

March 5, 2018

The Washington County Board of Commissioners met in a regular session on Monday, March 5, 2018 at 6:00 PM at the Beaufort County Community College (BCCC) Washington County Center (WCC) located at 100 NC Hwy 32 North, Roper, NC. Commissioners Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter and Clerk to the Board Julie J. Bennett. Commissioner Johnson was not in attendance as she was attending a NACo Legislative Meeting in Washington, DC.

Commissioner Walker gave the invocation. Mr. Lloyd Jones led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett added a Closed Session pursuant to NCGS §143-318.11(a)(1) (confidential information) to review Closed Session Minutes.

CONSENT AGENDA:

- a) Approval of Minutes from January 30, 2018 and February 5, 2018
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution: Water Meter Replacement Loan—DENR Promissory Note

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

PUBLIC FORUM: Ms. Laura Oliver, former Washington County 4-H Agent, now Martin County Cooperative Extension Director, introduced Ms. Beth Jackson as the new 4-H agent for Washington County. Ms. Jackson was recently the 4-H Agent for Chowan County. Ms. Jackson spoke to the Board and said she was excited to be working for Washington County.

TRILLIUM UPATE: Mr. Dave Peterson, Regional Director for Trillium, spoke to the Board and thanked Commissioner Tracey Johnson and Ms. Melanie Ashe, CEO, Washington County Hospital, for their support in Trillium's transition. Mr. Peterson gave the following presentation.



TRILLIUM UPDATE

Trillium's mission: Transforming lives of people in need by providing ready access to quality care.

Although the mission is simple, Trillium's efforts to accomplish this mission are not.

Trillium as well as all MCO's face continuous changes. Recurring budget cuts from the state and federal governments and proposed Medicaid reform cause us to adapt and evolve in order for us to continue to meet our contractual and regulatory obligations.



Trillium prepares for Medicaid Reform

- On November 15th, 2017, announced an important step towards securing our position as a leader in Managed Care in North Carolina.
- Trillium is working with two other MCO's, Alliance Behavioral Health and Vaya Health to form a new coalition known as Advancing NC Whole Health. www.advancingncwholehealth.com
- This is a partnership-not a merger. Trillium believes by aligning our strengths and shared experiences, we can maximize our impact as we prepare for Medicaid Reform.



Who We Were Last Fiscal Year

- 24 counties, stretching from Virginia to SC
 - Largest LME/MCO in terms of number of counties and geography
- Total population of 1,260,828; approximately 185K Medicaid eligible
- 13% of State's total population, 13% of Medicaid enrollees
- 11,451.3 square miles, roughly the size of Maryland, or bigger than 8 states!
- Widely varying population density
 - Wilmington and Greenville are 8th and 10th largest cities, respectively
 - Most of catchment area very rural - includes NC's 2 lowest populated counties, Hyde and Tyrrell



NASH COUNTY JOINS TRILLIUM JULY 1

- Total population including Nash - 1,355,828
- Medicaid eligible - 195,000
- 14% of total population, 16% of Medicaid enrollees
- Total of 25 counties



Annual Gaps and Needs

- **Data reviewed:**
 - Demographic and health information data
 - National prevalence data for MH/DD/SA issues
 - Survey participants and stakeholders
 - Complaints and grievances,
 - Geo-mapping data
- **Process:**
 - Online surveys
 - On-site work with CFACs and Board
 - Compile and analyze data
 - Develop strategies to address gaps and needs
 - Present action plan to Board for adoption



Current Statistics For 2016

- Served approximately 52,650 people
 - 79% with mental health needs
 - 19% with substance use disorders
 - 9% with intellectual and developmental disabilities
- Total Cost = \$355,201,859.00
- 429 Providers



Trillium's 2017 Priorities

- Each year Trillium develops annual priorities to help staff determine where staff targets their efforts:
 1. Every person first, every time.
Activities that improve our customer services to all customers
 2. Trillium 2020 Vision
Evidenced based services, crisis services to enhance quality
 3. Advancing Technology
Strengthen the use of Technology
 4. One Community Together
Improve local community relationships through Advisory Boards, Systems of Care
 5. Enterprise Integration
Work together to ensure a consistent level of functioning in all departments



TRILLIUM ADDRESSES OPIOID CRISIS

- North Carolina has received \$31million over the next two years to address the Opioid Crisis through the Cures Act.
- Trillium's allocation for the first year is \$1.2 million. The funding is designated for new individuals seeking opioid treatment for the first time or individuals who have been out of treatment and are ready to seek treatment again.



OPIOID CRISIS CONTINUED

- Within the first 6 months, Trillium has spent the \$1.2 million serving 1,269 individuals
- Many counties have held their Opioid Forums that have focused on Education, Prevention and Treatment



TRILLIUM'S OPIOID INITIATIVES

- Healing Transitions in Raleigh - 354 admissions from the Trillium catchment who are looking for long term, peer led treatment for substance use disorders
- Oxford Houses - 242 people served in sober living homes including women and children.
- NC Harm Reduction - over 2245 Naloxone kits distributed in the Trillium Catchment area
- Wellness Cities in Greenville, Wilmington, and New Bern provide peer support services to hundreds in recovery.



