

May 7, 2018

The Washington County Board of Commissioners met in a regular session on Monday, May 7, 2018 at 6:00 PM in the Cooperative Extension Conference Room, 128 E. Water Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter and Clerk to the Board Julie J. Bennett and Missy Dixon, Finance Officer.

Commissioner Sexton gave the invocation. Mr. Potter led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA:

- a) Approval of Minutes (Regular Session & Closed Session)
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolution Opposing the Reduction in the Number of Judges in the Second Judicial District
- d) Transfer of Washington County/Town of Plymouth Jointly Owned Property
- e) Proclamation: Older Americans Month 2018
- f) Proclamation: Vulnerable Adult and Elder Abuse Awareness Months 2018

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

PUBLIC FORUM: Mr. Charles Sharpe, Roper Town Council member, spoke to the Board re: law enforcement. Roper doesn't have the money for an around the clock presence in Roper and Creswell. He would like the Board to make it a priority to have law enforcement presence in Roper and Creswell.

Ms. Anna Freeman, 103 Logan Avenue, Plymouth, invited everyone to attend the Annual Family and Friends Day Community Event on August 25, 2018. It is sponsored by the Carthagenia Masonic Lodge #38 and Queen Esther Jewel #32, Order of Eastern Star. They will be giving away school supplies to Washington County kids and there will be food, games and entertainment. The Red Cross Blood Mobile will also be there. Ms. Freeman is trying to find other groups to participate. Chair Johnson suggested that Ms. Freeman contact the Creswell Primary Clinic. The event will be held from 10:00 AM - 2:00 PM in downtown Plymouth by the museum area.

Mr. Lloyd Jones, Jr. 842 Gourd Neck Road, Roper, spoke about the upcoming referendum on the .25 sales tax. Mr. Jones stated that most of us don't mind going to Greenville to shop and pay their sales taxes. This county, our county, can use this sales tax. If we don't have the money, we can't do a lot of things. Vote for the .25 cent sales tax.

PRESENTATION OF FLAG BOX: Mr. Potter presented a Flag Box, courtesy of NACo, to Mr. Bobby Brown, VFW Representative and Mr. Eugene Sawyer, American Legion Representative, to be placed at the Pettigrew Regional Library. Once a year, Mr. Brown and Mr. Sawyer will have a proper flag retirement ceremony, usually with the Boy Scouts. Mr. Potter thanked them for taking on this project and presented them with the box. Commissioner Phelps said there is an existing flag in Creswell that could be their first one in the box, since the town was presented with a new flag during May Daze this past weekend.

NC BLACK BEAR FESTIVAL: Mr. Tom Harrison, TTA Director gave the following presentation to the Commissioners. Mr. Harrison also mentioned there would be an upcoming Blackberry Pancake Dinner at the Plymouth Fire Department and a meeting on June 1 for politicians @ 10:30 AM at the Maritime Museum. More info will be forthcoming from the TTA on those events.



Things aren't always what they appear to be.



What looks like entertainment,
is really economic development.



What looks like entertainment,
is really marketing.



The NC Black Bear Festival has successfully leveraged a weekend event into education about this NC superlative found literally in our back yards and more importantly it is getting us noticed in positive ways!

- It has brought the most people to Washington County since the Civil War.
- It has filled our hotels and many of our restaurant have experienced record sales.
- We have sent shock waves through the festival industry as we have raked in major awards.
- Several of those awards were for marketing. We recently received second place in the Southeast for both social media and our website.

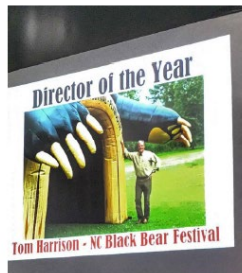
<p>Voted 2016</p> <p>Rising Star Award For Best New Festival in North Carolina By The NC Assoc. of Festival & Events</p> 	<p>Voted 2017</p> <p>Event of the Year By The NC Assoc. of Festival & Events</p> 
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20
2018
WINNER

TOP TWENTY
EVENTS


SOUTHEAST TOURISM SOCIETY

2018 Best Small Festival in the Southeastern US
Southeast Festival & Events Assoc.



2018
"Director of the Year"
NC Assoc. of Festival & Events



June 2, 2018 will be the first "National Black Bear Day"
(Created in Plymouth and to forever be celebrated with Bear Fest)

 <p style="font-weight: bold;">National Black Bear Day</p> <p>www.NationalDayCalendar.com</p>	 <p style="font-weight: bold;">First Saturday in June</p> <p>#NationalBlackBearDay</p>
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73 Commercial
with 775,000 Impressions



**30 Reasons
to Come Enjoy The
NORTH CAROLINA
Black Bear Festival
& Blackberry Extravaganza!**

1. Wild Bear Tours
2. NC Bear Biologist Presentations
3. Free Wildlife Photography Workshops
4. Run with the Bear 5K
5. Motorcycle Poker Run
6. Bear Necessities Paddle Event
7. Lazy River - Tubing down the Roanoke River
8. Kayak Race
9. World Champion Wakeboarder Show
10. Mechanical Bear Ride (like a Mechanical Bull)
11. Blackberry Pie Eating Contest
12. Blackberry Eating Contest
13. Blackberry Recipe Contest
14. Art Show
15. Classic Car Show
16. Obstacle Course
17. Water Slides
18. "Dress Like a Bear" Baby Contest
19. Free Fishing for the Kids
20. Children's Bear Train
21. Children's Storyteller
22. Make a Plaster Cast of a Bear Track
23. Helicopter Rides
24. Footbook Boat Rides on the Roanoke River
25. Historical Boat Rides on the Roanoke River
26. Chain Saw Carving
27. Live Music
28. Three Museums - Free Admission
29. Food and Craft Vendors
30. Reflections on the Roanoke Fireworks Show

Tel. 252-799-6627 Email: info@ncbearfest.com
www.ncbearfest.com
 Plymouth, NC
"Where traffic ends and adventure begins"





NORTH CAROLINA
Black Bear Festival
& Blackberry Extravaganza



Three Festivals in One

Bear Festival



- Bear Tours
- Bear Train
- Baby Bear Contest
- Bear Biologist
- Bear Necessities Paddle
- Run with the Bear 5K

River Festival



- World Champion Wakeboarder
- Boat Rides
- Lazy River Tubing
- Kayak Race
- Kids Fishing Event

Blackberry Festival



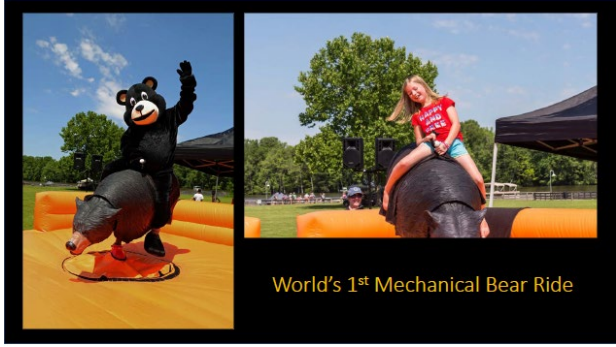
- Pie Eating Contest
- Blackberry Eating Contest
- Blackberry Food Items
- Blackberries for Sale
- Blackberry Bushes for Sale



Blackberry Eating Contest

Blackberry Pie Eating Contest



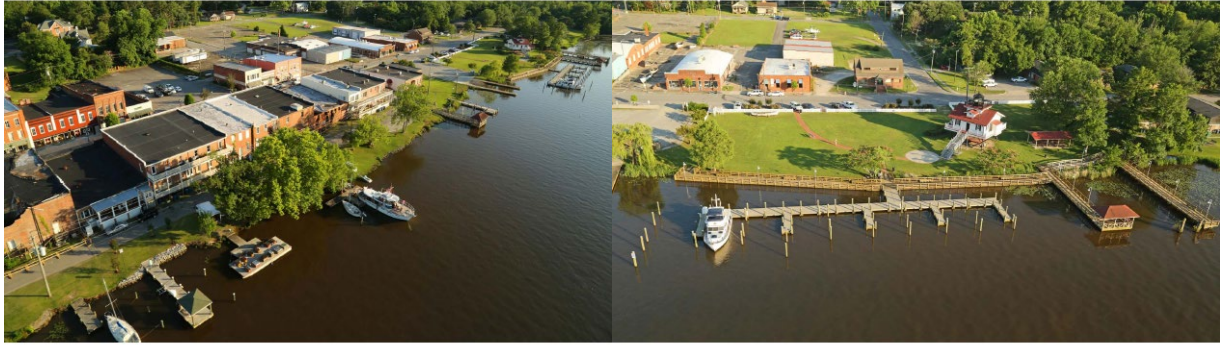


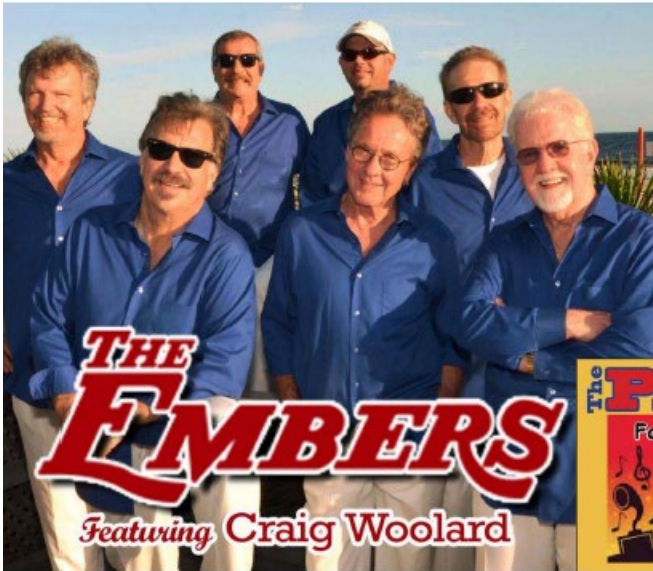
















Coming Soon...

