

April 2, 2018

The Washington County Board of Commissioners met in a regular session on Monday, April 2, 2018 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter and Clerk to the Board Julie J. Bennett. Missy Dixon, Finance Officer, was unable to attend due to a death in her family.

Mr. Lloyd Jones gave the invocation. County Manager/Attorney Curtis Potter led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA:

- a) Approval of Minutes (Regular Session & Closed Session)
 - b) Tax Refunds & Releases and Insolvent Accounts
 - c) DSS Riverlight Transit Revised ADA Policy
 - d) Resolution Supporting a Statewide Referendum on a Bond Issue for School Facility Needs
 - e) NC Education Lottery School Building Capital Fund Requests:
 - 1) 15 Ton A/C Unit for WCU Cafeteria \$ 13,666.36
 - 2) Gym Floor Refinishing for CES, PHS & WCU \$ 4,952.45
 - 3) 7.5 Ton Heat Pump for PHS Locker Room \$ 8,105.99
 - 4) 20 Ton AC Unit for CES Cafeteria \$ 19,642.00
 - 5) Boiler Repairs for PHS \$ 26,627.66
 - 6) Final Payment for PHS Athletic Lights \$ 99,255.96
- \$172,250.42

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

PUBLIC FORUM: Mr. Prentice Hicks, spoke to the Board. He said he owns the building at 105 E. Water Street. He bought it in March 2015. The building located at 103 E. Water Street is adjacent to his building. Mr. Hicks asked that the Commissioners turn it over to the Town so it can be turned into something useful.

PRESENTATION OF WASHINGTON COUNTY'S 2017 AUDIT: Mr. Scott Bailey of Carr, Riggs & Ingram spoke to the Board regarding the County's 2017 audit. He said he is working on getting things finalized. A single audit was performed that covers expenditures. He feels his firm has been successful and the County will be given a 'clean' audit (unmodified). Mr. Bailey explained that the original engagement partner is no longer with their firm thus causing this delay.

Mr. Bailey said he implemented a couple of new accounting standards; however, there were no significant areas of non-compliance. He said he will be making some adjustments and

will be reconciling those. He also mentioned that some findings are being worked through with management.

Mr. Bailey told the Board that the County has a total of \$18.4M. This is significantly above the 8% required in the general fund.

Commissioner Sexton asked if the fund balance went up any. Mr. Bailey said yes, but overall there was a decrease.

Mr. Bailey told the Board that the Hospital Pension is a finding. There were also some deficit fund balances and deficit net positions for the sanitation fund, airport fund and library fund.

Mr. Bailey mentioned that the Detention Center funds pass through the County but are not the County's funds. Also some amounts had not been reconciled correctly. Commissioner Phelps asked what the problem was with amounts not being reconciled. Mr. Bailey said adjustments were not made correctly and they were more clerical in nature. For instance, the information on an HVAC unit was a clerical issue. Items were budgeted in Capital Outlay but recorded incorrectly in the general ledger.

Chair Johnson asked about the sanitation fund and if the County will be able to, over time, get that back on track. Mr. Bailey said he believed so. Last year it was operating at a loss. The County has options available.

Commissioner Phelps said the audit is due in October; however, it seems like every year it is late. Commissioner Phelps asked Mr. Potter how the County can make sure the contract matches what the auditors do for the County. Mr. Potter said the County could enforce penalties. However, the State is sometimes the cause for the audit being late based on changes they make. Mr. Potter said the County should receive the audit before the end of January. Mr. Potter said he will make sure that the contract for the coming year will have conditions built in it to be finished in a timely manner. Commissioner Phelps said the County needs to do something so the County is not habitually late. Mr. Bailey said he is working with Finance to try and look at some things earlier in the fiscal year. Mr. Potter said staff is working on a RFP for audit services. Mr. Potter also mentioned, because of the increase in scope for audits, that it's part of why they have been delayed. Mr. Potter will bring any information he receives from RFP's back to the Board.

