

April 1, 2019

The Washington County Board of Commissioners met in a regular session on Monday, April 1, 2019 at 6:00 PM in Commissioners' Room, 116 Adams Street, Plymouth. Commissioners Johnson, Phelps, 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. Commissioner Riddick was unable to attend.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation. County Manager Potter led the Pledge of Allegiance.

Chair Johnson mentioned that Commissioner Riddick is not here tonight but that she is keeping in touch with her. Commissioner Riddick had a previous commitment and could not be here tonight.

ADDITIONS/DELETIONS: Mr. Potter requested to delete the Closed Session regarding the Washington County Hospital and add a Closed Session pursuant to NCGS §143-318.11 (a)(3) (attorney-client privilege) for 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).

Commissioner Phelps asked that Item 1 b) of the Consent Agenda be moved out from under the Consent Agenda and added as Item 2 a).

CONSENT AGENDA:

- a) Approval of Minutes
- b) ~~Tax Refunds & Releases and Insolvent Accounts~~
- c) Riverlight Drug & Alcohol Abuse Program Update
- d) Riverlight Transit System Safety Plan Update
- e) Lake Phelps Drainage Resolution
- f) Resolution to Protect the Lower Roanoke River Basin from Unnecessary Flooding
- g) NCDOT Request for Addition to State Maintained Secondary Road System—Brick Mill Lane

**Commissioner Phelps made a motion to approve the Consent Agenda with the change made. Commissioner Sexton seconded. motion passed unanimously.**

PUBLIC FORUM: Mr. Michael Ramos, 1548 Cross Roads, Roper, has concerns regarding the solar farms. We are known for our historical areas; however, we are now #2 in solar farms in NC. Mr. Ramos listed several reasons why the County should not have solar farms: environmental changes, loss of farm land, inability to reach some areas during a fire, and jobs that will be temporary. Some ordinances in other counties request a test well, set back 600 feet from residences and also require a natural barrier. Mr. Ramos would like the Commissioners to place a moratorium on solar farms in the County.

TAX REFUNDS & RELEASES AND INSOLVENT ACCOUNTS: Commissioner Phelps noted that he asked for this item to be pulled from the Consent Agenda because he has a car that was totaled and is listed in the report. He would like to be recused from voting on the report.

**Commissioner Sexton made a motion to recuse Commissioner Phelps from voting on the Tax Refunds & Releases and Insolvent Accounts. Commissioner Walker seconded, motion passed unanimously.**

**Commissioner Sexton made a motion to approve the Tax Refunds & Releases and Insolvent Accounts. Commissioner Walker seconded, motion passed.**

ECONOMIC IMPROVEMENT COUNCIL, INC: Dr. Landon Mason, Sr., EIC, Inc. Executive Director, spoke to the Board and gave an update on EIC. He explained that Washington County is in poverty. He also mentioned that the EIC has expanded to 13 counties. Dr. Mason stated that the EIC spent over \$1M in Washington County out of a \$16M+ EIC budget. Homes in Washington County are in dire need of energy efficiency. Dr. Mason said the EIC just got a \$6M award for Early Head Start with everything the EIC requested for the next 5 years. He anticipates there will be \$1.6M spent just in jobs. Dr. Mason said the purpose of the EIC is to give a hand up, not a hand out. Dr. Landon asked the Commissioners to consider giving the EIC \$20,000 in unrestricted funds.

# Economic Improvement Council

712 Virginia Road  
Edenton, North Carolina 27932  
[www.eiccaa.org](http://www.eiccaa.org)

## Economic Impact 2017-2018

*"Elevating Excellence"*



Compiled by:  
**Dr. Landon B. Mason Sr.**  
Executive Director

Counties Served:

Beaufort, Camden, Chowan, Currituck, Dare, Hyde, Gates, Martin, Pasquotank, Perquimans, Pitt, Tyrrell, Washington

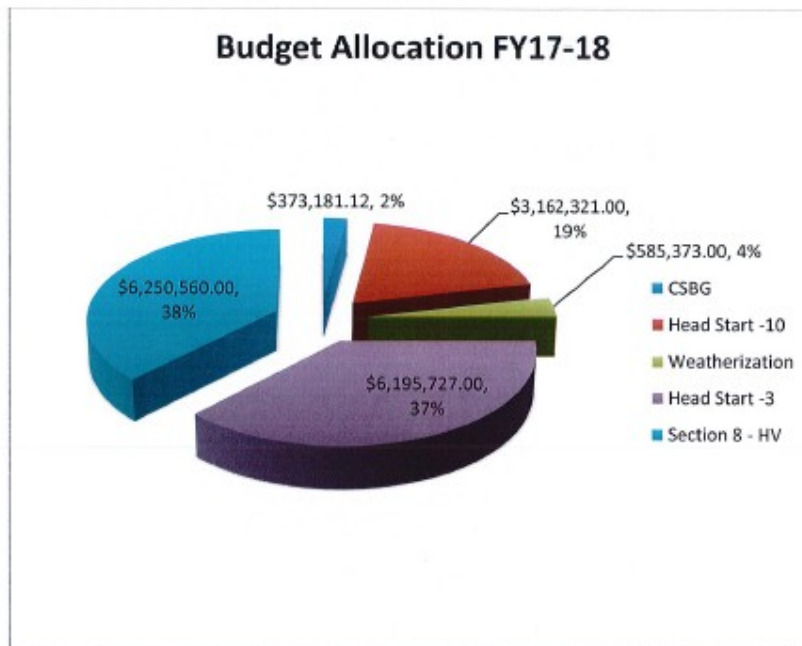
# Economic Improvement Council Inc.

## Agency Programmatic Operating Budget

FY2017- FY2018

\$16,567,164.62

Total Customers Served: 2,482



**Note:** North Carolina's poverty rate was 16.4 percent in 2015, a drop from the 17.2 percent rate the previous year but still 15 percent higher than when the Great Recession hit in 2007, according to a new report from the Budget & Tax Center, a project of the NC Justice Center. Across the state, 1.6 million North Carolinians live in poverty – meaning a family of four living on \$24,250 or less per year – and find affording the basics such as rent, food, and utilities to be a daily challenge.

**Source:** <http://www.ncpolicywatch.com/2016/10/06/new-damning-report-nc-poverty-still-higher-recession-worse-national-average/>

# Economic Improvement Council Inc.

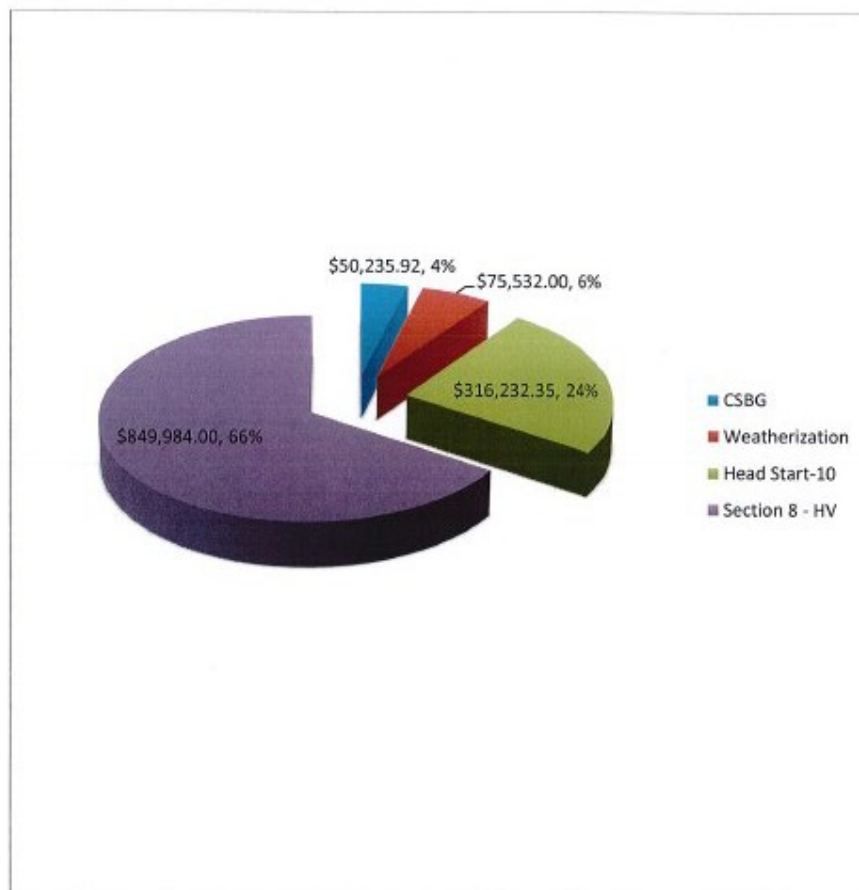
## WASHINGTON COUNTY

FY 2017 - FY2018

Families Served: 253

Budget Allocation: \$1,291,984.27

County Poverty Percentage 2016 – 26.1%



Commissioner Phelps asked how many counties are in the EIC. Dr. Mason replied the EIC now covers thirteen (13) counties. Commissioner Phelps asked if there any County Commissioners that sit on the EIC Board. Dr. Mason replied yes, Ms. Nina Griswell, Tyrrell County Commissioner is on the EIC Board. Dr. Mason also stated that the EIC is not required to

have a Commissioner from every County, but are required to have a certain amount of elected officials. There are three (3) sitting mayors. Commissioner Phelps asked if the appointments come through the Commissioners. Dr. Mason said no, that it is not how it is written in their bylaws which follow the general statutes.