Branding for Washington County.



BOARD OF EQUALIZATION AND REVIEW:

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

Ms. Sherri Wilkins, Tax Administrator, noted there were no appeals as of today.

Commissioner Phelps made a motion to adjourn the Board of Equalization & Review. Commissioner Riddick seconded, motion carried unanimously.

IBX RESOLUTION: Mr. Potter spoke to the Board and referenced the info from the memo in the agenda package (which is below).

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



ADMINISTRATION STAFF:
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JULIE J. BENNETT, CMC, NCCCC
CLERK TO THE BOARD
jbennett@wascocnc.org

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

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: May 4, 2018
RE: Harbor Town Project – IBX Authority, Inc.

Background:

- Nicholas Didow and Bunny Sanders as representatives of the IBX Authority, Inc. made a presentation about the Harbor Town Project to the Board of Commissioners about two years ago & requested funding to assist in the upfront admin costs. That request was not granted at that time.
- Earlier this year Golden LEAF announced its next pending round of grant funding in northeastern North Carolina to be administered with the assistance of the Rural Center through a pilot project that seeks to provide 15M in grants across 17 counties with a per county cap of 1.5M, and no specific per county minimum guarantee. Representatives from Creswell, Roper, and Plymouth along with Washington County attended an initial kickoff forum in Martin County to learn about this initiative and to start thinking about collaborative projects that could be pursued. This group of representative anticipates reconvening sometime in the near future to continue discussing possible collaborative projects that could be pursued through grant applications to Golden LEAF and other funding sources.
- The IBX Authority, Inc. also attended this initiative and has made several presentations seeking to generate cross jurisdictional support for the Harbor Town Project in an apparent effort to seek funding on their behalf through the upcoming Golden LEAF grant process.
- Washington County has been asked by the IBX Authority, Inc. to consider adopting the attached Resolution of Support along with other jurisdictions in northeastern North Carolina. Certain questions and concerns about this project have been raised by various jurisdictions, as well as regionally, which recently led to a regional discussion about this project as Agenda Item 7 at the Albemarle RPO Board Meeting on 4/25/18. An executive summary from that agenda package is attached for your reference.

presentations, can be viewed here:

<https://www.dropbox.com/sh/fk48kzbsssniqw7/AAArM6880NFHr2KFAQwFG2r3a?dl=0>

Staff Analysis:

- Staff has concerns about the actual feasibility of this project, the possible diversion of current revenue streams or grant opportunities to fund this project if endorsed, the possible inclusion of expenses related to this project in the regional DOT budget which might compete with other transportation projects and needs, and the general lack of specific information regarding the project overall.
- Staff believes that the main feasibility study cited for this project is outdated (1994) and incomplete in terms of the data utilized. Recent feasibility studies by NCDOT done in connection with their own passenger ferry projects do not appear to correlate with some of the conclusions drawn by the original feasibility study for this project.
- Staff believes that a more recent feasibility study conducted by an independent third party reviewing the overall general proposed project, and tasked with making recommendations as to maximizing the potential efficiency of operating a passenger ferry system connected between different points on the Albemarle Sound will be necessary to better understand the actual feasibility of this project. In staff's opinion, pursuing grant funding to pay for such an updated study first, before pursuing funding for the overall project, would be a more realistic and productive use of resources, and would be more likely to result in actual approval by the Golden LEAF Foundation according to staff's understanding of the requirements for the upcoming round of grant funds.
- Notwithstanding the foregoing, staff looks forward the possible opportunity to sit down with other jurisdiction representatives and IBX Authority, Inc. members to continue discussing ways to possibly collaborate for the mutually beneficial development of tourism based economic development.

Staff Recommendation:

- Staff has prepared an alternative Resolution Authorizing the Non-Monetary Support & Limited Participation in the Harbor Town Project, which is attached to this Memo, for consideration by the Board based on these concerns, and recommends adopting this Resolution in lieu of the version proposed by the IBX Authority, Inc. if the Board desires to take action on this item at this time. This resolution is aimed at increasing Washington County's participation with the leadership of this project in order to better understand the details surrounding its feasibility and proposed implementation without losing control over grant opportunities or revenue streams.

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RESOLUTION OF SUPPORT

Whereas, A summary of the Albemarle Regional Tourism Development Strategy has been reviewed by members of the Washington County, N.C. Board of Commissioners, and

Whereas, Washington County NC agrees to be included in an Albemarle Regional Tourism Development Strategy and grant application to The Golden Leaf Foundation, to be coordinated by the IBX 501 (C)3 and,

Whereas, the IBX 501 (C)3 shall also apply for grants from other sources to support development and implementation of the proposed regional tourism development strategy; and,

Whereas, the Washington County Board of Commissioners understands that the five town/counties proposed for participation in this project include: Edenton, NC, in Chowan County; Plymouth, NC, in Washington County; Columbia, NC in Tyrrell County; Elizabeth City NC in Pasquotank County; and Hertford, NC in Perquimans County, and

Whereas, The IBX 501 (C)3 shall be governed by the IBX Authority Board of Directors; and

Whereas, All IBX 501 (C)3 plans and budgets must be approved by the board of directors ; and

Whereas, The Town of Plymouth and Washington County shall each appoint one member to the Board of Directors; and

Whereas, The Washington County Board of Commissioners understands that by this resolution, it in no way assumes responsibility for any funding to meet the expenses for the operations of the IBX 501 (C)3; and that the operation of the IBX 501 (C)3 shall be a part of expenses related to development, implementation, and administration of the project and the proposed Golden Leaf grant, and any other related grants which it shall pursue in behalf of Washington County.

NOW, THEREFORE, BE IT RESOLVED THAT: The Washington County N.C. Board of Commissioners hereby agrees with, and supports the IBX 501 (C)3 Golden Leaf Foundation grant application for funding of \$1.5-\$2million which includes a total of \$200,000 to be paid to the IBX Authority for services related to development, implementation, and administration of the proposed Harbor Town Project for Washington County.

ADOPTED this the ____ day of _____, 20____

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

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RESOLUTION
AUTHORIZING THE NON-MONETARY SUPPORT &
PARTICIPATION IN THE HARBOR TOWN PROJECT

WHEREAS, Washington County has reviewed certain information it has received regarding the Harbor Town Project, Water Transportation in the Albemarle Sound, sometimes also referred to as the Albemarle Regional Tourism Development Strategy (hereinafter the "Harbor Town Project"); and

WHEREAS, such information includes without limitation a "PRELIMINARY ANALYSIS OF THE FEASIBILITY OF OPERATING HIGH-SPEED PASSENGER FERRIES ON THE RIVERS AND SOUNDS OF NORTHEASTERN NORTH CAROLINA" dated May 20, 1994 by Charles D. Miller and Associates; and

WHEREAS, the Harbor Town Project is being coordinated and overseen by the IBX Authority, Inc., a North Carolina non-profit corporation; and

WHEREAS, the IBX Authority, Inc. has presented that it is to be governed by a Board of Directors who shall approve all budgets and plans, and which shall consist at least in part, of appointees from the various participating jurisdictions, which have been proposed to be: Edenton, NC in Chowan County; Plymouth, NC in Washington County; Columbia, NC in Tyrrell County; Elizabeth City, NC in Pasquotank County; and Hertford, NC in Perquimans County; and

WHEREAS, the IBX Authority, Inc. has requested that Washington County endorse the Harbor Ferry Project, and agree to be included in its grant application to seek funding on Washington County's behalf from the Golden LEAF Foundation, as well as from other grant sources that might exist or arise in the future to assist in obtaining funding for the Harbor Town Project; and

WHEREAS, various questions and concerns have been raised regarding the feasibility of the Harbor Town Project, some of which remain unresolved as of the passing of this resolution, including without limitation the overall feasibility of the proposed project, the potential for grant funding competition, and the potential for changes in, or losses of existing revenue streams if diverted through legislative action to fund this project which concern has been expressed on a regional level by multiple counties; and

WHEREAS, notwithstanding these concerns, Washington County desires to express and extend its general support for the concept of the Harbor Town Project if it is shown to be a feasible and viable project with regional collaborative buy-in.

NOW THEREFORE, THE WASHINGTON COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES AS FOLLOWS:

1. That Washington County agrees to participate with the IBX Authority, Inc. by appointing a Board Member to the Board of Directors of that corporation, to better understand and represent Washington County's interests in the Harbor Town Project, and to continue to review and consider further endorsements and support as requests for the same are made.
2. That any and all grants to be made on behalf of Washington County by the IBX Authority, Inc. must first be approved by the Washington County Board of Commissioners after carefully reviewing the contents of each proposed application (including without limitation, any application to be made to The Golden LEAF Foundation) and consulting with staff to determine the impacts thereof on Washington County's overall interests.
3. That nothing herein shall be deemed in any way to make Washington County liable for any expenses related to the development, implementation, and administration of the Harbor Town Project and/or any proposed grants to be pursued in connection therewith.

ADOPTED this the ____ day of _____, 20 ____

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Chair Johnson asked Ms. Bennett to read the second resolution for all to hear. Chair Johnson asked if anyone had any questions. Commissioners Walker and Riddick had none.