Chair Johnson said that she is hearing from the NCACC that the state is making it difficult on auditors because of the statutes that are put in place. She has heard that the way DSS is to be audited next year will make next year's audit even more difficult. Mr. Bailey said that over the past five (5) years there seems to be more statutes/standards being implemented for auditors to complete their engagement.

Chair Johnson said she talked to Kevin Leonard, Executive Director of the NCACC to see if the NCACC would be willing to assist smaller counties with their audits. Chair Johnson said that thirty (30) counties (all small) have been late, and need more assistance with auditing. If counties could work with the NCACC, it might make things a little easier.

Mr. Potter told the Board that he spent a lot of time with the draft document and with Mr. Bailey. Mr. Potter was disappointed in some of the findings--especially ones he thought

were addressed last year. Mr. Potter said he feels that the County's books are in better shape this year than they were last year. Overall, the County is performing better due to the sales tax received.

DISCUSSION OF JOINT PROPERTY BETWEEN WASHINGTON COUNTY AND THE TOWN OF PLYMOUTH: Mr. Curtis Potter, CM/CA spoke to the Board about the property at 103 Waters Street. Plymouth Town Manager Sam Styons was in attendance at tonight's meeting. Mr. Potter thought the best way forward was to invite him to tonight's meeting in case the Commissioners had any questions for Mr. Styons. Mr. Styons distributed demolition costs and an engineering evaluation. Mr. Styons thought that the County would want to deed this property to the Town with no compensation to the County. In the demolition grant, it states that what goes back in its place has to be for commercial use. The Town has some ideas for that and for making it taxable. Mr. Styons said if the building was sold, 59% of the profits would go to the County and 41% would go to the Town. Mr. Styons told the Board that an individual has come forward and is interested in the building. Mr. Styons told him the Town would have to own the building so the Town could sell it and the individual would need to pay some upfront costs. The Town received the information from the County's last Board meeting regarding this property and it was not acceptable to the Town. Discussion ensued.

Commissioner Phelps made a motion for Washington County to deed the property at 103 Water Street to the Town of Plymouth with a special warranty deed and if the property is sold within 3 years, Washington County will receive 59% of the profits and the Town of Plymouth will receive 41% of the profits. Commissioner Sexton seconded, motion passed unanimously.

"MEETING IN A BOX" RE: NCACC LEGISLATIVE GOALS: Mr. Curtis Potter spoke to the Board regarding the NCACC's "Meeting in a Box". On February 7th, NCACC's board of directors approved five goals to prioritize during the upcoming legislative short session that begins May 16. They are asking each county to schedule a meeting with their legislative delegation in the coming months to discuss these goals. *(The materials on the NCACC's goals are incorporated by reference and hereby made a part of these minutes.)*

If there are any other goals the Commissioners would like staff to get to the legislature, please let Mr. Potter know. Chair Johnson said Washington County is being drawn away from our present legislators. Ms. Bennett stated she would contact the offices of Smith-Ingram and Boswell with an invitation to meet with the Washington County Commissioners and find out what date they would be available to meet. Chair Johnson directed Ms. Bennett to invite Ms. Mann, WCS Superintendent when the date is set. Chair Johnson felt it would be good to have Ms. Mann there when discussing schools.

UPDATE ON SALES TAX REFERENDUM PUBLIC INFORMATION CAMPAIGN: Mr. Potter spoke to the Board noting his following memorandum.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

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



ADMINISTRATION STAFF:

CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
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JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
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POST OFFICE BOX 1007
PLYMOUTH, NORTH CAROLINA 27962
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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: March 28th, 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.
- 3/5/18: A budget amendment was approved allocating \$3,919 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 revised version of the action plan for providing the public with information regarding the referendum is include as Page 2 of this Memo.
- A final version of the revised fact sheet created by the committee with the assistance of the Roanoke Beacon is also attached for your reference and review.

