

April 5, 2021

The Washington County Board of Commissioners met in a regular meeting on Monday, April 5, 2021 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person in the Commissioners’ Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey Johnson, Ann Keyes, Carol Phelps, Bill Sexton and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Sexton called the meeting to order. Commissioner Keyes gave the invocation; County Manager Curtis Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: NONE

CONSENT AGENDA: **Commissioner Walker made a motion to approve the Consent Agenda:**

Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Proclamation: “North Carolina Safe 811 Safe Digging Month”
- d) Washington County Schools—DPI Facility Needs Survey

Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

PUBLIC FORUM: None.

PUBLIC HEARING FOR BAY BROTHERS SEAFOOD: Commissioner Phelps made a motion to open the public hearing on Bay Brothers Seafood. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Mr. Potter spoke to the Board and made the following presentation.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



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

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

CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org

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

AGENDA ITEM MEMO

MEMO DATE: March 31st, 2021 **FOR BOCC MEETING ON:** April 5th, 2021
SUBJECT: Bay Brothers Seafood – Public Hearing per NCGS 158-7.1 & Bids
DEPARTMENT: Economic Development
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

- A- BOCC Resolution authorizing USDA Grant Application dated 3/2/20 (2pgs)
- B- BOCC Resolution accepting USDA Grant Application dated 7/15/20 (2pgs)
- C- Notice of Public Hearing per NCGS 158-7.1
- D- Request for Bids/Proposals (RFP) For: Commercial Refrigeration Equipment Issued March 19, 2021 (without its additional standard contractual terms/attachments)

***Bids: To be delivered at the meeting**

PURPOSE: To fulfill the statutorily required public hearing requirement per NCGS 158-7.1 for economic development appropriations; to review and obtain the Board's approval of the bid(s) submitted in response to the County's Request for Proposals/Bids (RFP) to supply the intended commercial refrigeration equipment applying the lowest responsive responsible bidder standard of award; to obtain the Board's approval and authorization for staff to proceed with executing the remaining documents required to purchase, install, and lease the intended equipment to Bay Brother's Seafood in compliance with any and all applicable grant requirements and other rules, regulations, or laws.

SUMMARY BACKGROUND: Washington County has been working with Bay Brothers Seafood over the past year to help facilitate the restoration of equipment needed to return the large commercial seafood packaging and distribution facility previously operated by IBX Seafood to full capacity. Doing so will have an immediate impact not only on the economic development and impacts of Bay Brothers itself, but also on the various indirectly related businesses that supply and purchase seafood from this facility.

The \$181,301 USDA grant already approved for this purpose operates similar to a loan in the sense that Bay Brothers is required to repay the depreciating value of the equipment itself over its useful life, along with any other associated costs such as maintenance, insurance, taxes, and county administration costs in installments as lease payments for the equipment to Washington County, which in turn is required under the grant to actually purchase and maintain ownership of the equipment while it is leased to Bay Brothers as the intended end user. At

the end of the lease term, the equipment may be sold to Bay Brothers for its current salvage value, and any remaining funds received from the grant program may be utilized for other economic development programs subject to USDA approval.

The previous grant agreement (USDA RD-4280) has been amended to contain an updated itemization of equipment to be purchased initially as part of a first phase, and extends the term of the overall grant for an additional year in order to enable Bay Brothers and Washington County to use any remaining grant funds to purchase additional needed equipment as part of a second phase.

FINANCIAL IMPACTS & ANALYSIS: Other than the initial advancement of local funds which will be fully reimbursed by the USDA up to the approved amount of the grant, no local funding is committed for this project which is ultimately funded exclusively by the grant funds.

RECOMMENDATIONS: Staff recommends reviewing the bid(s) which will be presented to the Board at its meeting, and recommends

the meeting and awarding the bid to the lowest responsible responsive bidder subject to proceeding with the single renegotiated current bid to be in the best interest of the county considering the amount of due diligence and length of time already provided for other interested firms to submit a bid response if desired. Additionally time is of the essence in completing this project due to the current landfill capacity, increasing chances of seasonal rain delays, and need to complete the project before the end of the fiscal year if possible to simplify internal accounting, budgeting, and auditing issues.

- Vote to approve the allocation and use of the USDA grant funding for economic development purposes pursuant to any and all applicable laws and grant requirements.
- Vote to delegate the authority to the County Manager to approve the award of the bid to the lowest responsive responsible bidder, subject to the successful negotiation of an equipment purchase and installation contract with the bidder, and subject to the successful negotiation of an equipment lease agreement with the property owner.
 - o The terms of the lease agreement shall require the owner to provide a lien upon the equipment while located on private property, and shall require the property owner to pay monetary consideration for the exclusive use of such equipment equal to its depreciating value over its useful life anticipated to be 12 years, together with any and all applicable maintenance, insurance, taxes, and administrative costs the county may incur in connection with the grant, and containing any other terms and conditions required pursuant to the grant requirements, applicable laws, or otherwise deemed necessary by any of the parties.
- Vote to authorize staff to proceed with the negotiation and execution of the foregoing agreements together with any additional documentation reasonably required to proceed with the actual purchase, installation, and lease of the intended equipment in compliance with any and all grant requirements or other applicable laws.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:

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



ADMINISTRATION STAFF:

CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washcoinc.org

JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washcoinc.org

POST OFFICE BOX 1007
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A RESOLUTION

**OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, NORTH
CAROLINA, AUTHORIZING THE APPLICATION FOR A US DEPARTMENT OF AGRICULTURE
RURAL BUSINESS DEVELOPMENT GRANT (RBDG)**

WHEREAS, the US Department of Agriculture administers the Rural Business Development Grant (RBDG) program which is a competitive grant designed to support targeted technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas; and

WHEREAS, under the Rural Business Development Grant (RBDG) program, a County can apply for a Business Enterprise Project which includes without limitation technical assistance, equipment, realty improvements, water and wastewater infrastructure development, or revolving loan fund recapitalization; and

WHEREAS, one of the Town of Plymouth's largest private industrial facilities is located at 100 Jean Street, Plymouth, NC 27962, and was previously operated and commonly known as the Plymouth Garment Factory, and served as one of the largest local private employers until its closure approximately twenty (20) years ago; and

WHEREAS, that facility sat largely empty and underutilized until it was purchased approximately five (5) years ago by IQF Direct, LLC which substantially renovated the facility and opened and operated it for some time as a local seafood packaging and distribution facility known as IBX Seafood; and

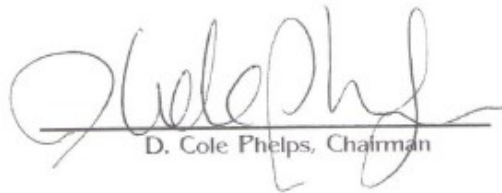
WHEREAS, the facility was more recently closed and sold at public auction to satisfy the enforcement of a legal judgement against IQF Direct, LLC, and was purchased and acquired in December 23, 2019 by NSC Family Holdings, LLC which has partnered with Bay Brothers Seafood to reopen and utilize the facility as a local seafood packaging and distribution company once again employing local residents and directly and indirectly supporting the local economy with a variety of potential additional operations including without limitation retail space and Agritourism; and

WHEREAS, Bay Brothers Seafood recently approached Washington County about working together to seek potential RDBG funds that would be utilized to purchase essential and critically necessary equipment to be used in helping to restore and reopen the OBX Seafood Facility as an active local seafood processing facility providing local employment opportunities and directly and indirectly supporting numerous other aspects of the local economy; and

NOW THEREFORE BE IT RESOLVED by the Washington County Board of County Commissioners that:

- 1) Upon the certification of the County Attorney that Washington County has the legal authority to do so, authority is hereby delegated to the County Manager and Finance Officer to:
 - a. Apply for a USDA Rural Business Development Grant (RBDG) on Bay Brother's Seafood's behalf in an amount not to exceed \$200,000 to be used to purchase certain equipment deemed reasonably necessary by the County Manager to restore and reopen an active seafood packaging and distribution operation at the facility referred to hereinabove, and to modify the scope of the application to apply for funding for any other eligible purpose deemed reasonably necessary to assist with the facilitation of said project.
- 2) Such equipment to the extent eligible for grant funding may include without limitation, commercial freezer/cooler equipment or components, commercial retail equipment, ice making equipment, installation services, etc.
- 3) Any and all funds to be utilized to assist in funding the efforts of Bay Brother's Seafood shall be derived from grant funding, and unless otherwise authorized, no local county match funds shall be utilized.

ADOPTED this the 2nd day of March, 2020.


D. Cole Phelps, Chairman

ATTEST:


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



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**RESOLUTION
APPROVING**

**Acceptance of Rural Business Development Grant (RBDG) Funds
Related to a Project Associated with Bay Brothers Seafood
Pursuant to Letter of Conditions issued by USDA**

BE IT RESOLVED

In conjunction with the Rural Business Development Grant (RBDG) application that has been filed with USDA, Rural Development, the **Washington County** Board will accept the Letter of Conditions when issued by USDA. The amount of the RBDG will be **\$181,301**.

That the COUNTY MANAGER and COUNTY FINANCE OFFICER be authorized to execute all forms necessary to obtain a **Rural Business Development Grant (RBDG)** from Rural Development, including, but not limited to the following forms:

RD Form 1942-46	Letter of Intent to Meet Conditions
RD Form 1940-1	Request for Obligation of Funds
Form RD 4280-2	Rural Business-Cooperative Service
	Financial Assistance Agreement
Form RD 400-1	Equal Opportunity Agreement
RD Form 400-4	Assurance Agreement
AD Form 1047	Certification Regarding Debarment
AD Form 1048	Cert Regarding Debarment-Lower Tier
AD Form 1049	Cert Regarding Drug Free Workplace
SF-LLL	Disclosure of Lobbying Activities
RD Form 1940-Q, Exh. A-1	Certification for Contracts
Certificate of Compliance	Federal State, Local Requirements
Unnumbered Letter	Rural Area Certification

This resolution is to become a part of the official minutes of the **Washington County** meeting held on **July 15, 2020**.


MOTION TO ADOPT THE RESOLUTION:

MADE BY: Commissioner Johnson

SECONDED BY: Commissioner Sexton

MOTION PASSED 4 to 9

By: 
D. Cole Phelps, Board Chair

Attest: 
Julie J. Bennett, CMC, NCMCC
Clerk to the Board

7/15/20
(Date)

Notice of Public Hearing

The Washington County Board of Commissioners will hold a Public Hearing pursuant to NCGS 158-7.1 during its regularly scheduled Board Meeting at 6:00PM on April 5th, 2021 at 116 Adams Street, Plymouth, NC 27962 to consider approving bids submitted to the county to purchase commercial refrigeration equipment to be installed at the commercial seafood packaging and distribution facility located at 100 Jean St. Plymouth, NC 27962 owned by NSC Family Holdings, LLC and commonly referred to as Bay Brothers Seafood.

The Board intends to authorize such purchase and installation pursuant to the terms of a \$181,301.00 USDA Rural Business Development Grant (RBDG) awarded to the County to help facilitate local economic development by more specifically assisting Bay Brothers expand its operations and associated direct and indirect local employment opportunities. No local matching or other funds of any kind are involved in the project which is fully funded by the grant.

The project is multi-phased. Phase 1 consists of four (4) commercial grade refrigeration/freezer units with an est. useful life of twelve (12) years, and combined total est. value of over \$100,000. This equipment will enable Bay Brothers to restore active refrigeration to multiple existing and currently underutilized cooler/freezer rooms in the facility thereby expanding the overall operational capacity and potential economic impact of this facility.