Commissioner Phelps asked Prof. Didow what his thoughts were on the County's resolution. Prof. Didow said he would prefer the language that Pasquotank used and would like to have Washington County's support. Commissioner Phelps said he feels that Washington County is encompassing that.

Commissioner Sexton said he would like the IBX Authority to be looking for additional funds, not the \$1.5M from Golden Leaf that the County needs for its own projects. Ms. Bunny Saunders said she feels there is a risk of not getting funding if done singularly rather than regionally. Commissioner Sexton asked if a new study has been done since 1994. Prof. Didow distributed a newer study. Commissioner Phelps mentioned that this information has been sent to

the Commissioners in a link. Commissioner Phelps said Washington County needs economic development.

Commissioner Phelps made a motion to approve the 2nd resolution: Resolution Authorizing the Non-Monetary Support and Participation in the Harbor Town Project.

Commissioner Riddick seconded the motion. Discussion ensued. Chair Johnson asked if these funds include the ferries themselves. Prof. Didow said he felt the funds would be going to developing and renovating the waterfronts and establishing terminals. Ms. Saunders said the idea is to get people to come to the five towns with five different appeals. Prof. Didow said he wasn't invited to the regional meeting that the County Manager referred to during earlier discussions tonight. He could have answered their questions. Chair Johnson said Prof. Didow's handout speaks of using occupancy tax. Prof. Didow said he hasn't mentioned using the occupancy tax. Chair Johnson said her info from Kenan Flagler shows the use of the occupancy tax. Commissioner Phelps said he doesn't understand why the Board is spending so much time on this. The resolution ensures that the taxpayer's money is not used for this project. Commissioner Johnson said she is just voicing her concerns based on projections she has read about—like who is considered a member of the IBX Authority Board and what is the membership dues are going to be. Prof. Didow said it is not their intent to use the occupancy tax. Commissioner Walker asked who will decide which projects will be done in each county. Prof. Didow said it would be the members of the IBX Authority Board. Each town and each county will have a representative.

Mr. Tom Harrison mentioned about a 2 day cruise on a 50 passenger vessel with tickets being \$1,000/ticket that is happening this weekend and docking on the Plymouth waterfront.

Commissioner Sexton said he is on the RPO Board and this topic has stirred up a lot of folks. It sounds like not enough information is getting out about this. The RPO is worried about losing the funds for the ferries we currently have. Commissioner Sexton asked Prof. Didow to make contact with Angela Welsh at the RPO to get on the agenda for their next RPO meeting. Mr. Potter asked Prof. Didow for a copy of the bylaws for the IBX Authority so he can get them to Board. **Motion carried unanimously.**

DEBRIS MANAGEMENT CONTRACT: Ms. Keyes told the Board she is in charge of keeping the county cleared of debris. She spoke to the Board on the Debris Management Contract and said she was seeking their approval for the County to enter in a contract with the lowest bidder (highest score), SDR.

The Office of Emergency Management solicited a Request for Proposals for Pre-Event Debris Management & Removal Services on three (3) separate occasions.

Only one proposal was received on the first two requests. Therefore, Ms. Keyes contacted the NC Division of Emergency Management and asked for guidance. Ms. Mary Glascock with NC Division of Emergency Management's Public Assistance Branch recommended that the Office of Emergency Management make a third attempt.

On the third attempt, the Office of Emergency Management received four (4) proposals and the proposals were opened in the EOC on March 20, 2018 at 3 pm with the Clerk to the Board of Commissioners recording the numbers.

On April 3, 2018, all proposals were reviewed by David Tawes, Public Utilities Director and Ann Keyes, Emergency Management Director. Proposals were received from Crowder Gulf, SDR, DRC and CERES. The proposals were scored based on experience, technical capabilities, equipment and reasonableness of price with Julie Bennett, Clerk to the Board witnessing the discussion.

SDR received the highest score and it is the recommendation of the Office of Emergency Management that County staff enter into a Pre-event Debris Management and Removal Services Agreement with SDR.

Bid Evaluation Sheet

Project: Pre-Event Debris Management & Removal Services Agreement
 Owner: Washington County
 Bid Opening: March 30, 2018
 Location: FOC

Total Score	Contractor	Experience	Technical Capabilities	Equipment	Reasonableness of Price
3.95	Crowder Gulf				
4.80	SDR				
4.18	DRC				
4.05	CERES				

Notes: Reviewed by David Tawes, Public Utilities Director and Ann Keyes, Emergency Management Director & Planning & Safety Director
 Witnessed by Julie Bennett, Clerk to the Board of Commissioners
 Date: April 3, 2018
 9:30 am

Commissioner Phelps made a motion to award the Debris Management Contract to SDR. Commissioner Riddick seconded, motion carried unanimously.

WATER SHORTAGE RESPONSE PLAN: Mr. Doremus Luton, Interim Utilities Director, spoke to the Board. Mr. Luton said this plan has to be reviewed every 5 years. During the cold snap this year, the County provided 900,000 gal/day for 2,600 customers. Chair Johnson asked if citizens are informed of an impending drought situation. Mr. Luton said yes they would be by utilizing Ms. Keyes Hyper-Reach system.

**Water Shortage Response Plan
for
Washington County (PWSID: 04-94-025)**

I. Washington County Water Shortage Response Plan Procedure

When the thresholds established in Section IV of this plan are reached the County Manager, or an agent designated by the County Manager, shall declare a water shortage and institute the provisions of this plan. Upon the declaration of a water shortage, a press release will be forwarded to the following media outlets: The Roanoke Beacon (252-793-2123); Washington Daily News (252-946-2144); WITN Channel 7 News (252-946-3131); WNCT Channel 9 News (252-355-8500); WCTI Channel 12 News (252-638-1212). All Municipalities that purchase water from Washington County will at a minimum adopt and enforce water use reduction measures contained in this plan as a condition of water sales.

II. Year-Round water conservation policy in Washington County
Year Round Water Use Policy

Washington County Commissioners encourage all county supplied water users to use water efficiently at all times. Washington County's Water Department will monitor regional water resource conditions through the North Carolina Drought Monitor. (<http://www.ncwater.org/drought/>) When the Drought Monitor indicates impending drought conditions the Utility Director will increase monitoring of water demand and the available supply of water. The findings will be reported to the County Manager. In the event of a declaration of a water shortage by the County Manager, the Water Department will submit a weekly report on water supply conditions to the County Manager.

Public education will consist of the following

Independent Mailing to Major users	County Website	Bill Stuffers to all Customers	Newspaper Ads Roanoke Beacon
Signs & Posters	Radio (public service announcements) FM 95.9 Plymouth	TV WITN-7	Flyers/Handouts

III. Washington County use Classification

Class I: Essential potable water uses for Washington County

Domestic – Water use to sustain human and domestic pet life: maintain hygiene and sanitation standards.

Patient Care – Patient care and rehabilitation, including swimming pools used for patient care and rehabilitation as prescribed by medical personnel.

Public Use – Firefighting and approved flushing of hydrants to ensure public health and safety.

Class II: Socially/Economically important potable water uses for Washington County

Domestic – Minimal use for kitchen, bathroom and laundry;

Public Use – Filling and operation of public swimming pools, which serve more than 25 residents.

Commercial – Commercial vehicle washes and Laundromats; restaurants and hotels, irrigation of golf course greens, watering by commercial nurseries at a minimum level to maintain stock, minimum amount required to maintain essential cooling operations.

Agricultural – Minimum amount required to maintain crops, livestock, and associated activities.

Industrial – Minimum use necessary to operate production facilities and maintain jobs, minimum amount required to maintain essential cooling operations.

Institutional – Efficient use by schools, churches, and government facilities.

Class III: Non-Essential potable water uses for Washington County

All – Ornamental uses (fountains, reflecting pools, artificial waterfalls, etc.); Residential lawn irrigation; Non-commercial washing of motor vehicles; Wash down of impervious surfaces; Filling and operation of recreational swimming pools serving less than 25 residents.

Public Use – Gardens, lawns, parks, golf courses (except greens), town laying fields and recreational areas.

Commercial – Serving water in restaurants except by request.

IV: Drought Response Triggers and Phased Water Use Reductions

When the following water supply thresholds (Triggers) are reached, the County Manager shall initiate the following Phase reduction measures as outlined under the corresponding Response heading.

Phase I: Voluntary Water Use Reduction for Washington County

Triggers

A 20% reduction in the seasonal normal distance between the static water level in the well and the pump intake, or greater than 80% of the system's capacity is being used for 5 consecutive days, or any combinations of the above conditions for 5 consecutive days within a 30 day period.

RESPONSE (Begin Distribution of Water Use Reduction Education Materials)

1. The County Manager shall declare a Water Shortage Advisory;
2. Begin public notifications as previously outlined and distribute water conservation tips;

3. Request Voluntary Conservation for all users of the Washington County water system as outlined in distributed information;
4. Request Class III non-essential uses to be reevaluated;
5. Commercial and Industrial water users are required to prepare a 25% water use reduction plan to be submitted within 30 days of water shortage advisory declaration.

Phase II: Mandatory Water Use Reduction Measures For Washington County

Triggers

A 40% reduction in the seasonal normal distance between the static water level in the well and the pump intake, Or greater than 90% of the system's capacity is being used for 3 consecutive days, Or any combinations of the above conditions for 3 consecutive days, Or failure of Phase I measures to result in a 10% reduction of potable water-use demand.