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

Action Item	Deadline	Responsible Party	Est. Cost
Create Campaign Team	3/9	(Curtis Potter, Angie Adams, Harry White, Sherri Wilkins)	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 4/4	Angie Adams – Businesses Harry White – Churches	n/a
Distribute Fact Sheets/FAQ Sheets with cover letter to targeted mailing list	4/6	Angie Adams	\$500est
Utilize County Manager Radio Spots to provide updates	Every Thursday	Manager's Office	\$TBD
Finalize Public Service Announcement and schedule to be run on local radio until 5/8/18	4/5-5/8	Manager's Office	\$500est
Finalize Roanoke Beacon advertisements and schedule to be published in the weeks prior to primary	3/28 4/4 4/11 4/18 4/25 5/2	Manager's Office	\$1,390
Schedule meetings with towns/organizations to speak regarding LOST as deemed necessary	Misc/TBD	Curtis Potter	
Schedule possible mailing/distribution through School System	Misc/TBD	Curtis Potter	
Order and display informational signs at polling stations.	4/19-5/8	Manager's Office	

Mr. Potter said he is slightly behind schedule with the cover letters to the public. The first advertisement was in the paper last week. Ms. Mann, WCS Supt. said the schools will assist by sending flyers home with the students. Mr. Potter said he will also be doing a Public Service Announcement (PSA) on local radio. Chair Johnson suggested giving some of the flyers to the Town offices for distribution. Mr. Potter noted that all information on the sales tax referendum can be found here: www.countysalestax.info.

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 Sexton made a motion to recess the Board of Equalization & Review until May 7, 2018 at 6:00 PM in the Cooperative Extension Conference Room. Commissioner Phelps seconded, motion carried unanimously.

DEPARTMENT OF TRANSPORTATION (DOT) WATER LINE RELOCATION BID AWARD: Mr. Potter spoke to the Board and said that in their packages were the recommendations from The Wooten Company after opening the four bids that were received on this project. Mr. Potter stated that Mr. Fred Stowe was in attendance from The Wooten Company if the Commissioners had any questions. The recommendation from The Wooten Company was to go with Barnhill, whose bid was \$92,386, for the Mackey's Road project and Enviro-tech, whose bid was \$96,260, for the Cross Road project. Mr. Potter stated that the low bids are within budget. Mr. Stowe said he was pleased with the way the bid opening went and appreciates the County working with him and The Wooten Company.

Commissioner Sexton made a motion to approve the low bid from Barnhill of \$92,386 for the Mackey's Road project and the low bid from Enviro-tech of \$96,260 for the Cross Road project. Commissioner Phelps seconded, motion carried unanimously.

Commissioner Sexton asked if the financial responsibility for moving the waterlines will fall to the County since both of these projects are as a result of the bridges being replaced. Mr. Stowe said no, and that DOT will reimburse the County for these projects.

RESOLUTION TO REQUEST DISCRETIONARY FUNDS FROM THE NC SPEAKER OF THE HOUSE FOR THE REPLACEMENT OF NEWLAND ROAD: Commissioner Phelps spoke to the Board and said DOT was here a couple of meetings ago and after talking with Mr. Alan Moran of DOT, that the following resolution would be the best way to move progress forward on Newland Road. Commissioner Phelps also directed the Clerk to send the resolution (once approved) to the Governor's Office, DOT and the General Assembly.

**A RESOLUTION REQUESTING DISCRETIONARY FUNDS
FROM THE NORTH CAROLINA SPEAKER OF THE HOUSE
TO REPLACE NEWLAND ROAD IN WASHINGTON COUNTY
IN ORDER TO ADDRESS PUBLIC SAFETY HAZARDS
AND PREVENT FURTHER LOSS OF ECONOMIC DEVELOPMENT**

WHEREAS, Newland Road (SR 1126) is located in Washington County, North Carolina and serves as a vitally important connector between the Towns of Creswell and Roper; and

WHEREAS, the condition of Newland Road poses a significant public safety concern due to a variety of factors including but not limited to significant and widespread deterioration of the underlying road bed, high commercial tractor trailer usage, steep canals with inadequate or absent shoulders along substantial portions of the road, and inadequate speed and safety warning signs; and