Trillium's 2016 Initiatives in Advancing Technology

Comprehensive Assessment for Teens

Increase overall self-disclosure from adolescents

Crisis Chat

Offers online emotional support

Assistive Technology

Assists adults and children offers items such as communication devices, security systems, and adaptive equipment.

Access Point

Website offers on line, anonymous, evidenced based, screenings



Trillium's Reinvestment Plan Outcomes

- Support and Inclusion for People with I/DD

1. Summer Programs/After School/Respite Program

Summer Programs, after school programs, and respite for children with I/DD. 12 Summer Day Programs serving 380 youth, 7 Afterschool programs serving 218

Location for parents of children with I/DD to have support groups

8-10 locations throughout 24 county catchment area

2. Accessible playgrounds

30 Playgrounds funded across catchment area



Reinvestment Plan Outcomes Con't

Evidence-Based Services and Supports

1. Child First/Child-Parent Psychotherapy

Interventions for children 0 - 6 who have experienced traumas leading to mental health issues. 32 clinicians have been trained and 925 children have been served

2. DirectCourse Workforce Development

Training of non-licensed healthcare providers to reduce staff turnover and improve patient care. 647 Staff have completed all course work.

3. Compassion Reaction/Rachel's Challenge

Offered in 280 schools and 136,000 children participated.

4. Wellness Recovery Action Planning

Classes that help adults with mental illness learn to manage symptoms, achieve recovery, and live independently.

5. Mental Health First Aid Training

There are 2 classes- Adolescent and Adult that are offered to community stakeholders.



Consumers served in Washington County

- Total Consumers served - 595

- Mental Health - 440

- Substance Use - 139

- I/DD - 73

Total is unduplicated, since a single individual may receive services in more than one category



Mr. Peterson stated that \$53M was cut from Trillium this year. He also noted Wilmington, NC has the largest amount of opioid abusers in the US. Mr. Peterson said that of all the local opioid forums that have been held, the Martin-Tyrrell-Washington County opioid forum was one of the best.

Commissioner Phelps asked how a citizen can take advantage of Trillium's services. Commissioner Phelps stated that as an attorney, the courts order substance abuse programs for some of his clients. Mr. Peterson said Trillium has a 24/7 Access to Care line. The number is 877-685-2415.

Since the County received \$3M from the state for the opioid situation, Commissioner Sexton asked how it will be used. Mr. Peterson said the state determined 8 services that the money could be used for—three of those services are for detox, Substance Abuse Comprehensive Outpatient Treatment (SACOT), and supportive employment.

Commissioner Riddick asked if Trillium could reapply after 2 years for the grant Mr. Peterson mentioned. Mr. Peterson said the Feds just put aside \$6B for states with opioid abusers, so we will have to wait and see. Fayetteville, Jacksonville and Wilmington are in the top 20 of opioid abusive cities in the country.

UPDATE ON NEWLAND ROAD: Commissioner Phelps had a conversation with Mr. Alan Moran, NCDOT Governor's appointee. Commissioner Phelps stated that some guard rails are being installed and the rough road sign was moved. Commissioner Phelps said he will be bringing a letter of support for the Board to sign for more funds for Washington County roads. Commissioner Sexton said at the RPO meeting, he told the NCDOT reps they need to count the actual trucks coming and going from the other end of Newland Road also.

LOCAL SALES TAX MARKETING INFORMATION: Mr. Potter went over the memo below with the background on the local sales tax marketing information and the tentative action plan.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
OFFICE (252) 793-5823 FAX (252) 793-1181

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: February 28, 2018
RE: Local Option Sales Tax Referendum Public Information Campaign

Background:

- 1/10/18: The Board adopted a resolution to place a ballot question for referendum on the May 8th, 2018 primary election concerning the levying of an additional ¼ cent sales and use tax. Staff were also directed to prepare to provide more information ahead of the primary to citizens concerning the ballot question and impact.
- 2/5/18: Staff suggested that it review the current budget for potential funds to be used in providing educational information to the public. County funds cannot be used to advocate for or against the referendum, but can be used to provide educational and factual information to citizens related to the referendum.
- A budget amendment has been proposed in your board package for the 3/5/18 meeting seeking to reallocate \$3,919 from excess funds remaining in Central Services-Insurance-Workers Comp following a refund received in that line, to a new line created within the County Manager's budget entitled Managers Dept- LOST Ref-Education to be used for expenses related to providing the public with referendum related information.
- A tentative action plan for providing the public with information regarding the referendum is included at the end of this memo along with a simplified and revised fact sheet about the upcoming referendum.