Response

1. The County Manager shall declare a **Water Shortage Alert**;
2. All voluntary measures become mandatory in addition to the following measures:
 - a. Enforce a system-wide 25% water use reduction goal (including industrial and commercial plans)
 - b. Notify water use customers by any or all methods as previously outlined
 - c. Non-commercial car washing & residential lawn irrigation is limited to two days per week between 6pm – 8am; Odd addresses on days Monday & Saturday; Even addresses on days Tuesday & Sunday.
 - d. Ban all non-commercial pressure washing and wash down of impervious surfaces
 - e. Ban the filling of newly constructed or recently drained pools
 - f. Public recreational areas are limited to watering on Monday between the hours of 6pm-8am
 - g. Institutional automatic toilet flushing systems will operate only during business hours (8am-6pm)
 - h. All non-public hydrant use by permit only
 - i. Ban ornamental uses
3. County Manager may authorize additional water use restrictions or bans to be enforced 10 days after public notification.

Phase III Emergency Water Use Reduction Measures For Washington County

Triggers

A 60% reduction in the seasonal normal distance between the static water level in the well and the pump intake; or greater than 95% of the systems capacity is being used for 2 consecutive days, or any combinations of the above conditions for 2 consecutive days, or failure of Phase II measures to result in a 25% reduction of potable water-use demand.

Response

The County Manager shall declare a **Water Shortage Emergency**

In addition to the above measures the following measure will also be imposed:

1. Notify water use customers by any or all methods as previously outlined
2. Ban Class III non-essential used
3. Request additional conservation from Class I (essential) users as may be possible

4. Enact advanced restriction pricing with fines for overuse
5. Limit personal vegetable garden irrigation to Tuesday & Friday between 6pm to 8am
6. Ban all landscape irrigation (including golf course greens, school grounds, residential)
7. Ban all recreational use

V: Washington County Enforcement Penalties

Offense	Phase I: Voluntary	Phase II: Mandatory	Phase III: Emergency
FIRST	Notice of Violation NOV	NOV and \$50 Fine	\$100 Fine
SECOND	NOV	\$100 Fine	\$350 Fine
THIRD	NOV	\$250 Fine	Water Service Disconnection + Associated Reconnect Fees + Forfeiture of Deposits
MORE THAN 3 OFFENSES	NOV	Water Service Disconnection + Associated Reconnect Fees	

VI: Washington County Residential & Non-Residential Conservation Rates

Water System Operation Status	Conservation Rates (All Connections failing to meet reduction goals)
Normal Conditions or Phase I Advisory;	Normal Rate
Declaration Of Phase II Alert;	2 x Normal Rate
Declaration of Phase III Emergency	4 x Normal Rate

VII: Return to Normal Operations in Washington County

Phase conservation measures and restrictions will expire incrementally when the County Manager, after consultation with the Water Treatment Plant Supervisor, finds that the water supply has returned to normal. The Duration of each Phase will be up to the discretion of the County Manager and his assessment of the water shortage.

Adopted this date: May 7, 2018.

Tracey A. Johnson, Chair
Washington County Board of Commissioners

Attest:

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

Commissioner Phelps said he looked back at the previous plan from 5 years ago and sees no changes. Mr. Luton said that no changes have been made.

Commissioner Riddick made a motion to approve the Water Shortage Response Plan. Commissioner Phelps seconded, motion carried unanimously.

WATERWORKS ORDINANCE AMENDMENT: Mr. Potter, CM/CA spoke to the Board about the Waterworks Ordinance Amendment and said this is to help a situation we have a few times of year where DSS authorizes a bill to be paid for a customer's water. This is to make sure we tighten down on how water bills are paid. This will allow the County to cut someone's water on with a voucher, but can't give them credit for those funds until they are actually in the account.

AMENDMENT IV

To the Washington County Waterworks Rules & Regulations Ordinance

The Ordinance described above, as previously amended, is hereby further amended as stated herein.

Except as otherwise specifically stated herein, all other provisions of the Ordinance, as amended, shall remain in full force and effect.

The following language shall be added as an additional paragraph in Section VI (A.) (Billing):

Section VI. METER READING AND BILLING

A. BILLING

Pending DSS Benefit Payments: Whenever a customer who is eligible for social services benefits including the payment of utility bills from the Washington County Department of Social Services has had their water cutoff for nonpayment of outstanding utilities bills, the utilities department is authorized to accept a signed notification of pending payment to be made by the Department of Social Services on that customer's behalf as payment before the date such funds are actually received for purposes of restoring that customer's water service only, provided the amount to be paid is sufficient to restore such service in accordance with applicable policies. Any such notification shall set forth the name of the customer, the account number, the exact amount of the pending payment to be made by DSS on the customer's behalf, the anticipated actual payment date, and shall be signed by the DSS Director or their designee for such purpose. This policy is made to help expedite situations where eligible recipients of such benefits might otherwise have to wait several days or weeks until the next county check run is processed for such a payment to actually be made on their behalf, before their service is restored. In such cases, service shall be restored at the next reasonably available opportunity in accordance with applicable operating procedures. Due to internal accounting requirements, notwithstanding the foregoing, and unless otherwise directed by the County Finance Officer, all payments shall be treated and reflected within the accounting system as made only on the actual date of receipt of funds for all other purposes other than making the account eligible for restoration of service, including the assessment of any applicable interest, penalties, or fees.

ADOPTED this the ____ day of _____, 20____

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

**Commissioner Sexton made a motion to approve the Waterworks Ordinance
Amendment IV. Commissioner Riddick seconded, motion carried unanimously.**

DSS CHILD SUPPORT ENFORCEMENT CONTRACT (CSE) AND POSITION: Mr. Clifton
Hardison and Mr. Potter spoke to the Board.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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



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

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

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

AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: May 4, 2018
RE: DSS Child Support Enforcement Contract (CSE) and Position

Background:

- In January of 2018, DSS Staff and a State DSS Representative presented information to the Board about pending changes that take effect in the next fiscal year which will result in DSS not being able to receive as much revenue under the existing Child Support Enforcement contracts with Tyrrell and Hyde counties. Even though revenues will go down as a result, because of the way that reimbursements work in this program, if we stopped providing the services altogether, the overall expense for Washington County would increase, and the Board was asked to authorize the continuance of both contracts.
- Staff was directed to try to renegotiate these contracts to receive additional revenues and in the process of doing so, Hyde County has decided to cease contracting with Washington County for services. Tyrrell County has agreed to an increase from \$52,500 to \$60,000.

Staff Analysis & Recommendations:

- Staff have evaluated the impact of this on the upcoming proposed budget and determined the following:
 1. Recommended: By keeping the contract with Tyrrell County and not reducing staff, we net approximately \$10,000
 2. Not Recommended: By keeping the contract with Tyrrell County and reducing staff by 1 position, we could net approximately \$20,000. However there are major concerns about maintaining quality of services in this department due to a number of concerns including:
 - a. -NC FAST has not been referring over all required cases to child support from both Medicaid and Work First programs. These cases will be identified and referred over in the near future as NC

FAST completes upgrades. When this occurs, there will be a caseload increase for both Washington County and Tyrrell County.

- b. There is pending legislation requiring cooperation of Child Care Clients with Child Support in order to continue receiving Child Care services. This change will also increase the caseloads of both Washington County and Tyrrell County child support.
- c. With the new performance agreements being placed into effect with County Social Services and the State of North Carolina regarding performance in program areas, being fully staffed will be necessary to provide optimum performance, especially in a Tier One county that has turnover due to pay differences in surrounding counties.

Action Request:

1. Authorize staff to enter into a continuation of the annual CSE agreement with Tyrrell County for \$60,000.
2. In light of the information presented, Staff seeks direction on whether to prepare the FY19 budget with a continuation of current staffing levels, or whether to anticipate reducing staff. This direction is needed for budgetary, HR, and planning purposes.

Mr. Potter said he would like the Board to confirm that the County will move forward with contract with Tyrrell County. Hyde County has gone with another county.

Commissioner Phelps asked how many employees worked on the Hyde County contract. Mr. Hardison stated that a total of 8 people work in Child Support with approximately 518 cases. Commissioner Phelps asked if DSS can find the money in their budget to cover this since this is the end of the year. Mr. Hardison said with Hyde County not on our contract, we would cut out around 175 cases. Commissioner Phelps asked could DSS do this work with a part-time person. Mr. Hardison said it would be better to see how the next year goes without Hyde before seeing if a part-time person would fulfill the need or if they need anyone at all. Commissioner Phelps asked how long have they been without someone in that position. Mr. Hardison said 4-5 months. Commissioner Phelps wondered why DSS couldn't continue with the 4 agents.

Commissioner Phelps made a motion to authorize staff to enter into a continuation of the annual CSE agreement with Tyrrell County for \$60,000. Commissioner Riddick seconded, motion carried unanimously.

Mr. Potter asked the Commissioners if they want to keep the extra position. The County support of this position is 33% and the Federal government reimburses 67%. Chair Johnson asked how would the County gain money. Mr. Potter said by going with the contract, the County will gain money.

Commissioner Sexton made a motion to keep the DSS CS position. Commissioner Walker seconded. Commissioner Walker and Sexton voted aye. Chair Johnson, Commissioner Phelps and Riddick voted nay. Motion failed.

AMENDMENT TO WASHINGTON COUNTY'S AUDIT CONTACT WITH CR&I:

Mr. Potter talked to the Board about the amendment to the audit contract. Mr. Potter also told the Board he received confirmation that the County's audit has been approved by the LCG.

AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Whereas, Carr Riggs & Ingram LLC and Washington County
Audit Firm Primary Governmental Unit

and Washington County Travel & Tourism Authority entered into a contract dated January 12, 2017,
Discretely Presented Component Unit (DPCU) if applicable

in which the auditor agreed to audit the accounts of Washington County and
Primary Governmental Unit

Washington County Travel & Tourism Authority for fiscal year ended June 30, 2017
Discretely Presented Component Unit (DPCU) if applicable

and to render its audit report on or before October 31, 2017. It is now necessary that the audit completion and report submission be delayed past this date for the following reason (s):

Audit engagement was reassigned to a different partner, resulting in delays.

Washington County Comments:

Washington County and the Washington County Travel & Tourism Authority take the position that they are not materially responsible in any respect for the delays caused as a result of the audit reassignment by Carr Riggs & Ingram LLC, which shall not be deemed to agree with such position notwithstanding their execution of this amendment. Washington County and/or the Washington County Travel & Tourism Authority shall retain any and all rights against Carr Riggs & Ingram LLC with respect to any damages that may now exist, or may arise in the future, under the original contract as a result of delays in audit completion. This amendment shall not be deemed or considered in any way to waive or release any such rights or remedies which are hereby expressly reserved.

The auditor, the Governmental Unit, and DPCU if applicable, agree that the time for completion of the audit and submission of the audit Report by the auditor to the Governmental Unit and the Local Government Commission is extended to

April 30, 2018.

Steps to Completing the Amended Audit Contract

1. **Complete all parts of the Header Information** – Include the audit firm name, Unit name, Discretely Presented Component Unit (DPCU) name if applicable (indicate N/A if not applicable), original contract date, fiscal year end date, and original audit report due date.
2. **Explanation for Amending Audit contract** - Previously we required a separate letter of explanation to accompany amended audit contracts. The explanation is now to be included in the body of the amended audit contract detailing the reason for the extension of time request and the steps the unit and auditor will take to prevent a recurrence of lateness with subsequent year's audits.
3. **Signature Area** – The same people that signed the original audit contract must also sign the amended audit contract. If there has been a change in staff of the person(s) who signed the original audit contract, indicate this in the explanation area of the amended contract. Make sure all applicable signatures are evident and properly dated. NOTE - If the original audit contract named and included auditing a DPCU that is a *Public Authority under the Local Government Budget and Fiscal Control Act*, the Board chairperson (and finance officer if there is a fee change) of the DPCU must also sign the amended audit contract in the areas indicated on Page 3.
4. **Governing Board Approval** - Amended audit contracts must ALSO be approved by the Unit's governing board pursuant to G.S. 159-34(a). Indicate this new date on the amended contract under the signatures on Page 2. This includes the date the DPCU governing board approved the amended audit contract (if applicable) on page 3.
5. **Pre-Audit Certificate** is to be completed by the finance officers if there is a change in fee. This should be noted in the explanation.
6. **Reminders:**
 - a. Provide correct email addresses for the audit firm and Unit finance officer as these will be used to communicate official approval of the audit contract.
 - b. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or legibly printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
7. **Sending amended audit contract** - After all the signatures have been obtained and the amended audit contract and is complete, please convert the signed contract into PDF form and submit it for LGC approval. Send the amended audit contract using the most current audit contract submission process. The current process will be found at the NC Treasurer's web site at the following link – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

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

EMS SCHEDULE: Mr. Potter went over the memo below along with information from Mr. Andrew Cocco, EMS Director and Dr. Lowry, Medical Director regarding work schedules and pay for Washington County's EMS staff.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

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jbennett@washcomc.org

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AGENDA ITEM MEMO

TO: Board of Commissioners, Washington County c/o Julie Bennett, Clerk to the Board
FROM: Curtis S. Potter, County Manager/County Attorney
DATE: May 4, 2018
RE: EMS Schedule

Background:

- Over the past several months staff have expressed concerns about continuing recruitment and retention issues with paramedic level providers in the county EMS system, and have evaluated numerous options to resolve this problem without reducing the current level of service provided to the citizens of both Washington and Tyrrell counties.
- Attached are letters from EMS Director Coccaro and Medical Director Dr. Michael Lowery describing concerns over staffing in more detail.

Staff Analysis & Recommendations:

- Part-time paramedics are currently paid \$15.32 per hour which is not competitive with surrounding counties and insufficient to attract the necessary number of PT paramedics needed to run the EMS System efficiently. Staff recommends increasing this rate to \$18.00 per hour beginning immediately with the next pay period following any authorized increase. This represents an increase of approximately 17.5%. Current part time expenses through April total \$79,930 and are projected to be around \$96,000 by FYE without any modifications.
- The impact of this on FY18's budget is realistically only for a single pay period and projected to be an increase of less than \$2,500 overall. The impact for a full year is projected to be more in the ballpark of \$20,000 to \$30,000 depending on interest, management, and other staffing considerations. This will be further analyzed and discussed as part of the upcoming budget process depending on Board direction.

- Note however that every hour worked in a PT status equates to one less hour worked in full time status with additional costs attached to ancillary benefits. Also note that depending on how you choose to compute an average hourly wage, \$18.00 per hour equates to just less than the wage paid at the mid-point of the salary range for FT paramedics.
- Staff also strongly recommends evaluating the potential costs of eliminating the fluctuating workweek staffing model beginning with the next pay period following the adoption of the FY19 Budget as part of that budget's planning process, and striving to attempt to fund such costs in order to provide more flexibility to staff in recruitment and retention, as well as permitting mandatory overtime when required.

Action Request:

1. Authorize changing the part-time paramedic rate from \$15.32 to \$18.00 per hour beginning with the start of the next full pay period.
2. Direct staff to continue evaluating the costs of eliminating the fluctuating workweek staffing model from the FY19 budget.



Washington-Tyrrell County EMS
Office of the Director
958 US Hwy 64 East Plymouth, NC 27962
252-793-5823

To: Curtis Potter, County Manager/County Attorney
Fr: Andrew Cocco, EMS Director
Date: 04/23/2018
Re: Staffing Shortages in EMS

Mr. Potter,

I hope this letter finds you well. During the last several months the Emergency Medical Services division (EMS) has had several staff shortages. More recently EMS has found to be at a critically low staffing level for the paramedic level providers. We are short three (3) full time paramedics. This equates to an entire shift of paramedics for our current staffing model. We are not able to sustain this shortage for much longer and we must find a solution to this problem quickly. We are using a few existing staff to fill these positions including myself in that short list of staff that are filling these positions. We are burning out the few paramedics that are willing to help, and I am afraid that we are going to run them away causing an even bigger problems. Here are some of the reasons as to why this shortage is happening:

- There is a shortage of paramedics state wide
- There is an even bigger shortage of paramedics in this region of NC
- There are few quality paramedics in this area (we can see this by the fact that 4 out of the last 5 paramedic applications did not clear oral boards with Dr. Lowry)
- Washington County pays on a fluctuating work week (FWW)
- Washington County is behind all of the surrounding paramedic counties when looking at hourly rates
- Our schedule is not a traditionally schedule and it has crews working every other weekend. This is not what most systems do and also causes strain on crews that they could avoid by going to another system.

- Washington County has poor living conditions for the EMS crews. Both the Plymouth station and the Creswell stations are not suitable and cause more strain on staff than other systems put on their staff
- Overall the ambulances that our staff work in are old, outdated, and in poor condition and this also adds to the level of dissatisfaction that staff feel on a regular basis. Thus adding to them wanting to leave
- Washington County does not have a pull to bring experienced providers into this area due to a lack of growth in the county and a lack of things for families to do.

There are many things that can add up to staffing issues like this, but I feel that these are some of the big ones. I feel that we must take action to overcome our staffing shortages. I feel that the following list will help us correct these problems once and for all.

- Eliminate the FWW in Washington County. This has been proven to be a moral killer in many systems across NC. I will tell you when I was a shift medic looking for a job I would instinctually skip over any county that was paying this model. This was because there were many counties that were paying true overtime and thus made me not have to worry about this type of pay. This is very true in our case right now. Why would someone work at Washington County when they could drive to Beaufort, Chowan, Bertie, Dare, Hyde, Pitt/Greenville, Edgecombe and many others and get more per hour, and true time and one half overtime?
- Increase the pay for the part time paramedics. Growing the part time list has to also be a priority as we move forward. Even though traditionally the part time list has always been all but nonexistent. I feel that this is due to pay as well. Our part time medics come in at the base rate for a brand new full time medic. The Counties around us all pay their part time staff better per hour. Since they do not get a benefit package most systems pay the part time staff better than the full time staff to get them to come to work in their system on the medics day off. If we increase the part time rate per hour I feel that this will make our system much more enticing to the part time medic and especially ones with experience. Once again I will draw on my days as a shift medic. When I was working in a high volume system and I was looking for a part time job, I would always look for a slower system that paid decent if not well. That way I could make good money and not run that many calls to make that money. We need to understand that a medic on their day off does not want to run themselves to death like they do at their full time job. If we do not pay them enough to make it worth their time

to drive here then they will just pick up an extra shift at their full time job and deal with being busy.

- Changing our schedule does seem to be an appropriate move at this time. I know this has been done in the past, but we need to see if we can really sustain four shifts as we currently do. I would like to say that if we change our pay and get away from the FWW that we would see an increase in paramedics who would want to work here. Thus maybe making it feasible to keep the four shifts. If we keep the four shifts we need to change to a true 24/72 and not this 36/48/36/48 modified schedule that we currently run. If we do not see four shifts as being viable then we must change to a three shift model to ensure that we have proper coverage day-to-day.
- Working on living conditions has to be a must as we move forward. We need stations with decent living quarters for the crews, good working areas for them to work in, and bays for our units. Our units, medications, and other equipment suffer due to being out in the environment all day every day. This is a driving factor in our crew's day-to-day satisfaction with their job. Remember that our crews live at these stations for at least 24 hours at a time (sometimes longer).



