	14 5 / 9
3	23 13 / 10
4	19 14 / 5
5	21 16 / 5
Total	143 81 / 62

PROJECTED ENROLLMENT						
Year 1 through Year 5						
IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME						
LEA #1 Washington County Schools						
LEA #2 Bertie County Schools						
LEA #3 Edenton-Chowan Schools						
	Year 1			Year 2		
	LEA 940	LEA 080	LEA 210	LEA 940	LEA 080	LEA 210
Kindergarten	20	10	10	41	21	20
Grade 01	20	10	10	20	10	10
Grade 02	20	10	10	20	10	10
Grade 03	20	10	10	20	10	10
Grade 04	12	6	6	20	10	10
Grade 05	12	6	6	12	6	6
Grade 06	11	6	5	11	6	5
Grade 07	5	3	2	11	6	5
Grade 08	5	3	2	8	4	3
	125	64	61	163	83	79
	250			325		

Projected Funding from PPS WCS approx: \$1,200,000.00

LEA #1 940 - Washington County Schools

Revenue	Approximate Per Pupil Funding	Projected LEA ADM	Approximate funding for Year 1
State Funds	\$8,056.80	125	\$1,007,100.00
Local Funds	\$1,013.88	125	\$126,735.00
Federal EC Funds	\$4,464.16	13	\$58,034.08
Totals			\$1,191,869.08

LEA #2 080 - Bertie County Schools

Revenue	Approximate Per Pupil Funding	Projected LEA ADM	Approximate funding for Year 1
State Funds	\$7,683.76	64	\$491,760.64
Local Funds	\$1,200.00	64	\$76,800.00
Federal EC Funds	\$4,407.12	7	\$30,849.84
Totals			\$599,410.48

LEA #3 210 - Edenton-Chowan Schools

Revenue	Approximate Per Pupil Funding	Projected LEA ADM	Approximate funding for Year 1
State Funds	\$7,100.31	61	\$433,118.91
Local Funds	\$983.16	61	\$59,972.76
Federal EC Funds	\$4,464.16	6	\$26,784.96
Totals			\$519,876.63

Projected Funding from WCS

Overall Budget:		
BUDGET OPERATIONS EXPENDITURE PROJECTIONS	Year 1	Year 2
J - TOTAL PERSONNEL	\$1,256,978	\$1,575,872
M - TOTAL OPERATIONS	\$963,381	\$1,117,827
J+ M =N TOTAL EXPENDITURES	\$2,220,359	\$2,693,699
Z - TOTAL REVENUE	\$2,311,156	\$2,997,658
Z - N = SURPLUS / (DEFICIT)	\$90,797	\$303,959

Year 3	Year 4	Year 5
\$1,944,365	\$2,156,761	\$2,327,058
\$1,621,284	\$1,528,281	\$1,665,668
\$3,565,649	\$3,685,042	\$3,992,726
\$3,892,344	\$4,150,604	\$4,685,570
\$326,695	\$465,562	\$692,844

SCHOOL CONSOLIDATION: SCHOOL COST ANALYSIS

	Budget	WCS Per Child \$ 7,255.82				
	FY 17-18 Annual					
Categories	CES (PK-5)	CHS (6-12)	PES (PK-5)	PHS (9-12)	WCU (6-8)	WCECHS (9-10)
Salaries	\$ 1,196,657.46	\$ 1,471,360.29	\$ 3,436,124.55	\$ 2,394,625.11	\$ 1,956,094.35	\$ 435,385.84
Water	\$ 6,500.00	\$ 6,000.00	\$ 53,000.00	\$ 11,000.00	\$ 8,000.00	\$ -
Fuel	\$ 17,500.00	\$ 17,500.00	\$ 25,000.00	\$ 50,000.00	\$ 25,000.00	
Electricity	\$ 39,000.00	\$ 74,000.00	\$ 81,000.00	\$ 104,000.00	\$ 64,000.00	
Maintenance	\$ 49,276.77	\$ 28,839.00	\$ 40,746.00	\$ 144,381.04	\$ 49,769.20	\$ 217.00
Instructional Supplies	\$ 27,533.40	\$ 32,096.17	\$ 200,959.33	\$ 81,308.02	\$ 58,791.13	\$ 46,146.32
Cafeteria - Non Salary	All Cafeteria Is inc	\$ 159,650.00	\$ 282,800.00	\$ 108,050.00	\$ 93,550.00	
total cost	\$ 1,336,467.63	\$ 1,789,445.46	\$ 4,119,629.88	\$ 2,893,364.17	\$ 2,255,204.68	\$ 481,749.16
total students	179	141	590	316	240	23
cost per student	\$7,466.30	\$12,691.10	\$6,982.42	\$9,156.22	\$9,396.69	\$15,054.66

\$ 12,875,860.98	total cost
1498	total students

YTD

CES	PES	WCMS	WCHS	WCEC	Category
\$893,658.40	\$1,936,392.78	\$1,191,975.94	\$1,733,258.54	\$274,042.80	Salaries
\$29701.48	\$56,589.15	\$39,302.62	\$66,406.41		Electrical
\$ 3239.04	\$20,817.84	\$3,917.53	\$6,219.37		Water
\$15,600.58	\$16638.20		\$14,736.79		Fuel
\$28,515.40	\$26,903.65	\$12,790.68	\$21,091.69	\$7,292.00	Maintenance
\$14665.10	\$84,892.20	\$27,082.93	\$26,434.28	\$14,713.32	Instructional Supplies
\$51,854.67	\$89,107.29	\$51,856.96			Cafeteria non salary
\$1,037,235.57	\$2,231,341.11	\$1,326,926.66	\$1,868,147.08	\$296,048.12	Total
142	575	281	308	47	ADM
\$7,304.48	\$3,880.59	\$4,722.16	\$6,065.41	\$6298.90	Cost per student

BUDGETED

CES	PES	WCMS	WCHS	WCEC	Category
\$1,644,357.52	\$3,552,117.78	\$2,088,376.02	\$3,392,940.23	\$485,883.17	Salaries
\$39,000.00	\$80,000.00	\$64,000.00	\$104,000.00		Electrical
\$7,000.00	\$54,000.00	\$12,000	\$11,000.00		Water
\$17,500.00	\$25,000.00		\$35,000.00		Fuel
\$27,254+\$93975 (Chiller) \$123,729	\$59,204.00	\$37,154.00	\$39,104.00		Maintenance
\$38,198.10	\$175,122.48	\$61,527.47	\$44,742.86	\$52,689.82	Instructional Supplies
\$109,669.50	\$240,804.77	\$82,550.00			Cafeteria non salary
\$1,979,454.02	\$4,186,249.03	\$2,345,607.49	\$3,626,787.09	\$538572.99	Total
142	575	281	308	47	ADM
\$13,939.82.	\$7280.43	\$8,347.36	\$11,774.28	\$11,459.00	Cost per student

WCHS Capital Outlay \$561,705.68 YTD Activity and \$70,927.46 Outstanding

Comparison Budget vs Estimate Rounded to the nearest Thousand

Category	CES	PES	WCMS	WCHS	WCEC	WCPLC	Overall
Salaries	\$400,000	\$116,000	\$132,000	(\$500,000)	\$50,000		
Electrical	\$39,000	(\$1,000)	same	(\$70,000.00)			
Water	\$1000	\$1000	\$4,000	(\$6,000.00)			
Fuel	same	same		(\$33,000.00)	(217)		
Maintenance	\$74,000	\$18,000	(\$13,000)	(\$134,000.00)		\$1,700.00 +\$91,000	
Instructional Supplies	\$11,000	(\$26,000)	\$3,000	(\$69,000.00)	\$7,000		
Cafeteria non salary	\$110,000	(\$42,000)	(11,000)	(\$268,000.00)			
Total	\$635,000	(\$66,000)	\$115,000	(\$1,080,000.00)	\$57,000	\$93,000	(\$246,000)
ADM	142	575	281	308	47		
Cost per student	\$4,000	(\$100)	\$409	(\$3,500)	\$1000		

Questions

PICS Charter Impacts



- Thoughts
 - Support to keep as WCPLC
 - EMS Site for County
 - Incorporation of:
 - Early College
 - Middle- High School
 - Administrative offices

Questions

PICS Charter Impacts



- No plans to consolidate CES
 - Creswell International Academy K-8
 - Dual Language
 - Global School
 - STEM/Agriculture

Questions

PICS Charter Impacts



Questions

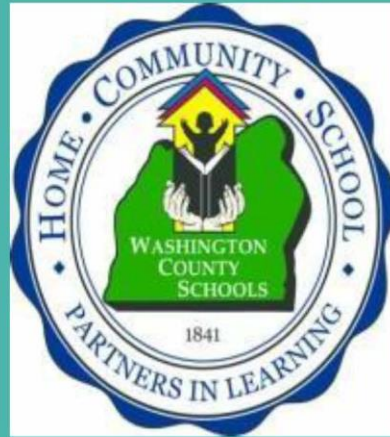
PICS Charter Impacts









- Application notes
 - No mental health
 - Focus on project based learning but detailed in mission
 - Several items for correction- see rubric
 - No official meetings with the board
 - PICS Staff has been at WCS community meetings as parents
- Misinformation
 - Building is not in use- it is used for extra curricular activities
 - Surplus of buses p 69
 - Sharing child nutrition p 69
 - Building- § 115C-218.35. Charter school facilities.
 - Realistic Employment of Teachers- Shortage
 - Small miscalculations
 - Ex: Workman's Comp p 73
 - Closure of school- CES



Questions

Site Selection PK-13



PK-13 Site?? PK-12 in Jones...

