

March 11, 2019

The Washington County Board of Commissioners met in a regular session on Monday, March, 11 2019 at 6:00 PM in the Auditorium of the Beaufort County Community College Washington County Center, 100 NC Hwy 32 North, Roper. 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. Mr. Lloyd Jones gave the invocation. Ms. De'Zyre Williams, 2<sup>nd</sup> grader at Pines Elementary School led the Pledge of Allegiance.

**ADDITIONS/DELETIONS: Commissioner Phelps made a motion to delete Item 8 Installment Financing for Sheriff's Vehicles. Commissioner Riddick seconded, motion passed unanimously.**

**CONSENT AGENDA:**

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution: First Amendment to 1997 Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission known as the Albemarle Commission
- d) Fee Schedule Changes: Animal Control & Building Inspector
- e) 2019 Local Government Agencies General Records Retention and Disposition Schedule
- f) Senior Center Grant Application to Vidant

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

**PUBLIC FORUM:** Mr. Lloyd Jones, 842 Gourd Neck Road, Roper is concerned about the hospital. His doctor doesn't have a place to send him if he gets sick. He said he hopes the Commissioners are doing all in their power to open the hospital up even better than before. Mr. Jones said he is also concerned about the solar farms. He feels that it takes away good farmland for crops. He wants the County to have a moratorium on solar farms. Mr. Jones said let the people vote for or against solar farms in Washington County.

Mr. David Clifton, 208 5<sup>th</sup> Street, Creswell, stated he is on the Planning Board, and said public hearings are held for two weeks when solar farms are asking for permits. Ms. Ann Keyes said public hearings are held in her office and will get the info to the Clerk to put on the County website when these are scheduled.

**POCOSIN INNOVATIVE CHARTER (PIC) SCHOOL:** Mr. Potter spoke first saying that PIC may have already made a request of Washington County Schools (WCS). If WCS denies PIC's request, then the Commissioners could be sitting as the deciding body over their appeal as a quasi-judicial board. Mr. Potter advised the Commissioner not to discuss the use of Creswell High School or any other facility owned by WCS.

Ms. Stephanie Phelps, Chair of PIC, said she was at this meeting to introduce PIC to the Board.

Ms. Phelps spoke about the following:

- A charter school is a free NC Public School open to all.
- A charter is run by the board of a non-profit organization and not an elected board.
- Pocosin Innovative Charter applied to the NC Charter Board in 2018 requesting a charter and acceleration to open in 2019. (Acceleration means the school could open in one year instead of the normal two years.)
- Pocosin Innovative Charter was granted a charter on February 7, 2019, and is one of only three schools approved for acceleration in 2019.
- Pocosin Innovative Charter will be a K-8 school.
- Pocosin Innovative Charter has more than 180 student applications as of March 1, 2019 and multiple applications for director and teacher positions.

Ms. Phelps said PIC has been approved as K-8 charter school and will be able to add a year each year. The main focus will be regional agriculture.

Ms. Phelps said they are still taking applications; the deadline is March 7 and then they will soon be sending out acceptance letters.

PIC will be starting out in modulars, but they have other options.

Mr. Potter asked if PIC has a meeting scheduled with the WCS Board. Ms. Phelps stated not at the present time.

Commissioner Phelps asked how will kids apply. Ms. Phelps said the application is on-line.

Chair Johnson asked what PIC would be offering that isn't already offered. Ms. Phelps said PIC would have more freedom for the curriculum.

Chair Johnson asked how does PIC plan to make sure kids get on the right buses for the right school. Ms. Phelps said they would tackle that once PIC is in place.

Commissioner Phelps asked if PIC is a non-profit. Ms. Phelps said yes, PIC is a non-profit.

WASHINGTON COUNTY AUDIT: Mr. Potter started off by saying the County hoped to have a working draft of the audit for tonight's meeting but that did not happen. Mr. Potter said he met with the auditor, Mr. James Bence, today. Mr. Bence will give a timeline for the receipt of the audit. Mr. Bence said he did give a draft of the audit to Mr. Potter and Ms. Dixon today.

Mr. Bence said he is hoping to have the final audit to the LGC by the end of the month. He said he met with DSS/Transportation today also and that is the last piece he needs to complete the audit.

Commissioner Phelps said he had several questions. He asked Mr. Bence if he had seen the contract between Mauldin & Jenkins and Washington County. Commissioner Phelps said the deadline for the audit was October 31<sup>st</sup>. Commissioner Phelps asked if Mr. Bence could explain the delay. Commissioner Phelps told Mr. Bence that the County went with Mauldin & Jenkins because Mr. Fraley and Mr. Black said they would have a timely audit to us. Mr. Bence said this was a first year audit and the hurricane created a hiccup in the timeline.

Commissioner Phelps asked Mr. Bence if he thought it was acceptable to be 5 months late. Commissioner Phelps asked if this was the practice of his firm. Mr. Bence did not give an answer to Commissioner Phelps.

Commissioner Phelps referenced the July 17, 2018 minutes where Mr. Fraley and Mr. Black were in attendance and made their presentation to the Commissioners and what they could do for our County if we hired them to do the County's audit. Commissioner Phelps said that he spoke to both Halifax County and Gates County (who are also serviced by Mauldin & Jenkins) and their audits are late too and they said they'd put out for an RFP today if they could. Commissioner Phelps reiterated that at the July 17, 2018 meeting, Mr. Fraley said they were never late on an audit and that their office being in Atlanta was not an issue.

Commissioner Phelps said he and Commissioner Sexton don't agree on much, but Commissioner Sexton was right when he voted against going with Mauldin & Jenkins. Commissioner Phelps asked Mr. Potter when the County can put out the RFP for a new auditing firm. Mr. Potter asked to wait until the County receives our audit to discuss this.

Chair Johnson said she has been hearing that the auditor has been asking for the same information from our staff more than once. Mr. Bence said he can't confirm or deny that answer without knowing what issue is being referring to.

Commissioner Phelps wanted to know why Mr. Fraley and Mr. Black weren't in attendance at this meeting. Commissioner Phelps said the Board requested that they attend. Mr. Potter said we did not request a specific auditor to attend and Mr. Bence is the one who has been here working with Ms. Dixon.

Commissioner Phelps asked Mr. Bence if the County would receive our final audit on April 1. Mr. Bence said yes.

Commissioner Phelps said that he still feels this is unacceptable.

The Board considered having a second meeting in April (on the 8<sup>th</sup>) to review the audit since the auditors will be unable to attend the Board's regular meeting on April 1.

PUBLIC HEARING: TAX DISCOUNT PROGRAM:

**Commissioner Phelps made a motion to open the public hearing on the Tax Discount Program. Commissioner Riddick seconded, motion passed unanimously.**

Mr. Potter stated that at a previous Commissioners' meeting, it was discussed as whether or not to keep the County's current tax discount program. The Commissioners asked to have a public hearing on this.

The current program is as follows:

The Washington County Board of Commissioners previously adopted a schedule to allow discounts for the payment of property taxes prior to the due date;

Taxes paid by July 31	2% discount
Taxes paid by August 31	1% discount

Also, Commissioner Phelps had requested to know how many people take advantage of the discounts. Ms. Wilkins ran a report that showed for the 2018 tax year, out of 8,145 accounts that were billed, 3,270 took advantage of the discount or 40%.

Commissioner Phelps asked Ms. Wilkins if she thinks the citizens aren't aware of the program. Ms. Wilkins stated that it is on every tax bill; however, some citizens just like to hold on to their money until December.

In an effort to make sure the citizens are informed, Ms. Wilkins said she runs ads in The Roanoke Beacon before the bills go out and it is on the tax bill.

Mr. Lloyd Jones, Roper, said to keep the program going.

Commissioner Phelps said there are a lot of citizens in attendance at the meeting tonight so he would like to make sure they understand it and would like to hear from them.

Mr. George Swain, Plymouth and Ms. Yanisha Mann, WCS Superintendent both said yes, keep the program going. Ms. Zina Rhodes, DSS Transportation Supervisor said to keep it going; however, she didn't know about it. Ms. Mann said she could send information out to parents through the students.

Ms. Wilkins said \$58,000 was saved last year with the tax discount program.

Commissioner Phelps said he does support the program.

Chair Johnson asked Ms. Wilkins if the Board could hold a public hearing each year on the tax discount program. Ms. Wilkins said yes; however if any changes need to be made to the program they would have to be made before April of each year.

**Commissioner Phelps made a motion to close the public hearing on the Tax Discount Program. Commissioner Sexton seconded, motion passed unanimously.**

Commissioner Walker said he feels the County should continue the tax discount program.

Another citizen said some may not be able to take advantage of the program, due to not having funds in July and August. Ms. Wilkins noted that the discounts can only be offered in July and August—not past September.

Mr. Potter said the benefits are there, but there is a cost.

Ms. Rhodes asked if more people took advantage of the tax discounts could the County pay off more things. Mr. Potter said the County can't always depend on that.

The Tax Discount Program will continue.

CHANGE ORDER 2 FROM THE WOOTEN COMPANY: Mr. Potter discussed the following information:

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

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



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

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

**AGENDA ITEM MEMO**

<b>MEETING DATE:</b>	March 7th, 2019	<b>MEMO Date:</b>	March 11 <sup>th</sup> , 2019	<b>ITEM:</b>	6
<b>SUBJECT:</b>	Change Order 2 from The Wooten Company re Commerce Center Water Sewer Project				
<b>DEPARTMENT:</b>	Economic Development				
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney (CM/CA)				
<b>ATTACHMENTS:</b>	A- Change Order No. 2FA Dated February 4, 2019 (4pgs)				

**PURPOSE:** To obtain approval of the attached Change Order lowering the overall contract price.

**BACKGROUND:** The attached is the 2<sup>nd</sup> and likely final Change Order requested by Wooten related to the Water & Sewer Project at the Commerce Center on Airport Road. The constructions of this project is now essentially complete awaiting final approvals and releases from any final inspections and grant tie out documentation.

**FINANCIAL IMPACT:** Anticipated savings of \$37,466.50 compared with the original contract price as shown in page 2 of the attachment.

**RECOMMENDATION(S):**

1. Approve and authorize the County Manager to execute the attached Change Order No. 2FA.



RECEIVED  
FEB - 6 2019

Washington County Manager's Office

February 4, 2019

Mr. Curtis Potter  
County Manager  
Washington County  
P.O. Box 1007  
Plymouth, North Carolina 27962

Re: Change Order No. 2 FA  
Contract #1- Herring & Rivenbark, Inc.  
Washington County Utilities  
Washington County, North Carolina  
TWC No. 2451-AP

Dear Mr. Potter:

Attached are five (5) copies of Change Order No. 2 Final Adjusting (FA) to the contract of Herring & Rivenbark, Inc. The change order provides for modifications as shown on the attached change order documents. The final completion date is revised to December 18, 2018.

If satisfactory, please execute the subject Change Order in the space provided, keep two (2) copies for your files and return the remaining three (3) copies to The Wooten Company. A completed copy will be returned to Herring & Rivenbark, Inc.