Recommendations:

1. Authorize the requested budget amendment and direct staff to proceed with the public information campaign related to educating the public about the upcoming local option sales tax referendum.

**Tentative Action Plan
For Local Option Sales Tax Referendum Public Information Campaign:**

Action Item	Deadline	Responsible Party	Est. Cost
Create Campaign Team	3/9	Manager's Office	n/a
Create webpage within county website to serve as central location for Referendum information	3/9	Manager's Office	\$
Finalize Fact Sheets/FAQ Sheets	3/16	Manager's Office	n/a
Finalize targeting mailing list (Public bodies, agencies, facilities, churches, civic/community centers, businesses, etc.)	3/23	Manager's Office	n/a
Distribute Fact Sheets/FAQ Sheets with cover letter to targeted mailing list	3/30	Manager's Office	\$\$
Utilize County Manager Radio Spots to provide updates	Every Thursday	Manager's Office	\$\$\$
Finalize Public Service Announcement and schedule to be run on local radio until 5/8/18	3/23-5/8	Manager's Office	
Finalize Roanoke Beacon advertisements and schedule to be published in the weeks prior to primary	3/30-5/8	Manager's Office	\$\$\$
Schedule meetings with towns/organizations to speak regarding LOST as deemed necessary	Misc	Manager's Office	

KNOW THE FACTS
ABOUT THE ¼ CENT SALES TAX REFERENDUM
May 8th, 2018

- The current sales and use tax rate in Washington County is 6.75%, and only a fraction of the revenues generated from this tax currently remain within Washington County.

- Counties are authorized to levy an additional 0.25% or ¼ cent sales & use tax on certain items if approved by voters, and the additional revenues generated from this tax remain entirely within the county unlike the majority of the current sales and use tax. This means that a larger percentage of what is spent in Washington County businesses would remain in Washington County.

- The tax would add 1 penny (\$0.01) to most 4 dollar (\$4.00) purchases, but will NOT apply to certain exempt categories of common purchases including: groceries, gas, prescriptions, and motor vehicles.

- **THIS IS NOT A PROPERTY TAX INCREASE**, and unlike property taxes, tourists and other non-residents are required to contribute their fair share of the tax if approved.

- The tax is estimated to generate an additional annual revenue of over \$177,000. It would require an estimated property tax increase of over two (2) cents to generate this same amount of revenue.

- At least 31 other counties including Martin, Edgecombe, Halifax, and Hertford have approved the tax.

- Voting: The referendum on the tax will be held by ballot during the May 8th, 2018 Primary Election. Voter registration ends April 13, 2018. For more voting information contact Elections Director Dora Bell at (252) 793-6017, or by email at: washington.boe@gmail.com The referendum question on the ballot will read as follows:

[] For [] Against

Local sales and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes.

Page 3 of 3

Mr. Potter said he will really try to get across to the citizens that it is not an additional property tax. Mr. Potter said there is a budget amendment in the Commissioners' package for \$3,900 that was available from some worker's comp issues that were resolved and he would like to use it for the Local Sales Option Tax referendum marketing. These County funds can be used to educate the citizens. Mr. Potter went over the tentative action plan.

Mr. Potter he said he hopes this ¼ cent tax will raise \$177,000. This would make the current 6.75% sales tax an even 7% sales and use tax.

Commissioner Phelps asked about partnering with the schools to send information home with the students. Mr. Potter said he has not followed up with the school system yet.

Commissioner Phelps asked if Mr. Potter was going to set dates for meetings in the three towns. Commissioner Phelps said he feels it is very important to do this. Mr. Potter said he is planning to attend the three town council meetings. If organizations request him to speak to them, he will.

Commissioner Phelps said voters may vote for the tax if they know what the extra money will be used for. Mr. Potter said he is not sure if that would work, but if it would, he feels it should be for the EMS system since they lose money each year and even with this money, some funds would still have to come out of the County's general fund. The Board can do a resolution on where to spend this year's money, but it would not bind a future Board from changing it.

DSS FOSTER CHILD INFORMATION: Mr. Clifton Hardison had been asked by the Board to come and speak to them about Foster Child Care. Mr. Hardison said the bottom line is that the County spends approximately \$158 per child per month for a child in foster care. Commissioner Sexton said that his church announced they were going to start training folks to help take kids in. Mr. Hardison said there is only one licensed foster care home locally in Plymouth. Mr. Hardison explained that DSS has more kids in custody now than usual. Mr. Hardison said there is a process that folks have to follow if they want to be foster parents. Commissioner Sexton asked if the number of foster parents in the County is falling off. Mr. Hardison said no, there is a shortage of foster parents because DSS has more kids to place in homes. Commissioner Sexton asked are any of the kids tied to the opioid crisis. Mr. Hardison said the kids that currently need foster homes have experienced sexual abuse and violence. Mr. Potter said DSS has requested more funds from the County this year. Commissioner Riddick asked what the criteria for being a foster parent is. Mr. Hardison said he will get a pamphlet to Commissioner Riddick. Mr. Hardison said DSS is compiling the interest for the training classes that Commissioner Sexton spoke of. Commissioner Riddick asked who needs to be contacted if they want to be a foster parent. Mr. Hardison said to contact DSS and ask to speak someone in Child Protective Services.