	Comfort Elementary <i>school website</i> ↗		Maysville Elementary <i>school website</i> ↗		Pollocksville Elementary <i>school website</i> ↗
	Trenton Elementary <i>school website</i> ↗		Jones Middle School <i>school website</i> ↗		Jones Senior High School <i>school website</i> ↗

<h3>UPCOMING EVENTS</h3> <ul style="list-style-type: none">FEB 4 BOARD OF EDUCATION MEETING Time: 5:00 PM - 8:00 PMMAR 4 BOARD OF EDUCATION MEETING Time: 5:00 PM - 8:00 PMAPR 1 BOARD OF EDUCATION MEETING	<h3>NEWS & ANNOUNCEMENTS</h3> <p>Lottery Dollars Helping To Build New School</p>  <p>A new school construction fund supported with money raised by the lottery helps small, rural communities build the schools their students deserve.</p> <p>Jones Senior High (JSH) students returning to school this week will see a new \$46 million campus under construction next door that will soon house new, state-of-the-art classrooms for pre-k-5, middle school, and high school students.</p>	<h3>SUPERINTENDENT'S MESSAGE</h3> <p>It is our desire to build strong partnerships with our students and their families.</p>  <p>Michael T. Bracy, Ed.D. read more</p>
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Projected Funding from WCS

Construction Costs & Building Area: (Does not include, land, legal, design fees, testing or furnishings)	
Date Bids Received:	10/4/2005
Construction Bid Cost:	\$36,063,009.00
Architectural Building Area:	233542sq.ft.
Assignable Area	148604sq.ft.
Assignable To Total Architectural Area Efficiency	63.63%
Cost per Assignable Square Foot	\$242.68
Cost per Total Architectural Square Foot	\$154.42
Cost per Student	\$25,759.29
Total Building Footprint (total all floors) Area	225454sq.ft.



**Thank you for
allowing us to give
input!**



Commissioner Phelps told Ms. Mann that he has been asking for plans from the school system. Has the Board of Education approved this plan and is this what they are sticking to? Ms. Mann said yes, they just need the County to provide the land and the building.

Commissioner Phelps said there was a boiler for PHS in the last budget. Was that installed? Ms. Mann replied that it was. Commissioner Phelps said that it is difficult enough to take care of one building, how could all the others be taken care of? Ms. Mann said they really just want the PreK-13 school and have the County take over the other buildings and put programs in them; however, the Board of Education still wants to keep the Creswell High School site.

Commissioner Sexton asked her to elaborate on the Creswell Learning Center. Ms. Mann said it will be open for surrounding counties but just the elementary part of it.

Commissioner Phelps wants clarification because he is confused. Is the BOE behind the new site and the Creswell International Academy site? Ms. Mann replied yes, and the other buildings could be used by the County.

Commissioner Phelps asked if CES going to be consolidated? Ms. Mann replied no.

Commissioner Walker wanted to know how many middle school and high school students moved from Creswell to PHS. Ms. Mann said she will get the info for Commissioner Walker.

Commissioner Phelps asked where the other kids went. Ms. Mann referred him back to one of her slides.

Ms. Mann said schools run off ADM money—which is money given per child.

Commissioner Phelps asked Chair Johnson what is the followup from here. Chair Johnson said there is joint meeting coming up on February 22nd with our Board, G.K. Butterfield and the Board of Education and we will gain more information at that time.

Chair Johnson thanked Ms. Mann for her presentation.

TAX COLLECTOR'S REPORT: Ms. Sherri Wilkins, Tax Administrator, spoke to the Board. Ms. Wilkins stated that in accordance with NCGS 105-369(a) the following represents the total of unpaid 2018 taxes that are liens on Real Property as of January 31, 2019 - **\$772,398.91.**

In accordance with NCGS 105-369 (b1) letters will be mailed the first week of March to notify the taxpayers of their delinquencies and that the delinquent taxes will be advertised in April.

The Debt Set-off letter will be combined with the Notice of Lien Advertisement letter (also referred to as the 2nd Notice letter) again this year. The taxes have to be delinquent 60 days to send the Debt Set-off letter, so the letters will be mailed in March. After we advertise, we can refer the 2018 delinquent amounts for foreclosure.

Our Delinquent Tax Coordinator, Darlene Harrison, has already started wage garnishments and bank attachments on the delinquent amounts.

Taxpayers are coming in to set up monthly payments. We are setting up payment agreements to have the taxes paid by June 2019. If they default on their monthly payment we will enforce collections through the wage garnishment or bank attachment.

Commissioner Phelps asked if Ms. Wilkins knew how much of this was solid waste taxes. Ms. Wilkins said this is only taxes. Commissioner Phelps asked for a comparison of the last few years.

Ms. Wilkins explained that the Tax Department has collection options by the solid waste fee being on the tax bill such as garnishment, bank attachment and foreclosure. She also mentioned that mobile homes can't be put in foreclosure, they are considered personal property.

Commissioner Phelps asked Ms. Wilkins' opinion on the solid waste fee being put on the water bill. Ms. Wilkin's said she has no opinion at this time since she doesn't know what the Water Department has in place for collecting the fee besides cutting off the resident's water.

Chair Johnson asked Ms. Wilkins to see if she can find any other ways to recoup this money. Mr. Potter said that management was asked to check into this so he has found that Gates County has a consolidated water/tax bill and have had issues collecting it and are looking to make a change to put it on their tax bill.

Commissioner Phelps made a motion to approve advertising the delinquent taxes for 2018 in April. Commissioner Riddick seconded, motion passed unanimously.

PUBLIC HEARING: PLANNING BOARD RECOMMENDATION TO REVISE THE SOLAR ENERGY ORDINANCE:

Commissioner Phelps made a motion to open the public hearing on the Planning Board's Recommendation to Revise the Solar Energy Ordinance. Commissioner Riddick seconded, motion passed unanimously.

At the December 3, 2018 Commissioners' meeting, Ms. Keyes presented a Recommendation to Revise the Solar Energy Ordinance with regard to a decommissioning bond to include: 25% of a project installation cost will be set as a surety bond for decommissioning the site.

Mr. Potter discussed his memo 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.



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

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

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

RESOLUTION
AMENDING SOLAR ORDINANCE
(ARTICLE 13 OF THE COUNTY WIDE ZONING ORDINANCE)

WHEREAS, pursuant to NCGS § 153A-121 (General ordinance making power), subsection (a):
"A County may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and may define and abate nuisances."; and

WHEREAS, the Washington County Board of Commissioners has previously adopted a county wide zoning ordinance pursuant to NCGS § 153A Article 18 Part 3 (Zoning) and/or other applicable law; and

WHEREAS, from time to time it is necessary and/or desirable to amend portions of said zoning ordinance in order to protect the health, safety, and welfare of its citizens and to adequate address changes in zoning practices and development planning; and

WHEREAS, the Washington County Board of Commissioners by Resolution adopted on or about July 7th, 2014 amended its county wide zoning ordinance by adopting and adding thereto as Article 13 thereof, the Washington County Solar Energy Development Ordinance ("SORD"); and

WHEREAS, the Washington County Board of Commissioners on by Resolution adopted on or about December 7th, 2015 amended the SORD as more particularly described therein; and

WHEREAS, The Washington County Planning Board has met, given reasonable consideration to, and has recommended in writing, that Article 13 of said zoning ordinance entitled Washington County Solar Energy Development Ordinance ("SORD") be amended as follows:

1. Add the requirement that 25% of a project installation cost will be set as a surety bond for decommissioning the site.