Pursuant to the grant terms, the County will maintain actual ownership of the equipment, and lease it to the property owner for a term not longer than its est. useful life. In addition to other grant obligations, the property owner will provide a lien on the equipment to the County as security, and will pay monetary consideration over the term of the lease equal to at least the depreciable fair market value of the purchased and installed equipment, together with any ongoing maintenance, taxes, insurance, and administrative or other related expenses incurred by the County.

The equipment may be sold to the property owner as permitted by the grant and/or applicable law for its then current depreciated salvage value at the end of the lease. Any excess lease revenues shall be handled in accordance with any applicable grant requirements, but are expected to remain available for additional future economic development appropriation purposes.



WASHINGTON COUNTY
REQUEST FOR BIDS/PROPOSAL (RFP)
For: Commercial Refrigeration Equipment

Issued on: March 19th, 2021

All Proposals and/or Related Inquiries
(Including Inquiries to Obtain Physical Site Access for Quoting Purposes)
Must be Submitted in Writing to:

Washington County Manager's Office
Attn: Mary Moscato, Administrative Assistant
116 Adams Street
PO Box 1007
Plymouth, NC 27962
Tel: (252) 793-5823
E-mail: mmoscato@washconc.org

Bid Proposals Due: Monday, April 5th, 2021 @ 10:00AM

Bid Proposals Opened in Public: Monday, April 5th, 2021 @ 10:15AM

I. Request for Bid/Proposal (RFP)

Washington County hereby requests and will receive sealed bids/proposals (these terms “bid” and “proposal” may be used interchangeably in this RFP) to provide the specific materials, equipment, goods, services, or other items (collectively referred to herein as “specified items”) as described in more detail within this RFP.

Bidders are invited to submit a sealed bid/proposal in response to this RFP subject to the terms and conditions contained herein. Please carefully read all this RFP in its entirety including all instructions and specifications. Failure to comply with instructions or to provide bids/proposals for the specified items may disqualify your bid/proposal from consideration or award.

Copies of the RFP may be obtained at the Washington County Manager’s Office, at the address stated above during normal business hours (8:30 am to 5:00 pm, Monday – Friday), or online at <http://www.washconco.org/rfps.aspx> prior to the date and time specified for submissions. County reserves the right to make modifications to this RFP via addenda, which if made will be published and made publicly available at the same web site. Bidders are responsible for checking for Addenda prior to submitting their bids/proposals.

II. Submission & Opening Procedures:

Bids/proposals must be made in writing, and physically delivered to the attention of the specified party at the specified address by the specified deadline as stated on the RFP cover page. Bids/proposals should be submitted in a sealed envelope or package marked “RFP - Refrigerated Cooler Boxes” in the lower left-hand corner with the name, address, and contact info for the submitting bidder stated clearly in the upper left-hand corner.

Failure to have a bid/proposal properly submitted prior to the specified delivery or opening time may prevent the acceptance or consideration of the bid/proposal. Washington County cannot assume the responsibility for any delivery delays resulting from any failure by the US Postal Service or other package courier to properly deliver any bid/proposals by the specified dates which shall be the sole responsibility of each bidder.

Proposals will be opened and read in public at the specified delivery address at the specified time as both are stated on the cover page of this RFP. You are invited, but not required, to be present at the opening. However, due to COVID19 protocols, social distancing regulations may limit the number of persons physically permitted in the meeting room during opening. Priority will be given to members of the local media and/or representatives from parties actually submitting bids/proposals. Alternative arrangements such as moving the bid/proposal opening outdoors (weather permitting), or providing a livestream of the bid/proposal in lieu of permitting physical attendance in the meeting room itself may also be considered within the county's sole discretion depending upon the circumstances and number of parties actually present. For this reason if you have questions or concerns about facilitating attendance, please contact the County at your earliest possible convenience to discuss and resolve such matters.

III. Project Overview:

Washington County has been awarded a Rural Business Development Grant through the USDA for economic development purposes to help aid and facilitate the continuing economic development and growth of Bay Brother's Seafood which is a recently established and currently operating local seafood processing, packaging, and distribution business that recently acquired and is continuing the renovations of one of the Town of Plymouth's largest (and previously inactive and vacant) industrial buildings for its operations at the site identified below within the Town of Plymouth. Bay Brother's operations directly support and impact not only the economic development of Washington County, but also of its surrounding neighbors in northeastern North Carolina related to its supply and distribution chains.

This grant is intended and structured to permit Bay Brother's Seafood to obtain the installation and use of certain refrigeration equipment (the "specified items") to be purchased and installed by Washington County with the USDA grant funds referred to above at the specified physical site location.

**Site Location:
Bay Brother's Seafood
100 Jean Street
Plymouth, NC 27962**

The purchase and installation of refrigeration equipment is needed to provide critical infrastructure for Bay Brothers Seafood business operations and continued economic growth. Successful implementation will support the on-going operations of Bay Brothers Seafood retail and processing in rural Washington County. Functional refrigeration boxes will store seafood products pre- and post-processing year-round to provide viable seafood products for sales markets.

By having freezer capabilities the business will be able to freeze product during the summer for sale during other times of the year when prices are much higher. This will help Bay Brothers Seafood gain a competitive advantage and allow them to operate year-round unlike many other seafood markets. The ability to remotely monitor temperatures in the boxes contributes to the security of a successful and safe storage of products.

Scope of Work: This project is expected to result in three (3) functioning refrigeration boxes that will be remotely monitored.

All funding related to this project is anticipated to be derived from federal USDA grant sources, and there are currently no local Washington County matching or other funds committed or allocated to the project.

IV. RFP Terms & Conditions:

- A. Washington County seeks bids/proposals from experienced and qualified bidders for its purchase and installation (including any associated electrical work) at the Bay Brother's site location stated herein of the specified items described in this RFP. Such items must meet any and all applicable minimum standards or additional specifications described herein to be considered responsive to this RFP.
- B. This RFP is part of a competitive procurement process, designed to serve the best financial interests of the USDA, the County and its citizens. Bids/proposals will be evaluated and selected in accordance with applicable rules, regulations, and law to insure the bid/proposal most advantageous to the County is selected. Unless otherwise stated in this RFP, proposals will be evaluated based on the lowest responsive responsible bidder standard.
- C. Bids should be prepared simply and economically providing an organized concise straight forward description of the contractor's ability to provide the specified items, and meet any other project or RFP conditions or requirements specified herein.
- D. Proposals shall be effective for a period of one hundred twenty (120) days, and must be signed by an official authorized to bind any bidding entity to a final contract. If a shorter effective period is specified in the proposal, the County may waive this requirement, or negotiate the extension of such period, but is not required to do so.
- E. The successful bidder shall enter into a formal written contract with the County to provide the specified items which shall include as part of the terms and conditions thereof this entire RFP by specific reference and incorporation therein. The contract shall also include the same or substantially similar terms and conditions as those most favorable to the County which are contained within the following instruments attached hereto and incorporated herein by reference:
 - a. "Standard Agreement for Independent Contractors" (to be used as the template for the contract between the parties unless otherwise agreed), and
 - b. "NC Local Government Standard Contractual Terms & Conditions Rider (Revised July 1, 2020)"

Failure of the successful bidder to accept and enter into such a contract may result in the cancellation of any award of the bid/proposal to any bidder by the County. The County commits to attempt to resolve any contractual disagreements in good faith before cancelling any awarded bid/proposal, and has provided the attached documents for the bidder's advance reference and knowledge of certain applicable rules, regulations, and laws that may apply to local government contracts.

- F. Bids/proposals which are made based on modification/alteration of, or changes in, the terms, conditions, or specifications of this RFP, or which otherwise are offered

upon the County's acceptance of certain conditions may not be considered. However, the County reserves the right to consider, evaluate and accept such bids/proposals depending upon the circumstances involved. Any bidder submitting such a bid/proposal must clearly and boldly mark on the face of the sealed envelope or package used to deliver the bid/proposal the phrase "Conditional Bid".

G. The County reserves the right at all times to reject any or all bids/proposals for any lawful reasons, or for no reason within its complete and sole discretion. Additionally the County reserves the right to waive or not waive immaterial informalities or irregularities in any bids/proposals or bidding procedures, and to accept or further negotiate the cost, terms, and conditions of any bid/proposal determined to be in the County's best interest, even if such proposal is not the lowest in price.

H. Additional Specifications, Terms, & Conditions:

- a. Insurance: The bidder must furnish the insurances (including Workers' Compensation and Employer's Liability) as described within the attached Standard Agreement for Independent Contractors. A Certificate of Insurance must be filed with the Washington County Finance Office prior to beginning work and must be kept on file for the duration of the contract.
- b. Uniform Guidance Requirements: The bidder must comply with the Federal Uniform Guidance Requirements as described within the attached Standard Agreement for Independent Contractors.
- c. The bidder or their subcontractor(s) if applicable must possess any and all licenses required to install the specified items as requested (including specifically but without limitation any required electrical licenses).

V. Detailed Minimum Standards/Specifications for Specified Items:

Specified Items Overview: This project is to quote the price to purchase, deliver, and turnkey install for use (including any and all related plumbing/electrical work) three (3) functioning refrigeration boxes (condensing units and evaporators) that will be remotely monitored.

Bids/proposals should be submitted for the specified items identified below which meet or exceed the necessary minimum specifications for such items also identified below.

Prices shall include an itemization of the specific price(s) for each individual unit of equipment to be purchased (inclusive of delivery to the site), as well as the separately identified specific price(s) to install each unit to enable a more transparent and equitable evaluation of the prices provided by bidders for both the equipment and installation services.

A. Refrigeration Schedule: Condensing Units

Room #	Sq-Ft	Height (ft)	Temp (°F)	Refrigerant	Condensing Unit Type	HP	Volts	Phase	Quantity	Manufacturer
1	1900	10	35	R-404a	Scroll	7.6	208-230	3	1 to serve 2 new evaps	KeepRite Refrigeration or comparable
3	1800	10	35	R-404a	Scroll	7.6	208-230	3	1 to serve 2 new evaps	KeepRite Refrigeration or comparable
4	3100	10	35	R-404a	Scroll	6.1	208-230	3	2 to serve 1 new and 1 existing evap	KeepRite Refrigeration or comparable

Condensing Unit Features:

- 1) Outdoor rated condensing unit with painted weather housing
- 2) Units must be AWEF compliant
- 3) Horizontal air flow type unit
- 4) Weatherproof electrical control box
- 5) High efficient enhanced copper tube and aluminum fin coil design
- 6) Crankcase heater
- 7) Adjustable head pressure control valves
- 8) Suction service valves
- 9) Receiver with fusible plug and shut off valve

Condensing Unit Options:

- 1) Liquid line filter drier / site glass
- 2) Dual adjustable pressure controls
- 3) Defrost time clock
- 4) 6-lead phase/voltage monitor
- 5) Protective condenser fin coating

B. Refrigeration Schedule: Evaporators

Room #	Sq-Ft	Height (ft)	Temp (°F)	Refrigerant	Evaporator Type	Volts	Phase	Quantity	Manufacturer
1	1900	10	35	R-404a	Medium Profile	208-230	1	2 new	KeepRite Refrigeration or comparable
3	1800	10	35	R-404a	Medium Profile	208-230	1	2 new	KeepRite Refrigeration or comparable
4	3100	10	35	R-404a	Medium Profile	208-230	1	1 new to add to 1 existing	KeepRite Refrigeration or comparable

Evaporator Unit Features:

- 1) Heavy gauge textured aluminum cabinet construction
- 2) 3/8" tubing coil construction
- 3) ECM fan motors, with two speed motor technology
- 4) Hinged access panels

Evaporator Unit Options:

- 1) Thermostatic expansion valve, installed
- 2) Liquid line solenoid valve, installed
- 3) Digital thermostat, installed
- 4) Insulated drain pans

C. Installation Scope of Work (to be separately itemized in bids/proposals):

C-1 Refrigeration and Electrical Installations Scope of Work:

Provide materials, tools, labor and rental equipment to install refrigeration and electrical systems as follows:

- 1) Review site conditions and verify condenser and evaporator locations plus power supply for specified new and existing refrigeration equipment.
- 2) Include in installation price the following items:
 - a) Receive, uncrate and set/hang evaporators and condensers in designated areas to be determined onsite.
 - b) Review and/or upgrade and correct power supply as required by local code.
 - c) Install all associated electrical, copper lines sets and drains to make systems operable.
 - d) Provide factory startup, run time testing and final adjustments.
 - e) Provide extended warranty on compressors.
 - f) Provide 90 day warranty on items of workmanship.
 - g) Provide 1 year service plan from date of startup.
 - h) Contractor is to provide a turkey installations that includes both Refrigeration and Electrical

3) Equipment owner (Washington County) reserves the right to exclude/include specific rooms from the bid.