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

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 038

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

Date: February 12, 2018

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-250	Sheriff-Supplies-Vehicles	52,842.00	(2,000.00)	50,842.00
10-4310-392	Sheriff-Undercover Investigations	5,000.00	2,000.00	7,000.00
Sheriff				
Balanced:		57,842.00	-	57,842.00

Justification:

Requesting to transfer funds within the Sheriff's Department to continue Undercover Investigation work.

Approval Date: 2/13/18

Co. Mgr. Initials: CP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:	<u>MD</u>
Batch #:	<u>2018-038</u>
Date:	<u>2/12/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 039

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

Date: February 12, 2018

RE: SS Admin - Budget Transfer to allocate sufficient funds to pay legal services from appropriate line associated with 17 OSP 01503 per court order.

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	DSS ADMIN. - S & W REGULAR	1,844,027.00	(26,317.00)	1,817,710.00
10-5310-180	LEGAL-PROTECTIVE SERVICES	30,000.00	26,317.00	56,317.00
SS Admin/Economic Support				
Balanced:		1,874,027.00	-	1,874,027.00

Justification:

This is a transfer of funds from the regular salaries and wages line item 10-5310-011 into 10-5310-180 to reimburse the legal fees associated with Lewis vs. Washington County DSS 17 OSP 01503 per court order from the appropriate line item. The County Manager has the legal authority to make this transfer without board approval. Generally the County Manager does not make transfers of this size, or of any amount which impacts salary line items, without first consulting the board, or if possible without submitted the proposed transfer to the board for their actual approval. In this case, the board was previously informed of, and consented to the making of payments/transfers necessary to comply with the court order which are anticipated to leave the remaining balance of 10-5310-011 overspent, until an additional corrective budget amendment is made. That corrective budget amendment is anticipated to be presented at the regular board meeting in March, 2018.

Approval Date: 2/12/18

Budget Officer's Initials: [Signature]

Initials: [Signature]
Batch #: 2018-039
Date: 2/12/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 040

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

Date: February 27, 2018

RE: Facility Services/Sheriff/Senior Center/Airport

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

Account Code	Description	Old	+ or (-)	New
10-4265-330	Facility Services-Utilities-Electricity	124,200.00	(1,000.00)	123,200.00
10-4265-601	Facility Services-Security System	1,586.00	1,000.00	2,586.00
Facility Services				
10-4310-550	Sheriff-Capital Outlay-Equipment	11,000.00	(1,289.00)	9,711.00
10-4310-102	Sheriff-Supplemental Pension Fund	-	1,289.00	1,289.00
Sheriff				
10-5150-310	Senior Center-Travel	1,750.00	(500.00)	1,250.00
10-5150-350	Senior Center-Maintenance & Repair Bldg	1,000.00	(500.00)	500.00
10-5150-315	Senior Center-Training	2,100.00	1,000.00	3,100.00
Senior Center				
39-4530-310	Airport-Travel	2,800.00	(350.00)	2,450.00
39-4530-320	Airport-Communications	1,300.00	350.00	1,650.00
Airport				
Balanced:		145,736.00	-	145,736.00

Justification:

To transfer monies within Facility Services to cover additional costs for security system charges. To transfer monies within the Sheriff's Department to cover new requirement to contribute to the Sheriff's Supplemental Pension Fund Act (Session Law 2017-176). To transfer monies within the Senior Center budget to cover additional training costs.

To transfer monies within the Airport budget to cover additional costs for overspent hot spot charges and to up the data plan to avoid the overages in the future.

Approval Date: 2/27/18

Budget Officer's Initials: MSD

Initials: MSD

Batch #: 2018-040

Date: 2/27/18

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 041

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

Date: March 5, 2018

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5380-382	SS Economic Support-Adoption Assistance	250.00	(250.00)	-
10-5310-250	SS Admin-Maintenance & Repair-Vehicle	6,500.00	(500.00)	6,000.00
10-5310-310	SS Admin-Travel	9,060.00	750.00	9,810.00
10-3490-000	DSS Administration Reimbursement	(2,157,805.00)	365.00	(2,157,440.00)
10-5310-013	SS Admin-Salaries & Wages-Longevity	16,280.00	(729.00)	15,551.00
10-5310-257	SS Admin-County General Assistance	4,500.00	364.00	4,864.00
10-3490-000	DSS Administration Reimbursement	(2,157,440.00)	(1,150.00)	(2,158,590.00)
10-5380-011	In-Home Services (100%)	75,000.00	1,150.00	76,150.00
10-3490-000	DSS Administration Reimbursement	(2,158,590.00)	(2,000.00)	(2,160,590.00)
10-5400-372	SS Transp-Volunteer Transportation-Medicaid	5,000.00	2,000.00	7,000.00
SS Admin/SS Economic Support/SS Transportation				
Balanced:		(6,357,245.00)	-	(6,357,245.00)

Justification:

To transfer monies from Adoption Assistance and Vehicle Repair to travel. These funds are being moved from a 50% reimbursable line to a 50% reimbursable line. With the number of increased children in the agency custody, workers must travel to visit these children in their placements, which is in turn increasing the cost of travel within the agency. The request is to move funds between lines of the same reimbursement rate.