WHEREAS, notice has been properly given and public hearing has been duly held pursuant to NCGS § 153A-323, regarding the proposed amendment; and

WHEREAS, the Washington County Board of Commissioners has considered the recommendation of the Washington County Planning Board, has carefully considered all viewpoints expressed during the public hearing, if any, and has conducted such reviews, analysis, and investigations of this matter as it deems necessary and proper; and

WHEREAS, the Washington County Board of Commissioners has determined the following:

- Amendment of Article 13 of the zoning ordinance in the manner described herein is consistent with any comprehensive plan(s) adopted by Washington County; and
- Is reasonable in light of recent and progressive changes in the solar energy industry leading to greater impacts upon communities in and around eastern North Carolina; and
- Is in the public interest and promotes and protects the health, safety, and welfare of its citizens.

NOW THEREFORE BE IT ORDAINED by the Washington County Board of Commissioners that Article 13 of the Washington County Zoning Ordinance is hereby amended as follows:

1. The following shall be added as Article 13, Section 12 (B)(1):

25% of a project's installation cost shall be set as the surety bond amount for decommissioning the site.

ADOPTED BY THE WASHINGTON COUNTY BOARD OF COMMISSIONERS

THIS _____ DAY OF _____, 20____

TRACEY A. JOHNSON, CHAIR

SEAL

ATTEST:

JULIE BENNETT, CLERK

Mr. Potter also discussed the original Solar Ordinance Resolution and Amendment to that Resolution and the Solar Ordinance itself along with some information on Planning and Zoning for Solar in North Carolina which is incorporated by reference and hereby made a part of these minutes.

Mr. Lloyd Jones, citizen from Roper, asked if this means the County is allowing solar farms in Washington County. Ms. Keyes said we already have them in Washington County. Mr. Jones voiced his opinion about it destroying the farmland and how farmers won't be able to use it in the future. Ms. Keyes tried to explain to Mr. Jones that this is not the purpose of this public hearing.

Ms. Bennett read the following letter that was sent to her and asked to read it into the minutes:

*Wandra S. Whitford
225 Cross Road
Roper, NC 27970*

Dear Washington County Commissioners,

This letter is in reference to the amendment to the solar ordinance on the agenda for February 4, 2019. I, as an owner/landlord am capable of protecting my interest in the construction, maintenance and future disassembling of solar farm equipment. I oppose any measures that make it virtually impossible for renewable energy companies to operate in Washington County.

*Sincerely,
Wandra S. Whitford*

Ms. Bennett also read the following text that was sent to Commissioner Phelps:

Good morning!! Just wanted to comment on the Solar Farm that is proposed on hwy 32 to 99. I heard it was on agenda for tonight. Not sure if I can there. It is right behind my church and why Eastern NC? Because we are a poor County! My father farmed and I think people think that our food just gets on the shelf by itself. Or we will have to import more from China, etc. The old saying is we live in "Gods Country". No one will be able to sell their home that is any where near it and that has happened near Bath. What happend to property value around it. I'm not far from it either. It does not benefit a one of us in this County!!!! You read on the internet that it needs to be considered from the "Cradle to the Grave". Because when the life of it is over where is it disposed of especially since it is the largest one in the United States?? Just don't know why after defeating the OLF this could happen. Suppose a hunter shoots accidentally and hits one and we are a hunting community. What happens to the chemicals that go in the soil and water?? Also don't understand why so secretive since our pastor said only a few letters went out to the community?? Anyway I will stop but wanted to voice my opinion for what its worth! Thank you for your time!

*Debra Avery
98 Askew Lane
Plymouth, NC*

Ms. Keyes said the County has not given out a permit for a solar farm on NC Hwy 99. The purpose of this hearing is for charging a bond for decommissioning a solar farm, not for having one.

Ms. Linda Nwadike, with SunEnergy One was next to speak. Ms. Nwadike said her company has a project on Mackey's Road—the Albemarle Beach project. They own that property. The warranty on the solar panels is for 35 years. She said she has seen parts being replaced but not decommissioned. There is also a salvage value such as copper wire which would be approximately a \$12M value in copper from the Albemarle Beach project. The panels will be able to be sold. It was also mentioned that Currituck County lifted their ban on solar farms.

Ms. Keyes also mentioned that Mr. Steve Collier from NC State would be glad to come talk to the Commissioners about solar farms/panels.

Ms. Nwadike said that the company they get their panels from uses crystalline silicon (sand) in their panel and it is not toxic. Cadmium panels are another type of panel, but they are not toxic either.

Mr. Jones asked if the panels come from China. Ms. Nwadike said yes, some do. She said that a galvanized steel post can cause more harm than a solar panel. SunEnergy One uses raw steel for their posts. Mr. Jones said someone is making a lot of money off of them, but not the landowners.

Rev. Ed Massengil, Roper, was concerned with the solar farm down Hwy 99 that they aren't going to tell us about health issues and hazards. Ms. Keyes interrupted Rev. Massengil to let him know that SunEnergy One is not the owner of that particular solar farm. Rev. Massengil went on to say that there will be problems with cleanup if there is a storm. Some other counties have rejected solar farms or stopped them from coming into their counties. He doesn't think Washington County needs them. Rev. Massengil continued on to say that the County stopped the OLF because it was going to take away our farmland. Don't allow any more solar farms in the county.

Ms. Keyes said that Steve Collier from NC State will be in the County on February 22nd to discuss solar farms.

Commissioner Phelps made a motion to close the public hearing on the Planning Board's Recommendation to Revise the Solar Energy Ordinance. Commissioner Riddick seconded, motion passed unanimously.

No action was taken on this recommendation at this time.

PUBLIC HEARING: PLANNING BOARD RECOMMENDATION TO REVISE THE ZONING ORDINANCE:

Commissioner Phelps made a motion to open the public hearing on the Planning Board's Recommendation to Revise the Zoning Ordinance. Commissioner Riddick seconded, motion passed unanimously.

At the December 3, 2018 Commissioners' meeting, Ms. Keyes presented a Recommendation to Revise the County Zoning Ordinance to include:

If a body is to be buried in a plot which is not a registered cemetery, the funeral director handling the service, or the burial must notify the Planning Office of Washington County prior to opening the grave site. This is to include plots for remains of cremation. Cemeteries are allowed by special use permit only.

Mr. Lloyd Jones, Roper, asked that if he wants to be buried on his farm, can that be done. Ms. Keyes replied yes, because one plot is not a cemetery. She went on to say that if someone plans to do this, they should get part of their farm designated as a cemetery and will need a special use permit for \$50. Mr. Jones said he was against this—and there should not be a fee. Mr. Potter asked Ms. Keyes to explain what the fee is for. Ms. Keyes said the fee is for advertising for two weeks to let the public know a new cemetery is being created. Ms. Keyes also noted that this ordinance and fee has been in effect since 2004.

Ms. Keyes went on to say that the Planning Board has representation from all towns and a Commissioner (Sexton) and this was unanimously agreed upon by them.

Commissioner Phelps made a motion to close the public hearing on the Planning Board's Recommendation to Revise the Zoning Ordinance. Commissioner Riddick seconded, motion passed unanimously.

Mr. Potter presented the following resolution.

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RESOLUTION
AMENDING ZONING ORDINANCE
(ARTICLE 5 SECTION H, NOTICE REGARDING GRAVE OPENING)

WHEREAS, pursuant to NCGS § 153A-121 (General ordinance making power), subsection (a):
"A County may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and may define and abate nuisances."; and

WHEREAS, the Washington County Board of Commissioners has previously adopted a county wide zoning ordinance pursuant to NCGS § 153A Article 18 Part 3 (Zoning) and/or other applicable law; and

WHEREAS, from time to time it is necessary and/or desirable to amend portions of said zoning ordinance in order to protect the health, safety, and welfare of its citizens and to adequate address changes in zoning practices and development planning; and

WHEREAS, The Washington County Planning Board has met, given reasonable consideration to, and has recommended in writing, that the Washington County Zoning Ordinance be amended to include the following:

If a body is to be buried in a plot which is not a registered cemetery, the funeral director handling the service, or the burial, must notify the Planning office of Washington County prior to opening the grave site. This is to include plots for remains of cremation. Cemeteries are allowed by special use permit only.

WHEREAS, notice has been properly given and public hearing has been duly held pursuant to NCGS § 153A-323, regarding the proposed amendment; and

WHEREAS, the Washington County Board of Commissioners has considered the recommendation of the Washington County Planning Board, has carefully considered all viewpoints expressed during the public hearing, if any, and has conducted such reviews, analysis, and investigations of this matter as it deems necessary and proper; and

WHEREAS, the Washington County Board of Commissioners has determined the following:

- Amendment of the zoning ordinance in the manner described herein is consistent with any comprehensive plan(s) adopted by Washington County; and
- Is reasonable in light of recent developments, circumstances, or other information presented; and
- Is in the public interest and promotes and protects the health, safety, and welfare of its citizens.