C-2. Refrigeration Specifications:

- 1) All work to be per industry standards and conform with local codes and jurisdiction.
- 2) Materials used:
 - a. ACR cleaned and capped nitrogenized hard copper tubing.
 - b. ¾" armafex insulation on medium temp suction lines, 1" on low temp suction lines, liquid lines are not insulated.
 - c. Medium temp drains to be PVC, low temp to be type M copper pipe with heat trace and ¾" insulation.
- 3) Purging with nitrogen while brazing is expected and work will be inspected for excessive flash that can clog strainers at startup.
- 4) Pressure test is required. System should be pressurized to 200 pounds with Nitrogen and held for 24 hours.
- 5) Prior to start up, each system should receive a two stage evacuation. Confirmation of less than 150 micron vacuum with photograph.
- 6) Contractor is responsible for lifting condensers to the roof.
- 7) Contractor is responsible for cutting and patching roof for any needed penetrations.

C-3. Electrical Specifications:

- 1) All work to be per NEC industry standards and conform with local codes and jurisdiction.
- 2) Contractor is responsible for review of existing conditions to confirm electrical is adequate for new equipment.
- 3) Contractor is responsible for identifying and installing dedicated circuits that energize condensers and evaporators.
- 4) Contractor is required to be available for system start up, so no delays are incurred.
- 5) Contractor is responsible for cutting and patching roof for any needed penetrations.
- 6) Contractor is responsible for installing service disconnects at each piece of equipment.
- 7) Contractor is responsible for heat trace cabling and energizing.

- Crane lifting/rental services or other ancillary services required to install the specified items in a turnkey ready to use fashion comparable with industry standards and applicable regulations should be included within the total installation price(s) provided in the bid/response unless otherwise expressly stated therein, in which case any non-included costs shall be itemized together with an educated guess/estimate provided for obtaining such services/items not otherwise included in the total installation price actually bid.

Commissioner Johnson made a motion to open the public hearing on Bay Brothers Seafood. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call:

Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Commissioner Johnson made a motion to approve items as presented and also listed below regarding Bay Brothers Seafood. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

- Vote to approve the allocation and use of the USDA grant funding for economic development purposes pursuant to any and all applicable laws and grant requirements.
- Vote to delegate the authority to the County Manager to approve the award of the bid to the lowest responsive responsible bidder, subject to the successful negotiation of an equipment purchase and installation contract with the bidder, and subject to the successful negotiation of an equipment lease agreement with the property owner.
 - o The terms of the lease agreement shall require the owner to provide a lien upon the equipment while located on private property, and shall require the property owner to pay monetary consideration for the exclusive use of such equipment equal to its depreciating value over its useful life anticipated to be 12 years, together with any and all applicable maintenance, insurance, taxes, and administrative costs the county may incur in connection with the grant, and containing any other terms and conditions required pursuant to the grant requirements, applicable laws, or otherwise deemed necessary by any of the parties.
- Vote to authorize staff to proceed with the negotiation and execution of the foregoing agreements together with any additional documentation reasonably required to proceed with the actual purchase, installation, and lease of the intended equipment in compliance with any and all grant requirements or other applicable laws.

PUBLIC HEARINGS IN ACCORDANCE WITH CHAPTER 160D, A NEW LAND USE LAW FOR NORTH CAROLINA: Commissioner Keyes made a motion to open the public hearing on the updated ordinances in accordance with 160-D. Commissioner Walker seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Washington County Planning Board Chair, Mr. David Clifton and Mr. Allen Pittman, Planning & Inspection Director spoke about bringing the County's documentation up to code by following the new GS Chapter 160-D for the following Ordinances. The deadline for getting these approved is July 1, 2021.

- Subdivision Ordinance
- Unsafe Buildings--Condemnation Ordinance
- Flood Damage Prevention Ordinance

Chair Sexton asked Mr. Potter were the Commissioners expected to approve these changes tonight. Mr. Potter said that there needs to be some more cleanup on these before they are approved. Chair Sexton said to have them on the Consent Agenda at the next meeting.

Chair Sexton asked if the Planning Board had any luck finding out about what he was talking about at the last meeting. Mr. Pittman said on the issue of Recreation, the Planning Board did make sure the ordinance was worded that recreational facilities were for the folks who lived in the subdivision. On the amount of acreage for giving to family, Chair Sexton said it looks like he could give 5 acres to each of his 3 children. Mr. Pittman yes he could, as long as no parcel is less than 5 acres. Commissioner Keyes this exemption was in the ordinance for situations such as this.

Chair Sexton asked about the other two ordinances. Mr. Pittman said the Flood Damage ordinance was approved by the State. Mr. Pittman said the Nuisance ordinance was in good shape. Commissioner Keyes asked if special software was used for making these changes. Mr. Pittman said they used PDF software. Mr. Potter said there is a model template that was used for the Flood Damage ordinance. Mr. Potter said not much changed in 160-D for the Nuisance (unsafe buildings) ordinance and there were not many adjustments for the Subdivision ordinance. The software that was used did not check the format very well. These ordinances just need to be tweaked. One error dealt with having different dates in the same ordinance. There needs to be consistency in the ordinances. Mr. Potter said a cover sheet will be put on them when they are brought back on the Consent Agenda in May showing any changes. Mr. Potter did advise the Board to wait for one more meeting before approving.

Chair Sexton asked what was next. Mr. Potter said the actual Zoning Ordinance which includes the Solar Ordinance and maybe a Sign Ordinance. Mr. Potter asked did the Commissioners want to continue to be the Board of Adjustment for variances or have the Planning Board in this role. Mr. Potter said the Planning Board can also be made up of other members (not the Commissioners.) Staff needs guidance as to which direction they would like to go. Mr. Clifton said the Planning Board has discussed it some. Chair Sexton said the Planning Board can bring that back to the next meeting. Chair Sexton said he would like it to stay with the Commissioners. Mr. Clifton said since he's been around, the Planning Board tries to make it easy for the residents. When the Board of Adjustment is the Commissioners it becomes a quasi-judicial meeting and it's more like court and discourages residents to ask for a variance. Chair Sexton said some of the issues are big and need the Commissioners. Chair Sexton said that Commissioner Keyes and her staff did a wonderful job over the years. Commissioner Keyes said the Planning Board was actually granted that authority at one time. Mr. Pittman said at this time, he would like to leave it as is until all the changes are made to satisfy 160-D then come back to talk about other issues. Mr. Pittman said the Solar Ordinance has some issues other than what needs to be changed for 160-D. He will try to get with the Planning Board to get it back to the Commissioners. Chair Sexton asked about a junk car ordinance. Mr. Pittman said it is part of the Condemnation ordinance, but not very lengthy. Mr. Potter said some other county's view this is a police power for junk cars. Discussion ensued.

Commissioner Johnson made a motion to close the public hearing on the Ordinances. Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Chair Sexton said the Board will see Mr. Pittman and Mr. Clifton at the next meeting and get all these on the Consent Agenda.

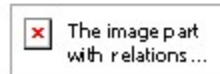
UPDATE FROM REPUBLIC SERVICES; Mr. Chris Wilson, Municipal Services Manager and Mr. Pat Carldelle, Operations Manager for Republic Services were in attendance. Mr. Wilson said he has

spoken to the Board before and introduced Mr. Pat Carldelle as the person who replaced Mr. Mike Kavanaugh. Mr. Wilson gave the following presentation.

Washington County Commissioner Meeting

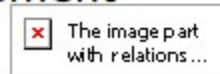
Residential Curbside Collection Review

April 5, 2021




Agenda

- Introduction of Carldelle "Pat"
Patrick – Operations Manager
- Services Provided
- Cart Delivery and Replacement
- Communication Enhancement




Services Provided to Washington County

- Once a week curbside trash collection
- Once a week curbside recycling collection
- Once a week bulk waste collection
- Container deliveries, removals and exchanges on Wednesdays

 The image part with relations...

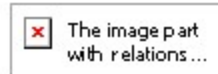
Cart/Container Activity

- Jan 1, 2020 - Dec 31, 2020- Full Year
- 240 cart exchanges/replacements.
- Approximately 6% of all carts Republic Services provides to the County.
- Combination of both County requested exchanges and Republic Services driver identified exchanges

 The image part with relations...

Thank You!

Open Discussion/Q&A



Mr. Potter asked what days Republic Services treat as holidays. Mr. Wilson said they have six (6): New Year's Day, Memorial Day, 4th of July, Thanksgiving, Christmas, Labor Day and residents will be serviced the next day (except on a Sunday).

Mr. Potter says the residents can also call in and say their trash didn't get picked up so what can they do? Mr. Potter tells them to leave the trash can out at least one more day. Republic Services will send a truck out a second day if they had too much to pick up on the dedicated day.

Chair Sexton asked Mr. Potter if the calls have been turned over to the landfill. Mr. Potter said not yet. It is being worked on.

Chair Sexton thanked Republic Services for speaking to the Commissioners tonight.

UPDATE FROM TRILLIUM: Mr. Dave Peterson, Senior Regional Director spoke to the Commissioners and said this is his 7th year of coming out and speaking to them. Mr. Peterson said Commissioner Johnson gave him the idea of having an orientation on what Trillium does so the Commissioners will understand what they do for the County. Mr. Peterson gave the following presentation.