To transfer monies from Salaries & Wages-Longevity to County General Assistance. This transfer is from a 50% reimbursable line to a non reimbursable line, resulting in an anticipated decrease of revenues of \$364.50. With the increase of Foster children, we have increased costs associated with their care. Longevity has been used for the year to pay all necessary expenses to staff and the remaining balance will not be spent.

To request an increase in the line for In-Home Services due to additional funds awarded to Washington County as shown in the attached Funding Authorization. These funds are reimbursed at 100%. There is a 20% match to this grant, these match funds we ensure through the worker's time, so all funds spent are reimbursed at the full cost.

To book additional revenue and expenditures related to Medicaid Transportation for a cancer patient that will need a stay at Duke for cancer treatments. The stay is reimbursable through Medicaid at 100%.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 042

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

Date: March 5, 2018

RE: Facility Services/Sheriff/Detention

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

Account Code	Description	Old	+ or (-)	New
10-4265-330	Facility Services-Utilities-Electricity	123,200.00	(8,300.00)	114,900.00
10-4265-331	Facility Services-Utilities-Fuel/Gas	9,000.00	8,300.00	17,300.00
Facility Services				
10-4310-250	Sheriff-Supplies-Vehicles	50,842.00	(2,100.00)	48,742.00
10-4320-600	Detention-Contracted Services	24,624.00	2,100.00	26,724.00
Sheriff/Detention				
Balanced:		207,666.00	-	207,666.00

Justification:

To transfer monies within Facility Services from Electricity to Fuel/Gas due to additional monies needed to cover the unexpected cost of gas this winter season.

To transfer monies from the Sheriff Department to Detention Contracted Services to cover the costs of the housing of inmates in other facilities.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 043

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

Date: March 5, 2018

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

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Dcreationary-County Portion	(2,170.00)	(770.00)	(2,940.00)
10-4310-611	Gun Permits Dcreationary-County Portion	6,180.00	770.00	6,950.00
10-3540-030	Gun Permits-State Portion	(2,640.00)	(940.00)	(3,580.00)
10-4310-612	Gun Permits-State Portion	3,230.00	940.00	4,170.00
10-3540-040	Fingerprinting	(430.00)	(180.00)	(610.00)
10-4310-613	Fingerprinting	1,612.00	180.00	1,792.00
Sheriff				
10-3480-080	EM Donations-Emergency Response Banquet	(2,925.00)	(250.00)	(3,175.00)
10-4330-400	EM Donations-Emergency Response Banquet	3,784.41	250.00	4,034.41
Emergency Management				
10-3509-010	Senior Center Trips	(959.45)	(6,076.20)	(7,035.65)
10-5150-380	Senior Center Trips	1,277.45	6,076.20	7,353.65
10-3509-020	Senior Center Donations	(1,461.75)	(475.80)	(1,937.55)
10-5150-650	Senior Center Donations	2,805.75	475.80	3,281.55
Senior Center				
10-3500-080	DSS-Community Donations-Medical	(500.00)	(120.00)	(620.00)
10-5380-375	DSS-Community Donations-Medical	1,626.00	120.00	1,746.00
SS Economic Support				
Balanced:		9,429.41	-	9,429.41

Justification:

To increase revenue in the Sheriff's Department, Emergency Management, Senior Center and SS Economic Support for additional monies received for Gun Permitting, Fingerprinting, Senior Center Trips and Donations, and DSS Medical Support Donations.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

--

Batch #:

--

Date:

--

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 044

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

Date: March 5, 2018

RE: County Manager/Central Services/EMS

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

Account Code	Description	Old	+ or (-)	New
10-4120-010	Managers Dept-Salaries & Wages-Regular	168,211.00	(1,000.00)	167,211.00
10-4120-031	Managers Dept-Parttime	4,000.00	1,000.00	5,000.00
10-8300-456	Central Services-Insurance-Workers Comp	40,000.00	(3,919.00)	36,081.00
10-4120-381	Managers Dept-LOST Ref-Education	-	3,919.00	3,919.00
County Managers Dept/Central Services				
10-3490-000	DSS Admin Reimbursement	(2,160,590.00)	(15,000.00)	(2,175,590.00)
10-5380-406	DSS Economic Support-LIEAP Payments	76,096.00	15,000.00	91,096.00
SS Economic Support				
37-4330-010	Washington EMS-Salaries & Wages-Regular	787,406.00	(30,000.00)	757,406.00
37-4330-040	Washington EMS-Salaries & Wages-Parttime	65,000.00	30,000.00	95,000.00
Washington EMS				
Balanced:		(1,019,877.00)	-	(1,019,877.00)