Commissioner Walker asked about the families served in Washington County. Dr. Mason said 253 families are served in Washington County. He said he has denied some based on age and income; however, they serve the most vulnerable children.

Chair Johnson thanked Dr. Mason for speaking at the meeting tonight.

2019 LEGISLATIVE MEETING MATERIALS: Ms. Bennett distributed the legislative materials from the NCACC. The Board directed Ms. Bennett to set up meetings with Senator Steinburg and Representative Goodwin and the Commissioners.

BOARD OF EQUALIZATION AND REVIEW: Ms. Bennett gave oaths to the Commissioners so they could convene as the Board of Equalization and Review.

**Commissioner Sexton made a motion to convene as the Board of Equalization and Review. Commissioner Phelps seconded; motion carried unanimously.**

Ms. Bennett spoke on behalf of Ms. Sherri Wilkins, Tax Administrator, who could not be here tonight, and noted there were no appeals as of today.

**Commissioner Phelps made a motion to recess the Board of Equalization & Review until May 6, 2019 at 6:00 PM in the Commissioners' Room. Commissioner Sexton seconded, motion carried unanimously.**

CENSUS COMPLETE COUNTY COMMITTEE ESTABLISHMENT RESOLUTION:

Mr. Potter discussed the following information.

**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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ADMINISTRATION STAFF:  
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COUNTY MANAGER/ COUNTY ATTORNEY  
cpotter@washconc.org

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

**AGENDA ITEM MEMO**

<b>MEETING DATE:</b> April 1 <sup>st</sup> , 2019	<b>MEMO Date:</b> March 27, 2019	<b>ITEM:</b> 6
<b>SUBJECT:</b> 2020 Census Complete Count Committee		
<b>DEPARTMENT:</b> County Manager's Office		
<b>FROM:</b> Curtis S. Potter, County Manager/County Attorney (CM/CA)		

**ATTACHMENTS:**

- A- 3/11/19 Email from Dr. Wilhelmenia Rembert, Partnership Specialist, US Census Bureau (1pg)
- B- Complete Count Committees 2020 Census: How to Get Involved (3pgs)
- C- Resolution to support the 2020 United States Decennial Census and the Washington County Complete County Committee (2pgs)

**PURPOSE:** To adopt the attached resolution authorizing staff to form and utilize a complete count committee comprised of a broad spectrum of representatives from the community which will work to implement a census awareness campaign designed to maximize census participation and responses for the upcoming 2020 census in Washington County.

**BACKGROUND:** The 2020 census is quickly approaching. The Board recently received information regarding the importance of the census for representation and fund allocation purposes from James. E. Cofield, Jr. at the 1/7/19 board meeting. GIS Director Harry White has been appointed by the County Manager as the 2020 census point of contact and coordinator for Washington County.

Mr. White and the County Manager met with representatives of the US Census Bureau on 3/6/19 to discuss the upcoming census and next steps to be taken at the local level. The formation, training, and use of a complete count committee as more particularly described in the attachments was suggested and is being proposed by staff.

To save time and expedite the overall process, the exact makeup and roles of the committee members will be determined by staff with input from outside partners and oversight by the County Manager and Board of Commissioners. Initial representation will likely include members from the School System, Community College, Townships, Faith Based Communities, Chamber of Commerce, Senior Center, DSS, Emergency Management/CERT, Library, and local Media.

**FINANCIAL IMPACT:** No direct impact at this time beyond commitments of staff time and resources.

**RECOMMENDATION(S):**

1. Approve the attached resolution

**From:** Wilhelmenia I Rembert (CENSUS/AT FED) [mailto:wilhelmenia.rembert@2020census.gov]  
**Sent:** Monday, March 11, 2019 10:14 AM  
**To:** Curtis Potter  
**Cc:** Laura S McClettie (CENSUS/AT FED)  
**Subject:** Thank You for Being a 2020 Census Partner!

Good morning Mr. Potter,

Thank you for meeting with Ms. Laura McClettie, Mr. Doug Bell and me on last Wednesday afternoon, March 6, 2019 to discuss how you might help us "engage, educate and encourage" your residents to participate in the 2020 Census. It was a pleasure to meet with you and Mr. Harry L. White, Jr., your GIS/Mapping Director during our visit.

We sincerely appreciate all of your informed questions and your interest in partnering with us to ensure a complete count of your county's population during the 2020 Census. Your willingness to assist in this very important endeavor speaks volumes for your leadership in Washington County, NC.

In summary, we thank you for agreeing to the following commitments to help us "count every one once, just once and in the right place" in your county:

- identifying a 2020 Census liaison - Mr. Harry L. White, Jr.
- creating a County Complete County Committee
- advertising the 2020 Census Jobs Recruiting effort underway
- promoting the 2020 Census on your website, FaceBook Page, etc.
- providing space for census training, as needed

We agree to:

- identify a primary US Census Partnership Specialist to serve as a resource to you during this decennial
- provide Complete Count Committee training
- provide Census informational materials

If I have misunderstood or omitted any of our agreements, please advise. Otherwise, we look forward to working with you to ensure that Washington County and NC have a very successful 2020 Census outcome.

Respectfully,

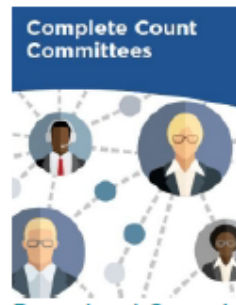
**Wilhelmenia I. Rembert, Ph.D.**  
Partnership Specialist  
North Carolina  
U.S. Census Bureau/Atlanta Regional Census Center  
Cell: 678.938.9155

wilhelmenia.rembert@2020census.gov



## Complete Count Committees

2020 Census: How to Get Involved



[Download Complete Count Committee Pamphlet \[PDF - <1.0 MB\]](#)

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

**The Complete Count Committees (CCC) program is key to creating awareness in communities all across the country.**

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

WHO?

Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

## WHAT?

A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

## WHEN?

The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

## HOW?

It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

- Holding CCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Hosting Interfaith breakfasts and weekend events.
- Encouraging the use of Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.

## WHY?

The primary goal of the 2020 Census is to count everyone once, only once, and in the right place. Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

## Resources

Download materials with detailed information about Complete Count Committees:

[2020 Census Complete Count Committee Guide](#) [<1.0 MB]

[State Complete Count Commissions Brochure](#) [<1.0 MB]

[Complete Count Committee Pamphlet](#) [<1.0 MB]

## 2020 Census Timeline

### 2018

- Tribal leader, governor, or highest elected local official or community leader determines Complete Count Committees (CCCs) structure.
- CCCs receive 2020 Census training.

### 2019

- Continue establishing CCCs.
- Open Area Census Offices.
- CCCs develop strategy and work plan.

### 2020

- CCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- CCCs support the 2020 Census.
- CCCs encourage self-response.

### April 1, 2020 – CENSUS DAY

- CCCs urge households who do not respond to cooperate with census takers.

## Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

### **Please contact:**

ATLANTA

Atlanta.rcc.partnership@2020Census.gov

### **If you reside in:**

Alabama, Florida, Georgia, Louisiana, North Carolina and South Carolina

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**A RESOLUTION**  
**OF THE WASHINGTON COUNTY BOARD OF COMMISSIONERS**  
**TO SUPPORT THE 2020 UNITED STATES DECENNIAL CENSUS AND**  
**THE WASHINGTON COUNTY COMPLETE COUNTY COMMITTEE**

WHEREAS, Article I, Section 2 of the U.S. Constitution mandates a headcount every 10 years of all residents of the United States in the form of the decennial census; and

WHEREAS, the population totals derived from the decennial census are used to determine the number of seats allocated to each state in the U.S. House of Representatives as well as to determine other state and local legislative, school, and voting districts; and

WHEREAS, the data collected by the decennial census is used to determine a variety of community needs and to distribute approximately \$675 billion in federal funding annually, and

WHEREAS, all responses to the U.S. Census Bureau remain confidential and are protected under Title 13 of the U.S. Code; and

WHEREAS, the goal of the 2020 U.S. Decennial Census is to count everyone once, only once, and in the right place; and

WHEREAS, an accurate census count is vital to the well-being and success of our residents and community; and

WHEREAS, the County Manager has appointed GIS Director Harry White as Washington County's primary point of contact and coordinator for census related activities including without limitation the formation and supervision of a complete count committee.