Should you have any questions, please contact us.

Sincerely,

THE WOOTEN COMPANY

  
Ralph S. Mobley, Jr., P.E.

c: Herring & Rivenbark, Inc.-Ken Cauley  
TWC-Billie Hansen  
TWC-Chuck Whitford  
TWC File (w/encl)

120 North Boylan Ave.  
Raleigh, NC 27603

919.828.0531  
fax 919.834.3589

# Change Order No. 2FA

Date of Issuance: <u>12/21/2018</u>		Effective Date: <u>07/10/2018</u>
Project: Washington County W&S Utilities Washington County, North Carolina	Owner: Washington County PO Box 1007 Plymouth, North Carolina 27962	Owner's Contract No.: 1
Contract: : General Civil Sanitary		Date of Contract: March 26, 2018
Contractor: Herring & Rivenbark, Inc. PO Box 3425 Kinston, NC 28502		Engin's Project No.: TWC 2451-AP

The Contract Documents are modified as follows upon execution of this Change Order.

**Description:**

Item #1-Adjust contract quantities thru CO #1 to actual final installed quantities per the attached spreadsheet and Herring Rivenbark Final PPR #7 at the extended total deducted monetary amount of forty two thousand six hundred sixty six dollars and fifty cents (-\$42,666.50): \$ (-) 42,666.50

Item #2-Increase the final contract time by twenty (20) calendar days to a final completion date of 12/18/18 due to abnormal weather and item #1 above.

**Attachments:** (List documents supporting change):

Item #s 1 thru #2 above- See the attached spreadsheet and weather documents.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price (post Bid Mod):  \$ <u>967,145.25</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): _____ Ready for final payment (days or date): <u>11/25/2018</u>
[Increase/Decrease] from previously approved Change Orders No. <u>0</u> thru No. <u>1</u> :  \$ <u>(+) 5,200.00 (CO #1 correction)</u>	[Increase] from previously approved Change Orders No. <u>0</u> thru No. <u>1</u> : Substantial completion (days): _____ Ready for final payment (days): <u>three (3)</u>
Contract Price prior to this Change Order:  \$ <u>972,345.25</u>	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): <u>11/28/2018</u>
Decrease of this Change Order:  \$ <u>(-) 42,666.50</u>	Increase of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): <u>(20) calendar days</u>
Contract Price incorporating this Change Order:  \$ <u>929,678.75</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): <u>12/18/2018</u>

<b>RECOMMENDED:</b> By:  Engineer (Authorized Signature) Date: <u>12/21/18</u>	<b>ACCEPTED:</b> By: _____ Owner (Authorized Signature) Date: _____	<b>ACCEPTED:</b> By:  Contractor (Authorized Signature) Date: <u>1-31-19</u>
Approved by Funding Agency (if applicable): _____		Date: _____

Washington County Utilities, TWC 2451-AP,  
Change Order #2FA dated 12/21/2018



Change Order #2 Final Adjusting (FA)  
 Airport Rd Water & Sewer/PS Utilities  
 Herring-Rivenbark Construction Company  
 Kinston, North Carolina  
 TWC 2451-AP

Date:12/21/18 FA/Current/PPR #7 CO #1 adjustments included\* math check column

Bid/Pay Item	Bid Q	Bid UP\$	Bid Extnd \$	Dif A\$ vs B\$	Actual Q	Actual \$	Dif AQ vs BQ	
1	50	16.75	837.50	0.00	50.00	837.50	0.00	0
2	1414	29.00	41006.00	0.00	1414.00	41006.00	0.00	0
3	349	97.50	34027.50	-1560.00	333.00	32467.50	-16.00	-1560
4	12952	19.25	249326.00	0.00	12952.00	249326.00	0.00	0
5	695	16.75	11641.25	-301.50	677.00	11339.75	-18.00	-301.5
6	924	50.00	46200.00	-2200.00	880.00	44000.00	-44.00	-2200
7	247	85.75	21180.25	0.00	247.00	21180.25	0.00	0
8	351	94.25	33081.75	0.00	351.00	33081.75	0.00	0
9	2	4970.00	9940.00	0.00	2.00	9940.00	0.00	0
10	1	6065.00	6065.00	0.00	1.00	6065.00	0.00	0
11	72	125.00	9000.00	0.00	72.00	9000.00	0.00	0
12*	1	1080.00	1080.00	0.00	1.00	1080.00	0.00	CO#1, I#2
13	4	2230.00	8920.00	-2230.00	3.00	6690.00	-1.00	-2230
14	1	5675.00	5675.00	0.00	1.00	5675.00	0.00	0
15	1	3775.00	3775.00	0.00	1.00	3775.00	0.00	0
16	5	6010.00	30050.00	-6010.00	4.00	24040.00	-1.00	-6010
17	1	2500.00	2500.00	0.00	1.00	2500.00	0.00	0
18	1	8950.00	8950.00	0.00	1.00	8950.00	0.00	0
19	62	200.00	12400.00	-1000.00	57.00	11400.00	-5.00	-1000
20	2	1500.00	3000.00	-1500.00	1.00	1500.00	-1.00	-1500
21	14000	3.00	42000.00	-16710.00	8430.00	25290.00	-5570.00	-16710
22	1000	3.00	3000.00	0.00	1000.00	3000.00	0.00	0
23	100	65.00	6500.00	0.00	100.00	6500.00	0.00	0
24	330	25.00	8250.00	-3750.00	180.00	4500.00	-150.00	-3750
25	40	40.00	1600.00	-1600.00	0.00	0.00	-40.00	-1600
26	100	155.00	15500.00	-12400.00	20.00	3100.00	-80.00	-12400
27	50	55.00	2750.00	6765.00	173.00	9515.00	123.00	6765

27	50	60.00	3000.00	1560.00	76.00	4560.00	26.00	1560.00
28	375	25.00	9375.00	0.00	375.00	9375.00	0.00	0
29	25	5.00	125.00	0.00	25.00	125.00	0.00	0
30	1	327750.00	327750.00	0.00	1.00	327750.00	0.00	0
31*	8	1730	13840.00	-1730.00	7.00	12110.00	-1.00	-1730
Adjusted Contract Amt thru CO #1			972345.25	-42666.50		929678.75	Final Contract Amt	-42666.5
NTP issue date				4/30/2018				-42666.50
Original Final Completion (FC) Date				11/25/2018				929678.75
CO #1 FC date (+3 cds)				11/28/2018				
CO #2 FC date (+20 cds)				12/18/2018				
Contractual Final Completion Date (CO #4FA)				12/18/2018				
*Date of Substantial Completion (1 yr warranty starts)				12/3/2018	sewer pump station start up date			
** Date of Final Completion (recd Final Pay Request)				12/18/2018	date of receipt of final pay request			
Orignl Contract As-Bid				\$967,145.25				
CO #1				5,200.00	\$972,345.25	<i>Note the math error in CO #1, I #2 that should have been a deduct of \$8,640.00,</i>		
CO #2				-42,666.50	\$929,678.75	<i>not \$8,560.00. Therefore CO #1 should have been a net add of \$5,200.00,</i>		
Final Contract Amt				\$929,678.75		<i>not \$5,280.00. The CO #1 error is corrected on CO #2 and on this attachment.</i>		

**Commissioner Phelps made a motion approve The Wooten Company's Change Order 2 on the Commerce Building Water and Sewer Project. Commissioner Walker seconded, motion passed unanimously.**

LAWN MOWING BIDS: Mr. Potter stated that he put out the RFP for Lawn Mowing Bids as the Board requested. Commissioner Phelps said his issue with the company who had the contract last year did not do as they promised in their contract. Commissioner Phelps said he called the County Manager's Office constantly with the complaints that he had received. Mr. Potter stated that company only bid to do the mowing at MTW Health Department this year. Mr. Potter said that if the County contracts with more than one company, they would be competing and may perform better. Discussion ensued over the proposals below.

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

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



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COUNTY MANAGER/ COUNTY ATTORNEY  
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JULIE J. BENNETT, CMC, NCCCC  
CLERK TO THE BOARD  
jbennett@washconc.org

### AGENDA ITEM MEMO

<b>MEETING DATE:</b>	March 7th, 2019	<b>MEMO Date:</b>	March 11 <sup>th</sup> , 2019	<b>ITEM:</b>	7
<b>SUBJECT:</b>	Lawn Mowing Bids for March 2019 – September 2021				
<b>DEPARTMENT:</b>	Facilities/Utilities/Airport/Recreation				
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney (CM/CA)				
<b>ATTACHMENTS:</b>	A- Lawn Mowing Service Bid Opening: 2/25/19 Summary and Bid Documents (30pgs)				

**PURPOSE:** To authorize the County Manager to proceed with contracting with the lowest responsible responsive bidders (LRRB) for mowing services starting in March 2019.

**BACKGROUND:** After much discussion and input in 2017 staff were directed by the Board of Commissioners to develop and publish a Request for Bids to obtain bids from mowing contractors to provide mowing services to Washington County during the mowing season established as April 1<sup>st</sup> and September 1<sup>st</sup>. That season is 22 weeks long and the suggested contract calls for cutting once every other week (11 cuttings) on most property with some flexibility to start cutting earlier or extend cutting later depending up to 15 cuttings if necessary, depending on the particular season and weather patterns.

The successful bidder in 2017 was Jackson Lawn Mowing Service who entered into a contract to provide service to mow all 44 acres of property until March 14, 2019 at the flat rate of \$60 per acre per mowing plus \$2 per acre for any additional trimming work required. The total annual compensation limit was set at \$40,920.

After discussion with applicable Department Heads, staff published a revised Request for Bids in early January to solicit bids for services starting March 15, 2019, a summary and the results of which are attached.

The main revisions were to remove 5 acres from the scope of the contract and permit the Recreation Department to maintain its own property at the primary gym location only, and to allow the Maintenance Department to maintain the smaller downtown properties at and around the courthouse. The revised total acreage bid out was 39.

Additionally, Wes Gray has requested that the County authorize weekly mowing if needed for the 4 acres at the MTW Health Department. MTW already matches the counties mowing funding for the contractor at this site in order to obtain weekly mowing services, but would prefer for the County to increase its expenditure to provide this service as opposed to MTW including it as part of its budget request.

**FINANCIAL IMPACT:** Depending upon the ability to contract with multiple bidders to handle the mowing for each service area in accordance with the lowest bid made on each individual service area, the County could save as much as an estimated \$12,592 per year on mowing services although Management estimates the actual cost

savings to be more moderate depending upon the scope of services and weather conditions. Additional resources will also be required within the county to handle mowing 5 acres with internal staff and to administer multiple contracts. The only bidders that bid on the entire scope of services would result in no savings over prior years or a slight increase in overall fees.

MTW Weekly Mowing: Assuming the savings above is realized, this could potentially offset the estimated additional \$3000 cost of fulfilling MTW's request to provide weekly as opposed to bi-weekly mowing.