WHEREAS, there have been approximately 220 accidents over a 27 year period on Newland Road; and

WHEREAS, said accidents include at least 8 fatalities, 62 non-fatal injuries, and 150 incidents of property damage; and

WHEREAS, only 104 of these accidents occurred at night, and only 32 occurred during wet weather illustrating the inherently dangerous condition of the road at all hours and in all conditions; and

WHEREAS, Washington County is a low lying and rural Tier I county where agriculture serves as the primary economic development resource; and

WHEREAS, in addition to the significant public safety hazards, the condition of Newland Road also directly and negatively impacts significant agricultural operations throughout Washington County heavily dependent upon the continued use and proper maintenance of Newland Road; and

WHEREAS, Washington County has sought a permanent solution to this significant public safety hazard and impediment to continuing economic development for many years, but has been restricted by its limited input and control over available road maintenance resources; and

WHEREAS, Washington County desires to obtain any available state funding or aide to be used to fund the removal and replacement of the currently outdated and hazardous Newland Road.

NOW, THEREFORE, the Washington County Board of Commissioners hereby resolves as follows:

- I. That this resolution be adopted and transmitted to the North Carolina General Assembly through the duly elected members of that body representing Washington County in order to respectfully request that adequate state funding or aide be authorized and made available to facilitate the North Carolina Department of Transportation's replacement of Newland Road in Washington County, North Carolina in order to alleviate the existing safety concerns for the benefit of the citizens of Washington County and of the greater State of North Carolina.

ADOPTED this 2nd day of April, 2018.

Tracey A. Johnson, Chair

William R. "Bill" Sexton, Jr., Vice-Chair

D. Cole Phelps, Commissioner

Jennifer C. Riddick, Commissioner

Julius Walker, Jr., Commissioner

ATTEST:

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

Commissioner Sexton made a motion to approve the Resolution Requesting Discretionary Funds from the North Carolina Speaker of the House to Replace Newland Road in Washington County in Order to Address Public Safety Hazards and Prevent Further Loss of Economic Development. Commissioner Riddick seconded, motion carried unanimously.

AMENDMENT TO WASHINGTON COUNTY'S AUDIT CONTACT WITH CR&I:
Mr. Potter spoke to the Board about Washington County's Audit Contract. *(The contract is incorporated by reference and hereby made a part of these minutes.)*

Commissioner Sexton said he thought the County was going to get fined, but since it's the auditor's responsibility to get the audit to the County on time, the auditing firm should be the one fined. Commissioner Phelps said he feels the same. Mr. Potter said he has not heard anything about our County being fined. The consensus of the Board is to find another auditor. Mr. Potter said he feels staff will have the RFP for a new auditing firm published by the end of the week.

Commissioner Sexton made a motion to approve the amendment to the Washington County's Audit Contract with CR&I. Commissioner Riddick seconded, motion carried unanimously.

REVISED PROCEDURE REGARDING CLOSED SESSION MINUTES PROCEDURE: Ms. Julie Bennett, Clerk to the Board, spoke to the Board. The Board originally adopted a procedure regarding how to handle Closed Session Minutes on December 11, 2017. At the last Board meeting, the Board asked Ms. Bennett to amend that procedure. The amended procedure is below.

WASHINGTON COUNTY BOARD OF COMMISSIONERS
CLOSED SESSION MINUTES PROCEDURE

PURPOSE

To implement a procedure for the approval and disposition of Closed Session minutes and general accounts:

PROCEDURE

Pursuant to North Carolina General Statute §143-318.10, the Commissioners shall keep full and accurate minutes or general accounts of all Closed Sessions.

Closed Session minutes will be distributed to each Board member in sealed envelopes at the end of each regular meeting.

Approval or disapproval of those Closed Session Minutes will be made at the next regular meeting when the Board approves/disapproves the Minutes listed on the Consent Agenda.

Closed Session minutes will be sealed and not available for public inspection until released as hereinafter provided.