Justification:

To transfer monies within the Manager's Department from Salaries & Wages Regular to Salaries & Wages Parttime to cover current charges and additional time that may be needed during staff illnesses, travel, etc. To transfer monies from Central Services to the Manager's Department to cover the costs of Local Option Sales Tax Referendum Education for the Public. To increase revenues and expenditures for LIEAP Payments due to additional funds being awarded to the County from DHHS. To transfer monies within EMS from Salaries & Wages Regular to Parttime to cover the additional costs associated with Part-time personnel having to work larger numbers of hours to cover shifts as we are currently not fully staffed.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Low-Income Home Energy Assistance (LIHEAP)

AUTHORIZATION NUMBER: 2

	COUNTY	Initial (or Previous) Allocation Pending Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
48	HYDE	27,507.00	27,507.00	6,000.00	6,000.00	33,507.00	33,507.00
49	IRDELL	426,534.00	426,534.00	0.00	0.00	426,534.00	426,534.00
50	JACKSON	149,174.00	149,174.00	0.00	0.00	149,174.00	149,174.00
51	JOHNSTON	604,787.00	604,787.00	0.00	0.00	604,787.00	604,787.00
52	JONES	56,834.00	56,834.00	10,000.00	10,000.00	66,834.00	66,834.00
53	LEE	247,581.00	247,581.00	0.00	0.00	247,581.00	247,581.00
54	LENOIR	371,266.00	371,266.00	0.00	0.00	371,266.00	371,266.00
55	LINCOLN	237,091.00	237,091.00	0.00	0.00	237,091.00	237,091.00
56	MACON	123,230.00	123,230.00	10,000.00	10,000.00	133,230.00	133,230.00
57	MADISON	84,427.00	84,427.00	8,000.00	8,000.00	92,427.00	92,427.00
58	MARTIN	140,578.00	140,578.00	0.00	0.00	140,578.00	140,578.00
59	MC DOWELL	196,029.00	196,029.00	25,000.00	25,000.00	221,029.00	221,029.00
60	MECKLENBURG	3,175,514.00	3,175,514.00	-1,000,000.00	-1,000,000.00	2,175,514.00	2,175,514.00
61	MITCHELL	56,607.00	56,607.00	2,000.00	2,000.00	58,607.00	58,607.00
62	MONTGOMERY	111,567.00	111,567.00	0.00	0.00	111,567.00	111,567.00
63	MOORE	261,247.00	261,247.00	0.00	0.00	261,247.00	261,247.00
64	NASH	413,824.00	413,824.00	0.00	0.00	413,824.00	413,824.00
65	NEW HANOVER	742,485.00	742,485.00	0.00	0.00	742,485.00	742,485.00
66	NORTHAMPTON	142,654.00	142,654.00	30,000.00	30,000.00	192,654.00	192,654.00
67	ONSLow	567,953.00	567,953.00	0.00	0.00	567,953.00	567,953.00
68	ORANGE	341,411.00	341,411.00	0.00	0.00	341,411.00	341,411.00
69	PAMLICO	42,670.00	42,670.00	20,000.00	20,000.00	62,670.00	62,670.00
70	PASQUOTANK	177,396.00	177,396.00	0.00	0.00	177,396.00	177,396.00
71	PENDER	214,428.00	214,428.00	0.00	0.00	214,428.00	214,428.00
72	PERQUIMANS	58,174.00	58,174.00	0.00	0.00	58,174.00	58,174.00
73	PERSON	156,194.00	156,194.00	0.00	0.00	156,194.00	156,194.00
74	PITT	916,299.00	916,299.00	0.00	0.00	916,299.00	916,299.00
75	POLK	57,557.00	57,557.00	0.00	0.00	57,557.00	57,557.00
76	RANDOLPH	509,081.00	509,081.00	0.00	0.00	509,081.00	509,081.00
77	RICHMOND	336,970.00	336,970.00	15,000.00	15,000.00	351,970.00	351,970.00
78	ROBESON	1,028,308.00	1,028,308.00	0.00	0.00	1,028,308.00	1,028,308.00
79	ROCKINGHAM	378,483.00	378,483.00	0.00	0.00	378,483.00	378,483.00
80	ROWAN	524,394.00	524,394.00	0.00	0.00	524,394.00	524,394.00
81	RUTHERFORD	294,010.00	294,010.00	0.00	0.00	294,010.00	294,010.00
82	SAMPSON	339,889.00	339,889.00	0.00	0.00	339,889.00	339,889.00
83	SCOTLAND	256,449.00	256,449.00	0.00	0.00	256,449.00	256,449.00
84	STANLY	213,395.00	213,395.00	25,000.00	25,000.00	238,395.00	238,395.00
85	STOKES	149,602.00	149,602.00	0.00	0.00	149,602.00	149,602.00
86	SURRY	296,374.00	296,374.00	12,000.00	12,000.00	308,374.00	308,374.00
87	SWAIN	50,610.00	50,610.00	5,000.00	5,000.00	55,610.00	55,610.00
88	TRANSYLVANIA	111,663.00	111,663.00	0.00	0.00	111,663.00	111,663.00
89	TYRRELL	23,089.00	23,089.00	4,000.00	4,000.00	27,089.00	27,089.00
90	UNION	457,622.00	457,622.00	0.00	0.00	457,622.00	457,622.00
91	VANCE	281,451.00	281,451.00	175,000.00	175,000.00	456,451.00	456,451.00
92	WAKE	2,202,979.00	2,202,979.00	0.00	0.00	2,202,979.00	2,202,979.00
93	WARREN	117,492.00	117,492.00	20,000.00	20,000.00	137,492.00	137,492.00
94	WASHINGTON	76,096.00	76,096.00	15,000.00	15,000.00	91,096.00	91,096.00
95	WATAUGA	173,466.00	173,466.00	0.00	0.00	173,466.00	173,466.00
96	WAYNE	591,915.00	591,915.00	0.00	0.00	591,915.00	591,915.00
97	WILKES	290,851.00	290,851.00	5,000.00	5,000.00	295,851.00	295,851.00
98	WILSON	387,790.00	387,790.00	0.00	0.00	387,790.00	387,790.00
99	YADKIN	122,705.00	122,705.00	0.00	0.00	122,705.00	122,705.00
100	YANCEY	76,713.00	76,713.00	30,000.00	30,000.00	106,713.00	106,713.00
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	\$ 36,402,610.00	\$ 36,402,610.00	\$ -	\$ -	\$ 36,402,610.00	\$ 36,402,610.00