TRILLIUM HEALTH RESOURCES ANNUAL REPORT WASHINGTON COUNTY

DAVE PETERSON, MA
SENIOR REGIONAL DIRECTOR

Transforming Lives



TRILLIUM UPDATE

Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

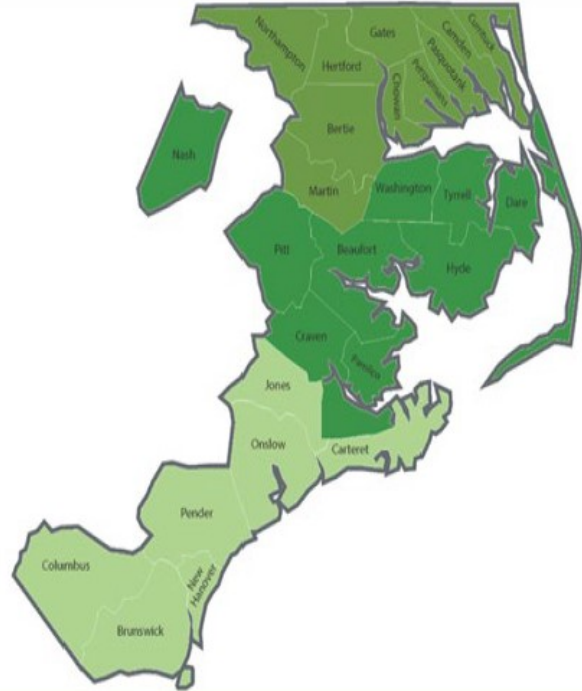
- Who We Are
- Medicaid Transformation Changes
- Organizational changes- Call centers, Contracts, Care Management
- COVID-19 Response
- County Data

Who We Are - Numbers

- 26 Counties
- 1,469,101 total population
- 266,000 Medicaid Eligible
- Served 58,452 individuals from mild to severe mental health needs
 - 70% with MH needs
 - 20% with SUD
 - 10% with IDD
- Approximately 500 Providers
- \$475,921,857.00 spent on services last year
- Smallest County- Tyrrell 3,665- Largest County -New Hanover 232,274
- Cover over 12,000 square miles

Trillium Map per Region

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	201,969	3,511	10
Central	494,441	4,717	9
Southern	772,691	4,176	7



Medicaid Transformation- Standard Plans

- **Standard Plan- 5 companies were awarded**
 - Amerihealth Caritas NC Inc.
 - Blue Cross Blue Shield of NC
 - UnitedHealthcare of NC Inc.
 - WellCare of NC Inc.
 - Carolina Complete Health- covers regions 3, 4 and 5
- ❖ **These Plans will be managing the mild to moderate Medicaid behavioral health recipients**

Medicaid Transformation Standard Plans continued:

- Standard Plan Insurance Companies Timeline:
- March 15th through May 14th - Open Enrollment
- May 15th- Auto enrollment
- July 1st 2021- Standard Plans begin to serve Medicaid individuals with Low to Moderate needs

Medicaid Transformation Tailored Plan:

- 5-7 Managed Care Organizations- NCACC recommended the current LME/MCO map
- Managing the high risk/high cost individuals with mental health, developmental disabilities and substance use
- DHHS released the RFA on November 13th 2020
- Managing the whole person- both physical health and behavioral health

Medicaid Transformation Tailored Plan Continued

- Applications were due back to the state on Feb 2nd 2021 and we submitted ours on time
- DHHS will award the contracts on June 11th, 2021 to 5-7 MCO's
- We will have a readiness review late fall
- July 1st 2022- Begin the Tailored Plan the more Severe behavioral Health, Substance use and IDD population like we do today

What will it Look like

- Manage the whole person both Behavioral and Physical health
- Focus on the Social Determinants of Health-
 1. Transportation
 2. Housing
 3. Food Insecurities
 4. Employment
 5. Personal Safety
- Contract with every pharmacy in our 26 counties
- Contract with all primary care physicians that provide services to Medicaid consumers
- Provide Tailored Care Management

Organizational changes

Call Centers

- Pharmacy
- Provider
- Nurse
- Current Call Center

Contracts

- Pharmacy
- Primary Care Offices

Care Management

- Whole Person Care

Impact today

- Consumers will remain with the same services with their MCO
- We will still move forward with developing the infrastructure to serve the whole person
- Work towards contracting with pharmacies and primary care services

COVID - 19 IMPACT

- Setup a separate webpage for all of our information regarding COVID-19
- Some rate increases extended ranging from 5% - 30% to Network Providers
- Waiving Prior Authorizations
- Supplying COVID Kits to providers/consumers
- Respite for Children with IDD increased to 30 hours
- Telehealth continues to be provided when needed
- Food Delivery

COVID-19 Impact continued...

- Promoting Hope4NC
- Trillium continues remote status with office usage limited to 15% of allowed capacity
- Access to Care continues to be in operation 24 hours per day.
- <https://www.trilliumhealthresources.org/news-events-training/coronavirus-information>

Project Updates

- DSS Respite Homes
- 1200 Naloxone kits
- COVID Kits for Providers and Consumers
- Increased Rates for providers Direct Care Staff
- Hand Sanitizer stations at Playgrounds
- Racial Equity Projects- internal and external
- Safe Schools/Health Kids- online training on a variety of topics
- Crisis and Disaster Response Department

Consumers served in Washington County

Total Consumers served - 582

- Mental Health - 426
- Substance Use - 122
- I/DD - 73

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

QUESTIONS?



Commissioner Johnson asked how folks received this information about the Medicaid transformation. Mr. Peterson said that the State did send out letters in the mail to ones already on Medicaid to tell them of these changes. He would like people to talk about these changes. Most folks will not read the letters and then they will be signed up automatically.

Commissioner Walker asked about pharmacies. Mr. Peterson said Trillium DP would contract with all of them. Chair Sexton asked how many Primary Care providers are in Washington County. Mr. Peterson said maybe 12.

Commissioner Keyes asked if she could get a sample copy of the letter so she can help distribute it. Mr. Potter said the County will also put a link to Trillium's page on ours for information.

Commissioner Johnson thanked Mr. Peterson for coming and bringing that important information so citizens know they need to make a choice rather than one being assigned for them.

The Commissioners thanked Mr. Peterson for coming.

COVID-19 AND VACCINE UPDATE: Ms. Vickey Manning, MTW Health Department Administrator gave an update on COVID-19 and the vaccines since Mr. Gray was on vacation.



Martin-Tyrrell-Washington

DISTRICT HEALTH

Wes Gray, MPA, MPH, Health Director

252.793.3023 (p) • 252.791.3108 (f) • mtwdistricthealth.org



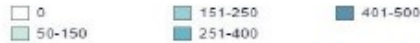
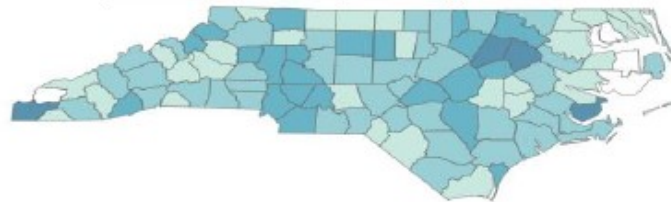
Public Health
Prevent. Promote. Protect.

Coronavirus Update April 5, 2021 - 4:00 pm

The coronavirus COVID-19 is affecting 218 countries and territories around the world.

North Carolina		United States		Global	
Total Cases	922,560	Total Cases	31,461,919	Total Cases	132,282,777
Deaths	12,173	Deaths	568,976	Deaths	2,870,086
Recovered	887,724	Recovered	23,993,494	Recovered	106,520,006

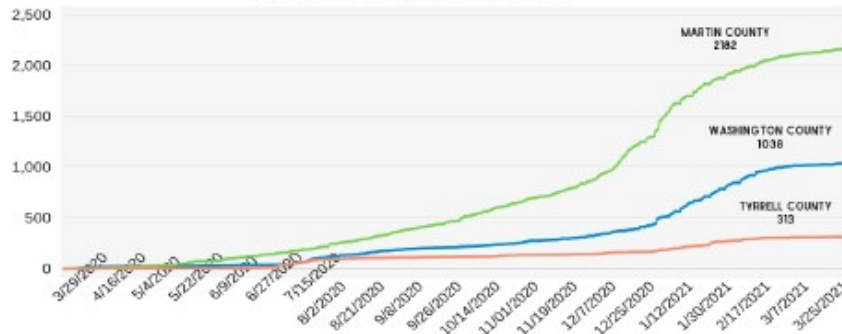
NC Case Distribution (NCDHHS)



District Profile (3 hospitalized)

County	Martin	Tyrrell	Washington
Total Cases	2182	313	1040
Deaths	41	6	31
Cases since 3/31	+8	+0	+0

TOTAL CASE COUNT (BY COUNTY)



Martin County
210 W. Liberty St.
Williamston, NC 27892
252.793.1819

Tyrrell County
408 Bridge St.
Columbia, NC 27925
252.793.1760

Washington County
198 Hwy. 45 North
Plymouth, NC 27962
252.793.3023

Total Tests Completed in NC - As of 4/5: 11,509,107 (6.0% positive) Increase
Diagnostic tests - As of 3/30: Tyrrell (2,905 or 72.3% of the population), Washington (13,903 or 120.0% of the population), Martin (24,188 tests or 107.8% of the population)
% Positive from March 28- April 5: Martin (3.1%), Data not shown for Tyrrell or Washington County.
 Population Source: United States Census Bureau - County Quickfacts, July 1, 2019 Population Estimates

Ongoing Outbreaks - 4/5 (these are total case counts since the start of the facility outbreak, not active case counts)

Facility Type	County	Facility	Staff		Residents / Students		Total	
			Cases	Deaths	Cases	Deaths	Cases	Deaths
Nursing Home	Washington	Roanoke Landing	44	0	66	6	110	6
K-12 School	Martin	Williamston Primary	7	0	0	0	7	0

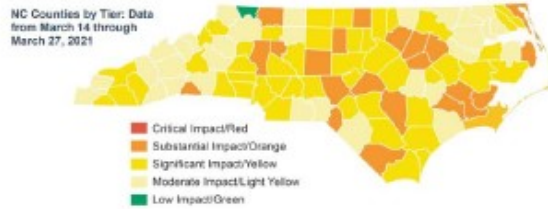
Vaccination Dashboard (April 1: NC is currently 33rd in the US for % of population vaccinated)

Location	Doses Distributed / Shots Given	% Used	% of population with 1 st Dose/2 nd dose
US	200,496,635 / 153,631,404	77%	30% / 17%
NC	6,244,060 / 4,781,372	77%	29% / 17%

County Residents (all sources including hospitals and health departments. As of 4/1, MTW has administered (or transferred to District congregate living homes) 10,160 doses of vaccine)

Martin		Tyrrell		Washington	
1 st Dose	2 nd Dose	1 st Dose	2 nd Dose	1 st Dose	2 nd Dose
6,045	4,238	1,136	857	2,911	2,140
Population = 22,440		Population = 4,016		Population = 11,582	
% 1 st Dose	% 2 nd Dose	% 1 st Dose	% 2 nd Dose	% 1 st Dose	% 2 nd Dose
26.9%	18.8%	28.2%	21.3%	25.1%	18.4%

Graphic of the Day [NC DHHS Website](#)



A complete list of counties and their metrics is listed at the end of the report, including the previous tier and current tier.

County Metrics

The COVID-19 County Alert System uses a combination of metrics to determine whether a county meets criteria to be in a certain tier. These metrics provide information about the amount of viral spread and hospital impact in the county.

How Tiers are Determined:

To be assigned to a certain tier, a county must meet the threshold for case rate for that tier AND the threshold for either percent positive OR hospital impact.

- Case Rate: The number of new cases in 14 days per 100,000 people
- Percent Positive: The percent of tests that are positive over 14 days
- Hospital Impact: A composite score based on the impact that COVID-19 has had on hospitals including percent of COVID-19 hospitalizations, COVID-19 related visits to the Emergency Department, staffed open hospital beds, and critical staffing shortages over 14 days

	Number new cases over 14 days	Percent positive	Hospital Impact within the county
Critical (Red)	>200,000 new cases in 14 days with at least 10 cases in 10 days	>10%	High impact on county hospitals
Substantial (Orange)	80,000 to 200,000 new cases in 14 days with at least 7 cases in 7 days	8-10%	Moderate impact on county hospitals
Significant (Yellow)	20,000 to 80,000 new cases in 14 days	5-8%	Medium impact on county hospitals
Moderate (Light Yellow)	10,000 to 20,000 new cases in 14 days	3-5%	Light impact on county hospitals
Low Impact (Green)	<10,000 new cases in 14 days	<3%	Low impact on county hospitals

Notes on Numbers: For the counts above, I check the following four sources regularly (Some have different update times so I'll use any discrepancies I record the highest number): [Johns Hopkins Case Maps](#), [Coronavirus Watchdog](#), [NC DHHS Coronavirus Case Counts](#)

Commissioner Johnson asked how the Roper clinic was advertised. Ms. Manning said it was a last minute clinic and they used social media. They had some vaccine they wanted to get to people. Mr. Potter addressed Commissioner Johnson and said he had talked to Mr. Gray about this and it was as Ms.