NOW THEREFORE BE IT RESOLVED, that the Washington County Board of Commissioners will partner with the U.S. Census Bureau by establishing and supporting the Washington County Complete Count Committee to utilize the knowledge, influence, and resources of trusted local voices in government, education, business, healthcare, community-based organizations, faith-based groups, the media, and others to implement a census awareness campaign designed to maximize participation in and responses to the 2020 United States Decennial Census.

NOW THEREFORE BE IT FURTHER RESOLVED, that county staff under the general supervision of the County Manager are hereby authorized to organize, form, train, and manage and administer the work of the Washington County Complete Count Committee for the 2020 U.S. Decennial Census until such work is completed, and to make regular updates regarding such work and the upcoming census to the Board of Commissioners from time to time.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
TRACEY A. JOHNSON, CHAIR

SEAL

ATTEST:

\_\_\_\_\_  
JULIE BENNETT, CLERK

Commissioner Phelps said in the next to the last paragraph, can geography be added so that there are folks from Roper and Creswell. Discussion ensued. Diversity is listed but not geography, and could be made clearer by adding “throughout all areas of the county”.

**Commissioner Phelps made a motion to approve the Resolution of the Washington County Board of Commissioners to Support the 2020 United States Decennial Census and the Washington County Complete Count Committee. Commissioner Sexton seconded, motion passed unanimously.**

NCDOT STIP PROJECTS LIST: Mr. Potter discussed the information below.

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CLERK TO THE BOARD  
jbennett@washconc.org

**AGENDA ITEM MEMO**

**MEETING DATE:** April 1<sup>st</sup>, 2019 **MEMO Date:** March 28<sup>th</sup>, 2019 **ITEM:** 7  
**SUBJECT:** DOT STIP Projects List  
**DEPARTMENT:** Transportation  
**FROM:** Curtis S. Potter, County Manager/County Attorney (CM/CA)  
**ATTACHMENTS:**  
A- 3/28/19 Email from Angela Welsh (1pg)  
B- Current STIP Projects List (1pg spreadsheet)

**PURPOSE:** To review and approve the attached list of transportation projects for Washington County to be included for scoring in the 10 County ARPO – RTAC and State Transportation Improvement Plan (STIP).

**BACKGROUND:** Angela Welsh coordinates the ARPO-RTAC activities for the Albemarle Commission. The current list of projects for inclusion in the STIP is attached.

Ms. Welsh has requested each county review and update this list to remove any projects no longer being requested, or to add any major projects not currently on this list.

This list is for new construction projects only, and NOT for maintenance projects or issues. Specifically inclusion or maintenance of private roads should not be considered for purposes of this list.

Scoring of these projects will be done at a later time in accordance with applicable rules and statutes.

**FINANCIAL IMPACT:** No direct budgetary impact at this time.

**RECOMMENDATION(S):**

1. Approve the attached list of projects

*From: Angela Welsh [mailto:[awelsh@accog.org](mailto:awelsh@accog.org)]  
Sent: Thursday, March 28, 2019 10:48 AM  
To: Curtis Potter  
Subject: STI*

*Curtis,*

*We are just beginning a new scoring process. We start a new one every two years. Right now, we are just getting the project list together and the ARPO RTAC will approve them at our meeting on April 17, 2019.*

*The projects highlighted in gray are projects included in the last 5 years of the current State Transportation Improvement Plan (STIP). They are not funded as only the projects in the first 5 years are committed but most often the projects in the last 5 years begin to move up. What I need from the county is to know if you still want all of these projects to be submitted for this new scoring process. If you do, just let me know. There is no need for anything official from the county.*

*In the fall, is when project scoring will start and we will know what projects will be included in the new STIP in January of 2021.*

*If you need more information, please let me know.*

*Thank you,*

*Angela*

*Angela M. Welsh, CFM, NCLID  
Albemarle Commission  
Albemarle Rural Planning Organization  
Planning Director/RPO Coordinator  
252.426.5775*

*Email: [awelsh@accog.org](mailto:awelsh@accog.org)  
Webpage: [www.albemarlecommission.org/planning/](http://www.albemarlecommission.org/planning/)  
Facebook page: [www.facebook.com/AlbemarleRPO](https://www.facebook.com/AlbemarleRPO)*

Basic Info and Scores															
SPO# ID	Eligible for Regional/Local Input Points	Eligible for Division Needs Local Input Points	Mode	TIP	Project Category	Roads	From / Cross Street	To / Cross Street	Description	Specific Improvement Type	Cost to NCDOT	Highest Impact Quantitative Score (Out of 75)	Division Needs Downside Score (Out of 25)	MPO(s) / RPO(s)	County(ies)
H130702	No - Division Needs Project	Yes	Highway		Division Needs	SR 1126 (Roper Newland Road)	A Canal Road (1 mile north of SR 1180 - B Canal Road)	SR 1183 (Shore Drive)	Widen paved and unpaved shoulders to minimum standards from 20' to 24' on existing 2 lane road. Repair Structural Deficiencies.	16 - Modernize Roadway	\$ 10,600,000	N/A	26.22	Albemarle RPO	Washington
H170944	No - Division Needs Project	Yes	Highway		Division Needs	SR 1106 (Morestock Road)	SR 1100 (Long Ridge Road)	NC 32 South	Widen from 20' to 24' and improve street curves; eight intersection with NC 43 at NC 32. Improve railroad crossing.	16 - Modernize Roadway	\$ 11,200,000	N/A	23.16	Albemarle RPO	Washington
H090809	No - Division Needs Project	Yes	Highway	R-4909	Division Needs	New Route	SR 1126 (Newland Road)	SR 1123 (Milpond Road)	Construct Two Lane Facility on New Location.	5 - Construct Roadway on New Location	\$ 8,756,000	N/A	14.82	Albemarle RPO	Washington
A130044	No - Division Needs Project	Yes	Aviation	AV-5833	Division Needs	PM2 - Plymouth Municipal Airport	PM2 - T-hanger	N/A	Construct a new 8-unit T-Hanger (includes Project Request Numbers: 2730 )	1900 - Hangers	\$ 1,421,900	N/A	12.91	Albemarle RPO	Washington
A130043	No - Division Needs Project	Yes	Aviation		Division Needs	PM2 - Plymouth Municipal Airport	PM2 - Corporate Hangars, Apron and Taxiway	N/A	Construct 80'x100' corporate hangar including fire preparation apron, and taxiway access (includes Project Request Numbers: 2734 )	1900 - Hangers	\$ 1,421,900	N/A	12.91	Albemarle RPO	Washington

Discussion ensued and the consensus of the Board was to leave the list as it is without making any changes.

INSTALLMENT FINANCING FOR SHERIFF'S VEHICLES: Mr. Potter discussed the following information.



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**AGENDA ITEM MEMO**

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**MEETING DATE:** 3/7/19 cont'd 4/1/19    **MEMO Date:** March 11<sup>th</sup>, 2019    **ITEM:** 8

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**SUBJECT:** Installment Financing for Sheriff's Vehicles

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**DEPARTMENT:** Sheriff's Office

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

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**ATTACHMENTS:**

- A- ILBERTON Dodge Durango Quote (1 Page)
- B- ILBERTON Dodge Ram Truck Quotes (1 Page)
- C- Pro-Electronics Upfit Estimates (3 Pages)
- D- LGFCU Response to Financing RFP (2 Pages based on 95K estimate)
- E- Resolution Approving Financing Terms (1 Page)
- F- 1 Page Spreadsheet Showing Current Vehicles/Mileage (added for 4/1/19 mtg)

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**PURPOSE:** To authorize the County Manager and County Finance Officer to proceed with facilitating the purchase of 3 new vehicles in the Sheriff's Office utilizing Installment Financing through the Local Government Federal Credit Union.