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 045

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

Date: February 27, 2018

RE: Airport

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

Account Code	Description	Old	+ or (-)	New
39-4530-200	Airport-Departmental Supplies	400.00	(150.00)	250.00
39-4530-310	Airport-Travel	2,450.00	(800.00)	1,650.00
39-4530-350	Airport-Maintenance & Repair-Building	3,400.00	(2,150.00)	1,250.00
39-4530-351	Airport-Maintenance & Repair-Equipment	3,500.00	(1,000.00)	2,500.00
39-4530-998	Airport-Sales Tax on Fuel	5,250.00	(1,500.00)	3,750.00
39-4530-250	Airport-AV Gas and Jet Fuel	75,000.00	5,600.00	80,600.00
Airport				
		Balanced:	90,000.00	-
				90,000.00

Justification:

To transfer monies within the Airport Operations Budget to cover the additional costs needed to purchase Jet Fuel. This is an emergency purchase to enable the county to purchase 8,000 gallons before the price increases on 2/28/18.

Approval Date: 2/27/18

Budget Officer's Initials: MSD

Initials: MSD
Batch #: 2018-045
Date: 2/27/18

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 046

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

Date: March 5, 2018

RE: Airport Project Funds

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

Account Code	Description	Old	+ or (-)	New
38-3800-080	Airport-Parallel Taxiway Project	-	(37,430.00)	(37,430.00)
38-8135-660	Airport-Parallel Taxiway Project	-	37,430.00	37,430.00
Airport Project Funds				
Balanced:		-	-	-

Justification:

To adopt a revenue and expenditure budget for the upcoming Parallel Taxiway Project, this first phase of monies is for the required permits.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Missy Dixon

From: Lawhorn, Samuel C <sclawhorn@ncdot.gov>
Sent: Tuesday, February 27, 2018 5:35 PM
To: Curtis Potter
Cc: Moose, James (JMoose@avconinc.com); Knapp Brabble (brabblek@ymail.com); Missy Dixon
Subject: RE: [External] Plymouth Airport Permit Reimbursements for Taxiway Project

Curtis,

The 100% funding for the permits will be approved on March 7-8th at the NCDOT BOT meeting, which was the first available BOT meeting we could seek approval. After the BOT item is officially approved we will be able to set up a Request For Aid to have the grant created. If you wish to wait until we get the official approval in March, I can help you submit the RFA package and get the grant started. We will then need to file a claim against the grant for reimbursement. This process can take a few weeks from start to finish, so I would estimate the reimbursement to be completed in April. As I mentioned to Knapp this is I am willing to help Washington County throughout this process. It is an easier grant to administer and would be a really good opportunity for me to train someone from the County in PC.