NOW THEREFORE BE IT ORDAINED by the Washington County Board of Commissioners that the Washington County Zoning Ordinance is hereby amended as follows:

1. The following shall be added as Article 5, Section H, (i):

- (i) Notice Regarding Grave Opening: If a body is to be buried in a plot which is not a registered cemetery, the funeral director handling the service, or the burial, must notify the Planning office of Washington County prior to opening the grave site. This is to include plots for remains of cremation. Cemeteries are allowed by special use permit only.

ADOPTED BY THE WASHINGTON COUNTY BOARD OF COMMISSIONERS

THIS _____ DAY OF _____, 20____

TRACEY A. JOHNSON, CHAIR

SEAL

ATTEST:

JULIE BENNETT, CLERK

Commissioner Sexton made a motion to approve the Planning Board's Recommendation to Revise the Zoning Ordinance regarding cemeteries and the accompanying resolution. Commissioner Sexton said he has seen cemeteries grow up after being put in the middle of farm land. Maybe this will make citizens take better care of them. He is not a voting member of the planning board, he makes his vote here as a Commissioner.
Commissioner Phelps seconded, motion passed unanimously.

EMS AMBULANCES: Mr. Curtis Potter addressed the Board and went over the memo below and the proposals.

COUNTY OF WASHINGTON
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ADMINISTRATION STAFF:

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cpotter@washconc.org

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CLERK TO THE BOARD
jbennett@washconc.org

AGENDA ITEM MEMO

MEETING DATE:	February 4th, 2019	MEMO Date:	February 1 st , 2019	ITEM:	8
SUBJECT:	EMS Ambulance Purchase				
DEPARTMENT:	Manager's Office for EMS				
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)				
ATTACHMENTS:	<ul style="list-style-type: none">A- Current Ambulance AssignmentsB- Draft Proposed Ambulance AssignmentsC- Cover letter from EMS Director to Proposals Notebook with Additional Mgmt NotesD- Proposals 1-4 (4pgs)E- Quote for New 2018 E-450F- UNC SOG Purchasing Programs Article (2pgs)				

PURPOSE: To present and discuss information regarding options for purchasing new ambulances for EMS, and to approve staff moving forward with an approved purchase using the Cooperative Purchasing Program Method to expedite the purchasing process.

BACKGROUND: Washington County EMS has needed to replace several of its ambulances for several months as discussed by this board at recent meetings. Staff have been pursuing a USDA loan since the fall of 2018 as an option to secure financing to purchase additional ambulances which has caused delays for reasons including the USDA being impacted by the recent federal government shutdown.

Due to the need to expedite the procurement process to obtain new ambulances as quickly as possible, staff more recently suggested and were directed by the BOCC based on updated EMS fund balance estimates, to pursue direct purchase of the necessary ambulances rather than USDA financing. To that end, staff is also recommending the use of the cooperative purchasing program method to help expedite the procurement without sacrificing the protections afforded through competitive bidding.

Staff will be prepared to speak on the various proposals, cooperative purchasing program method, and other aspects of this matter at the upcoming board meeting.

FINANCIAL IMPACT: Authorizing the direct purchase of any ambulances will of course result in the originally unexpected use of and increased appropriation in the FY19 budget of available EMS fund balance to cover the expense. In the long term, such use is likely to result in savings by not having the county bear the burden of paying additional interest expense on top of the actual purchase price for the vehicles.

While the USDA funding option held the possibility of obtaining up to \$50,000 in grant debt forgiveness, that amount was offset by higher than market interest rates. The possibility of obtaining additional USDA financing for other equipment/vehicles needed by the county in the future, as well as the ability to apply for the \$50,000 grant debt forgiveness will remain. Washington County plans to contact Tyrrell County regarding the purchase of a new ambulance for its dedicated services which may be a good opportunity to revisit the USDA funding option and grant debt forgiveness opportunity the value of which could foreseeably still be shared with Tyrrell County in that circumstance.

The revised estimates of available EMS fund balance made this recommendation to directly purchase the necessary ambulances for the EMS system a more viable option than previously thought. A budget amendment is included later in your package to provide sufficient funding to directly purchase the recommended ambulances.

RECOMMENDATION(S): Discuss and approve one of the proposals presented to the Board, and authorize staff to proceed with direct procurement using the cooperative purchasing program method notwithstanding any contrary local purchasing policies.

Current Assignments

Plymouth Base:

1701 – 2017 Transit Van (104,000)

Creswell Base:

1702 – 2017 Transit Van (100,000)

Tyrrell Base:

EMS 4 – 2010 E450 Type III Ambulance (162,000) Tyrrell

Transport:

T-6 – 2001 E450 Type III Ambulance (203,000) Tyrrell

EMS-5 2011 F450 Type I Ambulance (233,000)

Potential Surplus:

T-4 (Blown engine)

T-5 (Blown engine) Tyrrell

EMS-1 (unknown)

EMS-6 (unknown)

EMS-7 (Blown engine)

Stretchers

 **DRAFT**

Proposed New Assignments

Plymouth Base:

2018 E450 Type III Demo New

Creswell Base:

2018 E450 Type III Demo New

Tyrrell Base:

AEV Remount Tyrrell (Primary)

EMS 4 – 2010 E450 Type III Ambulance (162,000) Tyrrell (Spare EMS remain housed in Tyrrell)

Transport:

1701 – 2017 Transit Van (140,000) (Primary)

1702 – 2017 Transit Van (100,000) (Primary)

T-6 – 2001 E450 Type III Ambulance (203,000) Tyrrell (Spare Transport)

Potential Surplus:

EMS-5 2011 F450 Type I Ambulance (233,000)

WASHINGTON – TYRRELL COUNTY EMS
AMBULANCE PROJECT
FY 2019

Contained in this notebook are proposals and justification for the purchase of ambulances for the Washington-Tyrrell County EMS Division.

Proposal # 4 is my recommendation. This option would carry our system the furthest down the road.

You will also find a FUNDS information sheet. With the assistance of Missy Dixon, we have identified this list of potential funds in my current budget that could safely be transferred to assist in covering the costs of Proposal #4. There is still a shortfall of \$24,231.00, however, Ms. Dixon recommended that we leave the proposal in place to review the budget with you.

Spec sheets and Sales Agreements are contained herein as well.

I would appreciate the opportunity to answer any questions you have and expand upon justifications once you have the opportunity to review this submission.



Jennifer A. O'Neal

*-Management recommends Proposal # 3
after further discussion & analysis
which is also supported by the
EMS Director*

WASHINGTON – TYRRELL COUNTY EMS
AMBULANCE PROJECT
PROPOSAL #1

Remount: AEV (Tyrrell Unit)	\$73,116.30
Remount: Wheeled Coach (Old EMS 2)	\$106,044.00
New: Transit 250 Van	\$75,995.00
Total Cost:	<u>\$255,155.30</u>

Remount delivery time 90-120 days

New purchase delivery time 30 days or less

Select Custom Apparatus Vice President Robert Daugherty and myself negotiated these quotes on 01/23/2019 in an attempt to reduce our costs as much as possible. These figures reflect reduction from original quotes which totaled \$256,501.96.

WASHINGTON - TYRRELL COUNTY EMS
AMBULANCE PROJECT
PROPOSAL #2

Remount: AEV (Tyrrell Unit)	73,116.30
New: 2018 E450 Wheeled Coach Demo	\$127,702.00
New: 2018 E450 Wheeled Coach Demo	\$127,702.00
Total Cost:	<u>\$328,520.30</u>

Remount delivery time 90-120 days

New purchase delivery time 30 days or less

Select Custom Apparatus Vice President Robert Daugherty and myself negotiated these quotes on 01/23/2019 in an attempt to reduce our costs as much as possible. These figures reflect a reduction from original quotes which totaled \$333,866.96.

These new purchases would afford the county the ability to remount these units in the future for significant cost savings. With proper maintenance, they could be remounted as many as 3 times.

WASHINGTON – TYRRELL COUNTY EMS
AMBULANCE PROJECT
PROPOSAL #3

New: 2018 E450 Wheeled Coach Demo	\$127,702.00
New: 2018 E450 Wheeled Coach Demo	\$127,702.00
Total Cost:	<u>\$255,404.00</u>

New purchase delivery time 30 days or less

Select Custom Apparatus Vice President Robert Daugherty and myself re-negotiated these quotes on 01/23/2019 in an attempt to reduce our costs as much as possible. These figures reflect the reduction from the original quotes which totaled \$259,404.00.