**BACKGROUND:** The current FY19 budget included allocations in line 10-4310-540 of \$80,000 to be utilized for the purchase of 1 new truck for the animal control officer, 1 new SUV, and 1 charger as well as an allocation in line 10-4310-550 of \$15,000 for up-fit costs associated with equipping these vehicles. The budget also provided for the purchase of these vehicles utilizing installment financing to be obtained during the current fiscal year on the most preferential terms available. This was budgeted as revenue under line 10-3544-000

The Sheriff has determined that purchasing an additional truck in place of the originally intended charger is more appropriate for the continuation of his operations at this time and is within the original allocation amounts.

Typically new vehicle financings are processed in the fall of each budget year, but this project was placed on hold in order to deal with the more pressing ambulance replacement project and other matters. In mid-January 2019, staff solicited financing proposals from various banking institutions, and obtained the following proposals based on a hypothetical loan of \$95,000:

Institution	Interest Rate
LGFCU	3.15
BB&T	3.17
Southern Bank	3.75 with a \$350 loan fee

Based on the quotes for the vehicle purchases and upfits, the current loan amount estimate is \$88,836.40 which does not include tax, tags, title, etc. which would be paid directly outside of the loan closing.

**FINANCIAL IMPACT:** Nominal allocation of local funding for tax/tags/title not covered under the loan proceeds will be required. The loan itself will be paid over a 5 year period in equal installments.

**RECOMMENDATION(S):**

1. Authorize the County Manager and County Finance Officer to proceed with facilitating the purchase of the 3 new upfitted Sheriff's vehicles in accordance with the attached proposals and approve the attached Resolution Approving Financing Terms.



# ILDERTON

701-712 South Main Street  
High Point, NC 27260  
(336) 841-6100



11/28/2018

<b>Buyer:</b>	Washington County Sheriff's Office	<b>Cell:</b>	
	Sheriff Johnny Barnes		
<b>Phone:</b>	252-793-2422	<b>Phone:</b>	
<b>E-Mail:</b>	jarnes@washconc.org	<b>Fax:</b>	

		TRADE	
<b>VEHICLE:</b>	<b>DODGE DURANGO SSV</b>	<b>Make:</b>	
<b>Year:</b>	<b>2018</b>	<b>Model:</b>	
<b>Color:</b>	<b>Billet</b>	<b>Year:</b>	
<b>Engine:</b>	<b>5.7L HEMI V-8 MDS VVT</b>	<b>Color:</b>	
<b>Drive:</b>	<b>AWD   8-SPEED AUTO 8HP70</b>	<b>VIN:</b>	
<b>Mileage:</b>		<b>Stock #:</b>	
		<b>AGV:</b>	

**MSRP**

**Sale Price** **\$29,381.00**

Options Included	
SPECIAL SERVICE PACKAGE	
PARKVIEW REAR CAMERA, U CONNECT	
TRAILER TOW PACKAGE	
<b>Options Total</b>	

**Sub Total** **\$29,381.00**

**BALANCE DUE** **\$29,381.00**

Manager

*Morgan Butler*

DIRECTOR OF FLEET SALES

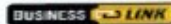
Customer

AUTHORIZED PERSONEL



# ILDERTON

701-712 South Main Street  
High Point, NC 27260  
(336) 841-6100



COMMERCIAL

8/29/2018

Buyer:	WASHINGTON COUNTY SHERIFF'S OFFICE	Cell:	
	SHERIFF BARNES		
Phone:	252-793-1107	Phone:	
E-Mail:	jbarnes@washcoenc.org	Fax:	

		<b>TRADE</b>	
VEHICLE	<b>RAM 1500 SSV</b>	Make:	
Year:	<b>2019</b>	Model:	
Color:	TBD	Year:	
Engine:	<b>5.7L HEMI V-8 MDS VVT</b>	Color:	
Drive:	<b>4WD   AUTOMATIC</b>	VIN:	
Mileage:		Stock #:	
		ACV:	

MSRP

**Sale Price \$25,136.00**

ITEM 21

Options Included		
SPECIAL SERVICE GROUP		
PARKVIEW REAR CAMERA		
CLASS IV RECEIVER HITCH		
SR 7 IN Bed		
CLOTH FRONT/VINYL REAR SEATS		
<b>Options Total</b>		

**Sub Total \$25,136.00**

2 UNITS	

**BALANCE DUE \$50,272.00**

Manager Morgan Butler Customer \_\_\_\_\_  
DIRECTOR OF FLEET SALES AUTHORIZED PERSONEL

<b>PRO ELECTRONICS</b> J.D.ETHERIDGE,JR. 2644 N.C. HWY 94 S. COLUMBIA, N.C. 27925 252-796-7152/email B29DC50@YAHOO	<b>ESTIMATE TO:</b>  <b>WASHINGTON COUNTY SHERIFF'S OFFICE</b>
DATE: 11-30-18	

## ESTIMATE

### PROFESSIONAL UPFITTING FOR PROFESSIONALS

2018 DODGE DURANGO	
INSTALL LISTED EQUIPMENT AND CUSTOMER SUPPLIED 800 VIPIR RADIO.	
WHELEN INNER EDGE FRONT INTERIOR LIGHTBAR	698.50
WHELEN DOMINATOR REAR INTERIOR LIGHTBAR	482.90
DOMINATOR MTG BRACKETS	24.00
WHELEN 100W SIREN SPEAKER AND BRACKET	227.70
WHELEN REMOTE SIREN W/ HAND-HELD CONTROL	429.00
2 LED GRILL WARNING LIGHTS	76.00
2 REAR LED WARNING LIGHTS	76.00
2 ROCKER PANEL LED WARNING LIGHTS	704.00
SPEED TURTLE FLASHER SYSTEM	202.20
MISC.SHOP SUPPLIES FOR INSTALLATION	70.00
800 PHANTOM ANTENNA,CABLE AND MINI U CONNECTOR	65.50
FREIGHT	85.00
<b>SUBTOTAL</b>	<b>3140.80</b>
NC SALES TAX 6.75%	212.00
LABOR	800.00
***Thank you for your business***	
<b>TOTAL \$4,152.80</b>	

*SPECIALIZING IN EMERGENCY EQUIPMENT AND RADIO INSTALLATION*

<b>PRO ELECTRONICS</b> J.D.ETHERIDGE,JR. 2644 N.C. HWY 94 S. COLUMBIA, N.C. 27925 252-796-7152/email B29DCSO@YAHOO FEDERAL TAX ID # 52-2323848	<b>ESTIMATE TO:</b>  <b>WASHINGTON COUNTY SHERIFF'S          OFFICE</b> <b>P.O.BOX 969</b> <b>PLYMOUTH, N.C.27962</b>
DATE: 04-23-18	

## ESTIMATE

*PROFESSIONAL UPFITTING FOR PROFESSIONALS*

2018 DODGE TRUCK	
INSTALL LISTED EQUIPMENT AND CUSTOMER SUPPLIED 800 VIPIR RADIO.	
MATERIALS:	
JOTTO CONSOLE SYSTEM WITH CUP HOLDERS	508.25
WHELEN FRONT INTERIOR LIGHTBAR	675.00
2 WHELEN AVENGER REAR LIGHTS	470.80
WHELEN SIREN W/LIGHT CONTROLS	358.00
WHELEN COMPOSITE SIREN SPEAKER W/MOUNTING BRACKET	174.00
800 QUARTER WAVE ANTENNA,CABLE AND MINI U CONNECTOR	47.75
STINGER DS FLASHLIGHT AND CHARGER	108.00
2 CLEAR LED HIDEAWAY LIGHTS(REAR)	150.00
2 ION BLUE LED SIDE WINDOW LIGHTS	192.00
2 ION BLUE/CLEAR GRILL LIGHTS	310.00
MISC. SHOP SUPPLIES	70.00
FREIGHT:	150.00
 SUB-TOTAL	 3,213.80
N.C.SALES TAX 6.75%	216.93
LABOR	800.00
 <b>***Thank you for your business***</b>	 <b>TOTAL \$4,230.73</b>

*PROFESSIONAL UPFITTING FOR PROFESSIONALS*

<b>PRO ELECTRONICS</b> <i>J.D.ETHERIDGE,JR.</i> 2644 N.C. HWY 94 S. COLUMBIA, N.C. 27925 252-796-7152/email B29DC50@YAHOO <i>FEDERAL TAX ID # 42-252818</i>	<b>ESTIMATE TO:</b>  <b>WASHINGTON COUNTY SHERIFF'S          OFFICE</b> <b>P.O.BOX 969</b> <b>PLYMOUTH, N.C.27962</b>
DATE: 04-23-18	