Washington-Tyrrell County
Office of EMS Medical Director
Michael H. Lowry MD FACEP FAAEM
mlowry@ec.rr.com 252-342-3363



April 29, 2018;

Dear Washington County Commissioners,

I write to you with sincere urgency regarding the staffing shortages in the Washington-Tyrrell County EMS system. Washington County was one of the first in eastern North Carolina to function at the Paramedic level. Tyrrell County was advanced to the Paramedic level 4 years ago. I am concerned that we may now be in jeopardy of losing our Paramedic-level coverage for our citizens. We also are at risk of losing our non-emergent patient transport service that we have worked so hard to develop.

Currently we are short 1/3 of our full-time Paramedic positions. We run the risk of the situation worsening due to stagnant hiring while overworking and burning out our remaining EMS Providers. The demand for Paramedics in northeastern North Carolina has been made worse by Perquimans County increasing their level of service from Advanced EMT to the Paramedic level, while other EMS Services such as Dare, Pasquotank, Beaufort and Chowan have increased the number of Paramedics they employ. Potential applicants for hire easily make the decision to go with higher paying jobs in adjacent counties. Dare county currently pays Paramedics \$25 per hour plus benefits; while we may not be able to match this rate, we need to at least be competitive to keep our talent.

I have had the opportunity to talk with many EMS Providers who have previously worked with Washington-Tyrrell County EMS to inquire about their reasons for leaving. Both full-timers and part-timers site the higher wages they are making at other EMS services, and some site the poor conditions of the Washington-Tyrrell work stations. We are in the extreme minority of EMS stations that do not have ambulance bays to condition our EMS units. We have had some talented EMS Providers that have progressed in their training from basic-level EMT up to the Paramedic level while working with Washington-Tyrrell EMS, only to leave after they have enough Paramedic experience to be hired on with higher-paying adjacent county EMS services.

Most exiting full-time EMS Providers report that the fluctuating work week wage schedule was the most important reason for their departure. We are the only EMS Service in northeastern North Carolina that utilizes this antiquated schedule, and this further impairs our ability to maintain our staffing. The fluctuating work week schedule penalizes employees by making less money per hour (1/2 their standard wage rate) for every hour they work over 40 hours, whereas for other EMS Services they can make the standard overtime "time and 1/2" for their time over 40 hours. It is no surprise that our full-time EMS Providers are not volunteering for additional time to meet the staffing shortfalls. It is also obvious why they call out sick for the longer weeks of work when the poorly paid overtime occurs. Overall, the national trend in EMS is moving away from the fluctuating work week due to poor employee morale, increased absenteeism, and limited ability and willingness to "flex up" with overtime to meet staffing shortfalls.

If we are to maintain our Paramedic level of care for our good citizens, then we need to act now before we lose more of our qualified EMS Providers. We must quickly look at adjacent counties wage and reimbursement structures to make ourselves competitive to keep our current talent here and recruit new EMS Providers. The antiquated fluctuating work week wage schedule cannot be continued if we are to meet our staffing needs. A long-term goal would be to review and evaluate our EMS infrastructure and explore how we can cost-effectively bring it up to industry standard.

I join you in this effort to serve our citizens and provide the best in EMS care in the most efficient and cost-effective manner. I appreciate your time and dedication to this pressing issue with our EMS staffing. Please feel free to contact me further if I may be of any further assistance.

Respectfully,



Michael H. Lowry MD FACEP FAAEM
Medical Director for Washington-Tyrrell County EMS

Mr. Potter summed up the documents by asking the Board to authorize the changing of the flat per hour rate for EMS part-timers from \$15.32/hr. to \$18.00 immediately (for the remainder of this FY18). Mr. Potter said Mr. Coccaro would also like to change the fluctuating work week. The EMS Director has had to take on shifts due to personnel shortages. Commissioner Riddick said she feels it unfair to increase pay for the part-timers without increasing the pay for the full-timers. Mr. Coccaro said that part-timers usually get paid more because the County is not paying them their ancillary benefits. EMS needs to build up the part-time roster. Mr. Potter said that this issue is serious enough to be able to keep us at paramedic level. Mr. Coccaro said he agrees that the full time people are the bread and butter of the EMS system. To keep the stress off the full-timers, he needs more part-timers. Mr. Coccaro said he doesn't like the fluctuating work week either, but felt it was put in place in the past was what was needed at that time. This is the best short-term idea he can come up with right now.

Commissioner Riddick asked if Mr. Coccaro has talked to his full-timers. Mr. Coccaro said yes, he has spoken to some of them. Commissioner Riddick said if the Board passes this it might make the full-timers angry enough to leave. Mr. Coccaro said he still feels he needs to build a part-time roster. He needs a model that is sustainable—and wants to do it the best way. Commissioner Phelps said that he would rather see the money go to fixing the living quarters for the EMS staff. Mr. Coccaro said that the Washington County base is owned by the Washington County Hospital (WCH) so the County cannot fix the AC in that building. Staff at WCH said they are waiting on a part. Mr. Potter said that it is being discussed to move the Washington County base elsewhere if the AC is not fixed soon.

Mr. Coccaro said he feels that the full-timers will be taken care of in the upcoming fiscal year. Commissioner Phelps said a few years ago, EMS needed \$2.7M out of the general fund to balance, but feels that EMS is now in better shape.

Commissioner Sexton made a motion to approve the recommendation from Mr. Potter and Mr. Coccaro to increase the part-timers pay till the end of this fiscal year. Motion failed due to lack of a second. Mr. Potter said he is authorizing the EMS Director to brown out trucks so that there are no 260 hour timesheets.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and amendments below and the Finance Officer's Report. Ms. Dixon said that the County is seeing the sales tax trickling down. The County is being audited by the State Medicaid Department—currently being audited for FY011-12. The County may be in the same boat as last year with not being able to acquire all the information needed (since this was when the previous Finance Officer was with the County).

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 051

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

Date: April 9, 2018

RE: SS Admin/SS Economic Support/Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-5150-260	Senior Center-Departmental Supplies	2,100.00	(50.00)	2,050.00
10-5150-280	Senior Center-Postage	200.00	50.00	250.00
Senior Center				
10-5310-260	SS Admin-Departmental Supplies	37,236.10	(2,500.00)	34,736.10
10-5310-310	SS Admin-Travel	11,310.00	2,500.00	13,810.00
SS Admin				
10-5310-260	SS Admin-Departmental Supplies	34,736.10	(2,500.00)	32,236.10
10-5310-350	SS Admin-Maintenance & Repair Building	9,500.00	2,500.00	12,000.00
SS Admin				
10-5380-381	SS Economic Support-Title IV-E Adoption	43,000.00	(1,000.00)	42,000.00
10-5310-257	SS Admin-County General Assistance	4,864.00	1,000.00	5,864.00
SS Admin/SS Economic Support				
Balanced:		142,946.20	-	142,946.20

Justification:

To transfer monies within Senior Center to cover higher than expected postage costs.

To transfer monies within SS Admin from Departmental Supplies to Travel and Maintenance & Repair Building. All of these lines are 50% reimbursable so the county is not losing any monies due to this transfer. The increase in travel is due to the increased fuel costs to monitor the increased number of foster children. The increase in Maintenance & Repair Building is due to the need to replace carpet in lobby area of DSS. The carpet has begun to have humps and bumps and has become a trip hazard.

To transfer monies from SS Economic Support Title IV-E Adoption to SS Admin-County General Assistance. Neither of these lines are reimbursable to the county so there is no monies lost. This transfer is needed because there are two children that have aged out of the adoption assistance program thus resulting in a decrease in service costs for this line and the need for monies in general assistance to allow for expenses for the wards of these children.

Approval Date: 4/9/18

Budget Officer's Initials: CDP

Initials:	<u>CDP</u>
Batch #:	<u>2018-051</u>
Date:	<u>4/9/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 052

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

Date: April 9, 2018

RE: Facilities/Sheriff

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


Account Code	Description	Old	+ or (-)	New
10-4265-355	Facilities-Maintenance & Repair-Vehicle	3,000.00	(2,187.00)	813.00
10-4265-605	Facilities-Contracted Services-Fire Extinguishers	2,202.00	687.00	2,889.00
10-4265-330	Facilities-Utilities-Electricity	114,900.00	(5,000.00)	109,900.00
10-4265-332	Facilities-Utilities-Water	34,000.00	6,500.00	40,500.00
Facilities				
10-4310-602	Sheriff-ABC Board Funding	2,400.00	(2,000.00)	400.00
10-4310-392	Sheriff-Undercover Investigations	7,000.00	2,000.00	9,000.00
Sheriff				
Balanced:		163,502.00	-	163,502.00

Justification:

To transfer monies within Facility Services to cover higher than expected costs for Fire Extinguisher service and inspection and for water costs. To transfer monies within the Sheriff's Department for additional monies needed for undercover investigations.

Approval Date: _____

Budget Officer's Initials: _____

Initials:	
Batch #:	2018-052
Date:	4/9/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 053

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

Date: April 10, 2018

RE: Facilities

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

Account Code	Description	Old	+ or (-)	New
10-4265-230	Facilities-Departmental Supplies-Safety	1,800.00	(198.00)	1,602.00
10-4265-215	Facilities-Maintenance & Repair-Building	65,000.00	198.00	65,198.00
Facilities				
Balanced:		66,800.00	-	66,800.00

Justification:

To transfer monies within Facility Services to cover higher than expected costs for building maintenance and repair.