**RECOMMENDATION(S):**

1. Authorize the County Manager to proceed with letting multiple service contracts for each of the lowest bidders determined to be responsible and responsive in the order of their bid amounts to maximize potential savings for the County, while still obtaining the necessary mowing services from reputable contractors.
  
2. Authorize the County Manager to approve weekly mowing for the 4 acres associated with MTW.

## Request for Bids for Lawn Mowing Services in Washington County

All questions, and all completed and signed bids should be submitted to: Curtis S. Potter, County Manager's Office  
116 Adams St. Plymouth, NC 27962 252-793-5823 [cpotter@washconc.org](mailto:cpotter@washconc.org)

An initial review of bids is expected to occur on or about Friday 2/22/2019 at 5:00PM. Further announcements and notice of any awards made will be posted promptly on the County's webpage at: <http://www.washconc.org/rfps.aspx> and/or our official "Washington County, NC" Facebook site. Therefore if no such announcements or notices have been posted, bidders should assume the County is still accepting bids for award.

Bids will be accepted until an award is made. Bids are public records. The County reserves the right to review and reject any and all bids, or to award the contract in one or more parts to one or more bidders. No agreements or contracts shall be deemed to be made until its terms are reduced to writing and signed by all parties. In addition to the actual amount bid per acre, the County also desires to contract with the best quality and fewest number of overall bidders possible. Therefore, preference may be shown to bidders with substantial experience, references, and who are capable of bidding on all acreage or on substantial portions of the overall acreage in addition to evaluating bid amounts.

The minimum mowing service which the County intends to contract for, and which bid amounts should be based on is:

- Mowing at least bi-weekly between April 1<sup>st</sup> and September 1<sup>st</sup> during each calendar year; and
- Mowing as-necessary from September 1<sup>st</sup> to April 1<sup>st</sup> of the following calendar year to keep grass cut to a reasonable and aesthetically pleasing level.
- Bid amounts should be based on the cost to mow each acre of area bid upon, and shall be inclusive of all incidental costs, including without limitation, transportation, equipment, parts, fuel, labor, and insurance.

The County intends to award the bid to, and enter into a written contract with the successful bidder. The initial contract term is expected to begin April 1<sup>st</sup>, 2019 and continue for two years ending March 31st, 2021. Additional renewals may be considered. The contract is expected at a minimum to provide for the following:

- The provision of the mowing services described herein or otherwise agreed upon by the successful bidder as an independent contractor under bidder's EIN Tax ID at or below the bid amount;
- Compensation based on billings received monthly for authorized mowing services performed, paid on a per mowed acre basis.
- Bidder's ongoing compliance with all applicable local/state/federal rules/regulations/codes/ordinances/other laws;
- Bidder's provision of any applicable worker's compensation insurance for any employees, and proof of general liability insurance coverage in a form and amount satisfactory to the County.
- Indemnification of the County for accidents and/or injuries sustained during or related to mowing services;
- No unauthorized sub-contracting or assignment of the contract by Bidder without the County's consent;
- The County may terminate the contract upon ninety (90) days' notice,
- Other terms and conditions as may be agreed to between the parties, or as may be required by the County;

**LAWN MOWING SERVICE BID OPENING: Monday, February 25, 2019 11am**

VENDOR	PROPERTY DESCRIPTION ID	# ACRES	PER ACRE \$	TOTAL
JACKSON LAWN MOWING SERVICE	O1 - HEALTH DEPT.	4	\$ 50.00	\$ 200.00

1. Same as last year
2. Sal 4?
3. Same
4. Same
5. Yes/\$0 additional cost
6. no response

CHARLES BERNARD NORMAN	separate bid amounts for all property	ALL	62.95+/-	\$ 2,587.78
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1. Mowing business 20+ yrs; past deal w/county to mow Health Dept & Creswell Ath. Field
2. Randy Fulford; Natasha Clagon 252-505-6171; Jean Mann 252-793-2901
3. \$1,000,000 liability insurance
4. Will perform all work
5. Yes/\$0 additional cost
6. No prior/current law suits; offer mulch jobs as well as flower beds, hedge trimming, weed eating; limb removal; do great work, am honest and life long resident of Washington Co.

COASTAL LAWNS & LANDSCAPING	ALL PROPERTY	39	\$ 62.00	\$ 2,418.00
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1. We maintain a # of commercial and residential properties. Do all aspects of landscaping; mowing, tractor work and winter time services.
2. Information attached
3. Please see attached Certificate of Liability Insurance
4. Carlton E. Jones; Brooke Jones; Stanley Spencer; James
5. Yes/\$0 additional cost
6. a. No current/prior lawsuits b.offer all landscape services - mowing, spraying (NC Pesticide Certified); road grading, planting, clean-up, snow/ice removal, mulching, minor tree work etc. Mulching is \$70/cubic yd. Estimates upon request for other work

JOHN & TAMMY INVESTMENTS LLC	R1,4-6 RECREATION DEPT.	17.5	\$ 32.50	\$ 568.75
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1. Hyde Co Schools - for last 8 yrs; Mattamussett Refuge - pat 3 years & under contract for next 4 yrs; State boat ramps in Beaufort, Hyde & Dare counties - last 5 yrs/scheduled for this year; held contract for Hyde Co. Government March 2014 - March 2017
2. Paul O'Neal - Hyde Co Sch 252-945-5463; Debbie McGowan - Mattamussett Refuge 252-926-4021 Ext. 43905; Clint Berry - Hyde Co Utilities 252-945-4196; Gator Ridgeway - NC Wildlife Comm 252-312-4658
3. Currently insured w/Hyde Co Farm Bureau Po# GL0498499 Sept. 2018 - Sept 2019
4. NA
5. Yes/ \$50hr for work not in contract
6. No response

MARK MIZELL	U1-9; UTILITIES	13	\$ 25.00	\$ 325.00
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1. Started as a business in 2018. Contracts w/My Eye Doctor Ctr - Plymouth, Washington & Williamston, NC
2. My Eye Doctor - Plymouth; Michelle Mizell 252-793-2103
3. Farm Bureau 1,000,000 w/\$2,000,000 aggregate
4. No employees
5. Yes/ \$0 additional cost
6. b: willing to do trash and debris removal; free fire ant control if chemicals provided or if company provides cost of chemicals additional

Bid Submitted By: *[print name of bidding person/firm]* Jackson Lawn Mowing Service  
 Address: 2721 US64 E Plymouth, NC 27962  
 Email: yardman5605@yahoo.com Phone: 252-809-2577

Signature: Andy F. Jackson Date: 7-18-19  
 Print Name/Title: owner

**BID INSTRUCTIONS:** All bids MUST be made using the form below, and MUST be made on the basis of the **PER ACRE** cost to be charged for each mowing of the acreage bid on. **DO NOT** multiply this per acre cost by the number of acres bid on in making your bid. Staff will compare bids on a per acre cost basis. **DO NOT** bid unless you are able to actually mow all of the property acreage bid on within the anticipated mowing schedule described in the bid proposal instructions. The properties are divided into five distinct departments as listed in the table below. You may bid on mowing the entire total acreage for all departments (preferred), or on mowing any one or more of the five categories of property (preferred over individual bids), or on mowing any individual properties for which an individual acreage is listed. If you bid on mowing the entire total acreage, do not complete ANY further bid boxes. If you bid on mowing the entire acreage for one or more departments, do not complete ANY individual property bid boxes in that department.

ID	PROPERTY DESCRIPTION	PROPERTY ADDRESSES & PIN # or LOCATION	EST. ACRES	BID AMOUNTS
Remember bid amounts must include all incidental costs including without limitation transportation, equipment, parts, fuel, labor and insurance.				
				Bid in this box only if bidding to mow the entire Total Departmental Acreage shown to the left, and STOP, and do not complete any further bid boxes at all. Otherwise, leave this box blank and proceed to the next bid box.
T	<b>TOTAL ACREAGE FOR ALL PROPERTY IN ALL DEPARTMENTS:</b>		<b>39</b>	\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>





				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and STOP, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	
O1	Health Dept.	198 NC HWY 45 N, Plymouth PIN: 6788.00-31-3118	4	Individual bid per acre cost for each mowing: \$ <i>50.00 per acre</i>
O2	BCCC Washington County Center (formerly Windows on the World)	100 NC Hwy 32 N, Roper PIN: 7708.15-53-7502	1	Individual bid per acre cost for each mowing: \$
O3	Creswell Sheriff's Office	207 US HWY 64W, Creswell PIN: 7778.13-22-2534	0.5	Individual bid per acre cost for each mowing: \$
				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and STOP, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7	Individual bid per acre cost for each mowing: \$
U2	Well Fields	Slough Rd, Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W		Individual bid per acre cost for each mowing: \$
U3	Well Fields	West Millpond Road, Roper Long/Lat: 35°52'01.1"N 76°37'24.6"W	3*	*(If individually bid, these two properties must be bid on together)
U4	Booster Pump Station - HWY 45 South	NC HWY 45 S, Plymouth PIN: 6777.00-54-1294		Individual bid per acre cost for each mowing: \$
U5	Tower Site - Morrattock Road	1799 Morrattock Road, Plymouth Long/Lat: 35°49'18.9"N 76°45'57.6"W		*(If individually bid, these six properties must be bid on together)
U6	Tower Site - Industrial Park	333 Industrial Park Road, Plymouth Long/Lat: 35°52'20.7"N 76°42'53.9"W		
U7	Tower Site - Mount Tabor	265 Mount Tabor Road, Creswell Long/Lat: 35°51'28.3"N 76°25'08.2"W		
U8	Booster Pump Station - Benson Road	Benson Road, Creswell Long/Lat: 35°53'18.4"N 76°26'14.4"W		
U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W	3*	

1. Please describe your current or prior mowing experience, particularly as it relates to operating a mowing business:

SAME as last year

2. Please provide several references (including contact information) who are familiar with your mowing experience:

SALY

3. Please describe any liability insurance you currently possess for mowing services: same

4. Please list the full legal names of any and all persons who may be subcontracted or employed by you to provide services to the County under the contract:

same

5.  YES  NO : Providing light weed eating and/or edging as needed along walkways or parking areas on the properties I bid on is included as part of this bid, and is provided  at no additional cost, or could be provided for the additional cost of: \_\_\_\_\_ per acre.

6. Use the back of this page, or attach a separate sheet of paper or document to this form listing:

- a. Any current or prior lawsuits you have been involved in related to providing mowing or landscaping services;
- b. Any additional services with prices you are willing to offer; and
- c. Any questions, concerns, conditions or other notes you wish to be considered by Washington County in its review of your bid.