Manning said, they had extra vaccine and wanted to get it to people. He will try to share any future information he gets in hopes of getting more participants.

DEPARTMENT INFORMATION UPDATE—TAX OFFICE: Ms. Sherri Wilkins, Tax Administrator, gave the following presentation.



Steps in performing a Revaluation

- **Field Work**
- **Sales Study**
- **Developing the Schedule of Values**
- **Review**

Revaluation –

- **Is a mass appraisal of real property in a given area**
- **Allows all real property to be listed at current market value**
- **Insures the County's tax burden is distributed equitably**

Field Work

- Each Property is visited by an appraiser
- County Property Record Card data is verified
- Improvements are verified
- Specifics to the property are noted
- Photos are taken of improvements

Sales Study

- Review of recent property sales in the County
- Analyze Sales Data

Review

All properties are reviewed to insure accuracy

Developing the Schedule of Values

- Standards and Rules
- Values
- Influences specific to Washington County

What happens after notices are mailed?

- **Informal Hearings**
- **Board of Equalization and Review**
- **Property Tax Commission**

Commissioner Johnson asked how many years does the County do a revaluation. Ms. Wilkins said every 8 years.

Chair Sexton asked when citizens will receive notices. Mrs. Wilkins said they will be mailed this week and citizens will have 15 days to appeal.

Commissioner Keyes said she would like to thank Ms. Wilkins for all the work she does.

Ms. Wilkins did said that some property may go up 5%....most will be the solar farms. As a whole, there will not a huge change from one year or another.

All the Commissioners thanked Ms. Wilkins for what she does and said they appreciate her.

REAL PROPERTY SURPLUS: Mr. Curtis Potter, CM/CA spoke to the Board regarding real property surplus by discussing the resolution below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/ COUNTY ATTORNEY
cpotter@washconc.org
JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

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

RESOLUTION 2021-003

RESOLUTION AUTHORIZING SALE OF REAL PROPERTY,
758 SPRULL BRIDGE ROAD CRESWELL, BY ELECTRONIC PUBLIC AUCTION
PURSUANT TO G.S. 160 A-270

WHEREAS, G.S. 160A-270 authorizes the Board of County Commissioners of Washington County to sell real property at public auction, including electronic public auction, upon adoption of a resolution authorizing the appropriate official to dispose of the property at public auction subject to the Board's acceptance of the highest bid; and

WHEREAS, the County Manager has recommended that the property, described below, should be sold as public auction as surplus property; and 758 Sprull Bridge Creswell, NC; Tax Pin #7777.00-67-2165; Deed Book 525, Page 372-373;

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

1. The County Manager or their designee is authorized to sell by electronic auction at www.govdeals.com the surplus property described above during the next 120 days following approval of this resolution.
2. Electronic advertisements of the sale of real property, described above, shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements shall be posted on the Washington County website and, where feasible, by other electronic means through which notice of the electronic auction may be broadly advertised.
4. Electronic advertisements shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, a reference to the resolution authorizing the sale, and any other relevant terms and conditions of sale.
5. After conclusion of the bid process, the results shall be reported to the Board at their next regularly scheduled meeting, and the Board shall accept or reject the bid within 30 days of said report.

ADOPTED this ____ day of _____, 20____

William "Bill" R. Sexton, Chair
Washington County Board of Commissioners

ATTEST:


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

Commissioner Phelps made a motion to approve Resolution 2021-003 above and to proceed as presented in the Resolution. Commissioner Walker seconded. Chair Sexton

proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

AQUA DISCUSSION: Mr. Shannon Becker, President and Mr. Ruffin Poole, Director of AQUA spoke to the Board and gave the following presentation.

**Washington County
Water System**



AQUA April 5, 2021

Confidential

Aqua Team

Shannon Becker
President
Aqua North Carolina, Inc.

C. Ruffin Poole
Director
Corporate Development
Aqua North Carolina, Inc.



AGENDA

- Introduction
- Aqua Company Overview
- Capital Planning and Water System Experience
- Reliability, Emergency Response and Customer Service
- Environmental Stewardship
- Community Engagement
- Overview of Fair Market Value
- Rates
- Aqua's Expertise
- Acquisition Process and Partnership with Washington County



Company Overview

- Changed name from Aqua America to Essential Utilities, prior to closing the acquisition of Peoples Gas in March 2020
- One of the largest publicly traded water, wastewater and natural gas providers in the U.S.
- Serving approximately 5 million people across 10 states under the Aqua and Peoples brands
- Ticker Symbol – (WTRG) - \$10.0 billion in market capitalization
- Stable investment grade rated company (A- at S&P) with strong access to capital
- Total annual capital budget of approximately \$950 million

- Operating in 10 states
- Over 3,100 employees serving more than 5 million people
- Combined rate base greater than \$7.0 billion



- Founded in 1886; headquartered in Bryn Mawr, PA
- Large multi-state water & wastewater company with \$5.0 billion of rate base as of year-end 2019
- >99% earnings from the regulated water and wastewater utility business
- 225 MGD water production



- Founded in 1885; headquartered in Pittsburgh, PA
- Largest natural gas distribution company in PA with \$2.3 billion of rate base as of year-end 2019
- 15,000 miles of distribution pipeline, 2,400 miles of gathering pipeline and 310 miles of intrastate transmission pipeline
- >98% of earnings from regulated gas distribution



Aqua North Carolina



OUR CORE VALUES:

Integrity, Respect and the Pursuit of Excellence

OUR MISSION:

Protecting and providing Earth's most essential resource.



OUR VISION:

At Aqua America, we know that water is a precious resource – one that plays a critical role in sustaining life. We take seriously our responsibility to protect and provide this essential resource. We are committed to sustainable business practices; excellent customer service; attracting and developing top talent; the strategic growth of our company; delivering shareholder value; investing in technology and infrastructure; and giving back to the communities in which we operate. We do all these with integrity and transparency.



6

Aqua New North Carolina At A Glance

as of April 2021



Aqua NC Team – Coastal Division

Strong deep bench in NC focused on delivering safe and reliable water & wastewater service.

Shannon Becker
President,
Aqua North Carolina Inc.
15+ Years

Joe Pearce, P.E.
Director of Operations
30+ Years

Amanda Berger
Environmental Compliance
20+ Years

Michael Melton
Director of Engineering
20+ Years

Joel Mingus
Area Manager
20+ Years

Chris Collins
Area Supervisor
20+ Years

Aqua North Carolina has 26 Operators in Coastal Division



Capital Investment

Aqua prudently and efficiently invests capital to maintain compliance and the highest levels of service. In the communities whose systems we acquire, we assume all of responsibilities of Capex as part of our continued operations.



Aqua NC spent **\$110M over the past 3 years** to replace and rehabilitate aging infrastructure including iron and manganese removal facilities, water mains, wastewater treatment plants and wastewater collection systems.



Proposed Capital Investment in Washington County

Aqua is committed to investing in the infrastructure in Washington County. The five-year capital plan includes over \$4M in improvements over the first five years including a new reverse osmosis water treatment facility.



Water in Washington County

- Water Treatment Upgrades:
 - New Reverse Osmosis Treatment Facility
- Tank Painting, Repair, and Altitude values
- Conversion from Gas Chlorine to Hypofeed System
- Well Security Improvements
- Water Loss Study & Main replacement program
- Service Renewals
- Meter Replacements (AMR)
- SCADA Improvements
- Booster Stations Improvements
- Ammonia & Phosphate system upgrades



Reliability and Emergency Response



- Multiple resources to address water and emergencies
 - On-call employees and contractors including operators, engineers, and environmental specialists
 - Operations control center staffed 24/7/365 for critical operations and security checks



Customer Service



Customer Service

- Maintain NC Emergency Operations Plan
- Outstanding Customer service during Severe Weather Events
- U.S. based 24/7/365 Aqua-owned customer service call centers
 - One in North Carolina
- Extensive data management system to protect customer information



Convenient Bill Pay

- Convenient e-billing and bill pay options on our website
- WaterSmart also provides outage alerts and tips to help with water conservation, leak identification, pipe protection, etc.
- Local Western Union payment option also available

Source of Image: CustomerInsightExperience.com



J.D. Power 2020 Water Utility Residential Survey

By customer satisfaction, according to J.D. Power's survey, Aqua is the top-rated midsize private utility in the South region

J.D. Power Survey Index Criteria



QUALITY AND RELIABILITY	PRICE	Conservation	BILLING & PAYMENT	COMMUNICATIONS	CUSTOMER SERVICE
29%	21%	16%	14%	14%	6%

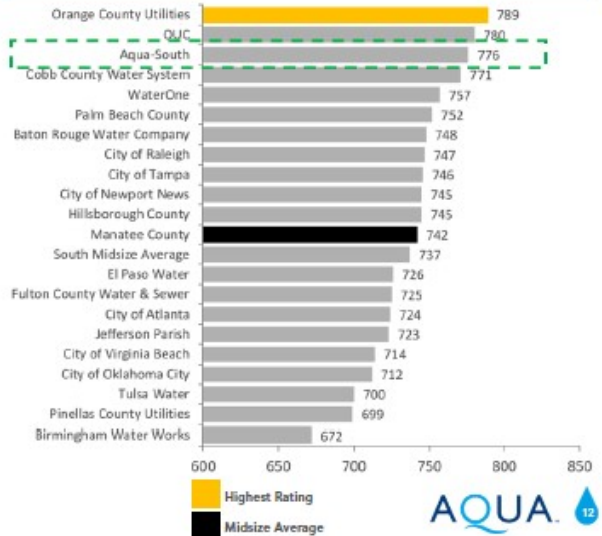
J.D. Power Survey Scope

32,675
TOTAL RESPONSES
NATIONALLY

5TH
YEAR OF THE STUDY

90 BRANDS
WITH 400,000+
RESIDENTIAL
CUSTOMERS

J.D. Power Results for Mid-Sized South



Environmental and Regulatory Responsibilities

Aqua strives to be the best custodian of the environment with a focus on conservation and stewardship. Aqua will take over all the responsibilities of the complex compliance requirements following an acquisition. In addition, Aqua has very strong relationships with all regulators with whom we work with.



Working with Environmental Regulators



Working with the North Carolina Utilities Commission ("NCUC")



Aqua employees with the "TreeVitalize" grant program



Aqua has an on-site lab that performs 270k tests/year



Aqua North Carolina is an entirely regulated utility, falling under the purview of the NCUC and NCDEQ. Aqua North Carolina can only change its rates after obtaining approval from the NCUC.



Community Engagement

Aqua North Carolina is deeply entrenched within the local communities where we operate. After all, our employees not only work in local communities, but live there too.

Aqua's corporate giving and volunteer program, the Ripple Effect, provides employees the opportunity to volunteer during the workday for events like tree plantings, stream clean-ups, local food banks and many others.



Our core values guide and inspire our work as we interact with each other and our customers.