Approval Date: 4/10/18

Budget Officer's Initials: MS

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 054

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

Date: April 12, 2018

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-130	SS Admin - Unemployment Ins	13,398.00	(2,534.00)	10,864.00
10-5310-180	SS Admin - Legal - Protective Services	56,317.00	2,534.00	58,851.00
10-5310-180	SS Admin - Legal - Protective Services	58,851.00	(3,500.00)	55,351.00
10-5310-030	SS Admin - Legal - IVD	21,000.00	3,500.00	24,500.00
10-5310-250	SS Admin - Maintenance & Repair - Vehicle	6,000.00	(700.00)	5,300.00
10-5310-340	SS Admin - Postage	8,000.00	(500.00)	7,500.00
10-5310-410	SS Admin - Lease - Equipment	14,500.00	(500.00)	14,000.00
10-5310-330	SS Admin - Utilities	26,000.00	1,700.00	27,700.00
SS Admin				
Balanced:		204,066.00	-	204,066.00

Justification:

To move monies from Unemployment to Legal Protective Services to cover the remaining retirement interest payout in the Settlement of the wrongful termination case.

To move monies from Legal Protective Services (which is 50% reimbursable) to Legal IVD (which is 66% reimbursable) to cover projected costs through year end to cover legal expenses and filing fees. This amendment will increase revenues by about \$560.

To move monies from Maintenance & Repair Vehicle, Postage and Lease Equipment to Utilities (all lines are 50% reimbursable) to higher than expected utilities costs for the fiscal year. Propane was much higher this year than anticipated.

Approval Date: _____

Budget Officer's Initials: _____

Initials: MP

Batch #: 2018-054

Date: 4/12/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 055

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

Date: April 18, 2018

RE: Tax Admin/Recreation/TTA

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

Account Code	Description	Old	+ or (-)	New
10-4140-310	Tax Admin - Travel	1,500.00	(600.00)	900.00
10-4140-315	Tax Admin - Training	1,625.00	(500.00)	1,125.00
10-4140-260	Tax Admin - Office & Dept Supplies	3,675.00	300.00	3,975.00
10-4140-341	Tax Admin - Advertising	2,250.00	800.00	3,050.00
Tax Admin				
10-6120-550	Recreation - Capital Outlay - Equipment	1,500.00	(1,500.00)	-
10-6120-200	Recreation - Supplies & Materials	2,500.00	1,500.00	4,000.00
Recreation				
63-4970-370	TTA - Marketing & Advertising	10,000.00	(2,500.00)	7,500.00
63-4960-100	TTA - Billboard Advertising	10,000.00	2,500.00	12,500.00
TTA				
Balanced:		33,050.00	-	33,050.00

Justification:

To move monies within tax to cover higher than expected expenses in Office Supplies and Advertising. To transfer monies within Recreation from Capital Outlay since the budgeted amount does not meet the \$5,000 threshold to be considered Capital Outlay by Audit Standards and move it to Supplies & Materials where monies are needed for the remainder of the fiscal year. To transfer monies within TTA to cover expenses that were underbudgeted for billboard advertising as approved by the TTA Board at the 4/17/18 meeting.

Approval Date: 4/18/18

Budget Officer's Initials: MP

Initials: MP

Batch #: 2018-055

Date: 4/18/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 056

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

Date: April 25, 2018

RE: Tax Admin/Sheriff/Senior Center/Landfill/E911

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

Account Code	Description	Old	+ or (-)	New
10-4140-315	Tax - Training	1,125.00	(79.00)	1,046.00
10-4140-370	Tax - Printing	3,800.00	79.00	3,879.00
Tax Admin				
10-4310-350	Sheriff - Maintenance & Repair - Equipment	9,500.00	(750.00)	8,750.00
10-4310-180	Sheriff - Professional Services	2,700.00	750.00	3,450.00
Sheriff				
10-5150-257	Senior Center - Departmental Supplies-Crafts/Ceramics	2,700.00	(185.00)	2,515.00
10-5150-350	Senior Center - Maintenance & Repair - Building	500.00	(500.00)	-
10-5150-351	Senior Center - Maintenance & Repair - Equipment	500.00	(500.00)	-
10-5150-550	Senior Center - Capital Outlay - Equipment	2,000.00	(315.00)	1,685.00
10-5150-650	Senior Center - Donations	3,281.55	(2,500.00)	781.55
10-5150-310	Senior Center - Travel	1,250.00	4,000.00	5,250.00
Senior Center				
33-7400-350	Landfill - Maintenance & Repair - Equipment	7,500.00	(501.00)	6,999.00
33-7400-370	Landfill - Maintenance & Repair - Advertising	100.00	501.00	601.00
Landfill				
69-9100-550	911 - Capital Outlay - Equipment	443,861.00	(6,623.00)	437,238.00
69-9100-321	911 - Communications - 911 Backup	-	6,623.00	6,623.00
E911				
Balanced:		478,817.55	-	478,817.55

Justification:

To transfer monies within tax to cover higher than expected printing costs. To transfer monies within the Sheriff Dept budget to cover higher expected costs in professional services due to high staff turnover and an increase in pre-employment employment screenings. To transfer monies within Senior Center to cover costs of DC Trip that has to be paid with Senior Center monies and then reimbursed by DSS ROAP monies within the quarter paid so that reimbursement can be claimed through the grant. To transfer monies within landfill to cover advertising costs not anticipated due to an employee retiring. To transfer monies within E911 to cover costs of the Point-to-Point telephone connection to the backup center as it does not qualify as capital outlay and will need to be paid out of the communications line.

Approval Date: 4/25/18

Budget Officer's Initials: MSD

Initials: MSD

Batch #: 2018-056

Date: 4/25/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 057

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

Date: April 26, 2017

RE: Information Technology/Detention/Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-4210-200	Info Tech - Departmental Supplies	1,500.00	(1,217.00)	283.00
10-4210-310	Info Tech - Travel	100.00	(100.00)	-
10-4210-315	Info Tech - Training	1,545.00	(871.00)	674.00
10-4210-320	Info Tech - Communications	2,604.00	(147.00)	2,457.00
10-4210-350	Info Tech - Maintenance & Repair - Equipment	21,055.00	2,335.00	23,390.00
Information Technology				
10-4320-185	Detention - Travel	500.00	(500.00)	-
10-4320-320	Detention - Communications	800.00	(200.00)	600.00
10-4320-603	Detention - Maintenance Agreements - Top Guard	99.00	(99.00)	-
10-4320-600	Detention - Contracted Services	26,724.00	275.00	26,999.00
10-4320-200	Detention - Departmental Supplies	13,000.00	524.00	13,524.00
Detention				
10-6060-310	Soil & Water - Travel	1,500.00	(300.00)	1,200.00
10-6060-315	Soil & Water - Training	2,500.00	(700.00)	1,800.00
10-6060-200	Soil & Water - Departmental Supplies	350.00	1,000.00	1,350.00
Soil & Water				
Balanced:		72,277.00	-	72,277.00

Justification:

To transfer monies within Information Technology to cover additional hours needed for Soundside Group due to several issues such as email problems that their help has been needed on. To transfer monies within Detention to cover higher than normal charges for Safekeeping and Juvenile Housing and higher than expected departmental supply needs. To transfer monies within Soil & Water to cover additional departmental supplies needed prior to the end of the fiscal year.

Approval Date: 4/26/18

Budget Officer's Initials: MS

Initials: MS

Batch #: 2018-057

Date: 4/26/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 058

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

Date: April 30, 2018

RE: Senior Center/Landfill

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

Account Code	Description	Old	+ or (-)	New
10-5150-257	Senior Center- Supplies-Crafts/Ceramics	2,515.00	(259.00)	2,256.00
10-5150-330	Senior Center-Utilities-Gas	7,000.00	259.00	7,259.00
Senior Center				
33-7400-350	Landfill-Maintenance & Repair-Equipment	6,999.00	(430.00)	6,569.00
33-7400-315	Landfill-Training	250.00	430.00	680.00
Landfill				
Balanced:		16,764.00	-	16,764.00

Justification:

To transfer monies within Senior Center to cover a gas bill for heating - costs for gas were much higher than anticipated this fiscal year. To transfer monies within Landfill to cover additional training costs needed in the wake of the retiring of the Chief Landfill Operator.