The Manager and Clerk will periodically review the Closed Session minutes to determine if their disclosure no longer frustrates the purpose for which the Closed Session was held. Upon Board approval, the Closed Session minutes shall be released and available for public inspection.

The procedure entitled "Washington County Board of Commissioners Closed Session Minutes Procedure" dated December 11, 2017 is herein repealed.

Adopted this date: April 2, 2018.

Tracey A. Johnson, Chair
Washington County Board of Commissioners

Attest:

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

Commissioner Sexton made a motion to approve the amendment of the Washington County Board of Commissioners Closed Session Minutes Procedure as presented above. Commissioner Riddick seconded, motion carried unanimously.

CONVERSION OF ACCOUNTING TECHNICIAN TO DEPUTY FINANCE OFFICER POSITION: Mr. Potter spoke to the Board and apologized for not being able to put something in the package on this item. Mr. Potter said that he and Ms. Dixon have been busy with the auditor, and also Ms. Dixon's father passed away this morning. Mr. Potter feels that with the pending resignation of one of our Finance Office employees (Mary Moscato) who will be leaving April 15, that rather than reinstate the Accounting Technician position, convert it to a Deputy Finance Officer position thereby recruiting for a more qualified/experienced person.

Mr. Potter said he will still talk to the Board during the budget discussions for an additional person in Finance, but would like to go ahead and have an approval to upgrade from Accounting Technician to Deputy Finance Officer with a salary range of \$31,851 – \$46,072.

Commissioner Phelps asked Mr. Potter why he wants to change the name of the position. Mr. Potter said that he would like to hire someone with more experience at a higher rate of pay and someone that does not need as much training and feels that we would get that type of individual with the Deputy Finance Officer title.

Mr. Potter said if the Board were to convert the position, he would try to fill it as soon as possible and hopefully have someone in that position by early May. The County would do the same thing for the Accounting Technician position; however, feels that the conversion of the current position from an Accounting Technician to an Accounting Specialist (Deputy Finance Officer) would be more advantageous so that person could also be able to interview applicants for the Accounting Technician if the Board does reinstate it during the budget.

Commissioner Phelps asked if hiring a Deputy Finance Officer would help eliminate some of the findings in the audit. Mr. Potter said yes. Ms. Dixon was surprised at the findings and has asked for some additional training for her and her staff.

Commissioner Sexton made a motion to approve the conversion of the current position in Finance (Accounting Technician) to an Accounting Specialist (Deputy Finance Officer. Commissioner Riddick seconded, motion carried unanimously. Commissioner Sexton mentioned getting the job posting sent to area colleges, especially since graduation is just around the corner. Mr. Potter said he would definitely do so.

FINANCE OFFICER'S REPORT: Mr. Potter went over the budget transfers and amendments below and the Finance Officer's Report. There are a number of revenues that have been received but are not reflected on the current summary report.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 047

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

Date: March 12, 2018

RE: Managers Office/SS Admin/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-4120-370	Managers Office-Printing	1,000.00	(500.00)	500.00
10-4120-355	Managers Office-Maintenance & Repair Vehicle	1,000.00	500.00	1,500.00
Managers Office				
10-5310-260	SS Admin-Departmental Supplies	39,736.10	(1,500.00)	38,236.10
10-5310-310	SS Admin-Travel	9,810.00	1,500.00	11,310.00
SS Admin				
33-7400-260	Landfill-Departmental Supplies	500.00	(200.00)	300.00
33-7400-340	Landfill-Postage	50.00	200.00	250.00
Landfill				
Balanced:		52,096.10	-	52,096.10

Justification:

*To transfer monies within the Managers Office Budget to cover higher than expected repair costs to the Durango.
 To transfer monies within DSS from a 50% reimbursable line (Departmental Supplies) to a 50% reimbursable line (travel) - all monies have been exhausted in travel due to increase fuel costs as travel to monitor foster children has increased.
 To transfer monies within Landfill to cover higher than anticipated postage costs.*

Approval Date: 3/12/18

Budget Officer's Initials: CBJ

Initials:

Batch #:

Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 048

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

Date: March 23, 2018

RE: Tax Admin/Board of Elections/Sheriff/SS Admin/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-4140-320	Tax Admin-Communications	2,400.00	(500.00)	1,900.00
10-4140-370	Tax Admin-Printing	4,200.00	(400.00)	3,800.00
10-4140-500	Tax Admin-Contracted Services	10,275.00	900.00	11,175.00
Tax Admin				
10-4170-350	Board of Elections-Maintenance & Repair & Maint	1,800.00	(700.00)	1,100.00
10-4170-090	Board of Elections-FICA Tax Expense	2,479.00	700.00	3,179.00
Board of Elections				
10-4310-350	Sheriff-Maintenance & Repair & Equipment	10,000.00	(500.00)	9,500.00
10-4310-600	Sheriff-Animal Control	12,870.00	500.00	13,370.00
Sheriff				
10-5310-260	SS Admin-Departmental Supplies	38,236.10	(1,000.00)	37,236.10
10-5310-030	SS Admin-Legal-IV D	20,000.00	1,000.00	21,000.00
SS Admin				
10-6120-550	Recreation-Capital Outlay-Equipment	4,000.00	(2,500.00)	1,500.00
10-6120-330	Recreation-Utilities	13,000.00	2,500.00	15,500.00
Recreation				
Balanced:		119,260.10	-	119,260.10

Justification:

To transfer monies within the Tax to to cover additional Contracted Appraisal work for Gary Piner.

To transfer monies within Board of Elections to cover higher than anticipated FICA charges.

To transfer monies within the Sheriff's Department to cover higher than expected expenses for Animal Control due to the seizure of a large number of dogs.

To transfer monies within SS Admin to cover outstanding bills for the Clerk of Court. This request is to transfer funds from a 50% reimbursable line to a 50% reimbursable line. All monies to cover IV-D Filing Fees has been exhausted due to increased filings of actions.

To transfer monies within Recreation to cover higher than anticipated Utility costs.

Approval Date: 3/23/18

Budget Officer's Initials: CP

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 049

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

Date: April 2, 2018

RE: Facility Services/Emergency Management/Inspections & Planning/Drainage

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Facility Services - Insurance Claims	(4,793.41)	(8,765.20)	(13,558.61)
10-4265-256	Facility Services - Insurance Claims	4,793.41	8,765.20	13,558.61
Facility Services				
10-3480-012	Hazard Mitigation-Property Acquisition	(124,814.00)	(753,575.00)	(878,389.00)
10-4330-692	Hazard Mitigation-Property Acquisition	124,814.00	753,575.00	878,389.00
Emergency Management				
10-4350-121	Salaries & Wages-Regular	82,083.00	(14,000.00)	68,083.00
10-4350-601	Contracted Services-Building Inspector	-	14,000.00	14,000.00
Inspections & Planning				
30-3990-000	Appropriated Watershed Reserve	(6,440.00)	(1,260.00)	(7,700.00)
30-7140-600	Eddie Smith Canal-Drainage-Con Svs PR	6,440.00	1,260.00	7,700.00
Drainage				
Balanced:		82,083.00	-	82,083.00

Justification:

To budget insurance proceeds for water pipe break in Beaufort County Community College Building (formerly Windows on the World).

To budget additional grant revenues awarded for Hazard Mitigation - Property Acquisition due to flooding. To transfer monies within Inspections and Planning from Salaries & Wages to Contracted Services to cover the costs of contracting with an individual to perform the duties of the Building Inspector for the remainder of the fiscal year.