Bid Submitted By: [print name of bidding person/firm] Charles Bernard Norman  
 Address: 82 SUNRISE LN, PLYMOUTH, NC 27962  
 Email: CHARLESBERNARDNORMAN@XHO.COM Phone: 252-661-0962

Signature: Charles Bernard Norman Date: 02/06/19  
 Print Name/Title: Charles Bernard Norman

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ID	PROPERTY DESCRIPTION	PROPERTY ADDRESSES & PIN # or LOCATION	EST. ACRES	BID AMOUNTS
Remember bid amounts must include all incidental costs including, without limitation transportation, equipment, parts, fuel, labor and insurance.				
				Bid in this box only if bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and do not complete any further bid boxes at all. Otherwise, leave this box blank and proceed to the next bid box.
T	<b>TOTAL ACREAGE FOR ALL PROPERTY IN ALL DEPARTMENTS:</b>		39	\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>

A	<b>AIRPORT/COMMERCE CENTER</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	3	Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b> . Otherwise you may bid individually on each property below, before proceeding to the next department.  \$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>
A1	Statesbery Property	1279 Morratoock Rd, Plymouth PIN: 6766.00-61-0851	1	Individual bid per acre cost for each mowing: \$ <u>62.02</u>
A3	Commerce Building	255 Plymouth Airport Rd, Plymouth PIN: 6766.03-41-7088	2	Individual bid per acre cost for each mowing: \$ <u>126.98</u>
R	<b>RECREATION DEPARTMENTS</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	17.5	Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b> . Otherwise you may bid individually on each property below, before proceeding to the next department.  \$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>
R1	Adams Street Field	Adams & Sixth St, Plymouth PIN: 6767.12-76-8414	1.5	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
R4	Wilson Street Park	504 Wilson Street, Plymouth PIN: 6767.15-54-6701	2	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
R5	Pea Ridge Ballfield and Park	16835 NC HWY 32 N, Roper PIN: 7830.00-74-6763	6	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
R6	Creswell Ballfield (Veterans Park)	508 N First St, Creswell PIN: 7778.18-41-2939	8	Individual bid per acre cost for each mowing: \$ <u>62.95</u>

				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	
O1	Health Dept.	198 NC HWY 45 N, Plymouth PIN: 6788.00-31-3118	4	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
O2	BCCC Washington County Center (formerly Windows on the World)	100 NC Hwy 32 N, Roper PIN: 7708.15-53-7502	1	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
O3	Creswell Sheriff's Office	207 US HWY 64W, Creswell PIN: 7778.13-22-2534	0.5	Individual bid per acre cost for each mowing: \$ <u>48.95</u>
				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
U2	Well Fields	Slough Rd. Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W	3*	Individual bid per acre cost for each mowing: \$ <u>62.95</u>
U3	Well Fields	West Millpond Road, Roper Long/Lat: 35°52'01.1"N 76°37'24.6"W		*(If individually bid, these two properties must be bid on together)
U4	Booster Pump Station - HWY 45 South	NC HWY 45 S, Plymouth PIN: 6777.00-54-1294	3*	Individual bid per acre cost for each mowing: \$ <u>65.95</u>
U5	Tower Site - Morrattock Road	1799 Morrattock Road, Plymouth Long/Lat: 35°49'18.9"N 76°45'57.6"W		*(If individually bid, these six properties must be bid on together)
U6	Tower Site - Industrial Park	333 Industrial Park Road, Plymouth Long/Lat: 35°52'20.7"N 76°42'53.9"W		
U7	Tower Site - Mount Tabor	265 Mount Tabor Road, Creswell Long/Lat: 35°51'28.3"N 76°25'08.2"W		
U8	Booster Pump Station - Benson Road	Benson Road, Creswell Long/Lat: 35°53'18.4"N 76°26'14.4"W		
U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W		

1. Please describe your current or prior mowing experience, particularly as it relates to operating a mowing business:
 

I have been in the mowing business for over 20 years. I have had a  
deal with the county in the past to mow the Health Dept. and the  
Crosswell Ath. Field.
2. Please provide several references (including contact information) who are familiar with your mowing experience:
 

Randy Fullard (Rec. Dept.)  
NATASHA R. CIBEN 252-505-6171  
JEAN MANN 252-793-2901
3. Please describe any liability insurance you currently possess for mowing services: I am insured for \$1,000,000  
LIABILITY INSURANCE!
4. Please list the full legal names of any and all persons who may be subcontracted or employed by you to provide services to the County under the contract:
 

I will perform all work.
5.  YES  NO: Providing light weed eating and/or edging as needed along walkways or parking areas on the properties I bid on is included as part of this bid, and is provided  at no additional cost, or could be provided for the additional cost of: \_\_\_\_\_ per acre.
6. Use the back of this page, or attach a separate sheet of paper or document to this form listing:
  - a. Any current or prior lawsuits you have been involved in related to providing mowing or landscaping services;
  - b. Any additional services with prices you are willing to offer; and
  - c. Any questions, concerns, conditions or other notes you wish to be considered by Washington County in its review of your bid.



Bid Submitted By: [print name of bidding person/firm] ANDY JONES / COASTAL LAWN & LANDSCAPES L.L.C  
 Address: 1070 BULLS BAY Rd COLUMBIA / NC 27925  
 Email: Coastallawnnc@gmail.com Phone: 252-394-5543

Signature: [Signature] Date: 2/17/19  
 Print Name/Title: ANDY JONES / OWNER

**BID INSTRUCTIONS:** All bids MUST be made using the form below, and MUST be made on the basis of the **PER ACRE** cost to be charged for each mowing of the acreage bid on. **DO NOT** multiply this per acre cost by the number of acres bid on in making your bid. Staff will compare bids on a per acre cost basis. **DO NOT** bid unless you are able to actually mow all of the property acreage bid on within the anticipated mowing schedule described in the bid proposal instructions. The properties are divided into five distinct departments as listed in the table below. You may bid on mowing the entire total acreage for all departments (preferred), or on mowing any one or more of the five categories of property (preferred over individual bids), or on mowing any individual properties for which an individual acreage is listed. If you bid on mowing the entire total acreage, do not complete ANY further bid boxes. If you bid on mowing the entire acreage for one or more departments, do not complete ANY individual property bid boxes in that department.

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				Bid in this box only if bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and do not complete any further bid boxes at all. Otherwise, leave this box blank and proceed to the next bid box.
T	<b>TOTAL ACREAGE FOR ALL PROPERTY IN ALL DEPARTMENTS:</b>		39	<u>\$ 62.00</u> <b>PER ACRE COST FOR EACH MOWING:</b>



A	<b>AIRPORT/COMMERCE CENTER</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>3</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
A1	Stotesbery Property	1279 Morrattock Rd, Plymouth PIN: 6766.00-61-0851	1 ✓	Individual bid per acre cost for each mowing: \$ _____
A3	Commerce Building	255 Plymouth Airport Rd, Plymouth PIN: 6766.03-41-7088	2 ✓	Individual bid per acre cost for each mowing: \$ _____
R	<b>RECREATION DEPARTMENTS</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>17.5</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
R1	Adams Street Field	Adams & Sixth St, Plymouth PIN: 6767.12-76-8414	1.5 ✓	Individual bid per acre cost for each mowing: \$ _____
R4	Wilson Street Park	504 Wilson Street, Plymouth PIN: 6767.15-54-6701	2 ✓	Individual bid per acre cost for each mowing: \$ _____
R5	Pea Ridge Ballfield and Park	16835 NC HWY 32 N, Roper PIN: 7830.00-74-6763	6 ✓	Individual bid per acre cost for each mowing: \$ _____
R6	Creswell Ballfield (Veterans Park)	508 N First St, Creswell PIN: 7778.18-41-2939	8 ✓	Individual bid per acre cost for each mowing: \$ _____

				Bid in this box only if you <b>are</b> bidding to mow the <b>entire</b> Total Departmental Acreage shown to the left, and <b>STOP</b> , and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b> . Otherwise you may bid <b>individually</b> on each property below, before proceeding to the next department.
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	<b>\$ _____</b> <b>PER ACRE COST FOR EACH MOWING:</b>
O1	Health Dept.	198 NC HWY 45 N, Plymouth PIN: 6788.00-31-3118	4 ✓	Individual bid per acre cost for each mowing: \$
O2	BCCC Washington County Center (formerly Windows on the World)	100 NC Hwy 32 N, Roper PIN: 7708.15-53-7502	1 ✓	Individual bid per acre cost for each mowing: \$
O3	Creswell Sheriff's Office	207 US HWY 64W, Creswell PIN: 7778.13-22-2534	0.5 ✓	Individual bid per acre cost for each mowing: \$
U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	<b>\$ _____</b> <b>PER ACRE COST FOR EACH MOWING:</b>
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7 ✓	Individual bid per acre cost for each mowing: \$
U2	Well Fields	Slough Rd, Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W	✓	Individual bid per acre cost for each mowing: \$
U3	Well Fields	West Millpond Road, Roper Long/Lat: 35°52'01.1"N 76°37'24.6"W	3*	*(If individually bid, these two properties must be bid on together)
U4	Booster Pump Station - HWY 45 South	NC HWY 45 S, Plymouth PIN: 6777.00-54-1294	✓	Individual bid per acre cost for each mowing: \$
U5	Tower Site - Morratock Road	1799 Morratock Road, Plymouth Long/Lat: 35°49'18.9"N 76°45'57.6"W	✓	*(If individually bid, these six properties must be bid on together)
U6	Tower Site - Industrial Park	333 Industrial Park Road, Plymouth Long/Lat: 35°52'20.7"N 76°42'53.9"W	✓	
U7	Tower Site - Mount Tabor	26.5 Mount Tabor Road, Creswell Long/Lat: 35°51'28.3"N 76°25'08.2"W	✓	
U8	Booster Pump Station - Benson Road	Benson Road, Creswell Long/Lat: 35°53'18.4"N 76°26'14.4"W	✓	
U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W	3*	

1. Please describe your current or prior mowing experience, particularly as it relates to operating a mowing business:  
We maintain a number of both Commercial and Residential properties. We do all aspects of Landscaping, mowing, tractor work, and winter time services we strive for perfection and want our work to show for it.
2. Please provide several references (including contact information) who are familiar with your mowing experience:  
Please see Attached
3. Please describe any liability insurance you currently possess for mowing services: Please see attached
4. Please list the full legal names of any and all persons who may be subcontracted or employed by you to provide services to the County under the contract:  
Carlton Edward Jones / Bristol H. Jones / Stanley Spence / James Andrew
5.  YES  NO: Providing light weed eating and/or edging as needed along walkways or parking areas on the properties I bid on is included as part of this bid, and is provided  at no additional cost, or could be provided for the additional cost of: \_\_\_\_\_ per acre.
6. Use the back of this page, or attach a separate sheet of paper or document to this form listing:
  - a. Any current or prior lawsuits you have been involved in related to providing mowing or landscaping services;
  - b. Any additional services with prices you are willing to offer; and
  - c. Any questions, concerns, conditions or other notes you wish to be considered by Washington County in its review of your bid.



ANDY JONES  
 OWNER / OPERATOR  
 1070 BULLS BAY RD, COLUMBIA, NC 27925  
 252.394.5543

## Question 6

A). No

B). We offer all landscape services from mowing, spraying (NC Pesticide Certified), road grading, planting, clean-up, snow/ice removal, mulching, minor tree work, ect.