## ESTIMATE

*PROFESSIONAL UPFITTING FOR PROFESSIONALS*

2018 DODGE TRUCK	
INSTALL LISTED EQUIPMENT AND CUSTOMER SUPPLIED 800 VIPIR RADIO.	
<b>MATERIALS:</b>	
JOTTO CONSOLE SYSTEM WITH CUP HOLDERS	508.25
WHELEN FRONT INTERIOR LIGHTBAR	675.00
2 WHELEN AVENGER REAR LIGHTS	470.80
WHELEN SIREN W/LIGHT CONTROLS	358.00
WHELEN COMPOSITE SIREN SPEAKER W/MOUNTING BRACKET	174.00
800 QUARTER WAVE ANTENNA,CABLE AND MINI U CONNECTOR	47.75
STINGER DS FLASHLIGHT AND CHARGER	108.00
2 CLEAR LED HIDEAWAY LIGHTS(REAR)	150.00
2 ION BLUE LED SIDE WINDOW LIGHTS	192.00
2 ION BLUE/CLEAR GRILL LIGHTS	310.00
MISC. SHOP SUPPLIES	70.00
FREIGHT:	150.00
 SUB-TOTAL	 3,213.80
N.C. SALES TAX 6.75%	216.93
LABOR	800.00
 <b>***Thank you for your business***</b>	 <b>TOTAL \$4,230.73</b>

*PROFESSIONAL UPFITTING FOR PROFESSIONALS*



3600 Wake Forest Road  
Raleigh, NC 27609

p: 919.755.0534  
t: 800.344.4846  
f: 919.755.0193  
[www.lgfcucl.org](http://www.lgfcucl.org)

February 14, 2019

LGFCU Financial Partners, LLC is pleased to offer the following proposal to Washington County, NC for the purchase of 3 Sheriff's vehicles (2 trucks and 1 SUV):

**Loan Amount:** \$95,000.00 financed  
**Loan Terms:** 5 Years – fully amortized loan  
**Interest Rate:** 3.15% fixed  
*Rate lock for 60 days from receipt of application package*  
**Payments:** 5 Annual payments of \$20,834.68  
**Collateral:** (1) 2018 Dodge Durango AWD & (2) 2019 Ram 1500 4WD (TBD)  
**Charges:** none  
**Fees:** LGFCU Financial Partners, LLC will not charge a loan origination fee, loan fees, or a prepayment penalty fee.  
**Closing:** This transaction shall be closed in compliance with all applicable NC laws governing this type of transaction.

This letter includes a summary of the key points to be contained in the loan documentation. The final documentation will include additional terms and covenants that are usual and customary for this type transaction. This proposal does not constitute loan approval and is subject to change at any time.

Please contact me at (919)747-4437 should you have any questions.

Thank you for your service and your support.

Best regards,

*Jason Rackley*

Jason Rackley  
Senior Commercial Loan Officer



Date: 02/14/2019

*Local Government Federal Credit Union*

Page 1

<b>Funding Date:</b>	03/15/2019	<b>Compounding:</b>	U.S. Rule	<b>Principal:</b>	95,000.00
<b>First Payment Date:</b>	03/15/2020	<b>Period:</b>	Actual/365	<b>Initial Interest Rate:</b>	0.000%
		<b>Pmt Schedule:</b>	Annually	<b>Interest Rate:</b>	3.150%
				<b>Pmt Amount:</b>	20,834.68

Payment Number	Payment Date	Days	Payment Amount	Interest Amount	Principal Reduction	Outstanding Balance	Equity Built
1	03/15/2020	366	\$20,834.68	3,000.70	17,833.98	77,166.02	\$17,833.98
2	03/15/2021	365	\$20,834.68	2,430.73	18,403.95	58,762.07	\$36,237.93
3	03/15/2022	365	\$20,834.68	1,851.01	18,983.67	39,778.40	\$55,221.60
4	03/15/2023	365	\$20,834.68	1,253.02	19,581.66	20,196.74	\$74,803.26
5	03/15/2024	366	\$20,834.68	637.94	20,196.74	.00	\$95,000.00
<b>2024</b>	<b>Totals:</b>		<b>104,173.40</b>	<b>9,173.40</b>	<b>95,000.00</b>		
	<b>Grand Totals:</b>		<b>104,173.40</b>	<b>9,173.40</b>	<b>95,000.00</b>		

*This amortization schedule is provided to you for your convenience. The amortization may include estimates based upon information provided by you. Actual terms of credit offered by us may vary from this amortization schedule. The outstanding balance shown above will vary from your actual outstanding balance owed to the Bank because of the timing of payments.*

Resolution Approving Financing Terms

WHEREAS: The County of Washington (the "County") has previously determined to undertake a project for the purchase of one (1) Dodge Durango SSV for the Sheriff's Office, and Two (2) Dodge Ram 1500 SSVs for the Sheriff's Office together with upfit equipment provided through Pro Electronics (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED**, as follows:

1. The County hereby determines to finance the Project through Local Government Federal Credit Union Commercial Lending ("LGFCU Commercial Lending"), in accordance with the proposal dated February 13, 2019. The amount financed shall not exceed \$88,836.40, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.15%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver the Financing Documents, and to take all such further action as the County Manager authorizes and approves, consistent with the terms of the local government budget and fiscal control act and as also reviewed and approved by the Finance Officer to carry out the financing of the Project as provided by the proposal consistent with this resolution. The Financing Documents shall include a Financing Agreement and Security Agreement and a Project Fund Agreement as LGFCU may require.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to the satisfaction of the County Manager. The Financing Documents shall be in such final forms as the County Manager shall approve, with the Finance Officer's release of any Financing Document as approved by the County Manager for delivery constituting conclusive evidence also of such Finance officer's review and approval of the Document's final form.
4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(6)(3).
5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Local Government Federal Credit Union Commercial Lending financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted by the Washington County Board of County Commissioners this the \_\_\_\_ day of \_\_\_\_\_, 2019.

**Attest:**

\_\_\_\_\_  
Tracey A. Johnson, Chair

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

	A	B	C	BL	BM	BN	BO	BP
1	HINGTON COUNTY VEHICLE INVENT							
				MARCH FEB, 2019	APRIL 2019	MAY 2019	JUNE 2019	
2	DEPARTMENT:	YEAR:	MODEL:	MILEAGE REPORT	MILEAGE REPORT	MILEAGE REPORT	MILEAGE REPORT	MILEAGE REPORT
39								
40	Sheriffs-5262	1991	CARGO TRUCK BMY	22,373				
41	Sheriffs-0010	2004	FORD VAN(Jail Van)	67,780				
42	Sheriffs-7139	2005	MERCURY(Kelly Tate)	181,889				
43	Sheriffs-1427	2006	FORD 500 (Tracy Curlings)	162,665				
44	Sheriffs-9743	2006	DODGE DAKOTA(Gene Biggs)	248,864				
45	Sheriffs-8598	2009	DODGE CHARGER (James Shelton)	227,709				
46	Sheriffs-8624	2008	DODGE CHARGER(Lt. Jay Jewell)	130,123				
47	Sheriffs-6115	2008	DODGE DURANGO( Inv. Louis Banks)	131,044				
48	Sheriffs-7527	2009	DODGE CHARGER (inv. Tony Keech)	156,967				
49	Sheriffs-9094	2010	DODGE CHARGER(Maurice Perry)	204,864				
50	Sheriffs-9095	2010	DODGE CHARGER	186345				
51	Sheriffs-3088	2010	FORD EXPLORER (Inv. Guy Cayton)	194,591				
52	Sheriffs-9093	2012	DODGE CHARGER(Mike Patterson)	188,459				
53	Sheriffs-2493	2012	DODGE CHARGER	156,957				
54	Sheriffs-2494	2012	DODGE CHARGER( Chief Arlo Norman)	120,602				
55	Sheriffs-8679	2012	DODGE DURANGO(Lt. Inv. Charlie Arnold)	118,505				
56	Sheriffs-6201	2013	DODGE CHARGER	116820				
57	Sheriffs-2249	2014	DODGE CHARGER(Daniel Hale)	78,516				
58	Sheriffs-7006	2014	DODGE CHARGER(Alfonso Boyd)	98,999				
59	Sheriffs-5704	2015	DODGE CHARGER (Phillip Hassell)	78,595				
60	Sheriffs-6801	2016	DODGE CHARGER (Sheriff Barnes)	31,544				
61	Sheriffs-6711	2016	DODGE CHARGER (Keith Standle)	52,557				
62	Sheriffs-7601	2016	DODGE CHARGER(Adam Cox)	41,318				
63	Sheriffs-6903	2016	DODGE CHARGER (Kyle Smith)	41,731				
64	Sheriffs-9426	2017	DODGE CHARGER (Robert Cartwright)	37,780				
65	Sheriffs-9427	2017	DODGE CHARGER(Archie Quintana)	24,360				
66								

Sheriff Barnes said that they found they are in more need of 4-wheel drive vehicles and that's why he is asking for a truck. He also needs to have a truck for the Animal Control Officer. The SUV is for the patrol officers. The school is asking for the SRO to be able to have a K9 which would be a need for a Durango.