These new purchases would afford the county the ability to remount these units in the future for significant cost savings. With proper maintenance, they could be remounted as many as 3 times.

WASHINGTON – TYRRELL COUNTY EMS
AMBULANCE PROJECT
PROPOSAL #4

Remount: AEV (Tyrrell Unit)	\$73,116.30
Remount: Wheeled Coach (EMS 2)	\$106,044.00
New: 2018 E450 Wheeled Coach Demo	\$127,702.00
Total Cost:	<u>\$306,862.00</u>

Remount delivery time 90-120 days

New purchase delivery time 30 days or less

Select Custom Apparatus Vice President Robert Daugherty and myself negotiated these quotes on 01/23/2019 in an attempt to reduce our costs as much as possible. These figures reflect reduction from original quotes which totaled \$310,208.96.

These new purchases would afford the county the ability to remount these units in the future for significant cost savings. With proper maintenance, they could be remounted as many as 3 times.



P.O. Box AP, 6100 N. Main St. Falkland, NC 27827
 P (252) 757-3787 • F (252) 757-1639

SOLD & TITLED TO:	01/18/2019	
	County of Washington	
	P. O. Box 1007 - 116 Adams Street	
Plymouth	N. C.	27962
Jennifer O'Neal	252-217-2266	

PLEASE ENTER MY ORDER FOR THE FOLLOWING AMBULANCE/VEHICLE	YEAR	2018	MAKE	Ford					
MODEL OR SERIES	E-450	BODY TYPE	Wheeled Coach	COLOR	White	TRIM	XLT	V.I.N.	TBD
TO BE DELIVERED ON OR ABOUT	30 Days or Less		SALESMAN	R. Daugherty	STOCK NO.	256623			

CASH PRICE OF UNIT	(1) 2018 Ford E-450, V-10 Gas - Wheeled Coach Ambulance per Specifications	\$ 139,309.00
F.O.B. FACTORY OR DESINATION:	Falkland, NC	
	Ford GPC Discount (FIN # County of Washington)	- \$6,607.00
	Wheeled Coach DEMO Discount	- \$5,000.00

MSU/ TITLE TO BE FILLED OUT AS FOLLOWS:	SEND MSU/TITLE TO:
* Same as above*	*Same as above*
	PHONE:

USED VEHICLE TRADE-IN AND/OR OTHER CREDITS		CASH SALE PRICE OF DESCRIBED MOTOR VEHICLE:	\$ 127,702.00
MAKE OF TRADE-IN	N/A	STATE AND LOCAL TAXES	Customer
YEAR	MODEL	BODY	LICENSE, LICENSE TRANSFER, TITLE REGISTRATION FEE
V.I.N.			Customer
BALANCE OWED TO:			1. TOTAL PRICE OF THE UNIT
ADDRESS			\$ 127,702.00
USED TRADE-IN ALLOWANCE	0		2. DOWN PAYMENT:
BALANCE OWED ON TRADE-IN	0		consisting of \$ 0 in cash
NET ALLOWANCE ON USED TRADE-IN	0		and/or \$ 0 net trade in
DEPOSIT OR CREDIT BALANCE	0		allowance on trade-in; see statement in left hand column for details.
DOWN PAYMENT (Trans. to Right Col.)	0		Delivery Charge
EXPIRATION DATE:	Feb. 18, 2019		3. UNPAID CASH BALANCE DUE ON DELIVERY (difference between items 1 and 2)
			\$ 127,702.00

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IF THIS ORDER IS FOR A USED VEHICLE, THE INFORMATION HOUSE ON THE ORIGINAL TRADE-IN COMMISSION VEHICLE FORM IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FOR CHANGES ANY CONTAINING INFORMATION IN THE CONTRACT OF SALE.

The front and back of this order comprise the entire agreement affecting the purchase and no other agreement or understanding of any kind or concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears hereon on the face of this agreement. I have read the major terms on the back hereof and agree to act as agent of this order. I have printed above my signature, name, title, correct legal age, and hereby acknowledge receipt of a copy of this order.

ACCEPTED BY: Robert M. Daugherty
 PURCHASER'S SIGNATURE DATE: _____ SELECT CUSTOM APPARATUS - AUTHORIZED REPRESENTATIVE



Coates' Canons Blog: All For One and One For All: Competitive Bidding Group Purchasing Programs

By Eileen R Youens

Article: <http://canons.sog.unc.edu/all-for-one-and-one-for-all-competitive-bidding-group-purchasing-programs/>

This entry was posted on July 21, 2010 and is filed under Purchasing / Purchase Contracts / Purchase Orders, Purchasing, Construction Property Transactions

Have you heard of U.S. Communities? What about National IPA? Or HGAC? WSCA? TCPN? NJPA? This alphabet soup of organizations (and others like them) can provide North Carolina local governments with purchasing flexibility and efficiency through an exception to the bidding statutes for "competitive bidding group purchasing programs." This exception, found in G.S. 143-129(e)(3), was added to the formal bidding statute almost 10 years ago, but many local governments are still unaware of it. So how does it work?

What is a competitive bidding group purchasing program?

G.S. 143-129(e)(3) defines a competitive bidding group purchasing program as "a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies." What exactly does that mean? Let's break it down:

- **"Formally organized program"**—the statute doesn't explain what "formally organized" means. But the word "formally" suggests that the program must be more than an ad hoc group of public entities deciding to join in on a couple of contracts together. At the very least, you'd want to see some kind of written document (or series of documents) setting out the purposes of the program, the membership of the program, and the procurement process used by the program.
- **"Competitively obtained purchasing services"**—the emphasis here is on "competitively obtained." That is, some type of competitive process must be used by the program. The process does not have to meet all of the statutory requirements for a formal bid under G.S. 143-129, but it **must be competitive**. Most of these programs use a "lead agency" approach, where one public entity—the lead agency—uses its standard procurement process to award a contract to a vendor who agrees to supply products to all of the public entities participating in the program.
- **"Discount prices"**—The prices offered through the program have to be **discounted from list prices, at least**, and are hopefully comparable to the pricing you'd get through a formal or informal bidding process. The idea behind these programs is that vendors will be able to offer deeper discounts to the group of entities participating in the program than to an individual public entity because of the larger sales volume offered through the program.
- **"Two or more public agencies"**—This part is easy. As long as you can verify that there's one other public entity participating in the program, you've met this requirement. Again, the idea is that the entities participating in the program will get a better deal buying as a group than they would if they entered into contracts individually (because of the increased sales volume). But it can't be a group of *private* entities.

How do you know if a program is a "competitive bidding group purchasing program"?

You have to do some research to decide (1) if the program is "formally organized," (2) if the process used by the program is competitive, (3) if the program benefits from "discount prices," and (4) if there is at least one other public entity participating in the program. I suggest starting your research on the internet (each of the programs listed at the beginning of this post have their own websites), and then following up by calling the program directly to clarify any questions you have. **Be sure to save the documentation you use to determine that the program meets the definition of a "competitive bidding group purchasing program"**—including pages from the program's website, or separate documentation you receive from the program—and keep the documents in your bid file.



When should you use this exception?

Once you've done your research and verified that a program meets the definition of a "competitive bidding group purchasing program," you'll also need to verify that the **item(s) you want to buy are actually offered through the program, and—if you heard about the program from a vendor trying to get your business—you'll need to verify that the vendor is authorized to sell those products through the program.** If you can't find that information on the program's website, call or email the program directly.

Then it's up to you to determine—considering the prices offered, the process used, the money and time that could be saved by avoiding the bidding process, the politics involved with the procurement (e.g., what will your local vendors or your board members say?), and any other relevant facts and circumstances—whether using this exception makes sense. (Or cents.)

Note that if you're using state or federal funds (including ARRA funds), you should ask the agency providing those funds if you can purchase through a competitive bidding group purchasing program.

What do I have to do to use the exception?

The **statute** doesn't give any procedures that must be followed to use the competitive bidding group purchasing exception; it simply says that purchases made through these programs are exempt from bidding. **So, unless required by your local policies,** governing board approval is not required and you don't have to publish notice of your intent to use the exception. All you have to do is contact the program to find out what you have to do to purchase through one of their contracts.

If you've had a good experience with a competitive bidding group purchasing program that I didn't mention above, you are welcome to share that information by commenting on this post.

Links

- www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-129.html
- www.ncga.state.nc.us/Sessions/2001/Bills/House/HTML/H1169v3.html

Mr. Potter said he feels that Proposal #3 is appropriate. Ms. O'Neal said she agrees with Mr. Potter. Mr. Potter and Ms. O'Neal said they would like to move along with purchasing two new ambulances.