To appropriate Eddie Smith Fund Balance to cover the pending payment to be made for Contracted Services.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 050

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

Date: April 2, 2018

RE: Sheriff/Emergency Management/Senior Center/SS Admin/Cooperative Extension

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(2,940.00)	(700.00)	(3,640.00)
10-4310-611	Gun Permits Discretionary-County Portion	6,950.00	700.00	7,650.00
10-3540-030	Gun Permits-State Portion	(3,580.00)	(885.00)	(4,465.00)
10-4310-612	Gun Permits-State Portion	4,170.00	885.00	5,055.00
10-3540-040	Fingerprinting	(610.00)	(180.00)	(790.00)
10-4310-613	Fingerprinting	1,792.00	180.00	1,972.00
Sheriff				
10-3480-014	Hazard Mat Emergency Preparedness Grant	(20,000.00)	(17,233.37)	(37,233.37)
10-4330-694	Hazard Mat Emergency Preparedness Grant	20,000.00	17,233.37	37,233.37
Emergency Management				
10-3509-010	Senior Center Trips	(7,035.65)	(511.22)	(7,546.87)
10-5150-380	Senior Center Trips	7,353.65	511.22	7,864.87
Senior Center				
10-3500-080	DSS-Community Donations-Medical	(620.00)	(3.00)	(623.00)
10-5380-375	DSS-Community Donations-Medical	620.00	3.00	623.00
SS Admin				
10-3500-280	MIPPA Grant-Medicaid Improvement for Pat	(1,000.00)	(2,000.00)	(3,000.00)
10-6050-998	MIPPA Grant-Medicaid Improvement for Pat	1,000.00	2,000.00	3,000.00
Cooperative Extension				
10-9990-000	Contingency	1,558.00	(128.00)	1,430.00
10-8300-491	Approp-Albemarle Comm & Roanoake River Part	12,591.00	128.00	12,719.00
Central Services				
Balanced:		20,249.00	-	20,249.00

Justification:

To budget additional revenue received in the Sheriff's Department for gun permitting and fingerprinting. To budget monies for a grant awarded to Emergency Management. To budget additional monies received in Senior Center Trips. To budget additional monies received for DSS Medical Donations. To budget MIPPA Grant monies for grant awarded to Cooperative Extension. To transfer monies from contingency to Albemarle Commission for local match required due to a reallocation of additional funds.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Commissioner Sexton made a motion to approve BT#2018-047, BT#2018-048, BA#2018-049 and BA#2018-50 as presented. Commissioner Riddick seconded, motion passed unanimously.

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

Mr. Potter said he is running slightly behind on budget preparation due to working on the audit. He plans to be back on track by the May Board of Commissioners meeting.

Mr. Potter mentioned that he will be personally involved in the running of an event with the NC Black Bear Festival on June 2 -- a motorcycle poker run. The funds raised will be used to buy bicycles for children . There will be 5 stops throughout the County. One stop is scheduled to be at the BCCC WCC.

Commissioner Phelps noticed the poker chip given to each Commissioner from Mr. Tim Esolen, Register of Deeds, and wanted to know its significance is. It is showing the courthouse being 100 years old this year. Commissioner Phelps asked is any celebration being held. Mr. Potter said nothing from the Manager's Office is being planned as of yet.

Commissioner Sexton said that he and Ms. Keyes have been working on putting together a meeting on solar farms and it will be held April 10 at the Vernon James Center from 9:00 AM -1:00 PM. Staff from NCSU will be there also and they have gathered more data to share with the attendees.

Commissioner Johnson talked about Commissioner Phelps running for the Senate. Commissioner Johnson said the Board needs to support him---we need someone in Raleigh looking out for our County.

Ms. Bennett reminded the Commissioners of the NCACC District Meeting being held in Pasquotank County (Elizabeth City) on April 11 at 5:30 pm. Please let her know if you plan to attend so she can RSVP for you.

Ms. Bennett also mentioned that the NCACC Annual Conference will be held in Hickory this year on August 23-26.

Mr. Potter said that the Cooperative Extension Director brought to his attention that the County could apply, through NCSU, for two interns this summer with one being in Recreation.

Commissioner Riddick 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). Commissioner Phelps seconded, motion carried unanimously.

At 9:00 PM, with no further business to discuss, Commissioner Riddick made a motion to adjourn the meeting. Commissioner Sexton seconded, motion carried unanimously.

Tracey A. Johnson
Chair

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