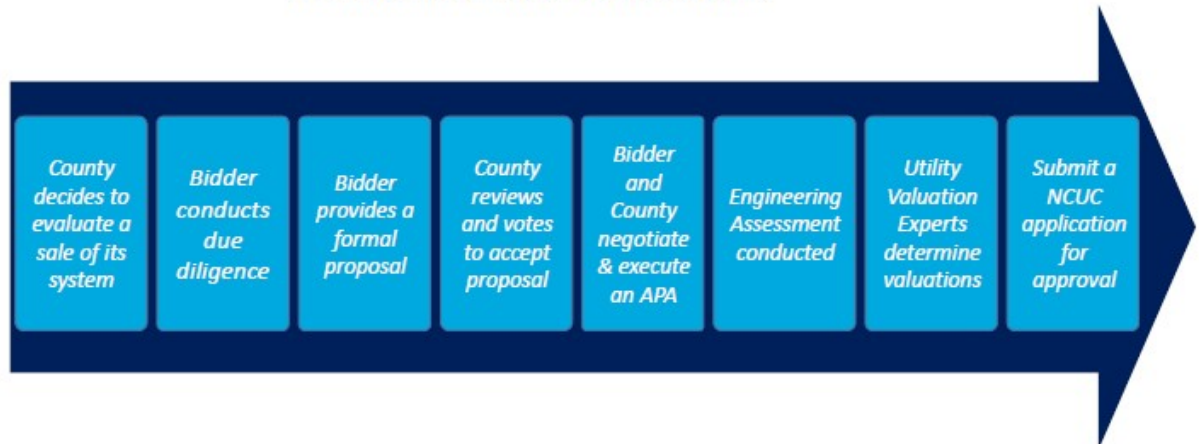


FMV Overview

Legislation Overview	<ul style="list-style-type: none"> • Signed into law – June 2018 • Rules adopted – December 2020 • Valuation process allows local governments to receive fair market value for systems • Removes regulatory roadblocks between buyers and sellers • Improves transparency and certitude of acquisition process
Problem Addressed by Legislation	<ul style="list-style-type: none"> • Underfunded Local Government Water and Wastewater Systems • Deferred Maintenance is a disservice to the rate payers • EPA estimates \$31.6B infrastructure needed over next 20 years • \$190B private capital available for water and wastewater infrastructure • \$1B investment = \$3.46B economic output • Supports 28,500 jobs
Why Municipalities are Embracing FMV	<ul style="list-style-type: none"> • Increased water and wastewater regulations • Aging infrastructure (and workforce) • Avoid future expected or unexpected capital needs • Desire to focus on core operations • Ability to put the sale proceeds to work in the community • Continued delivery of safe water and wastewater services

How FMV Works

Below is an illustrative example of the FMV process. Aqua will work with Washington County professional staff.



Summary of FMV

- Completely voluntary; withdraw anytime during the process until APA is signed
- Three valuation experts separately appraise value
- NCUC approves purchase
- NCUC reviews and sets rates
- Consumer advocate works on your behalf at the NCUC



Rates Information

- If a transaction occurs, Aqua will adopt the County's current water rates until the next rate case
- Heavily regulated - Aqua does not set customer rates
- Only the North Carolina Utilities Commission (NCUC) can approve and determine customer rates
 - Expenditures must be deemed *prudent*
- Rates can only change as a result of a legal rate proceeding which includes:
 - Public hearings – customer input
 - Review by Public Staff of the Utilities Commission and other consumer advocates
 - Analysis of expenditures to ensure prudence



Our Expertise



Customer Focus
with 24/7/365
Customer Service



Water Treatment
and Distribution



Emergency
Preparedness and
Response



Continuous System
Monitoring and
Preventive
Maintenance



Capital Planning
and Asset
Management



Regulatory and
Environmental
Compliance



Prioritization of
safety on all
projects and
operations

AQUA 

Making the Decision

1



Aqua Approach
Respect,
Integrity and
Excellence

2



Washington
County water
customer would
be Aqua's future
water customers

3



Thriving
communities and
growth occur
with a solid
utility in place

4



Our goal is to help
the County flourish
and succeed through
this acquisition

5

AQUA

The team in front
of you now will
be the same
people you will
deal with
throughout the
process

6



We understand
and appreciate
the magnitude of
your decision

We want to be your solution!

AQUA 



We're Ready for Your Questions

WaterByAqua.com



Commissioner Johnson said if WTRG is their stock market trading option and if so, how is that affected by what they do. Mr. Poole said AQUA answers to their customers and employees before stockholders. AQUA has an outstanding compliance record.

Chair Sexton asked what type of percentage the citizens are going to be looking at for a rate increase. Ms. Becker said AQUA looks at what needs to be in compliance and rates are made on actual costs of service. AQUA is very prudent. They would have to see what the current rates are and figure it into an equation while making their capital plan. Chair Sexton asked if having the towns join also would it make the rates cheaper. Ms. Becker said yes, it could keep the rates low. Chair Sexton had a question on the reverse osmosis system. Will it remove salt from the water we get from the Castle Haynes aquifer? Mr. Poole said yes it would. Chair Sexton asked does AQUA monitor the water output (water loss). Chair Sexton asked if they would be required to run to a small number of houses to service (ones that aren't serviced now). Mr. Ruffin said they would have to see what the Zoning Ordinance says.

Ms. Keyes said Washington County has five (5) fire department districts, how would AQUA handle those. Ms. Becker said AQUA would collaborate with them. AQUA likes to have a collaborative relationship with the fire departments.

Mr. Potter said the County struggles here with water cutoffs for folks who don't pay on time or by the grace period. The County doesn't do cut-offs and cut-ons on the same day. Mr. Potter said he is interested in payment policies. Ms. Becker said AQUA has a call center. They have a delinquency date; send a notice by mail, even calls them. Under COVID-19, they are now leaving door tags asking them to call and make payment arrangements and if they call they won't get cut off and if they don't, then their water gets cut off.

Chair Sexton asked what the next move is. Mr. Potter said the Board can discuss the contractual procedures in Closed Session. The Board will have to make the decision with feedback from the citizens on whether to invest in this system.

Commissioner Johnson asked how many public hearings would have to be had. Mr. Poole said at least two--one on the front end and one on the back (with the Utilities Commission). The whole process could take about a year.

LANDFILL BID CONSIDERATION & AWARD: Mr. Curtis Potter, CM/CA spoke to the Board and went over the memo below.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
WILLIAM "BILL" R. SEXTON, JR., CHAIR
TRACEY A. JOHNSON, VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
JULIUS WALKER, JR.



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

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

CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org

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

AGENDA ITEM MEMO

MEMO DATE: March 31st, 2021 **FOR BOCC MEETING ON:** April 5th, 2021
SUBJECT: C&D Landfill Phase 3 Expansion – Bids
DEPARTMENT: Utilities – Solid Waste
FROM: Curtis S. Potter, County Manager/County Attorney (CM/CA)

ATTACHMENTS:

A- Proposal/Bid from Jones & Smith Contractors, LLC for \$82,250

PURPOSE: To review and award the bid for constructing the Phase 3 expansion of the County's C&D Landfill.

SUMMARY BACKGROUND: Washington County operates its own landfill for commercial and demolition (C&D) debris in addition to limb debris, metal "white" goods, and tires. The C&D portion of the landfill is constructed and permitted in sections referred to as cells or phases pursuant to state law.

The currently permitted cell has reached capacity, and the next section needs to be prepared for use in order to continue operating the landfill for the benefit of local residents and contractors.

The County contracted with its landfill engineering firm Smith & Gardner, Inc. to develop and advertise a Request for Bids/Proposals which was distributed to firms in our region that specialize or have experience in landfill construction, and which was published February 5th, 2021 with a bid submission deadline of March 19th, 2021. The attached bid was the only bid submitted for consideration.

FINANCIAL IMPACTS & ANALYSIS: The current allocation for this construction project is \$60,000 based on previously estimates by Smith & Gardner. Staff has negotiated the attached bid from its original \$82,250 to \$76,250 and believes there is currently sufficient available funding already allocated in other landfill budget lines which can be transferred to fund the \$16,250 difference.

RECOMMENDATIONS: Staff recommends proceeding with the single renegotiated current bid to be in the best interest of the county considering the amount of due diligence and length of time already provided for other interested firms to submit a bid response if desired. Additionally time is of the essence in completing this project due to the current landfill capacity, increasing chances of seasonal rain delays, and need to complete the project before the end of the fiscal year if possible to simplify internal accounting, budgeting, and auditing issues.

- Vote to approve the attached bid as renegotiated to \$76,250, and authorize staff to proceed with entering into a contract to initiate and complete the Phase 3 landfill construction project.

PROPOSAL

To: Washington County, North Carolina

From: Bidder: JONES AND Smith CONTRACTORS, LLC
 Address: 112 W. FIRE TOWER RD
WINTERVILLE, NC 28590
 Phone: 252-746-7628 FAX: —
 Email: jamesb@janesandsmith.us
 Contractor's License No.: 66110
 Date of Bid: 3-11-21

The undersigned hereby signifies that it is their intention and purpose to enter into a formal Contract with Washington County, NC [Owner], to furnish all labor, materials, tools, equipment, apparatus, supplies, etc., required and to do all the work necessary for and because of the construction, erection, and/or installation of the proposed

**Washington County C&D Landfill - Phase 3
Washington County, North Carolina**

in accordance with the Contract Documents, including the following Addenda [Bidder shall list to acknowledge receipt]:

No.: 1 _____
 Date: 3-11-21 _____

and in accordance with the terms of this Proposal which are as follows:

THAT: The undersigned has carefully examined the Drawings and Specifications and all other Contract Documents and fully understands them.

THAT: The undersigned has carefully examined the site of the project and is familiar with the conditions under which the work, or any part thereof, is to be performed and the conditions which must be fulfilled in furnishing and/or installing, erecting, or constructing any or all items of the Project.

THAT: The undersigned will provide all necessary tools, machinery, equipment, apparatus, and all other means necessary to do all the work and will furnish all labor, materials, and all else required to complete such Contract as may be entered into, in the manner prescribed in and in accordance with the terms of the Specifications and the Contract and in accordance with the true intent and meaning thereof, and in accordance with the Drawings and the requirements of the Engineers under them, in a first class manner.

THAT: The undersigned hereby declares that the only person, or persons, interested in the Bid as principal(s) is, or are, named herein; that no other persons have any interest in the Bid or in the Contract to be entered into; that this Bid is made without connection with any person, company, or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

THAT: The Owner reserves the right to reject any and all Bids and to waive formalities and technicalities in the Bidding procedure.

THAT: The rights of the Owner and the recommendations of the Engineers are not to be questioned in the Award of Contracts or the rejection of any or all Bids.

THAT: It is the intention of the Owner to let Contracts on the basis of the Bids received in accordance with the Contract Documents and in such manner as they may deem to be for the best interests of the Owner.

THAT: The work under each Section will be awarded under one Contract and that the Owner shall have the right to include such item or items as the Owner may deem to be in the best interests of the Owner.

THAT: The undersigned shall submit, in the blank spaces provided, all data, guarantees, and other information called for.

THAT: This Proposal shall be signed and submitted in the manner prescribed in the Instructions to Bidders.

THAT: It is the intent of these Contract Documents to obtain a Contract based on a Lump Sum Price except where Unit Prices are specifically requested. Where a discrepancy exists between words and numbers in the Bid amount, the written words shall govern.

THAT: The undersigned represents that they are properly licensed.

Bid Form

**Washington County CGO Landfill - Phase 3
Washington County, North Carolina**

Bidder agrees to perform all the work described in the Specifications and shown on the Contract Drawings for the lump sum and unit prices listed in the Bid Schedule(s) below.

Measurement and Basis for Payment:

Some of the line items in the Bid Schedule(s) may include approximate quantities as estimated by the Engineer. The Contractor shall not rely on the quantities given, but shall instead estimate all quantities independently as required to complete the Proposal. The Bid Schedule(s) outlines each item and the corresponding lump sum or unit price listed by the Contractor. The price associated with each lump sum item shall be the full compensation paid for the work described, regardless of the Engineer's or Contractor's estimated quantity. For Lump Sum items, no claim shall be made by the Contractor for deviations between the Contractor's estimated and the actual quantity required to complete the work described, wherein no measurement will be made.