Sheriff Barnes said he took money from the CCW permit money (which goes directly to the Sheriff), so he is not asking for more money in his budget.

Ms. Dixon said the transfer in the capital outlay line of about \$2,000 is for the outfitting of the vehicles.

Commissioner Phelps asked would the investigators or patrol officers be using the trucks. Sheriff said that one would be for the Animal Control Officer and the Durango will be used for the K9 unit.

Commissioner Phelps asked how long it will take to get these vehicles. Mr. Potter said that is hard to answer, but the Sheriff said possibly May or June.

Mr. Potter said the County did budget for these vehicles through installment financing.

**Commissioner Phelps made a motion to move forward with the installment financing for the Sheriff's vehicles. Commissioner Sexton seconded, motion passed unanimously.**

ASSISTANT COUNTY MANAGER POSITION/NCACC MANAGEMENT FELLOWSHIP PROGRAM: Mr. Potter discussed the information below.

**COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS**

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



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@washcnc.org

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

**AGENDA ITEM MEMO**

**MEETING DATE:** April 1<sup>st</sup>, 2019 **MEMO Date:** March 27, 2019 **ITEM:** 9

**SUBJECT:** Assistant County Manager/NCACC County Management Fellowship Program

**DEPARTMENT:** County Manager's Office

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

**ATTACHMENTS:**

A- NCACC Fellowship Program Flier (1pg)

B- Memorandum of Understanding Between NCACC and County (2pg)

**PURPOSE:** To discuss and approve the addition and recruitment of a NCACC County Management Fellow for FY20.

**BACKGROUND:** The Assistant County Manager was vacated in January 2017 and has not refilled during the past two fiscal years for budgetary reasons. At the pre-budget workshop in January, the County Manager proposed and the board discussed recruiting an Assistant County Manager or NCACC County Management Fellow to assist in the increasing administrative and project management duties in the County Manager's Office.

The Board directed the County Manager to pursue additional information on the NCACC Fellows program, and to plan to include refilling this position within the FY20 Budget if feasible.

At the NCCMA Conference in February the County Manager discussed the NCACC Management Fellowship Program in detail with other County Managers and the programs coordinator Jason King, NCACC Associate Director of Education. Potential financial assistance from the NCACC was also discussed.

**ANALYSIS:** After careful consideration of the financial, operational, and organizational impacts, management has concluded that hiring an NCACC Management Fellow would ultimately be the best course of action to pursue at this time for the upcoming fiscal year.

Additionally, due to the cyclical nature of the candidate pools from which most Fellows apply many of whom are graduating from MPA programs, management also strongly advises that recruitment and selection efforts be authorized and undertaken immediately, and before the end of the current fiscal year, in order to recruit and select the most qualified, interested, and appropriate overall candidate for this critically important position. Waiting until later in the year to begin such efforts is likely to result in having to choose a candidate from a substantially reduced applicant pool making it likely that a less appropriate candidate would be selected than is otherwise possible if recruitment and selection efforts were initiated earlier in the year.

The exact duties, responsibilities, and compensation for this position can be discussed and determined subsequent to the approval for its creation and recruitment, and will largely depend upon input from management, HR, the candidate, and the board.

Management believes the cost estimates provided below will be offset by the additional efficiency this position will bring to project administration and the potential for additional grant revenues to be generated through grant funding that could be sought and administered by this position as part of their assigned duties.

**FINANCIAL IMPACT:** A minimum one year cumulative total salary of \$35,000 is required per NCACC. Financial assistance of up to \$25,000 may be provided by the NCACC to offset this expense.

The NCACC and County Manager jointly strongly recommend that the Management Fellow be provided with full county benefits as a full time employee in addition to their salary. The exact compensation would largely depend upon the available budget and experience/qualifications of the selected candidate.

At the Grade 22 recommended below, together with the estimated additional cost of benefits, this position is estimated to cost Washington County as follows in FY20: \$25,000 - \$45,000 with full NCACC Assistance; or \$50,000 - \$70,000 without NCACC Assistance depending upon the rate of hire.

**RECOMMENDATION(S):**

1. Approve and authorize the County Manager to execute and deliver the attached MOU to the NCACC.
2. Authorize the County Manager to create and add a Management Fellow position within the Washington County Pay Plan at Grade 22 (\$35,457 - \$51,313) and to initiate the recruitment and selection process for a Management Fellow pursuant to the MOU starting on July 1<sup>st</sup>, 2019.



## >> INVESTING IN THE FUTURE OF NORTH CAROLINA COUNTY MANAGEMENT

### NCACC COUNTY MANAGEMENT FELLOWSHIP PROGRAM

The North Carolina Association of County Commissioners (NCACC) is committed to helping develop the next generation of county management stalwarts. Through its **County Management Fellowship Program**, the NCACC seeks to place a handful of recent Master of Public Administration (MPA) program graduates who have interest in North Carolina county management careers into salaried, full-time fellowships with seasoned North Carolina county managers for one or two years.

The program is modeled after the Local Government Management Fellowship administered by the International City-County Management Association (ICMA), a partner for the NCACC County Management Fellowship Program.

#### >> OPPORTUNITIES TO SERVE AS A HOST COUNTY

The Association seeks interested host counties for placements that begin in the January 2017 timeframe and after. Counties selected to participate as hosts will receive NCACC assistance with salary and other potential incentives (handled on a negotiated, individual basis). The NCACC requires a minimum \$35,000 salary and recommends employment benefits.

Any interested county will need to demonstrate a commitment to providing a rewarding career experience for the Fellow in the application process by indicating potential projects, activities and responsibilities for the Fellow. A Memorandum of Understanding and host application that provides a detailed work plan are required.

#### >> HOW IT WORKS

For fellowships that follow a fiscal year, ICMA provides the NCACC with a pool of pre-screened, North Carolina-based applicants from its fellowship program, ensuring high-quality talent for participating counties. The Association will then share those applications with interested host counties, which can then choose which applicants to interview. The host county controls offers of employment, start and completion dates of the fellowship, and other employment details.

The Association also works directly with its contacts at UNC system MPA programs to solicit for applicants for placements that do not follow the fiscal year.

Current MPA students and recent graduates who are interested in opportunities within the fellowship program should submit a résumé and letter of interest to Jason King.

#### >> MORE INFORMATION

Contact Jason King, NCACC Associate Director of Education, at (919) 715-0045 or [jason.king@ncacc.org](mailto:jason.king@ncacc.org). For a host county application, the MOU template, sample work plans and more information, visit [www.ncacc.org/304/County-Management-Fellowship-Program](http://www.ncacc.org/304/County-Management-Fellowship-Program).



Recent NCACC-ICMA County Management Fellows Danielle Mahoney (Lee County), Will Doerfler (Hyde County) and Ashley Qualls (Rockingham County)

#### >> BENEFITS OF A FELLOWSHIP COHORT

Fellows enjoy a network of mentoring and support through the relationship with the county manager and county employees, as well as a cohort experience with other NCACC fellows and ICMA fellows based in North Carolina. NCACC and ICMA fellows will be invited to participate in statewide and regional Association events, such as the Annual Conference, County Assembly Day and district meetings, to receive a larger networking experience as well as exposure to state government. The Association will also fund each of its fellows' North Carolina City and County Management Association (NCCCMA) membership dues and seminar registration fees for the year.

#### >> BACKGROUND

The NCACC Board of Directors approved the program in June 2012 to help address a decline in the number of young professionals pursuing careers in public service.



## MEMORANDUM OF UNDERSTANDING BETWEEN NCACC AND WASHINGTON COUNTY

This Memorandum of Understanding (MOU) is between Washington County Government (Host County) and the North Carolina Association of County Commissioners (NCACC) for the NCACC-ICMA County Management Fellowship Program, to take effect on **MO DD**, 2019.