Sam Lawhorn, P.E.
Airport Project Manager (Northeast)
Division of Aviation
North Carolina Department of Transportation

919 814 0562 office
919 741 3278 cell
sclawhorn@ncdot.gov

1050 Meridian Drive
Morrisville, NC 27560



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Curtis Potter [<mailto:cpotter@washconc.org>]
Sent: Tuesday, February 27, 2018 11:27 AM
To: Lawhorn, Samuel C <sclawhorn@ncdot.gov>
Cc: Moose, James (JMoose@avconinc.com) <JMoose@avconinc.com>; Knapp Brabble (brabblek@ymail.com) <brabblek@ymail.com>; Missy Dixon <mdixon@washconc.org>
Subject: [External] Plymouth Airport Permit Reimbursements for Taxiway Project

CAUTION:

Sam,

I hope you are well. I have a request from Knapp dated 2/5/18 for Washington County to pay for the permits listed below in the amounts shown which will apparently be fully reimbursed to us from NCDORA via a grant that is to be written for this purpose. This was apparently discussed at a 2/2/18 meeting between Knapp, yourself, and Mr. Moose.

Can you please confirm this for me so I can put it with the supporting documentation behind our budget amendment to include these in our current year budget so that checks can be written for the permits as requested. I also need to know how to make the checks payable and where to send them. Also, what is the timeline for receiving, applying, and getting reimbursed under the grant?

Board action will be required to amend our budget before these additional permit fees can be paid.

If I can get your confirmation by Thursday I can get the budget amendment to my Board at its meeting this coming Monday.

If you have any questions or concerns, or if I have misunderstood anything please let me know ASAP.

Permits:

E&S Permit:	\$1,430.00
401/404 Permit:	<u>\$36,000.00</u>
Total to be reimbursed via grant:	\$37,430.00

Respectfully Yours,

Curtis S. Potter

County Manager / County Attorney
Washington County
PO Box 1007 - Plymouth - NC - 27962
Phone: 252-793-5823 Email: cpotter@washconc.org

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

Commissioner Phelps asked about BA #2018-44 for part-time help for the County Manager's Office. Commissioner Phelps inquired if the County still has a floater. Mr. Potter said no there is not a floater anymore. Mr. Potter stated that when the County Manager's Office

had an employee out on a medical emergency, the County Manager's Office asked someone to come in and help cover the County Manager's Office for a couple of weeks.

Commissioner Phelps asked about BA #2018-46 for the Airport. Mr. Potter said this is the beginning of the parallel taxiway project. This was not figured into this year's budget until the County knew we would get the project. This will be a 100% reimbursement. NCDOT has taken over this project and there is not a local match required at this point.

Commissioner Riddick made a motion to approve BT #2018-38, BT #2018-39, BT #2018-40, BA #2018-41, BA #2018-42, BA #2018-43, BA #2018-44, BA #2018-45 and BA #2018-46 as presented. Commissioner Walker seconded, motion passed unanimously.

Mr. Potter said that most departments should be at 66%. Costs to watch are Detention and the Airport (because the County just had to buy jet fuel).

Commissioner Phelps asked if the Article 40/42 money has been given to the schools. He asked about the \$133,000 for capital outlay. Mr. Potter said the total budgeted was \$400,000 of which \$266,000 has already been expended to the school, and an additional \$133,000 will be expended to the school by the end of this fiscal year. Mr. Potter stated in response to a question from Mr. Phelps that the capital outlay money is not given to the schools on top of sales tax money. Commissioner Phelps said he would like to discuss this during the budget.

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

Commissioner Walker said Pastor Eddie McNair called him and asked if could ask a question to the Board. Commissioner Walker asked the Board if that was appropriate. The Board agreed for Pastor McNair to speak. Pastor McNair told the Board that he is working with A&T University and will come back to the Board with more information on his project.

Mr. Potter mentioned to the Board that budgets are due to him this Thursday (March 8).

Mr. Potter said the County is also having email issues again but doesn't think it will take as long to get fixed. Mr. Potter also noted that he will be out of office on Friday afternoon but will be available by cell phone.

Commissioner Phelps made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege), NCGS §143-318.11 (a)(6) (personnel) and NCGS §143-318.11 (a)(1) (confidential information). Commissioner Riddick seconded, motion carried unanimously.

Back in Open Session, **Commissioner Phelps made a motion to recuse Commissioner Riddick from voting on the request from the Town of Plymouth re: the Clagon, et al. property at 103 East Water Street. Commissioner Walker seconded; motion carried unanimously.**

Commissioner Phelps made a motion to approve conveying the property at 103 East Water Street to the Town of Plymouth for \$11,134.19 (the amount owed to Washington

County for back taxes, penalties and fees on the date of foreclosure) and the restriction that the property be restricted to public use only, or if subsequently sold, that the proceeds of any such sale, after first deducting any demolition or redevelopment expenses incurred by the Town of Plymouth for the property, be divided by the governmental units in proportion to their original outstanding tax liabilities owed on the foreclosed property. Commissioner Walker seconded, motion carried unanimously.

At 7:41 PM, with no further business to discuss, **Commissioner Phelps made a motion to adjourn the meeting. Commissioner Walker seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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