A description of measurement and payment for each Lump Sum and Unit Price Bid item can be found in Section 01025, Measurement and Payment, of these Specifications.

Unit Price Deviations:

The Bidder is responsible for providing unit prices consistent with typical industry norms for the work described. Unit prices which appear inconsistent with typical prices for similar work shall be justified by the Bidder at the request of the Engineer. Providing unit prices which do not reasonably reflect the work described, either high or low, which are not justified satisfactorily to the Engineer, may deem the Bidder non-responsive and invalidate the Bidder's Proposal.

A1. Base Bid Schedule:

Pay Item Number	Description	Spec. Reference	Estimated Quantity	Units	Unit Cost	Extended Cost
1.0	Site Preparation:	02110	1	LS	Lump Sum	3,100.00
2.0	Earthwork:	-----	-----	-----	-----	-----
2.1	Excavation to Subgrade	02222	2,500	CY	6.00	15,000.00
2.2	Overexcavation & Backfill (On-Site Soil)	02222	50	CY	12.00	600.00
2.3	Structural Fill to Subgrade (On-Site Soil)	02223	300	CY	8.00	2,400.00
2.4	Select Structural Fill (Off-Site Soil)	02223	3,300	CY	10.50	34,650.00
3.0	Erosion and Sedimentation Control:	-----	-----	-----	-----	-----
3.1	Temp. Gravel Construction Entrance/Exit	02270	1	LS	Lump Sum	2,500.00
3.2	Silt Fence	02270	500	LF	7.00	3,500.00
3.3	Erosion Control Blanket	02275	1,200	SY	2.50	3,000.00
3.4	Revegetation	02930	3.5	Acres	Lump Sum	10,500.00
4.0	Surveying	01010	1	LS	Lump Sum	3,000.00
5.0	Mobilization & Insurance: (Max. = 5% of Total Bid Price)	-----	1	LS	Lump Sum	3,500.00

The TOTAL BASE BID PRICE for the pay items listed above is as follows:

In Words: EIGHTY TWO THOUSAND TWO HUNDRED FIFTY Dollars and ZERO Cents.
 (In Numbers) \$ 82,250.00

Notes:

- Engineer's estimated quantities are based on in-place quantities. Areas and lengths are based on horizontally projected areas and lengths. No adjustments have been made for stripping topsoil, slopes, uneven contours, overlaps, seams, anchor trenches, compaction factors, etc.

NOTE: PROPOSAL SIGNATURE REQUIRED ON PAGE P-8. ALL PROPOSALS MUST BE PROPERLY EXECUTED TO BE CONSIDERED A VALID BID.

Qualifications of Bidders

In order to assist the Owner in determining whether the Bidder is qualified to perform the work, as set forth in the Contract Documents, the Bidder shall furnish the information as required in the Instructions To Bidders and attach to this Proposal Form.

2013 Washington County C&D Landfill - Phase 2

Proposed Subcontractors

The Bidder shall provide names and contact information for the following subcontractors. If more than one firm is under consideration for this work, please list each additional firm below or on a separate attached sheet. If the Bidder intends to perform one or more of the tasks identified below, please note "To be Performed by (Bidder Name)". The Contractor whose bid is accepted shall not substitute any person or subcontractor in the place of the subcontractors listed below, except:

- A. If the listed subcontractor's bid is later determined by the Contractor to be non-responsive or non-responsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work; or
- B. With the approval of the Owner for good cause shown by the Contractor.

Task	Proposed Subcontractor Information		
	Firm Name, Address, and Phone #	Dollar Amount	% of Total
Surveying:	Timothy Escott 105 Hillard Dr. Plymouth, NC 27962	3,000	3.6%
Revegetation:	DAVENPORT INC. PO Box 160 Plymouth NC 27962	5,200	6.3%
Other Grading	DAVENPORT INC. PO Box 160 Plymouth NC 27962	31,000	41%
Other:			

Proposal Signature

[Sign on Next Page]

Corporation:

The Bidder is a corporation organized and existing under the laws of the State of North Carolina, which operates under the legal name of Jones and Smith Contractors, LLC (Limited Liability Corporation) and the full names of its officers are as follows:

President: _____
Vice-President: _____
Secretary: _____
Manager: Barton Horne

and it does have a corporate seal. The Managing-Member is authorized to sign construction proposals and Contracts for the company by action of its Board of Directors taken 1/1/19, a certified copy of which is hereto attached. *(Strike out this last sentence if not applicable.)*

Partnership:

The business is a partnership consisting of individual partners whose full names are as follows:

The partnership does business under the legal name of:

Individual:

The Bidder is an individual whose full name is:

and if operating under a trade name, said trade name is as follows:

(SIGN BELOW)

Dated March 19, 2021

LLC
Legal Entity

(SIGN HERE)

By: [Signature]
Barton Horne
Printed Name

SEAL
(If Corporation)

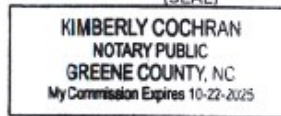
252-746-7620
Telephone Number

Subscribed and sworn to before me this 19th day of March, 2021

Kimberly Cochran
Notary Public

Pitt
County

My Commission Expires: 10/22/2025
(SEAL)





1588 NC 102 East
Ayden, NC 28513

P: 252.746.7628
F: 252.814.2067

DELEGATION OF AUTHORITY LETTER

To Whom it May Concern:

By means of this letter, Jones and Smith Contractors, LLC, delegates the authority herein described to Kenneth H. Smith (Member-Manager) and Barton A. Horne (Member-Manager) on the following terms and conditions:

1. The member-manager(s) may, solely as necessary, review and execute, on behalf of Jones and Smith Contractors, LLC, contracts pertinent to Company business.
2. The effective date of this delegation is 1/1/19 and shall run until revoked by delegating official or his/her successor.
3. The authority delegated is not subject to sub-delegation without prior and express written consent.
4. This delegation is made pursuant to the Washington County C&D Landfill – Phase 3 Contractual Signatory Authority Policy and is subject thereto:

A handwritten signature in black ink, appearing to read "Kenneth H. Smith", written over a horizontal line.

Kenneth H. Smith (Member-Manager)

Date:

A handwritten signature in black ink, appearing to read "Barton A. Horne", written over a horizontal line.

Barton A. Horne (Member-Manager)

Date: 3/19/21

Cc: Jones and Smith Corporate File
Horne and Horne, PLLC

Commissioner Johnson made a motion to approve the abovementioned bid of Jones & Smith Contractors, LLC as negotiated to \$76,250 and authorize staff to proceed with entering into a contract to initiate and complete the Phase 3 landfill construction project.

Commissioner Keyes seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon said the budget transfers, budget amendments and the financial report were in the Commissioners' package. Commissioner Keyes said she had no questions since it was put together so well. Commissioner Johnson asked how it's going using the credit card system at the airport. Ms. Dixon said there are a few things that needed to be completed before Campbell Oil will give us access. (It is a supply contract....no RFP needed.)

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, *Finance Officer*
Date: February 26, 2021
RE: Recreation

BT #: 2021 - 081

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

Account Code	Description	Old	+ or (-)	New
10-6120-610	Contracted Services-Lead /Asst/Officials	1,500.00	(200.00)	1,300.00
10-6120-550	Capital Outlay - Equipment	25,052.00	200.00	25,252.00
Recreation				
Balanced:		26,552.00	-	26,552.00

Justification:

This transfer is to move monies within Recreation from Contracted Services to Capital Outlay. An extra \$200 was needed to cover the costs of highway use tax and tags for the new truck that is being purchased to replace the recreation truck that is no longer in service due to the transmission.

Budget Officer's Initials CS

Approval Date: 2/26/21

Initials:	<u>CS</u>
Batch #:	<u>2021-081</u>
Date:	<u>3/1/2021</u>

WASHINGTON COUNTY
Seal of Washington County

Washington County, Oregon

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: February 26, 2021
RE: EMS-Transport

BT #: 2021 - 082

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

Account Code	Description	Old	+ or (-)	New
37-4376-010	Transport-Salaries & Wages-Regular	98,400.50	(10,000.00)	88,400.50
37-4376-030	Transport-Salaries & Wages-Overtime	12,000.00	10,000.00	22,000.00
EMS-Transport				
Balanced:		110,400.50	-	110,400.50

Justification:

To transfer monies within EMS Transport from Regular Salaries to Overtime. This request is due to the fact that the Transport Division has been down two full-time employees for some time now and has been having to use existing full-time employees to fill those two positions causing the increase in overtime.

Budget Officer's Initials: MD

Approval Date: 2/26/21

Initials:	MD
Batch #:	2021-082
Date:	3/1/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: March 8, 2021
RE: SS Admin

BT #: 2021 - 083

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


Account Code	Description	Old	+ or (-)	New
10-5310-315	SS Admin - Training	7,040.00	(500.00)	6,540.00
10-5310-600	SS Admin - Contracted Services	113,326.00	500.00	113,826.00
SS Admin				
Balanced:		120,366.00	-	120,366.00

Justification:

To transfer monies within the DSS Admin Budget to cover the increased costs in drug testing in the child protective services cases. In anticipation of the need for additional testing through the end of the fiscal year, we are requesting to move these funds in order to increase our contract with SAFE-T-WORKS by \$500 to accommodate the need. This request is not budget impactful as both lines are reimbursable at 50%.

Budget Officer's Initials _____

Approval Date: _____

Initials:	
Batch #:	2021-083
Date:	3/8/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 084

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

Date: March 8, 2021

RE: Central Services/Medical Examiner

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

Account Code	Description	Old	+ or (-)	New
10-8300-451	Insurance-Property & Liability	169,188.00	(3,000.00)	166,188.00
10-6000-180	Contract Medical Examiner	5,000.00	3,000.00	8,000.00
Central Services/Medical Examiner				
Balanced:		174,188.00	-	174,188.00

Justification:

To transfer monies from Central Services to the Medical Examiner line. There is an increase needed to cover the costs associated with autopsies and death investigations. This budget is always an estimate as you cannot anticipate the number of cases that you will have during a fiscal year. In talking with the EMS Director, there are still a number of unfinished cases that have yet to be billed to the county.

Budget Officer's Initials _____

Approval Date: _____

Initials:	<i>pm</i>
Batch #:	<i>2021-084</i>
Date:	<i>3/8/2021</i>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: March 10, 2021
RE: EMS Transport/TTA

BT #: 2021 - 085

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

Account Code	Description	Old	+ or (-)	New
37-4376-180	Transport - Group Insurance	31,066.00	(6,000.00)	25,066.00
37-4376-610	Transport - Contracts - Billing	10,413.00	6,000.00	16,413.00
EMS Transport				
63-4970-370	TTA Marketing & Advertising-Admin	25,000.00	(215.00)	24,785.00
63-4970-100	TTA Retirement	2,343.00	215.00	2,558.00
TTA				
Balanced:		68,822.00	-	68,822.00

Justification:

To transfer monies within EMS Transport to cover the costs associated with the billing Contract. These charges have exceeded our estimate due to an increase in transport calls. To transfer monies within TTA to cover a retirement increase that exceeded our budget estimate - this transfer was approved at the 3/9/2021 TTA Meeting.