Commissioner Phelps agreed that the USDA is not the way to go. He also thanked Ms. O'Neal for having the ambulance here tonight for the Commissioners to look at. He also thanked the company folks for bringing the ambulance.

Commissioner Phelps said it looked like the costs of Proposal #3 within what's allowed in the budget. Ms. O'Neal said she has been working on these quotes for a few weeks now and is ordering only what is needed. Chair Johnson asked how much it will cost to outfit this truck. Ms. O'Neal said not as much since it will be used as a transport unit. EMS will also reuse items on trucks that will be taken out of service.

Commissioner Walker asked Ms. O'Neal how the heart monitors are doing. Ms. O'Neal replied that they are working well.

Commissioner Phelps asked Ms. O'Neal if this is the price "out the door". Ms. O'Neal replied that it is.

Commissioner Phelps asked that if the Commissioners approve this tonight, would the County have them in 30 days. Ms. O'Neal replied yes and went on to say that with the hospital being on diversion this becomes even more important to get these new units as soon as possible.

Mr. Potter did point out that the quote doesn't have the tax, title, and license fees included in it.

Commissioner Phelps asked if the County is going to have a third truck on the back burner while the hospital situation is so unstable. Mr. Potter said yes, that the County is looking at this and doing the remount for the 3rd ambulance, and the County may even need a fourth truck if the hospital closes.

Commissioner Phelps made a motion to approve going with Proposal #3 (buying 2 new ambulances) and giving the County Manager the authority to proceed with the procurement using the Cooperative Purchasing Option. Commissioner Riddick seconded, motion carried unanimously.

BOARDS & COMMITTEES:

ALBEMARLE COMMISSION BOARD

Ms. Bennett mentioned to the Board that Chair Johnson is now the Chair of the Albemarle Commission Board. Washington County needs an alternate to be on the Board also. Commissioner Phelps volunteered to be Washington County's alternate on the Albemarle Commission Board, if the Washington County Board of Commissioners approves the appointment.

Commissioner Riddick made a motion to appoint Commissioner Phelps as the Washington County Alternate to the Albemarle Commission Board. Commissioner Sexton seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Mr. Potter went over the budget transfer and amendments below and the Finance Officer's Report.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2019 - 049

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

Date: January 25, 2019

RE: Tax Admin

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

Account Code	Description	Old	+ or (-)	New
10-4140-410	Tax Admin - Copier Rental	2,350.00	(300.00)	2,050.00
10-4140-260	Tax Admin - Office & Departmental Supplies	4,000.00	300.00	4,300.00
Tax Admin				
Balanced:		6,350.00	-	6,350.00

Justification:

To transfer monies within the Tax Department to cover higher than expected costs in departmental supplies. Extra monies were budgeted in the copier rental line due to the possibility of higher costs associated with a color copier if the new copier contract was put in place.

Approval Date: 1/25/19

Budget Officer's Initials: SP

Initials: SP

Batch #: 2019-049

Date: 1/25/19

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 050

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

Date: February 4, 2019

RE: Facility Services/Register of Deeds

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(8,063.00)	(12,537.00)	(20,600.00)
10-4265-256	Facility Services - Insurance Claims	8,063.00	12,537.00	20,600.00
Facility Services				
10-4180-310	Register of Deeds - Travel	500.00	(400.00)	100.00
10-4180-315	Register of Deeds - Training	1,500.00	(500.00)	1,000.00
10-4180-030	Register of Deeds - Salary & Wages - Parttime	8,000.00	900.00	8,900.00
Register of Deeds				
Balanced:		10,000.00	-	10,000.00

Justification:

To budget for insurance monies received to cover the costs of replacing a radio and antennas in Emergency Management as a result of the July 2018 lightning strike. To transfer monies within Register of Deeds from travel and training to cover the additional monies needed for parttime personnel.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 051

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

Date: February 4, 2019

RE: Cooperative Extension/Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-6050-010	Cooperative Extension-Salaries & Wages-Regular	84,772.00	(11,620.00)	73,152.00
10-4265-256	Facility Services - Insurance Claims	43,180.00	11,620.00	54,800.00
Cooeprative Extension/Facility Services				
Balanced:		127,952.00	-	127,952.00

Justification:

To transfer monies from Cooperative Extension to Facility Services to cover the costs of repairs to the Strader Building per the quote from Baker Roofing. These funds are available due to lapse salary.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 052

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

Date: February 4, 2019

RE: TTA

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

Account Code	Description	Old	+ or (-)	New
63-3990-000	TTA - Fund Balance Appropriation	(4,000.00)	(2,050.00)	(6,050.00)
63-4970-390	TTA - Dues & Subscriptions	1,000.00	2,050.00	3,050.00
Cooprative Extension/Facility Services				
Balanced:		(3,000.00)	-	(3,000.00)

Justification:

To allocate TTA Fund Balance to Dues & Subscriptions to cover the costs associated with Trademarking two phrases. There appears to be approximately \$6,000 left from the FYE 2017 TTA Fund Balance. The TTA Board approved this request at their January 22, 2019 Board Meeting.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 053

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

Date: February 4, 2019

RE: Sheriff/Emergency Management/Senior Center/SS Economic Support/Recreation

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	(2,475.00)	(420.00)	(2,895.00)
10-4310-611	Gun Permits Discretionary-County Portion	9,960.00	420.00	10,380.00
10-3540-030	Gun Permits-State Portion	(2,850.00)	(500.00)	(3,350.00)
10-4310-612	Gun Permits-State Portion	4,405.00	500.00	4,905.00
10-3540-040	Finger Printing	(500.00)	(70.00)	(570.00)
10-4310-613	Finger Printing	881.00	70.00	
Sheriff				
10-3480-080	EM Donations-Emergency Response Banquet	(9,450.00)	(500.00)	(9,950.00)
10-4330-400	EM Donations-Emergency Response Banquet	10,388.00	500.00	10,888.00
Emergency Management				
10-3509-010	Senior Center Trips	(2,902.00)	(910.00)	(3,812.00)
10-5150-380	Senior Center Trips	3,514.00	910.00	4,424.00
10-3509-020	Senior Center Donations	(131.00)	(197.00)	(328.00)
10-5150-650	Senior Center Donations	2,667.00	197.00	2,864.00
Senior Center				
10-3500-080	DSS Community Donations-Medical	(25.00)	(75.00)	(100.00)
10-5380-375	DSS Community Donations-Medical	1,492.00	75.00	1,567.00
SS Economic Support				
10-3360-000	Recreation-Donations	(715.00)	(165.00)	(880.00)
10-6120-650	Recreation-Donations	715.00	165.00	880.00
Recreation				
Balanced:		14,974.00	-	14,974.00

Justification:

To budget additional revenues for monies collected for Gun Permitting, Finger Printing, Emergency Response Banquet Donations, Senior Center Trips, Senior Center Donations, DSS Medical Donations, and Recreation Donations.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 054

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

Date: February 4, 2019

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5380-190	SS Economic Support-WF Employment Services	25,000.00	(2,500.00)	22,500.00
10-5380-384	SS Economic Support-Child Care (MOE-Part of \$65K Min)	16,220.00	(1,000.00)	15,220.00
10-5310-257	SS Admin - County General Assistance	7,500.00	3,500.00	11,000.00
SS Admin/SS Economic Support				
Balanced:		48,720.00	-	48,720.00

Justification:

The General Assistance line is all county dollars used to assist the citizens of this county with crisis needs when no other program qualifies them for service. This line is also used to buy clothes and supplies for the children in custody of DSS as well as for the wards. Psychological evaluations and other court ordered tests are also paid out of this line for Child Protective Service and Adult Protective Service Cases. We are asking to move funds from two other all county dollar lines to this line to continue to meet the needs of the citizens. This move is not budget impactful and also does not affect revenues as all lines are non-reimbursable. If not funded, DSS will not be able to continue to assist the citizens in emergency situations or provide for the care of the children and adults in the county's custody through the end of the fiscal year.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 055

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

Date: February 4, 2019

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(1,913,593.00)	(1,500.00)	(1,915,093.00)
10-5310-315	SS Admin-Training	17,000.00	(3,000.00)	14,000.00
10-5380-190	SS Economic Support-WF Employment Services	22,500.00	(1,500.00)	21,000.00
10-5310-260	SS Admin-Departmental Supplies	22,500.00	6,000.00	28,500.00
SS Admin/SS Economic Support				
Balanced:		(1,851,593.00)	-	(1,851,593.00)

Justification:

The Social Services departmental supply line (50% reimbursable) has been hit hard with the improvements to our server and security certificates for the agency due to the cyber attack. As a result, based on anticipated spending trends for supplies, we will need to move funds to this line to avoid a negative balance prior to the end of the fiscal year. This transfer includes funds moved from our training line (50% reimbursable) as well as WF Employment Services (non-reimbursable) which has not been utilized by the public due to the decreased number of Work First recipients. \$1,500 additional revenue is being generated due to this move.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 056

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

Date: February 4, 2019

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(1,915,093.00)	(3,500.00)	(1,918,593.00)
10-5380-190	SS Economic Support-WF Employment Services	21,000.00	(2,500.00)	18,500.00
10-5380-384	SS Economic Support-Child Care (MOE-Part of \$65K Min)	15,220.00	(1,000.00)	14,220.00
10-5310-350	SS Admin-Maintenance & Repair Building	33,000.00	7,000.00	40,000.00
SS Admin/SS Economic Support				
Balanced:		(1,845,873.00)	-	(1,845,873.00)

Justification:

Due to the recent upgrades to the agency server for security purposes, we have exhausted funds allocated in the maintenance & repair building line for other needs in the agency. We have identified other areas of need within building maintenance that must be addressed to allow all computer systems to work properly and will require additional funding this year. We are requesting to move funds from two non-reimbursable lines to a line that is reimbursable at 50%. Both of the non-reimbursable lines have been assessed based on usage and will still have remaining funds to assist our clients.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 057

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

Date: February 4, 2019

RE: SS Admin/SS Economic Support/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5380-190	SS Economic Support-WF Employment Services	18,500.00	(10,000.00)	8,500.00
10-5380-384	SS Economic Support-Child Care (MOE-Part of \$65K Min)	14,220.00	(9,000.00)	5,220.00
10-5400-310	SS Transportation-WF Transportation	12,500.00	(5,900.00)	6,600.00
10-5380-381	SS Economic Support-Title IV-E Adoption	36,000.00	24,900.00	60,900.00
SS Admin/SS Economic Support/SS Transportation				
Balanced:		81,220.00	-	81,220.00

Justification:

This request is to increase the line for Title IV-E Adoption by \$24,900 as a result of a IV-E Monitoring finding that will require a payback. On June 27, 2018 a review of the Child Care Welfare IV-E Adoption Assistance program was initiated in Washington County. As a result of this review, it was found that a child neglect and abuse registry check (RIL) was not completed before making IV-E Adoption Assistance Claims. The RIL was completed on 7/6/18. Ineligible claims began June 2014 and continued until July 2018. As a result of this finding, Washington County is responsible for paying back Adoption Assistance funds in the amount of approximately \$24,900. This payment will be drafted from the state through our Title IV-E Adoption line once processed. As a result of this finding, we are requesting to move funds from MOE lines which are non-reimbursable to the Title IV-E Adoption line which is also non-reimbursable to cover the draft that will occur from the state.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 058

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

Date: February 4, 2019

RE: SS Admin/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	(1,918,593.00)	(7,500.00)	(1,926,093.00)
10-5400-372	SS Transportation-Volunteer Transportation-Medicaid	9,500.00	7,500.00	17,000.00
SS Admin/SS Transportation				
Balanced:		(1,909,093.00)	-	(1,909,093.00)

Justification:

Due to an increase in the number of cancer patients in need of transportation outside of Riverlight Transit, our Volunteer Medicaid Transportation line is depleting. In order to continue to provide services for our citizens in need of transportation assistance out of town to medical appointments when Riverlight is not the most appropriate means of transportation, we are asking to increase our Volunteer Medicaid Transportation line by \$7,500 which is 100% reimbursable.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 061

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

Date: February 4, 2019

RE: Communications/Water Operations

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

Account Code	Description	Old	+ or (-)	New
10-5911-031	Communications-Salaries & Wages-Parttime	35,000.00	(15,000.00)	20,000.00
10-5911-030	Communications-Salaries & Wages-Overtime	30,000.00	15,000.00	45,000.00
Communications				
35-7130-010	Water Operations-Salaries & Wages-Regular	196,406.00	(8,000.00)	188,406.00
35-7130-031	Water Operations-Salaries & Wages-Parttime	8,000.00	8,000.00	16,000.00
Water Operations				
Balanced:		269,406.00	-	269,406.00

Justification:

To transfer monies within Communications from Parttime to Overtime due to a shortage in fulltime staff and the lack of parttime help. The Sheriff and Chief Deputy are monitoring this closely and advertisements have been put out to retain more parttime help. To transfer monies within Water Operations from Regular to Parttime to cover the costs of keeping Leigh Monty on staff until the new Water Customer Service Reps have been sufficiently trained. The monies are available in the regular line due to the shortage of fulltime staff the first 6 months of the fiscal year.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018- 062

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

Date: February 4, 2019

RE: Budget Amendment - Legal Expenses for WC Hospital/ Ambulance Purchases from Fund Balance

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

Account Code	Description	Old	+ or (-)	New
10-3290-000	INTEREST EARNED ON INVESTMENTS	(40,000.00)	(25,000.00)	(65,000.00)
10-4120-190	LEGAL SERVICES	2,000.00	25,000.00	27,000.00
10-3316-000	CRESWELL FIRE DEPT PAYBACK TO COUNTY	(8,332.00)	(32,124.00)	(40,456.00)
10-9800-982	TRANSFERS TO WASH CO EMS	348,818.00	32,124.00	380,942.00
37-3980-010	TRANSFER FROM GENERAL FUND	(348,818.00)	(32,124.00)	(380,942.00)
37-3803-000	LOAN PROCEEDS FOR 2018 AMBULANCES	(258,000.00)	258,000.00	-
37-3902-000	FUND BALANCE APPROPRIATED	(210,259.00)	(258,000.00)	(468,259.00)
37-4330-540	CAPITAL OUTLAY - VEHICLES	210,000.00	32,124.00	242,124.00
37-4330-540	CAPITAL OUTLAY - VEHICLES	242,124.00	28,000.00	270,124.00
37-4330-550	WASH CO EMS - CAPITAL OUTLAY - EQUIPMENT	55,361.00	(28,000.00)	27,361.00
LEGAL SERVICES/EMS				
Balanced:		(7,106.00)	-	(7,106.00)

Justification:

This is a two part budget amendment request to: 1) Appropriate additional funds for legal services that may be necessary in connection with ongoing issues at the Washington County Hospital using higher than anticipated revenues for interest earned on investments this year to maintain overall budget balance; and 2) Appropriate additional funds from the general fund and the EMS fund balance to allocate sufficient funds in the capital outlay line in order to permit the county to proceed as quickly as possible with the purchase of new ambulances without having to wait or rely on the originally anticipated loan proceeds to do so. This request is further based on the need to help expedite the purchase of this critically important equipment, on revised capital outlay strategies within the EMS department under new management, and on recent analysis of the anticipated EMS fund balance which is expected to be higher than originally anticipated thereby permitting the county to proceed with this purchase without having to wait or rely on debt financing in the short term, or pay additional interest expenses in the long term to purchasing this equipment.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2019 - 063

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

Date: February 4, 2019

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(20,600.00)	(538.00)	(21,138.00)
10-4265-256	Facility Services - Insurance Claims	20,600.00	538.00	21,138.00
Facility Services				
Balanced:		-	-	-

Justification:

To budget for insurance proceeds being sent from the insurance company to cover the costs of repair to a county vehicle due to damages caused by an animal strike.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Phelps said he wanted to talk about BA#:2019-57. He wanted to know why this is needed. What happened and has it been fixed? Mr. Hardison said a child was adopted and a form was filled out and it was put in file, but the child was disqualified b/c the form was in the wrong file. Over 4 years, that amount of money increased and the draft is about to come out of DSS for the 50% instead of 25%. Commissioner Riddick asked if DSS audits

their own records. Mr. Hardison said every supervisor audits their records according to an action plan.

Commissioner Phelps asked if the bottom of BA#: 2019-62 is just for the ambulance purchase. Ms. Dixon said yes it is for the ambulance purchase.

Commissioner Phelps asked what level the departments should be at. Ms. Dixon said all departments should be at approximately 58%.

Ms. Dixon spoke about the following information she received regarding increases in retirement:

The Board of Trustees of the Local Government Employees' Retirement System (LGERS) voted last Thursday to increase the system's employer contribution rates starting in fiscal year 2019-20 in order to address a significant system funding shortfall expected in future years. This changed the course from the incremental 0.25 percent increase previously planned under the Employer Contribution Rate Stabilization Policy (ECRSP).