WHEREAS, a goal of the NCACC and its partner organization, the International City/County Management Association (ICMA), through this program is to attract recent Master of Public Administration/Affairs/Policy (MPA/MPP) graduates to careers in North Carolina county government management and administration;

The NCACC and Washington County Government agree to the language contained in this MOU regarding the mentoring and career development of the Fellow. In consideration of these understandings, the NCACC and Washington County Government agree the following:

- Washington County Government will employ a recent MPA/MPP graduate from a National Association of Schools of Public Affairs and Administration (NASPAA)-member school in a salaried Fellowship position;
- Washington County Government will create a work plan and set the work schedule of the Fellow;
- Washington County Government shall establish the compensation and benefits of the Fellow and provide such compensation and benefits to the Fellow as established;
- The NCACC will provide to Washington County Government \$2,083.33 on a monthly basis to help with Washington County Government's costs of the Fellowship Program for a maximum of two fiscal years;
- The NCACC will provide membership for the Fellow in the North Carolina City & County Management Association (NCCCMA) and fund registration fees for the Fellow to attend NCCCMA Winter and Summer Seminars;
- The NCACC will provide complimentary registration for the Fellow to attend the NCACC Annual Conference, Legislative Goals Conference, County Assembly Day, a District Meeting, and other pertinent NCACC events and/or courses offered through the Local Elected Leaders Academy, and Washington County Government will incur travel expenses for the Fellow for these events;
- Washington County Government will encourage the Fellow to attend and will provide adequate time in the Fellow's work plan for attendance at these events;

- Washington County Government will allow time for the Fellow to participate in scheduled program conference calls and learning activities through ICMA;
- Washington County Government will create an enriching professional learning experience for the Fellow;
- Washington County Government will assign a mentor to the Fellow who will, for the duration of the Fellowship, be the Fellow's primary point of contact and coach while the Fellow is in its jurisdiction, and will be available to the Fellow during rotation assignments;
- The NCACC will make available to the Fellow its Executive Director and former County Managers serving as Outreach Associates as mentoring resources throughout the Fellowship;
- Washington County Government will participate as available in any evaluation process that will help strengthen the program in the coming years;
- Washington County Government is encouraged to employ its Fellow for up to 24 months; and
- Washington County Government will endeavor to hire the Fellow full-time at or before the end of their Fellowship, or assist them (with the NCACC) in finding full-time employment when the Fellowship period ends.

Through a separate agreement between the NCACC and ICMA:

- ICMA will include this hire in its current class of Local Government Management Fellows;
- ICMA will provide complimentary membership for the Fellow in ICMA;
- ICMA will waive its Annual Conference registration fee for the Fellow to attend up to two ICMA Annual Conferences as long as they are a Fellow; and
- ICMA will assign an outside mentor to the Fellow who will be available to the Fellow throughout the Fellowship.

The duration of this MOU will be for a minimum of 12 months, and a maximum of 24 months, from the date printed above, and it will be in effect when the appropriate representatives from each organization have signed below. At the end of this period, this MOU may be reviewed by representatives of all organizations to evaluate its effectiveness, make recommendations for any mutually agreeable revisions, and prepare a proposed revision for any future Fellow hires.

---

Kevin G. Leonard  
NCACC Executive Director

---

Curtis S. Potter  
Washington County Manager

353 E. Six Forks Road, Suite 300, Raleigh, NC 27609 \* Phone: (919) 715-2893 \* [www.ncacc.org](http://www.ncacc.org)

Commissioner Phelps asked if Mr. Potter had given thought to what this person would do. Mr. Potter said it would depend on the candidate. Mr. Potter said they could help the



County Manager's Office with things such as an economic development process, the airport contract management and possibly line up some grant revenues.

Commissioner Phelps asked how the interview process would work. Mr. Potter said he would prefer to do the selection and interviewing and bring the qualified candidate to the Board.

Chair Johnson said seven (7) counties have taken advantage of this NCACC program.

**Commissioner Sexton made a motion to approve and authorize the County Manager to execute and deliver the attached MOU to the NCACC and authorize the County Manager to create and add a Management Fellow position within the Washington County Pay Plan at Grade 22 (\$35,457 - \$51,313) and to initiate the recruitment and selection process for a Management Fellow pursuant to the MOU starting on July 1, 2019. Commissioner Walker seconded, motion passed unanimously.**

BOARDS & COMMITTEES:

**Albemarle Commission: Washington County Joint Community Advisory Committee**

Ms. Gail Spiewak has completed the Advisory Committee Training required by GS 131D-32 and has been designated by the Office of the State Ombudsman to serve as a member of the Washington County Joint Community Advisory Committee. The Albemarle Commission Area Agency on Agency has requested that the Washington County Board of Commissioners appoint Ms. Spiewak to serve on this committee. Ms. Spiewak has agreed to serve if appointed.

**Commissioner Sexton made a motion to approve the Albemarle Commission's recommendation of appointing Ms. Gail Spiewak to the Washington County Joint Community Advisory Committee. Commissioner Walker 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 TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 075**

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

**Date:** March 14, 2019

**RE:** Sheriff/SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-4310-350	Sheriff - Maintenance & Repair Equipment	7,500.00	(750.00)	6,750.00
10-4310-180	Sheriff - Professional Services	3,000.00	750.00	3,750.00
<b>Sheriff</b>				
10-5380-190	WF Employment Services	8,500.00	(2,000.00)	6,500.00
10-5380-384	Child Care (MOE-Part of \$65K Min)	5,220.00	(2,000.00)	3,220.00
10-5310-257	SS Admin-County General Assistance	11,000.00	4,000.00	15,000.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>35,220.00</b>	<b>-</b>	<b>35,220.00</b>

**Justification:**

*To transfer monies within the Sheriff's Office from Maintenance Repair Equipment to Professional Services to cover the costs to pay for physicals and drug tests for new hires. DSS is asking to move funds from the WF Employment Services and Child Care MOE lines (all county dollar) to General Assistance to continue to meet the needs of the citizens. The DSS General Assistance line is all county dollars used to assist the citizens of the County with crisis needs when no other program qualifies them for service. This line is also used to buy clothes and supplies for the children in custody of DSS as well as for the wards. Psychological evaluations and other court ordered tests are also paid out of this line for Child Protective Services and Adult Protective Services cases. This transfer is not budget impactive and also does not affect revenues.*

**Approval Date:** 3/14/19

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

**Initials:** [Signature]

**Batch #:** BT 2019-075

**Date:** 3/14/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 076

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

Date: March 18, 2019

RE: SS Admin/JCPC

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

Account Code	Description	Old	+ or (-)	New
10-5310-410	SS Admin - Lease - Equipment	14,500.00	(800.00)	13,700.00
10-5310-370	SS Admin - Advertising	550.00	500.00	1,050.00
10-5310-610	SS Admin - Vendor Fees	2,950.00	300.00	3,250.00
<b>SS Admin</b>				
10-5830-299	JCPC - Roanoke Area Youth	74,403.00	(3,121.00)	71,282.00
10-5830-200	JCPC - Washington County Youth	7,000.00	3,121.00	10,121.00
<b>JCPC</b>				
<b>Balanced:</b>		<b>99,403.00</b>	<b>-</b>	<b>99,403.00</b>

**Justification:**

*The DSS lines for Advertising and Vendor Fees are reaching a low point and a recent demand has required obligations that will exceed the balances before the end of the budget year. As a result, we are requesting funds be moved to these two lines from the Lease-Equipment Line to cover the projected overages. All lines are reimbursed at the same rate so this transfer will not result in a change in revenues.*

*To transfer monies within JCPC from the RAYS Program to Washington County Youth as RAYS lost their part-time staff member and will not be able to expend all allocated funds by year end. The JCPC Committee voted to make this transfer at their 3/18/19 Meeting as Washington County Youth is able to spend the additional dollars to keep the County from reverting monies back to the state.*

Approval Date: 3/18/19

Budget Officer's Initials: MS

Initials: MP

Batch #: 3/19

Date: 2019-076

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 077**

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

**Date:** March 25, 2019

**RE:** SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5310-257	SS Admin - County General Assistance	15,000.00	2,000.00	17,000.00
10-5380-379	SS Economic Support - Special Assistance	150,000.00	(2,000.00)	148,000.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>165,000.00</b>	<b>-</b>	<b>165,000.00</b>

**Justification:**

*The General Assistance line is all county dollars used to assist the citizens of this county with crisis needs when no other program qualifies them for service. This line is also used to buy clothes and supplies for the children in custody of DSS as well as for the wards. Psychological evaluations and other court ordered tests are also paid out of this line for Child Protective Services and Adult Protective Services cases. We are asking to move funds from Special Assistance (all county dollar) to General Assistance (all county dollar) to continue to meet the needs of the citizens. This move is not budget impactful and also does not affect revenues.*