Budget Officer's Initials _____

Approval Date: _____

Initials:	CP
Batch #:	2021-085
Date:	3/15/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 086

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

Date: March 16, 2021

RE: Airport Operations

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

Account Code	Description	Old	+ or (-)	New
39-4530-250	Airport - AV Gas and Jet Fuel	50,000.00	(2,821.00)	47,179.00
39-4530-351	Airport - Maintenance & Repair-Equipment	5,000.00	2,821.00	7,821.00
Airport Operations				
Balance:		55,000.00	-	55,000.00

Justification:

To transfer monies within the Airport Operations budget to cover the costs to repair the outside Fuelmaster System to be able to begin using the credit card machine again.

Budget Officer's Initials _____

Approval Date: 3/16/21

Initials:	<u>MP</u>
Batch #:	<u>2021-086</u>
Date:	<u>3/17/2021</u>



Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: March 17, 2021
RE: Water Treatment

BT #: 2021 - 087

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

Account Code	Description	Old	+ or (-)	New
35-7135-350	Water Treatment - Maintenance & Repair-Equipment	40,000.00	(1,200.00)	38,800.00
35-7135-200	Water Treatment - Supplies & Materials	5,000.00	1,200.00	6,200.00
Water Treatment				
Balanced:		45,000.00	-	45,000.00

Justification:

To transfer monies within the Water Treatment Budget in order to purchase additional needed supplies and to pay the monthly charges for the Bouncies needed through June 30.

Budget Officer's Initials _____

Approval Date: _____

Initials: MP
Batch #: 2021-087
Date: 3/22/21

WASHINGTON COUNTY
COUNTY CLERK
300 WEST CLARK AVENUE
DUNSMUIR, OR 97115
503.281.2200

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 088

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

Date: March 18, 2021

RE: Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-5150-257	Senior Center - Department Supplies-Crafts/Ceramics	3,500.00	(1,000.00)	2,500.00
10-515-260	Senior Center - Departmental Supplies	1,100.00	1,000.00	2,100.00
Senior Center				
Balance:		4,600.00	-	4,600.00

Justification:

To transfer monies within the Senior Center Budget to purchase new chairs for the Conference Room.

Budget Officer's Initials

Approval Date:

Initials:	<u> </u>
Batch #:	<u>2021-088</u>
Date:	<u>3/18/2021</u>

WASHINGTON COUNTY
CLERK OF COUNTY COMMISSIONERS
2021-2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: March 19, 2021
RE: Contingency/IT

BT #: 2021 - 089

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	16,303.00	(6,000.00)	10,303.00
10-4210-350	Information Tech-Maintenance & Repair - Equipment	30,000.00	6,000.00	36,000.00
Contingency/IT				
		Balanced:		
		46,303.00	-	46,303.00

Justification:

To transfer monies from Contingency to the Information Technology budget to cover the costs to have the Microsoft Email Exchange rebuilt due to a breach caused by security issues within Microsoft. We have filed this with the insurance company on our Cyber Security Policy but are unsure at this point how much of this may or may not be covered.

Budget Officer's Initials

Approval Date:

Initials:
Batch #: 2021-089
Date: 3/21/2021

RECEIVED
MARCH 22 2021
WASHINGTON COUNTY

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 090

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

Date: March 24, 2021

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-315	Sheriff - Training	3,000.00	(600.00)	2,400.00
10-4310-102	Sheriff - Supplemental Pension Fund	1,200.00	600.00	1,800.00
Sheriff				
Balanced:		4,200.00	-	4,200.00

Justification:

To transfer monies within the Sheriff's Office Budget from training to the supplemental pension fund line. Each year we budget an estimated amount based on the year before, this year we did not budget enough to cover the invoice from the NC Department of Justice. This is a mandatory payment that is made annually.

Budget Officer's Initials

Approval Date: 3/24/21

Initials:	<u> </u>
Batch #:	<u>2021-090</u>
Date:	<u>3/24/2021</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 091

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

Date: March 29, 2021

RE: Detention/Communications/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-4320-010	Detention - Salaries & Wages - Regular	307,335.00	(10,000.00)	297,335.00
10-4320-100	Detention - Retirement	72,607.00	(3,000.00)	69,607.00
10-4320-101	Detention - 401 (K) Contribution	12,415.00	(5,000.00)	7,415.00
10-4320-140	Detention - Workman's Comp	33,064.00	(3,306.00)	29,758.00
10-4320-030	Detention - Salaries & Wages - Overtime	76,500.00	15,000.00	91,500.00
10-4320-031	Detention - Salaries & Wages - Part Time	31,000.00	6,306.00	37,306.00
Detention				
10-5911-010	Communications - Salaries & Wages - Regular	209,970.00	(25,000.00)	184,970.00
10-5911-031	Communications - Salaries & Wages - Part Time	45,000.00	25,000.00	70,000.00
Communications				
33-7400-101	Landfill - 401 (K) Contribution	1,745.00	(500.00)	1,245.00
33-7400-140	Landfill - Workman's Comp	8,117.00	(1,000.00)	7,117.00
33-7400-180	Landfill - Group Insurance	14,578.00	(2,000.00)	12,578.00
33-7400-031	Landfill - Salaries & Wages - Part Time	5,000.00	3,500.00	8,500.00
Landfill				
Balanced:		817,331.00	-	817,331.00

Justification:

To transfer monies within the Detention budget to the Overtime and Part Time lines due to having numerous regular staffing positions open and having to work PT employees more often and the regular employees additional hours to cover all shifts. To transfer monies within the Communication budget to Part Time due to the recent hiring of a FT Director, a PT employee has been interim and is now training the new Director. To transfer monies within the Landfill budget to Part Time to cover the additional hours needed for the PT Staff member until a permanent replacement can be hired for the Chief Landfill Operator's position.

Budget Officer's Initials _____

Approval Date: 3/29/21

Initials:	<u>MP</u>
Batch #:	<u>2021-091</u>
Date:	<u>3/29/2021</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 092

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

Date: March 29, 2021

RE: SS Admin/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-602	SS Transportation - Contracted Labor - Riverlight	15,000.00	(12,000.00)	3,000.00
10-5310-180	SS Admin - Legal Protective Services	35,460.00	7,540.00	43,000.00
10-5310-260	SS Admin - Departmental Supplies	49,500.00	3,500.00	53,000.00
10-5310-351	SS Admin - Repair & Maintenance Equipment	6,000.00	960.00	6,960.00
SS Admin/SS Transportation				
		Balanced:		
		105,960.00	-	105,960.00

Justification:

To transfer monies within the DSS Budgets due to a need to increase the lines for departmental supplies, legal services and repairs & maintenance to equipment. This movement of monies is in anticipation of expenditures through the fiscal year end. This request is not budget impactful as all lines are reimbursable at 50%.

Budget Officer's Initials MS

Approval Date: 3/29/21

Initials: MS
Batch #: 2021-092
Date: 3/31/21

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 093

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

Date: March 29, 2021

RE: Emergency Management

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

Account Code	Description	Old	+ or (-)	New
10-4330-702	Emergency Management - Sunenergy Grant - Generators & Tires	5,000.00	(5,000.00)	-
10-4330-315	Emergency Management - Training	2,000.00	(769.00)	1,231.00
10-4330-540	Emergency Management - Capital Outlay - Vehicle	42,000.00	5,769.00	47,769.00
Emergency Management				
Balanced:		49,000.00	-	49,000.00

Justification:

To transfer monies within Emergency Management to cover the upfitting of the new Emergency Management Vehicle. Sunenergy has given us written permission to use an old tire and generator grant towards this upfitting since tires are no longer needed and another grant has been identified to purchase the generators.

Budget Officer's Initials _____

Approval Date: _____

Initials: MD
 Batch #: 2021-093
 Date: 3/31/2021

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2021 - 094

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

Date: March 29, 2021

RE: SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-201	SS Transportation - DOT Grant Printer	300.00	(30.00)	270.00
10-5400-315	SS Transportation - DOT Grant Travel/Training	5,750.00	(500.00)	5,250.00
10-5400-260	SS Transportation - Transit Advertising	3,750.00	530.00	4,280.00
SS Transportation				
		Balance:		
		9,800.00	-	9,800.00

Justification:

To transfer monies within SS Transportation to cover the costs associated with advertising for the remainder of the fiscal year. These expenditures can be claimed on the grant and are all reimbursed at the same rate so this transfer is not budget impactive.

Budget Officer's Initials _____

Approval Date: _____

Initials: MP
Batch #: 2021-094
Date: 3/31/2021

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2021 - 095

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

Date: April 5, 2021

RE: Sheriff's Cooperative Extension/E911

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	(6,470.00)	(1,015.00)	(7,485.00)
10-4310-611	Gun Permits Discretionary - County Portion	24,070.00	1,015.00	25,085.00
10-3540-030	Gun Permits-State Portion	(8,010.00)	(1,260.00)	(9,270.00)
10-4310-612	Gun Permits-State Portion	8,735.00	1,260.00	9,995.00
10-3540-040	Finger Printing	(1,730.00)	(290.00)	(2,020.00)
10-4310-613	Finger Printing	1,785.00	290.00	2,075.00
Sheriff				
10-3500-280	MIPPA Grant-Medicaid Improvement for Patients	(1,000.00)	(2,157.00)	(3,157.00)
10-6050-998	MIPPA Grant-Medicaid Improvement for Patients	1,000.00	2,157.00	3,157.00
Cooperative Extension				
69-3990-000	Appropriated Fund Balance-E911	(199,064.00)	(29,000.00)	(228,064.00)
69-9100-550	E911-Capital Outlay-Equipment	208,500.00	29,000.00	237,500.00
E911				
Balanced:		27,816.00	-	27,816.00

Justification:

To budget additional revenues received in the Sheriff's Office for Gun Permitting and Finger Printing. To budget for MIPPA Grant that has been awarded and will be received prior to year end. To appropriate fund balance in E911 to cover the costs of a new Recorder as part of the upgrading of equipment to the primary PSAP. The old recorder is not compatible with the new ESNet System that is being installed so it has to be replaced.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Keyes made a motion to approve the budget amendments/transfers as presented above. Commissioner Phelps seconded. Chair Sexton proceeded with the roll

call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER/ COUNTY MANAGER OR CLERK:

Commissioner Johnson has a request from BCCC WCC. They need a part-time person to work in the facility for 20 hours a week. Please call the County Manager's Office for more information.

Commissioner Keyes talked about creating a community development/economic development group. Chair Sexton said he would be glad to appoint Commissioner Keyes to head that up along with any other Commissioner. Commissioner Phelps said he would like to join that group.

Ms. Bennett mentioned to the Commissioners about the NCACC's "meeting in a box" now comes in an envelope. She also asked the Commissioners to please look over info on NCACC website regarding the upcoming 114th Annual Conference being held in person August 12-14, 2021 in New Hanover County (Wilmington). Please let Ms. Bennett know if you would like to attend.

Mr. Potter reiterated that the County spending cutoff date is May 4.

Mr. Potter gave a brief rundown of the County's email woes. The County's email server was hacked and our email system was down for approximately 3 weeks. It is up and running now. Ms. Fikes will give the Department Update at the May meeting.

Mr. Potter informed the Board of a couple of recent vehicle accidents.

Mr. Potter said the County has started receiving vehicles that were ordered. The Emergency Management Director's is in Plymouth at the dealership. Ms. Dixon is checking on the vehicle for the Water Department.

Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3)--attorney-client privilege and NCGS 143-318.11(a)(4) to discuss the location or expansion of industries or other businesses in the area, et. Seq. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.

Back in Open Session, at 9:59 PM, with no further business to discuss, **Commissioner Keyes made a motion to adjourn. Commissioner Phelps seconded. Chair Sexton proceeded with the roll call: Commissioner Walker, yea; Commissioner Phelps, yea; Commissioner Johnson, yea; Commissioner Keyes, yea; Commissioner Sexton, yea. Motion carried unanimously.**

William R. "Bill" Sexton
Chair

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