\*Mulching is \$70 a cubic yard. Estimates upon requests for other work.

C). We at Coastal Lawns offer professional services. We take a lot of pride in our work and strive to maintain each property as if it was our own! Thanks for taking the time to review our bid.

Andy Jones- Owner

## References

1). Scott McLaughlin, Owner

Strategic Connections  
3000 Spring Forest Road  
Raleigh, NC 27616  
Cell- (919) 880-3022

2). Larry E. Jones Jr.

Towne Insurance  
P.O. Box 360  
Columbia, N.C. 27925  
Cell- (252) 796-7076

3). William "Bill" Voliva

Vice-President of Anheuser-Busch Properties (Retired)  
Williamsburg, VA 23185  
Cell- (252) 394-5339

**2019**

**North Carolina Department of Agriculture & Consumer Services**  
Steve Troxler, Commissioner  
**License/Certificate**

LICENSE/CERTIFICATE NO.  
**026-36141**

NOT TRANSFERABLE  
STATUTE GS 81.106.119

By Authority of the NC Pesticide Board

CLASSIFICATION 026-Ground Pesticide Applicator

EXPIRATION DATE 12/31/2019

Categories: L E

LICENSEE JONES, JAMES A.  
CERTIFICATE HOLDER COASTAL LAWN  
1070 BUNS BAY ROAD  
COLUMBIA NC 27925



*Steve W. Troxler*  
STEVE TROXLER, COMMISSIONER

THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**INSURED** Andy Jones  
**NAME AND ADDRESS** DBA Coastal Lawns and Landscapes LLC  
 1070 Bulls Bay Rd  
 Columbia NC 27925

**CERTIFICATE HOLDER**

Your NAME  
HERE Upon  
Request From Farm Bureau

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

X	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/YY)	POLICY EXP. DATE (MM/YY)	LIMITS
<input type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY - OCCURRENCE</b>  GEN'L AGGREGATE APPLIES PER POLICY		GL 0532257	06/26/2018	06/26/2019	GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMMODS AGGREGATE \$2,000,000 PERSONAL & ADM INJURY \$2,000,000 LAWN OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per Occurrence) \$2,000,000 MED EXP (Any one person) \$5000
<input type="checkbox"/>	<b>BUSINESSOWNERS</b>					EACH OCCURRENCE \$ AGGREGATE \$
<input checked="" type="checkbox"/>	<b>AUTOMOBILE LIABILITY</b>		BAP2184171	06/26/2018	06/26/2019	CARBIDE SCHEDULE LIMIT (Per accident) \$100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>	SCHEDULED AUTOS					
<input type="checkbox"/>	HIRED AUTOS					
<input type="checkbox"/>	NON-OWNED AUTOS					
<input type="checkbox"/>	GARAGE LIABILITY					
	(Other)					
<input type="checkbox"/>	<b>EXCESS LIABILITY - OCCURRENCE</b>					EACH OCCURRENCE \$ AGGREGATE \$
<input type="checkbox"/>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<input type="checkbox"/>	OTHER: 1					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:**

**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**  
 Ginger Hassell  
 DATE 02/15/2019

Ginger Hassell

**Request for Taxpayer  
 Identification Number and Certification**

Give Form to the  
 requester. Do not  
 send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above  
**COASTAL LAWNS & LANDSCAPES LLC**

Check appropriate box for federal tax classification:  
 Individual/sole proprietor  C Corporation  S Corporation  Partnership  Trust/estate  
 Limited liability company. Enter the tax classification (K-C corporation, S-S corporation, P-partnership)  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**1070 BUHS BAY RD**

City, state, and ZIP code  
**Columbia, NC 27925**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

		-		
--	--	---	--	--

Employer identification number


83	-	0998	573
----	---	------	-----

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ **6-30-18**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.





A	<b>AIRPORT/COMMERCE CENTER</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>3</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</b> Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
A1	Stotesberry Property	1279 Morrattock Rd, Plymouth PIN: 6766.00-61-0851	1	Individual bid per acre cost for each mowing: \$ _____
A3	Commerce Building	255 Plymouth Airport Rd, Plymouth PIN: 6766.03-41-7088	2	Individual bid per acre cost for each mowing: \$ _____
R	<b>RECREATION DEPARTMENTS</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>17.5</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</b> Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ <u>32.50</u></p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
R1	Adams Street Field	Adams & Sixth St. Plymouth PIN: 6767.12-76-8414	1.5	Individual bid per acre cost for each mowing: \$ _____
R4	Wilson Street Park	504 Wilson Street, Plymouth PIN: 6767.15-54-6701	2	Individual bid per acre cost for each mowing: \$ _____
R5	Pea Ridge Ballfield and Park	16835 NC HWY 32 N, Roper PIN: 7830.00-74-6763	6	Individual bid per acre cost for each mowing: \$ _____
R6	Creswell Ballfield (Veterans Park)	508 N First St, Creswell PIN: 7778.18-41-2939	8	Individual bid per acre cost for each mowing: \$ _____

				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</p> <p>Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	Individual bid per acre cost for each mowing: \$
O1	Health Dept.	198 NC HWY 45 N, Plymouth PIN: 6788.00-31-3118	4	Individual bid per acre cost for each mowing: \$
O2	BCCC Washington County Center (formerly Windows on the World)	100 NC Hwy 32 N, Roper PIN: 7708.15-53-7502	1	Individual bid per acre cost for each mowing: \$
O3	Creswell Sheriff's Office	207 US HWY 64W, Creswell PIN: 7778.13-22-2534	0.5	Individual bid per acre cost for each mowing: \$
				<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT.</p> <p>Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	Individual bid per acre cost for each mowing: \$
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7	Individual bid per acre cost for each mowing: \$
U2	Well Fields	Slough Rd, Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W	3*	Individual bid per acre cost for each mowing: \$
U3	Well Fields	West Millpond Road, Roper Long/Lat: 35°52'01.1"N 76°37'24.6"W		*(If individually bid, these two properties must be bid on together)
U4	Booster Pump Station - HWY 45 South	NC HWY 45 S, Plymouth PIN: 6777.00-54-1294	3*	Individual bid per acre cost for each mowing: \$
U5	Tower Site - Morratoock Road	1799 Morratoock Road, Plymouth Long/Lat: 35°49'18.9"N 76°45'57.6"W		*(If individually bid, these six properties must be bid on together)
U6	Tower Site - Industrial Park	333 Industrial Park Road, Plymouth Long/Lat: 35°52'20.7"N 76°42'53.9"W		
U7	Tower Site - Mount Tabor	265 Mount Tabor Road, Creswell Long/Lat: 35°51'28.3"N 76°25'08.2"W		
U8	Booster Pump Station - Benson Road	Benson Road, Creswell Long/Lat: 35°53'14.4"N 76°26'14.4"W		
U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W		



John & Tammy Investments, LLC

Additional Information:

Any additional work requested not in the contract will be 50.00 per hour.

**2019**

North Carolina Department of Agriculture & Consumer Services  
Steve Troxler, Commissioner  
License/Certificate

LICENSE/CERTIFICATE NO.  
**026-29432**

NOT TRANSFERABLE  
STATUTE GS 81.106.119

By Authority of the NC Pesticide Board

CLASSIFICATION 026-Ground Pesticide Applicator

EXPIRATION DATE 12/31/2019

Categories: E L

LICENSEE OR CERTIFICATOR  
SADLER, JOHN G  
32276 US 264 HWY  
ENGELHARD

NC 27824



THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

*Steve W. Troxler*  
STEVE TROXLER, COMMISSIONER

**2019**

North Carolina Department of Agriculture & Consumer Services  
Steve Troxler, Commissioner  
License/Certificate

LICENSE/CERTIFICATE NO.  
**026-29431**

NOT TRANSFERABLE  
STATUTE GS 81.106.119

By Authority of the NC Pesticide Board

CLASSIFICATION 026-Ground Pesticide Applicator

EXPIRATION DATE 12/31/2019

Categories: E B

LICENSEE OR CERTIFICATOR  
SADLER, TAMMY  
32276 US 264 HWY  
ENGELHARD

NC 27824



THIS LICENSE/CERTIFICATE MAY BE SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW

*Steve W. Troxler*  
STEVE TROXLER, COMMISSIONER

Bid Submitted By: [print name of bidding person/firm] Mark Mizell  
 Address: 5222 NC Hwy 324 Roper NC 27970  
 Email: mmizell@yancee.com Phone: (252) 217-5624

Signature: Mark Mizell Date: 1-11-19  
 Print Name/Title: Mark Mizell

**BID INSTRUCTIONS:** All bids MUST be made using the form below, and MUST be made on the basis of the **PER ACRE** cost to be charged for each mowing of the acreage bid on. **DO NOT** multiply this per acre cost by the number of acres bid on in making your bid. Staff will compare bids on a per acre cost basis. **DO NOT** bid unless you are able to actually mow all of the property acreage bid on within the anticipated mowing schedule described in the bid proposal instructions. The properties are divided into five distinct departments as listed in the table below. You may bid on mowing the entire total acreage for all departments (preferred), or on mowing any one or more of the five categories of property (preferred over individual bids), or on mowing any individual properties for which an individual acreage is listed. If you bid on mowing the entire total acreage, do not complete ANY further bid boxes. If you bid on mowing the entire acreage for one or more departments, do not complete ANY individual property bid boxes in that department.