**Approval Date:** 3/25/19

**Budget Officer's Initials:** MD

**Initials:** MD

**Batch #:** 2019-077

**Date:** 3/25/19

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 078

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

Date: April 1, 2019

RE: Board of Elections/Sheriff/Senior Center/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-3352-001	Elections-Reimb for Voter ID Equipment	-	(1,795.00)	(1,795.00)
10-4170-260	Elections-Departmental Supplies	1,500.00	1,795.00	3,295.00
<b>Board of Elections</b>				
10-3540-070	Donations-Animal Control	(194.00)	(30.00)	(224.00)
10-4310-601	Donations-Animal Control	1,179.00	30.00	1,209.00
10-3540-020	Gun Permits Discretionary-County Portion	(3,455.00)	(350.00)	(3,805.00)
10-4310-611	Gun Permits Discretionary-County Portion	10,940.00	350.00	11,290.00
10-3540-030	Gun Permits-State Portion	(4,005.00)	(440.00)	(4,445.00)
10-4310-612	Gun Permits-State Portion	5,560.00	440.00	6,000.00
10-3540-040	Finger Printing	(600.00)	(130.00)	(730.00)
10-4310-613	Finger Printing	981.00	130.00	1,111.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(5,977.00)	(961.00)	(6,938.00)
10-5150-380	Senior Center Trips	6,589.00	961.00	7,550.00
<b>Senior Center</b>				
10-3360-000	Recreation-Donations	(880.00)	(100.00)	(980.00)
10-6120-650	Recreation-Donations	880.00	100.00	980.00
<b>Recreation</b>				
<b>Balanced:</b>		<b>12,518.00</b>	<b>-</b>	<b>12,518.00</b>

Justification:

*To budget for the purchase of Voter ID Equipment that will be reimbursed by the State Board of Elections. To book additional revenues received for the Sheriff's Office, Senior Center and Recreation.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2019 - 079**

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

**Date:** April 1, 2019

**RE:** EMS

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

Account Code	Description	Old	+ or (-)	New
37-4330-100	EMS-Retirement Expense	137,925.00	(10,000.00)	127,925.00
37-4330-101	EMS-401K Expense	29,709.00	(9,000.00)	20,709.00
37-4330-040	EMS-Salaries & Wages-Part-Time	100,000.00	19,000.00	119,000.00
<b>EMS</b>				
<b>Balanced:</b>		<b>267,634.00</b>	<b>-</b>	<b>267,634.00</b>

**Justification:**

*To transfer monies within EMS from Retirement and 401K to the Part-Time line. The monies will not be needed in the benefits lines since there was several fulltime positions not filled in the beginning of the year, hence benefits were not being paid for those empty positions.*

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

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

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

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2019 - 080

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

Date: April 1, 2019

RE: Detention/Communications

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

Account Code	Description	Old	+ or (-)	New
10-4320-100	Detention-Retirement	49,405.00	(1,850.00)	47,555.00
10-4320-101	Detention-401(K) Contribution	8,949.00	(1,800.00)	7,149.00
10-4320-181	Detention-Group Insurance	84,919.00	(11,000.00)	73,919.00
10-4320-030	Detention-Salaries & Wages-Overtime	29,450.00	7,325.00	36,775.00
10-4320-031	Detention-Salaries & Wages-Part-Time	40,924.00	7,325.00	48,249.00
<b>Detention</b>				
10-5911-010	Communications-Salaries & Wages-Regular	230,035.00	(2,100.00)	227,935.00
10-5911-180	Communications-Group Insurance	52,311.00	(428.00)	51,883.00
10-5911-030	Communications-Salaries & Wages-Overtime	45,000.00	1,078.00	46,078.00
10-5911-031	Communications-Salaries & Wages-Part-Time	20,000.00	1,450.00	21,450.00
<b>Communications</b>				
<b>Balanced:</b>		<b>560,993.00</b>	<b>-</b>	<b>560,993.00</b>

**Justification:**

*To transfer monies within Detention from Retirement, 401(K) and Group Insurance to the Overtime and Part-Time Salary lines. To transfer monies within Communications from Regular Salaries and Group Insurance. All of the monies in the benefits lines and the regular salary line will not be needed because there were several fulltime positions that were not filled therefore benefits were not being paid for those empty positions.*

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

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

Initials:   
Batch #:   
Date:

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 081

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

Date: March 26, 2019

RE: Tax

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

Account Code	Description	Old	+ or (-)	New
10-4140-315	Tax - Training	3,300.00	(450.00)	2,850.00
10-4140-260	Tax - Office & Departmental Supplies	4,300.00	300.00	4,600.00
10-4140-310	Tax - Travel	1,700.00	150.00	1,850.00
<b>Tax</b>				
<b>Balanced:</b>		<b>9,300.00</b>	<b>-</b>	<b>9,300.00</b>

Justification:

*To transfer monies within Tax from Training to Departmental Supplies and Travel to cover expenses for the remainder of the year.*

Approval Date: 3/24/19

Budget Officer's Initials: CBP

Initials:	CBP
Batch #:	2019-081
Date:	3/26/19

Commissioner Phelps wanted to discuss BA#:2019-79 and BA#:2019-80. Ms. Dixon said EMS is at the 75% expense wise but not on the revenue side.



Ms. Dixon said it has been a struggle for Detention and Communications to keep properly staffed. Staff hired into EMS come into the job already trained. Staff starting in Detention and Communications have to be sent to training right off the bat.

Commissioner Phelps asked for updated salaries for the Sheriff's Office (Deputies, Communications and Detention) in surrounding counties to be used during the upcoming budget.

Chair Johnson said that there is a program now at Beaufort County Community College when going through the BLET program that BCCC will forgive that student's loan if they work in a local county.

Chair Johnson said salaries for county employees should be discussed as far as how to keep employees.

Mr. Potter said he will try to put something together this year about salaries/grades during the budget for retainment and recruitment.

**Commissioner Sexton made a motion to approve BT# 2019-75, BT# 2019-76, BT# 2019-77, BA# 2019-78, BA# 2019-79, BA #2019-80, BT# 2019-81 as presented above. Commissioner Walker seconded, motion passed unanimously.**

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

Chair Johnson asked everyone to acknowledge that Ms. Bennett received the Howard Holly Outstanding Clerk of the Year award from the North Carolina Association of County Clerks.

Commissioner Phelps noted that Mr. Wes Gray, MTW Health Dept. Director, is in attendance tonight and he along with Judge Regina Parker and others are going to have Drug Courts within area counties. Mr. Gray said MTW will be asking for some funds from those counties. He said he would be glad to give a presentation at an upcoming meeting. Mr. Potter said that information is in front of the Commissioners regarding this.

Commissioner Phelps asked about the audit. He sees that the County still does not have it. Ms. Dixon said that she has been having questions for the auditor of items that didn't look quite right and need the auditors to explain these items to her. Ms. Dixon said she has keyed all the entries in but will not post them until she gets answers to her questions.

Mr. Potter said he still owes the auditors the MDNA letter, but he needs information from tables that are in the audit.

Commissioner Phelps asked if the Commissioners will get the audit before the April 8 meeting or will it be handed out at the meeting. Commissioner Phelps said he has been talking with a high ranking official who told him that the County should ask for some of our money back if the County doesn't have an audit next week.

Commissioner Phelps asked was there any update on Washington County Hospital (WCH). Mr. Potter said not really. Bankruptcy court was last week. He texted Ms. Perry and

was told they were approved to open WCH but did not have a date yet. A budget was approved. Money that was obtained by the trustee will be used for payroll and to run the hospital.

Commissioner Phelps asked Ms. Liverman about her building since he was told by Mr. Potter that her building did not leak during the last rain. Ms. Liverman agreed that yes, her building did not leak and they are not having to empty the dehumidifier like before.

Commissioner Sexton asked about the Mackey's Bridge project. Mr. Potter said he rode out there and looked at it and the crane has been removed and looked like the grading needed to be completed. Mr. Potter said the project should be completed within 30 – 45 days.

Commissioner Phelps asked about the Cherry Bridge project. Mr. Potter said that a main water line was hit during construction and there had to be a relocation of that line and that was just completed. Mr. Doremus Luton, Public Utilities Director said grading has to be redone and reseeded.

Ms. Bennett mentioned that NCACC County Assembly Day has been moved from May 1 to May 8. Please let her know if you would like to attend so she can register you.

Mr. Potter said he received a request today to fund the May Daze Festival. He plans to give them \$2,500 as was discussed during the budget.

Mr. Potter said the only thing we couldn't get on the agenda tonight was the EMS Tyrrell County contract. He will work on getting that to a future meeting.

Chair Johnson said Ms. Keyes received an award from BCCC as one of the outstanding women in the County. Also Randy Fulford received WITN's Southern Star award for working with children.

Mr. Dale Heberling, Roanoke Beacon reporter, said WITN is going to run something on Wednesday at 5:30 pm about the Bear Towne Market which will be open this Friday.

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

At 8:30 PM, with no further business to discuss, **Commissioner Sexton 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