The Retirement Systems Division of the Treasurer's Office has provided the following information to be shared with LGERS employers:

At its meeting on January 31, 2019, the Board of Trustees amended its policy for employer contribution rates to LGERS. Effective July 1, 2019, the "base" employer contribution rate with respect to law enforcement officers (LEOs) will increase from 8.50 to 9.70 percent of reported compensation. With respect to all other employees, it will increase from 7.75 to 8.95 percent of reported compensation.

Additional rates, such as rates associated with death benefits or past service liabilities, will be added to the base rate to determine the actual contribution percentage for each employer. As in past years, each employer's total contribution rate for the upcoming fiscal year will be calculated by the Retirement Systems Division and communicated in a letter before the end of April 2019.

The Board's policy now anticipates further increases in the "base" rates effective July 1, 2020, and July 1, 2021, equal to 1.20 percent of reported compensation each year, as follows:

<u>Effective Date</u>	<u>Non-LEO "Base Rate"</u>	<u>LEO "Base Rate"</u>
July 1, 2019	8.95%	9.70%
July 1, 2020	10.15%	10.90%
July 1, 2021	11.35%	12.10%

Commissioner Sexton made a motion to approve BT#: 2019-049, BA#:2019-050 – 058, BA#: 2019-61 – 63 as presented above. Commissioner Riddick seconded, motion passed unanimously.

AUDITOR'S CONTRACT: Commissioner Phelps said he wanted to bring this to the Commissioners' attention tonight since Chair Johnson will not be at the March 4 Board of Commissioners' meeting and he wants her to have a say in this matter. Commissioner Phelps distributed copies of the minutes where the Board chose Mauldin & Jenkins as the new auditors (except for Commissioner Sexton who voted nay). Commissioner Phelps also provided a copy of the contract and an e-mail from Mr. Potter citing an increase asked for by the auditors of ~\$31,000. Commissioner Phelps has forwarded this information to his friend Beth Wood at the State Auditor's office. Commissioner Phelps said he will not vote in favor of paying the extra \$31,000. Chair Johnson thanked Commissioner Phelps for the information and said there will not be a vote on this item tonight. Chair Johnson said she would like to have the auditors at the next Board of Commissioners meeting. Mr. Potter said he is asking them to come to the March meeting along with bringing our audit.

Commissioner Phelps said since Chair Johnson will not be at the next meeting, he would like for management to be given direction. Commissioner Phelps asked Mr. Potter if he checked with Gates County. Mr. Potter said he did and they had an increase also but were told about it ahead of time.

Mr. Potter said the auditors have said they will give the County our audit before we agree whether or not to pay the \$31,000.

Chair Johnson said she talked with State Auditor Beth Wood and she said "no" when asked to help counties with audits.

Mr. Potter said the LGC has tried to work with the NCACC on this also, but they have had some significant turnover.

Mr. Potter said he will try to hold a Special Meeting on March 11th or March 18th and have the auditor here.

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

Commissioner Sexton said they had an RPO meeting a couple weeks ago and if anyone has any requests regarding roads, please get information to him to get it on the list.

Commissioner Phelps said the Department Head reports look great—only saw where one was missing—the Sheriff's office and asked Mr. Potter to talk to him and get him to submit a report so that it will help the Commissioners' when it comes time to look at their budget.

Chair Johnson said she will be at the NACo legislative conference next month (March 2 – 5) and unable to attend the Commissioners' meeting scheduled for March 4. Commissioner Riddick (Vice-Chair) will chair the meeting. The meeting will be in Roper with the location to be determined.

Mr. Potter talked about the memo he put in the package for overspending (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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COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org

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

AGENDA ITEM MEMO

MEETING DATE:	February 4th, 2019	MEMO Date:	January 31, 2019	ITEM:	11
SUBJECT:	Conditional Approval to Overspend DSS Line Items to Maintain Programming/Benefits				
DEPARTMENT:	Manager's Office for DSS				
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)				
ATTACHMENTS:	A- Draft Budget Amendment 2019-059 B- Draft Budget Amendment 2019-060				

PURPOSE: To obtain permission to temporarily overspend line items 10-5380-030 and/or 10-5380-406 in order to continue providing services/benefits for applicable recipients which may otherwise be stopped pending the next available board meeting to seek board approval of an official budget amendment.

No overspending will be authorized internally if sufficient additional revenues have not been committed in writing by the State of North Carolina to Washington County to pay for such overspending.

BACKGROUND: Please refer to the attached draft budget amendments for background and context. A decision is anticipated at any time in early February to commit additional funding to Washington County for both programs described in an amount to be determined. The Board of Commissioners has directed Management not to permit individual line items to be overspent which would technically occur unless and until an official budget amendment were adopted to budget both the additional revenues to be received as well as the offsetting additional allocations to be spent in the line items referred to above. To avoid having to potentially wait up to 30 days for the next board meeting to seek approval of such an amendment, Management in discussions with staff has determined the best solution to ensure the dual goals of: 1) ensuring programming/benefit services are continued on a timely basis, and 2) ensuring funds are not spent which will not be reimbursed with additional revenues from the state; is to seek the board's permission in this instance only, to permit staff to overspend the existing allocations in the line items referred to above, ONLY after first receiving written confirmation of the state's commitment of provide additional revenues to pay for such additional expenditures. A budget amendment, similar to the draft budget amendments attached to this Memo will be brought to the board at a later date to official amend the budget to account for any additional revenues/allocated expenses.

FINANCIAL IMPACT: None

RECOMMENDATION(S): Permit staff to internally authorize the over-expenditure of line items 10-5380-030 and/or 10-5380-406 only if, and after, the State of North Carolina commits in writing to provide additional revenues/funds to Washington County which will be used to pay for additional unallocated expenses, and only up to the amount of any such additional funding.

Washington County
BUDGET AMENDMENT

DRAFT
 BA #: 2019-059

To: Board of Commissioners

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

Date: February 4, 2019

RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(1,926,093.00)	(50,000.00)	(1,976,093.00)
10-5380-030	SS Economic Support-Crisis Intervention	98,235.00	50,000.00	148,235.00
SS Economic Support				
Balanced:		(1,827,858.00)	-	(1,827,858.00)

Justification:

The Crisis Intervention Program is a 100% reimbursable program that provides assistance to those who qualify that have a crisis situation involving either electric, heat or other need that will create a health crisis for someone in the home. The use of these funds is to alleviate the crisis for the family and allow them to maintain. We have completed a survey to request additional funding for this program, the survey is to be addressed the last week of January and sometime early February, a decision will be sent to the counties regarding their new allocations. We have requested an additional \$50,000 in funds to allow us to continue to serve the citizens of Washington County.

*F.O. dir not
 to key until
 we rec conf
 of the amount*

Approval Date: _____
 Bd. Clerk's Init: _____
 Initials: _____
 Batch #: _____
 Date: _____

DRAFT

Washington County
BUDGET AMENDMENT

BA #: 2019 - 000 **DRAFT**

To: Board of Commissioners
 From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
 Date: February 4, 2019
 RE: SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(1,976,093.00)	(50,000.00)	(2,026,093.00)
10-5380-406	SS Economic Support-LIEAP Payments	98,235.00	50,000.00	148,235.00
SS Economic Support				
		Balanced:		
		(1,877,858.00)	-	(1,877,858.00)

Justification:

LIEAP is a 100% reimbursable program that provides heating assistance to those who qualify. The use of these funds is to alleviate the heat funding crisis for the family and allow them to maintain. We have completed a survey to request additional funding for this program, the survey is to be addressed the last week of January and sometime early February a decision will be sent to the counties regarding their new allocations. We have requested \$50,000 in additional funds to allow us to continue to serve the citizens of Washington County.

See
 BAH 59

Approval Date: _____
 Bd. Clerk's Init: _____
 Initials: _____
 Batch #: _____
 Date: _____

Commissioner Phelps made a motion to permit staff to internally authorize the over-expenditure of line items 10-5380-030 and/or 10-5380-406 only if, and after, the State of North Carolina commits in writing to provide additional revenues/funds to Washington County which will be used to pay for additional unallocated expenses, and only up to the amount of any such additional funding. Commissioner Sexton seconded, motion passed unanimously.

Ms. Keyes asked if a decision was being made on the solar decommissioning bond tonight. The Board said no, not tonight.

Mr. Potter said Ms. Adams reported to him that \$2,094 was made on the latest surplus items.

The Budget kickoff will be on Wednesday during the Department Head meeting. Ms. Dixon and Ms. Bennett will take the lead for that meeting since Mr. Potter will be at the County Manager's conference in Winston-Salem Wednesday – Friday.

Chair Johnson commended Commissioners Sexton, Riddick and Walker for attending Ethics Training.

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

At 9:15 PM, with no further business to discuss, **Commissioner Sexton made a motion to adjourn the meeting. Commissioner Phelps seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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