ID	PROPERTY DESCRIPTION	PROPERTY ADDRESSES & PIN # or LOCATION	EST. ACRES	BID AMOUNTS
Remember bid amounts must include all incidental costs including without limitation transportation, equipment, parts, fuel, labor and insurance.				
				Bid in this box only if bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b> , and do not complete any further bid boxes at all. Otherwise, leave this box blank and proceed to the next bid box.
T	<b>TOTAL ACREAGE FOR ALL PROPERTY IN ALL DEPARTMENTS:</b>		39	\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>

A	<b>AIRPORT/COMMERCE CENTER</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>3</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
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R	<b>RECREATION DEPARTMENTS</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>17.5</b>	<p>Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and <b>STOP</b>, and <b>DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT</b>. Otherwise you may bid individually on each property below, before proceeding to the next department.</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: center;"><b>PER ACRE COST FOR EACH MOWING:</b></p>
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R6	Creswell Ballfield (Veterans Park)	508 N First St, Creswell PIN: 7778.18-41-2939	8	Individual bid per acre cost for each mowing: \$ _____



				Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and STOP, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT. Otherwise you may bid individually on each property below, before proceeding to the next department.
O	<b>OTHER MISC DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>5.5</b>	\$ _____ <b>PER ACRE COST FOR EACH MOWING:</b>
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U	<b>UTILITIES DEPARTMENT</b>	<b>TOTAL DEPARTMENT ACREAGE FOR THE PROPERTIES BELOW:</b>	<b>13</b>	Bid in this box only if you are bidding to mow the entire Total Departmental Acreage shown to the left, and STOP, and DO NOT COMPLETE ANY FURTHER BID BOXES IN THIS DEPARTMENT. Otherwise you may bid individually on each property below, before proceeding to the next department. \$ <del>25.00</del> <b>PER ACRE COST FOR EACH MOWING:</b>
U1	Water Plant/Warehouse/EMS Tower Field	396 W Mill Pond Rd, Roper PIN: 7708.18-40-7706	7	Individual bid per acre cost for each mowing: \$
U2	Well Fields	Slough Rd, Roper Long/Lat: 35°52'01.3"N 76°37'41.9"W	3*	Individual bid per acre cost for each mowing: \$
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U9	Tower Site & Booster Pump Station - Pea Ridge	1286 Pea Ridge Road, Creswell Long/Lat: 35°57'10.5"N 76°28'38.8"W		

1. Please describe your current or prior mowing experience, particularly as it relates to operating a mowing business:  
I have been mowing properties for several years. I have only recently started doing as a business in 2018. I have contracts with Mr. Eye Detercourt in Plymouth, Wash. for annual maintenance.
2. Please provide several references (including contact information) who are familiar with your mowing experience:  
Mr. Eye Detercourt in Plymouth, Michelle Mizell (252) 793-2103 is my contact for the state.
3. Please describe any liability insurance you currently possess for mowing services: I have a liability policy thru Soco Bureau of 1,000,000 with a 250,000 deductible.
4. Please list the full legal names of any and all persons who may be subcontracted or employed by you to provide services to the County under the contract:  
No employees
5.  YES  NO: Providing light weed eating and/or edging as needed along walkways or parking areas on the properties I bid on is included as part of this bid, and is provided  at no additional cost, or could be provided for the additional cost of: \_\_\_\_\_ per acre.
6. Use the back of this page, or attach a separate sheet of paper or document to this form listing:
  - a. Any current or prior lawsuits you have been involved in related to providing mowing or landscaping services;
  - b. Any additional services with prices you are willing to offer; and
  - c. Any questions, concerns, conditions or other notes you wish to be considered by Washington County in its review of your bid.

also I am willing to do trash or debris removal - fire ant control if you provide the chemical I will apply it for free. if I provide it then the cost of chemicals with a accompanying receipt.

? Will weed killer be allowed.

\* I am also willing to discuss the bid if it is not satisfactory. I am also willing to make modification to the contract if you need it. I E. add to as take away due to others not able to fulfill their obligations.

Page 5 of 5

**Commissioner Riddick made a motion approve the County Manager to go into negotiations with Mr. Norman for the Lawn Mowing contract. Commissioner Phelps seconded, motion passed unanimously.**

**APPROVAL OF AVIATION GRANT AGREEMENT 36237.40.13.1:** Mr. Potter went over the following information regarding Aviation Grant Agreement 36237.40.13.1.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

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



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

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

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

**AGENDA ITEM MEMO**

**MEETING DATE:** March 7th, 2019      **MEMO Date:** March 11<sup>th</sup>, 2019      **ITEM: 10**

**SUBJECT:** Approval of Aviation Grant Agreement 36237.40.13.1

**DEPARTMENT:** Airport

**FROM:** Curtis S. Potter, County Manager/County Attorney (CM/CA)

**ATTACHMENTS:**

- A- 1/30/19 Letter from Bobby L. Walston, Director of Aviation, Approving Request for Aid (1pg)
- B- 5/8/19 Letter from Division of Aviation re Allocation of Federal Funding (1pg)
- C- Grant Agreement for Project 36237.40.13.1 @ Plymouth Municipal Airport (83pgs)

**PURPOSE:** To authorize the Board Chair and/or County Manager to execute and deliver the attached Grant Agreement to obtain funding required for the construction of the parallel taxiway project at the PMZ Airport.

**BACKGROUND:** The attached letters provide context for this request which is made by the Division of Aviation to facilitate the grant funding of the parallel taxiway construction project which is presently underway.

**FINANCIAL IMPACT:** Please refer to the 5/18/19 letter attached regarding funding sources and deadlines. The Board has previously discussed and approved this project and the funding amounts shown.

**RECOMMENDATION(S):**

1. To authorize the Board Chair and/or County Manager to execute and deliver the attached Grant Agreement together with any modifications or other instruments suggested by the County Attorney for preserving and protecting the legal or financial interests of the County, and to deliver the same to the Division of Aviation to obtain or provide for the funding of the construction of the parallel taxiway project at the PMZ Airport as described in the attached documents.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

January 30, 2019

Curtis Potter  
WASHINGTON COUNTY  
DBA PLYMOUTH MUNICIPAL AIRPORT  
PO Box 1007  
PLYMOUTH NC 27962

Request for Aid(Application) #: 100006607  
Program: AV BLOCK GRANT  
WBS # : 36237.40.13.1  
Project : CONSTRUCT PARALLEL TAXIWAY

SUBJECT: APPROVAL OF REQUEST FOR AID APPLICATION

Dear Curtis Potter:

The NCDOT-Division of Aviation has completed its final review of your above referenced Request for Aid 100006607 form for Plymouth Municipal in the amount of \$ 8,165,778.00 and it is approved to proceed to the next stage of the funding process.

Attached to the online Request for Aid application is the grant agreement for the funding of Project 36237.40.13.1, including the State and Federal Assurances, for Federal Block Grants. Please print two (2) originals of the unsigned agreement (single-sided only; preferably on bond paper). The appropriate governmental body must execute these agreements. Upon completion, both original copies of the agreement must be returned to this office, to the attention of the Grants Administrator. Please remember that all signatures and seals must be original and not reproduced copies. The Department will fill in the date on the first page of the agreement once the Secretary of Transportation signs the documents.

Should you have any questions, please do not hesitate to contact the Division of Aviation Grant Administrator or your regional Airport Project Manager. The NCDOT-Division of Aviation appreciates your commitment and contribution to our state aviation system. With aviation partners like you, North Carolina will continue to be First in Flight.

Sincerely,

Bobby L. Walston, PE  
Director of Aviation

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF AVIATION  
1560 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1560

Telephone: (919) 814-0550  
Fax: (919) 840-9267

Website: [www.ncdot.gov/aviation](http://www.ncdot.gov/aviation)

Location:  
RDU AIRPORT  
1050 MERIDIAN DRIVE  
MORRISVILLE, NC 27560



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

DATE: March 8, 2019  
TO: Washington County  
FROM: Joseph Gilroy, Manager of Finance and Grants, Division of Aviation  
SUBJECT: Allocation of Federal Funding

To ensure compliance with the period of performance requirement outlined in 2 CFR 200.309, and in addition to the grant agreement for the project awarded to Plymouth Municipal Airport, the NCDOT Division of Aviation is providing a breakdown of funding of the project with specific expiration dates:

Award ID	Description	Federal Funding	Expiration Date
36237.40.13.1	Construct Parallel Taxiway – 2014 NPE Funds	\$150,000	6/1/2019
36237.40.13.1	Construct Parallel Taxiway – 2015 NPE Funds	\$150,000	7/1/2019
36237.40.13.1	Construct Parallel Taxiway – 2016 NPE Funds	\$150,000	6/1/2020
36237.40.13.1	Construct Parallel Taxiway – 2017 NPE Funds	\$150,000	6/1/2021
36237.40.13.1	Construct Parallel Taxiway – 2015 Apportionment Funds	\$449,200	6/2/2019
36237.40.13.1	Construct Parallel Taxiway – 2018 Supplemental Apportionment Funds	\$7,000,000	9/25/2022

To assure that federal funding directed to North Carolina is utilized within the State to benefit its airports, please adhere to the above expiration dates. The State is responsible for including a period of performance requirement in all subawards made under the Airport Improvement Program (CFDA 20.106). Should the Airport encounter reasonable delays, any extensions of the above expiration dates must be discussed and approved by your Airport Project Manager.

The NCDOT Division of Aviation appreciates your commitment and contribution to our state aviation system and we are excited to partner with you on this grant.

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF AVIATION  
1560 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1560

Telephone: (919) 815-0550  
Fax: (919) 840-0645  
Customer Service: 1-877-368-4968

Location:  
1050 MERIDIAN DRIVE  
MORRISVILLE, NC 27560

Website: [www.ncdot.gov/AVIATION](http://www.ncdot.gov/AVIATION)

*(The grant is incorporated by reference and hereby made a part of these minutes.)*

**Commissioner Phelps made a motion to authorize the Board Chair and County Manager to execute and deliver the attached Grant Agreement together with any modifications or other instruments suggested by the County Attorney for preserving and**

**protecting the legal or financial interests of the County, and to deliver the same to the Division of Aviation to obtain or provide for the funding of the construction of the parallel taxiway project at the PMZ Airport as described in the attached documents.**  
**Commissioner Riddick seconded, motion passed unanimously.**

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

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 059

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

Date: March 11, 2019

RE: Register of Deeds/Facility Services/Cooperative Extension/Contingency/Central Services/Water

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

Account Code	Description	Old	+ or (-)	New
10-4180-260	Register of Deeds-Departmental Supplies	7,000.00	(78.00)	6,922.00
10-4180-030	Register of Deeds-Salary & Wages-Parttime	8,900.00	78.00	8,978.00
<b>Register of Deeds</b>				
10-3353-000	Insurance Proceeds	(21,138.00)	(7,606.00)	(28,744.00)
10-4265-256	Facility Services-Insurance Claims	21,138.00	7,606.00	28,744.00
<b>Facility Services</b>				
10-3500-280	MIPPA Grant-Medicaid Improvement for Patients	(2,000.00)	(1,007.00)	(3,007.00)
10-6050-998	Cooperative Ext-MIPPA Grant-Medicaid Improvement for Pat	2,000.00	1,007.00	-3,007.00
<b>Cooperative Extension</b>				
10-9990-000	Contingency	357.00	(230.00)	127.00
10-8300-491	Central Services-Appropriation-Albemarle Commission	12,665.00	230.00	12,895.00
<b>Contingency/Central Services</b>				
35-3810-000	DOT Utility Relocation Reimbursements	(499,903.00)	(11,250.00)	(511,153.00)
35-7130-380	DOT Utility Relocation Reimbursements	499,903.00	11,250.00	511,153.00
<b>Water</b>				
<b>Balanced:</b>		<b>28,922.00</b>	<b>-</b>	<b>28,922.00</b>

**Justification:**

*To transfer monies within Register of Deeds to cover additional monies needed for parttime personnel. To budget insurance proceeds received from Allstate due to an accident involving their insured with our county vehicle and to put monies into budget for supplement filed on dog strike accident. To budget MIPPA Grant Monies awarded to Cooperative Extension for October 2018-September 2019. To transfer monies from Contingency to Central Services as Washington County was awarded additional monies from the Albemarle Commission for the Home and Community Care Block Grant to help with In-Home Care - there is a required match of 10%. To budget for Albemarle Road Utility Relocation - this is 100% reimbursable by NCDOT.*

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

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

Initials:

Batch #:

Date:

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2019 - 060

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

**Date:** March 11, 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)	(43,214.00)	(1,969,307.00)
10-5380-406	SS Economic Support-LIEAP Payments	98,235.00	43,214.00	141,449.00
<b>SS Economic Support</b>				
<b>Balanced:</b>		<b>(1,827,858.00)</b>	<b>-</b>	<b>(1,827,858.00)</b>

**Justification:**

*This request is to increase the LIEAP line. A funding authorization has been received from DHHS to increase our LIEAP allocation. The initial budget was based on the State of NC's budget estimates for the fiscal year prior to allocation being released to the counties. The initial allocation has now been recieved and is more than originally estimated by the state. Please see attached funding authorization. This program provides heating assistance to the elderly first, then other citizens that meet the criteria for assistance. These funds are reimbursed at 100%. This is the line that the board agreed at the February Meeting to allow overexpenditure on, up to the additional amount given by the state, and bring an amendment to the March meeting for approval.*

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

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

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



Low-Income Home Energy Assistance (LIEAP)

AUTHORIZATION NUMBER: 2

	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
48	HYDE	33,645.00	33,645.00	15,051.00	15,051.00	48,696.00	48,696.00
49	IREDELL	449,473.00	449,473.00	(100,000.00)	(100,000.00)	349,473.00	349,473.00
50	JACKSON	188,680.00	188,680.00	(30,000.00)	(30,000.00)	158,680.00	158,680.00
51	JOHNSTON	765,800.00	765,800.00	0.00	0.00	765,800.00	765,800.00
52	JONES	69,879.00	69,879.00	29,976.00	29,976.00	99,855.00	99,855.00
53	LEE	304,205.00	304,205.00	(108,595.00)	(108,595.00)	195,610.00	195,610.00
54	LENOIR	437,784.00	437,784.00	0.00	0.00	437,784.00	437,784.00
55	LINCOLN	286,019.00	286,019.00	(30,000.00)	(30,000.00)	256,019.00	256,019.00
56	MACON	151,282.00	151,282.00	0.00	0.00	151,282.00	151,282.00
57	MADISON	99,877.00	99,877.00	38,529.00	38,529.00	138,406.00	138,406.00
58	MARTIN	173,244.00	173,244.00	62,263.00	62,263.00	235,507.00	235,507.00
59	MCDOWELL	241,118.00	241,118.00	108,302.00	108,302.00	349,420.00	349,420.00
60	MECKLENBURG	3,689,883.00	3,689,883.00	(750,000.00)	(750,000.00)	2,939,883.00	2,939,883.00
61	MITCHELL	69,258.00	69,258.00	30,597.00	30,597.00	99,855.00	99,855.00
62	MONTGOMERY	143,988.00	143,988.00	0.00	0.00	143,988.00	143,988.00
63	MOORE	302,732.00	302,732.00	(10,000.00)	(10,000.00)	292,732.00	292,732.00
64	NASH	490,971.00	490,971.00	0.00	0.00	490,971.00	490,971.00
65	NEW HANOVER	932,348.00	932,348.00	0.00	0.00	932,348.00	932,348.00
66	NORTHAMPTON	162,614.00	162,614.00	73,038.00	73,038.00	235,652.00	235,652.00
67	ONslow	666,263.00	666,263.00	0.00	0.00	666,263.00	666,263.00
68	ORANGE	400,619.00	400,619.00	0.00	0.00	400,619.00	400,619.00
69	PAMLICO	59,728.00	59,728.00	13,460.00	13,460.00	73,188.00	73,188.00
70	PASQUOTANK	209,087.00	209,087.00	93,812.00	93,812.00	302,899.00	302,899.00
71	PENDER	269,861.00	269,861.00	0.00	0.00	269,861.00	269,861.00
72	PERQUIMANS	70,435.00	70,435.00	31,594.00	31,594.00	102,029.00	102,029.00
73	PERSON	188,370.00	188,370.00	64,239.00	64,239.00	252,609.00	252,609.00
74	PITT	1,034,076.00	1,034,076.00	0.00	0.00	1,034,076.00	1,034,076.00
75	POLK	74,453.00	74,453.00	8,880.00	8,880.00	83,333.00	83,333.00
76	RANDOLPH	593,444.00	593,444.00	0.00	0.00	593,444.00	593,444.00
77	RICHMOND	390,466.00	390,466.00	175,331.00	175,331.00	565,797.00	565,797.00
78	ROBESON	1,215,491.00	1,215,491.00	0.00	0.00	1,215,491.00	1,215,491.00
79	ROCKINGHAM	464,915.00	464,915.00	157,984.00	157,984.00	622,899.00	622,899.00
80	ROWAN	635,953.00	635,953.00	0.00	0.00	635,953.00	635,953.00
81	RUTHERFORD	358,950.00	358,950.00	63,514.00	63,514.00	422,464.00	422,464.00
82	SAMPSON	402,477.00	402,477.00	0.00	0.00	402,477.00	402,477.00
83	SCOTLAND	310,169.00	310,169.00	42,874.00	42,874.00	353,043.00	353,043.00
84	STANLY	231,963.00	231,963.00	96,443.00	96,443.00	328,406.00	328,406.00
85	STOKES	166,499.00	166,499.00	17,124.00	17,124.00	183,623.00	183,623.00
86	SURRY	354,394.00	354,394.00	158,649.00	158,649.00	513,043.00	513,043.00
87	SWAIN	63,780.00	63,780.00	17,090.00	17,090.00	80,870.00	80,870.00
88	TRANSYLVANIA	144,922.00	144,922.00	22,324.00	22,324.00	167,246.00	167,246.00
89	TYRRELL	29,708.00	29,708.00	13,191.00	13,191.00	42,899.00	42,899.00
90	UNION	552,767.00	552,767.00	0.00	0.00	552,767.00	552,767.00
91	VANCE	344,071.00	344,071.00	164,477.00	164,477.00	508,548.00	508,548.00
92	WAKE	2,496,127.00	2,496,127.00	(500,000.00)	(500,000.00)	1,996,127.00	1,996,127.00
93	WARREN	142,715.00	142,715.00	61,488.00	61,488.00	204,203.00	204,203.00
94	WASHINGTON	98,235.00	98,235.00	43,214.00	43,214.00	141,449.00	141,449.00
95	WATAUGA	215,180.00	215,180.00	(50,000.00)	(50,000.00)	165,180.00	165,180.00
96	WAYNE	769,871.00	769,871.00	119,404.00	119,404.00	889,275.00	889,275.00
97	WILKES	343,370.00	343,370.00	154,021.00	154,021.00	497,391.00	497,391.00
98	WILSON	507,219.00	507,219.00	100,897.00	100,897.00	608,116.00	608,116.00
99	YADKIN	140,587.00	140,587.00	0.00	0.00	140,587.00	140,587.00
100	YANCEY	95,097.00	95,097.00	40,990.00	40,990.00	136,087.00	136,087.00
150	Jackson Indian	0.00	0.00	0.00	0.00	0.00	0.00
187	Swain Indian	0.00	0.00	0.00	0.00	0.00	0.00
	Total	\$ 43,982,501.00	\$ 43,982,501.00	\$ -	\$ -	\$ 43,982,501.00	\$ 43,982,501.00

**Low-Income Home Energy Assistance (LIEAP) AUTHORIZATION NUMBER: 2**

FUNDING SOURCE: Federal Low Income Home Energy Assistance Funds Block Grant  
CFDA Number: 93.568  
CFDA Name: Low-Income Home Energy Assistance  
Award Name: Low-Income Home Energy Assistance  
Award Number: G18B1NCLIEA & G19B1NCLIEA  
Award Date: FFY 2018 & 2019  
Federal Agency: DHHS/ACF

GRANT INFORMATION: This represents 100% federal dollars.

This allocation represents the entire amount as designated in Session Law 2018-5 (Senate Bill 99).

These funds cannot be spent until after December 1, 2018.

XS411 Heading: LIHEAP  
Tracked on XS411: Federal Share 100%

OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO  
LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

AUTHORIZED SIGNATURE

  
\_\_\_\_\_

DATE:

February 8, 2019  
\_\_\_\_\_

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 065**

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

**Date:** February 11, 2019

**RE:** Sheriff/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-4310-100	Sheriff-Retirement	105,255.00	(952.00)	104,303.00
10-4310-102	Sheriff-Supplemental Pension Fund	-	952.00	952.00
<b>Sheriff</b>				
10-5310-370	SS Admin-Advertising	1,000.00	(450.00)	550.00
10-5310-610	SS Admin-Vendor Fees	2,500.00	450.00	2,950.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>108,755.00</b>	<b>-</b>	<b>108,755.00</b>

**Justification:**

*To transfer monies within the Sheriff's Department from regular Retirement to Supplemental Pension Fund to cover the annual bill sent by the Department of Justice. This was inadvertently not budgeted for.*

*To transfer monies within SS Admin. In the beginning of the fiscal year the agency was notified by NC TRACKS, the Medicaid billing system for NC, that they would have to recredential the agency to continue to receive Medicaid reimbursements. As a result of that recredentialing, the agency was charged a fee of \$669 that was not anticipated in the budget. This request is to move funds to the line for Vendor Fees to cover that loss of funds and continue to pay for fees charged to the agency in the performance of qualifying citizens for Adult Medicaid. This transfer is to cover anticipated costs through the end of the fiscal year. Both lines are 50% reimbursable so there is not change in revenues associated with this transfer.*

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

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

Initials: AP

Batch #: 2019-065

Date: 2/11/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 066**

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

**Date:** February 14, 2019

**RE:** Inspections/EMS Transport

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

Account Code	Description	Old	+ or (-)	New
10-4350-260	Inspections - Departmental Supplies	1,000.00	(200.00)	800.00
10-4350-370	Inspections - Advertising	300.00	200.00	500.00
<b>Inspections</b>				
37-4376-010	EMS Transport - Salaries & Wages - Regular	94,387.00	(9,000.00)	85,387.00
37-4376-250	EMS Transport - Diesel Fuel	7,500.00	9,000.00	16,500.00
<b>EMS Transport</b>				
<b>Balanced:</b>		<b>103,187.00</b>	<b>-</b>	<b>103,187.00</b>

**Justification:**

*To transfer monies within inspections to cover the higher than expected costs of advertiting for special use permits and zoning text amendments. There have been numerous requests for special use permits and these have to be advertised twice to the public. This has put a hardship on the advertising line. To transfer monies within EMS Transport to cover costs for fuel through fiscal year end. This line appears to have been underbudgeted from the beginning of the year along with the fact that there are many more transport calls being ran than in the past fiscal year which has resulted in a higher fuel cost.*

**Approval Date:** 2/15/19

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

**Initials:** [Signature]

**Batch #:** 2019-066

**Date:** 2/15/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 067

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

Date: February 20, 2019

RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-310	SS Transportation-WF Transportation	6,600.00	(700.00)	5,900.00
10-5400-540	SS Transportation-Capital Outlay-Van Replacement	46,350.00	700.00	47,050.00
Balanced:		52,950.00	-	52,950.00

**Justification:**

*DSS has received their lowest bid to purchase the vehicle for replacement this fiscal year. The current bid comes in at \$667 over the amount budgeted. Since the remaining amount is non-reimbursable. We are requesting to move funds from another non-reimbursable line. Therefore, not affecting revenues.*

Approval Date: 2/20/19

Budget Officer's Initials: [Signature]

Initials: [Signature]

Batch #: 2019-067

Date: 2/20/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 068

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

Date: February 25, 2019

RE: Landfill

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

Account Code	Description	Old	+ or (-)	New
33-7400-180	Landfill-Group Insurance	15,074.00	(2,000.00)	13,074.00
33-7400-250	Landfill-Supplies & Materials-Vehicles	3,500.00	2,000.00	5,500.00
<b>Landfill</b>				
Balanced:		<b>18,574.00</b>	<b>-</b>	<b>18,574.00</b>

**Justification:**

*To transfer monies within Landfill to cover the additional monies needed to pay for non-highway diesel fuel needed for the bulldozer at the landfill.*

Approval Date: 2/26/19

Budget Officer's Initials: MP

Initials: MP

Batch #: 2019-068

Date: 2/26/19

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2019 - 069**

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

**Date:** March 11, 2019

**RE:** Airport

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

Account Code	Description	Old	+ or (-)	New
39-4530-999	Contingency-Airport	13,250.00	(13,250.00)	-
39-4530-250	Airport-AV Gas and Jet Fuel	75,000.00	13,250.00	88,250.00
<b>Airport</b>				
<b>Balanced:</b>		<b>88,250.00</b>	<b>-</b>	<b>88,250.00</b>

**Justification:**

*To transfer monies within Airport from Contingency to cover the additional monies needed to purchase AV Gas and Jet Fuel needed through fiscal year end.*

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

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

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

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 070

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

Date: February 27, 2019

RE: Detention

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

Account Code	Description	Old	+ or (-)	New
10-4320-210	Detention - Uniforms	5,500.00	(99.00)	5,401.00
10-4320-603	Detention - Maintenance Agreement - Top Guard	-	99.00	99.00
<b>Detention</b>				
<b>Balanced:</b>		<b>5,500.00</b>	<b>-</b>	<b>5,500.00</b>

**Justification:**

*To transfer monies within Detention to cover the cost of the 12 month Maintenance Agreement for the Call Probes that was inadvertently left out of the budget.*

Approval Date: 2/27/19

Budget Officer's Initials: MD

Initials: CP

Batch #: 2019-070

Date: 2/27/19



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 071**

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

**Date:** February 27, 2019

**RE:** Detention/Facility Services/Tax/Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-4320-040	Detention - Salaries & Wages - Longevity	2,106.00	(69.00)	2,037.00
10-4320-030	Detention - Salaries & Wages - Overtime	29,381.00	69.00	29,450.00
<b>Detention</b>				
10-4265-140	Facility Services - Workers Compensation	13,810.00	(2,268.00)	11,542.00
10-4140-140	Tax Admin - Workers Compensation	2,973.00	(215.00)	2,758.00
10-5150-130	Senior Center - Workers Compensation	1,374.00	2,483.00	3,857.00
<b>Facility Services/Tax/Senior Center</b>				
<b>Balanced:</b>		<b>49,644.00</b>	<b>-</b>	<b>49,644.00</b>

**Justification:**

*To transfer monies within Detention to cover the overage in Overtime for the February Payroll. To transfer monies from Facility Services and Tax Workers Comp lines to the Senior Center Workers Comp line for the overage resulting from the 2017-2018 Audit as there was no monies budgeted to cover the contracts in place (it was unknown at that time that the County was responsible for this coverage).*

Approval Date: 3/4/19

Budget Officer's Initials: ESP

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 072

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

Date: March 11, 2019

RE: Sheriff/Senior Center/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3540-070	Donations-Animal Control	(176.00)	(18.00)	(194.00)
10-4310-601	Donations-Animal Control	1,161.00	18.00	1,179.00
10-3540-020	Gun Permits Discretionary-County Portion	(2,895.00)	(560.00)	(3,455.00)
10-4310-611	Gun Permits Discretionary-County Portion	10,380.00	560.00	10,940.00
10-3540-030	Gun Permits-State Portion	(3,350.00)	(655.00)	(4,005.00)
10-4310-612	Gun Permits-State Portion	4,905.00	655.00	5,560.00
10-3540-040	Finger Printing	(570.00)	(30.00)	(600.00)
10-4310-613	Finger Printing	951.00	30.00	981.00
10-3541-010	Sheriff-Donations	(1,500.00)	(175.00)	(1,675.00)
10-4310-650	Sheriff-Donations	2,105.00	175.00	2,280.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(3,812.00)	(2,165.00)	(5,977.00)
10-5150-380	Senior Center Trips	4,424.00	2,165.00	6,589.00
<b>Senior Center</b>				
10-3500-080	SS Economic Support-Community Donations-Medical	(100.00)	(54.00)	(154.00)
10-5380-375	SS Economic Support-Community Donations-Medical	1,567.00	54.00	1,621.00
<b>SS Economic Support (DSS)</b>				
<b>Balanced:</b>		<b>13,090.00</b>	<b>-</b>	<b>13,090.00</b>

Justification:

*To book additional revenues received in the Sheriff's Department, Senior Center and DSS.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

BA #: 2019 - 073

To: Board of Commissioners

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

Date: March 11, 2019

RE: Legal Services/Central Services

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

Account Code	Description	Old	+ or (-)	New
10-8300-451	Insurance-Property & Liability	143,865.00	(10,500.00)	133,365.00
10-4120-190	Legal Services	27,000.00	10,500.00	37,500.00
<b>Legal Services/Central Services</b>				
	<b>Balanced:</b>	<b>170,865.00</b>	<b>-</b>	<b>170,865.00</b>

**Justification:**

*To transfer the unspent monies from the Central Services-Insurance Property & Liability line to the Legal Services line to cover costs associated with the legal work being done in regards to the Hospital. The monies are remaining in Liability & Property because the estimated increase was not quite as high as originally budgeted.*

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

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

Initials:   
Batch #:   
Date:

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 074

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

Date: March 11, 2019

RE: Recreation

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

Account Code	Description	Old	+ or (-)	New
10-6120-552	Recreation-Capital Outlay-Washington Street	5,000.00	(5,000.00)	-
10-6120-553	Recreation-Capital Outlay-Skinners	2,500.00	(2,500.00)	-
10-6120-554	Recreation-Capital Outlay-Creswell	2,500.00	(2,500.00)	-
10-6120-350	Recreation-Maintenance & Repair-Building	10,000.00	10,000.00	20,000.00
<b>Recreation</b>				
<b>Balanced:</b>		<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>

**Justification:**

*To transfer monies within Recreation from the Capital Outlay lines to the Maintenance & Repair Building line to pay for work needed on the Gym Roof. The monies budgeted in these lines do not meet the Capital Outlay threshold and have to be moved to the appropriate lines in which they would be expended.*

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

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

Initials:

Batch #:

Date:

**Commissioner Phelps made a motion to approve BA# 2019-059, BA# 2019-060, BT# 2019-065, BT# 2019-066, BT# 2019-067, BT# 2019-068, BA# 2019-069, BT #2019-070, BT# 2019-071, BA# 2019-072, BA# 2019-073 as presented above. Discussion ensued regarding**

BA# 2019-74. Commissioner Phelps said he did not want the money coming out of the Skinnersville and Creswell Capital Outlay money to fix the Washington Street Gym. His motion was to approve all of the budget transfers and budget amendments except for BA#2019-74. Mr. Potter stated that the Washington Street Gym is in dire need of repair—specifically the roof and the current Recreation budget for maintenance and repair will not cover the roof. **Commissioner Riddick seconded, motion passed unanimously.**

**Commissioner Riddick made a motion to amend BA#2019-74 for \$5,000 to come out of the general fund instead of taking \$2,500 from the Skinnersville capital outlay budget and \$2,500 from the Creswell capital outlay budget. Commissioner Phelps seconded, motion passed unanimously.**

Commissioner Phelps asked Ms. Dixon what level should the departments should be at. Ms. Dixon said 58%. She also said she is still watching Detention and 911. Commissioner Phelps asked about EMS. Ms. Dixon said they had a little increase in their fuel monies due to having to take patients to various hospitals since WCH is still closed.

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

Chair Johnson met with Senator Burr about the hospital; she went to Senator Tillis's office; she talked to GK Butterfield and had a nice discussion about trying to get payment to those individuals at WCH who have not been paid. Chair Johnson said we are still waiting to see what the bankruptcy court allows us to do or not to do.

Commissioner Riddick said she went to Raleigh and met with Rep. Goodwin and Senator Steinburg regarding the hospital and what the County could do to get the hospital employees paid.

Commissioner Phelps thanked the Mayor of Roper, Mayor Blount for letting the Commissioners be here tonight and for all the citizens that came out for this meeting.

Commissioner Phelps renewed request to have all department heads to submit reports. Once again he mentioned that the Sheriff did not submit a report and so the Commissioners won't have anything to go on when they look at his department during the budget.

Mr. Potter said he has spent a lot of time with the Trustee for the hospital. Employees can only be paid from the time the Trustee took over. The Trustee is still trying to get back pay for them. Commissioner Riddick thanked Mr. Potter for talking to the folks at the hospital.

Mr. Potter said he met with the Census folks. He will bring more information on this to the April meeting.

Mr. Potter said he met with Mr. Jimmy Jones on Sunday regarding Cardinal Lane. Mr. Potter said he will talk to Mr. Jerry Jennings from DOT on Friday at the meeting he has scheduled with him and Commissioner Phelps.

**Commissioner Phelps made a motion to have tonight's Closed Session items moved into Open Session for transparent government. Chair Johnson called for a second. Motion died due to lack of a second.**

**Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) Washington County et. at. v. CAH Acquisition Company #1, LLC d/b/a Washington County Hospital filed in US Bankruptcy Court Eastern District of North Carolina Greenville Division at Case No. 19-00730-5-JNC;**

**and**

**Washington County v. Amerisourcebergen Drug Corporation et. al. filed in US District Court for the Northern District of Ohio Eastern Division at Case No. 1:17-MD-2804 (Opioid Litigation)**

**and**

**NCGS §143-318.11 (a)(6) (personnel).**

**Commissioner Riddick seconded, motion carried 4-1 with Commissioner Phelps voting nay.**

Back in Open Session, **Commissioner Phelps made a motion to ratify and add to the fee schedule the previously approved building inspection fees on or about August 20, 2012 for solar panels of \$75.00 for residential customers and \$0.50 cent per pound with a minimum fee of \$250.00 for commercial users for the installation of solar panels. Commissioner Johnson seconded, motion passed unanimously.**

At 8:30 PM, with no further business to discuss, **Commissioner Phelps made a motion to adjourn the meeting. Commissioner Walker seconded, motion carried unanimously.**

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Tracey A. Johnson  
Chair

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