Approval Date: 4/30/18

Budget Officer's Initials: CSL

Initials:	<u>CSL</u>
Batch #:	<u>2018-058</u>
Date:	<u>4/30/18</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 059

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

Date: May 7, 2018

RE: Sheriff/Senior Center/SS Economic Support/Recreation

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	(3,640.00)	(575.00)	(4,215.00)
10-4310-611	Gun Permits Discretionary-County Portion	7,650.00	575.00	8,225.00
10-3540-030	Gun Permits-State Portion	(4,465.00)	(670.00)	(5,135.00)
10-4310-612	Gun Permits-State Portion	5,055.00	670.00	5,725.00
10-3540-040	Fingerprinting	(790.00)	(120.00)	(910.00)
10-4310-613	Fingerprinting	1,972.00	120.00	2,092.00
Sheriff				
10-3509-010	Senior Center Trips	(7,546.87)	(274.15)	(7,821.02)
10-5150-380	Senior Center Trips	7,864.87	274.15	8,139.02
Senior Center				
10-3500-080	DSS-Community Donations-Medical	(623.00)	(80.00)	(703.00)
10-5380-375	DSS-Community Donations-Medical	1,749.00	80.00	1,829.00
SS Economic Support				
10-3360-000	Recreation - Donations	(1,500.00)	(1,212.84)	(2,712.84)
10-6120-650	Recreation - Donations	131.50	1,212.84	1,344.34
Recreation				
Balanced:		5,857.50	-	5,857.50

Justification:

To budget additional revenue received in the Sheriff's Department for gun permitting and fingerprinting. To budget additional monies received in Senior Center Trips. To budget additional monies received for DSS Medical Donations. To budget Recreation donation monies received.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 060

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

Date: May 7, 2018

RE: Register of Deeds

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - GF	(68,073.91)	(4,259.00)	(72,332.91)
10-4180-610	ROD Contracted Services-Courthouse Auto Fund	-	3,500.00	3,500.00
10-4180-612	ROD Automation Fund-Departmental Supplies	-	759.00	759.00
Register of Deeds				
		Balanced:		
		(68,073.91)	-	(68,073.91)

Justification:

To transfer Register of Deeds Automation Fund monies from the General Fund Fund Balance to Register of Deeds Contracted Services and Departmental Supplies to cover the cost of a new computer needed due to a new requirement from the Secretary of State and to Contracted Services to cover the conversion and importing of land records.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 061

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

Date: May 7, 2018

RE: Washington EMS/Tyrrell EMS

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

Account Code	Description	Old	+ or (-)	New
37-3833-840	Washington EMS Donations	(50.00)	(100.00)	(150.00)
37-4330-650	Washington EMS Donations	50.00	100.00	150.00
37-4330-010	Washington EMS Salaries & Wages - Regular	757,406.00	(12,000.00)	745,406.00
37-4330-030	Washington EMS Salaries & Wages - Overtime	65,000.00	10,000.00	75,000.00
37-4330-040	Washington EMS Salaries & Wages - Parttime	95,000.00	2,000.00	97,000.00
Washington EMS				
37-3901-000	Tyrrell EMS Contract	(525,000.00)	(25,000.00)	(550,000.00)
37-4376-355	Tyrrell EMS-Maintenance & Repair-Equipment	14,000.00	25,000.00	39,000.00
Tyrrell EMS				
Balanced:		406,406.00	-	406,406.00

Justification:

To budget for an EMS Donation received. To transfer monies within Washington EMS from Salaries & Wages- Regular to Salaries & Wages Overtime and Parttime to cover additional costs due to a shortage of full-time staff. To budget for additional revenues received under the Tyrrell EMS Contract to cover the costs associated with the repair of Tyrrell Ambulances as agreed upon.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 062

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

Date: May 7, 2018

RE: Recreation/Communications/TTA

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

Account Code	Description	Old	+ or (-)	New
10-6120-130	Recreation - Unemployment Insurance	231.00	(231.00)	-
10-6120-610	Recreation - Contracted Services-Lead/Asst/Officials	3,800.00	(855.00)	2,945.00
10-6120-090	Recreation - FICA Tax Expense	3,158.00	1,000.00	4,158.00
10-6120-100	Recreation - Retirement	5,622.00	26.00	5,648.00
10-6120-180	Recreation - Group Insurance	6,378.00	60.00	6,438.00
Recreation				
10-5911-550	Communications - Capital Outlay - Backup PSAP	87,718.00	(3,096.00)	84,622.00
10-5911-501	Communications - Bldg & Repair Maintenance - Backup PSAP	-	3,096.00	3,096.00
10-5911-031	Communications - Salaries & Wages - Parttime	49,000.00	(10,000.00)	39,000.00
10-5911-130	Communications - 401(k) Contribution	6,815.00	(250.00)	6,565.00
10-5911-131	Communications - Unemployment	1,848.00	(1,848.00)	-
10-5911-413	Communications - Maintenance Agreement - Southern Software	2,200.00	(76.00)	2,124.00
10-5911-414	Communications - Maintenance & Repair - Equipment	2,000.00	(1,301.00)	699.00
10-5911-030	Communications - Salaries & Wages - Overtime	16,000.00	5,500.00	21,500.00
10-5911-090	Communications - FICA Tax	17,378.00	4,150.00	21,528.00
10-5911-100	Communications - Retirement	30,940.00	2,325.00	33,265.00
10-5911-180	Communications - Group Insurance	49,134.00	1,500.00	50,634.00
Communications				
63-4970-180	TTA - Group Insurance	8,794.00	(98.00)	8,696.00
63-4970-100	TTA - Retirement	1,950.00	98.00	2,048.00
TTA				
Balanced:		292,966.00	-	292,966.00

Justification:

To transfer monies within Recreation to cover higher than expected FICA, increase in Retirement and increase in Group Insurance. To transfer monies within Communications to cover the county costs associated with the backup PSAP, the cost of these materials does not qualify as Capital Outlay. To also transfer monies within Communications to cover higher than expected costs in overtime and benefits as a result of being short staffed. To transfer monies within TTA to cover the increase in the Retirement Rate.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 063

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

Date: May 2, 2018

RE: Drainage

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

Account Code	Description	Old	+ or (-)	New
30-8000-600	Alligator Weed Spraying	23,500.00	(3,000.00)	20,500.00
30-8000-340	Beaver Control	21,500.00	3,000.00	24,500.00
Drainage				
Balanced:		45,000.00	-	45,000.00

Justification:

To transfer monies within Drainage to cover higher than expected costs for Beaver Control.

Approval Date: 5/2/18

Budget Officer's Initials: CP

Initials:	CP
Batch #:	2018-063
Date:	5/2/18

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 064

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

Date: May 7, 2018

RE: Finance Office/Lottery Funds

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

Account Code	Description	Old	+ or (-)	New
10-4130-090	Finance Office - FICA Tax Expense	11,073.00	(350.00)	10,723.00
10-4130-101	Finance Office - 401(K) Contribution	4,343.00	(15.00)	4,328.00
10-4130-130	Finance Office - Unemployment Insurance	924.00	(924.00)	-
10-4130-180	Finance Office - Professional Services	63,580.00	(1,100.00)	62,480.00
10-4130-260	Finance Office - Departmental Supplies	5,500.00	(395.00)	5,105.00
10-4130-315	Finance Office - Training	2,500.00	(2,000.00)	500.00
10-4130-010	Finance Office - Salaries & Wages - Regular	143,528.00	719.00	144,247.00
10-4130-100	Finance Office - Retirement	19,714.00	144.00	19,858.00
10-4130-150	Finance Office - Bank Fees	15,850.00	3,921.00	19,771.00
Finance Office				
10-3900-000	NC Education Lottery	(6,509.24)	(172,250.42)	(178,759.66)
10-5912-508	Education-Capital Outlay-Lottery-All Schools	6,509.24	172,250.42	178,759.66
Lottery Funds				
Balanced:		267,012.00	-	267,012.00

Justification:

To transfer monies within Finance to cover the vacation and benefits payout for the employee who is resigning their position and to cover the higher than budgeted costs for bank fees. To budget NC Lottery proceeds requested by the School System.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 065

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

Date: May 2, 2018

RE: Sheriff/SS Admin & Transit

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

Account Code	Description	Old	+ or (-)	New
10-4310-550	Sheriff - Capital Outlay - Equipment	9,711.00	(2,235.00)	7,476.00
10-4310-250	Sheriff - Supplies - Vehicles	48,742.00	2,235.00	50,977.00
Sheriff				
10-5400-260	SS Transit - Advertising	5,000.00	(2,000.00)	3,000.00
10-5310-260	SS Admin - Departmental Supplies	32,236.10	2,000.00	34,236.10
SS Admin/Transit				
Balanced:		95,689.10	-	95,689.10

Justification:

To transfer monies within Sheriff to cover costs of vehicle supplies and equipment that do not meet the threshold to be Capital Outlay.

To transfer monies within Social Services to cover the cost of supplies for Riverlight Transit. Both lines are reimbursable at 85%.

Approval Date: 5/2/18

Budget Officer's Initials: MD

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 066

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

Date: May 7, 2018

RE: GF/Facilities/Airport/Library Project

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

Account Code	Description	Old	+ or (-)	New
10-8300-451	Insurance - Property & Liability	78,750.00	(5,800.00)	72,950.00
10-4265-215	Facilities - Maintenance & Repair Building	65,198.00	5,800.00	70,998.00
GF/Airport Operations				
10-8300-183	Insurance-Health Insurance Increase (5%)	72,349.00	(72,349.00)	-
10-9800-039	Transfer to Airport Fund	-	72,349.00	72,349.00
39-3980-010	Transfer from General Fund	-	(72,349.00)	(72,349.00)
39-4530-130	Airport - Unemployment Insurance	231.00	(231.00)	-
39-4530-352	Airport - Maintenance & Repair - Fuelmaster	600.00	(50.00)	550.00
39-4530-010	Airport - Salaries & Wages - Regular	37,322.00	10.00	37,332.00
39-4530-090	Airport - FICA Tax	2,885.00	500.00	3,385.00
39-4530-100	Airport - Retirement	5,136.00	11.00	5,147.00
39-4530-180	Airport - Group Insurance	6,368.00	1.00	6,369.00
39-4530-250	Airport - AV Gas and Jet Fuel	80,600.00	21,600.00	102,200.00
39-4530-999	Contingency	-	50,508.00	50,508.00
GF/Airport Operations				
10-8300-451	Insurance - Property & Liability	72,950.00	(3,305.00)	69,645.00
10-9800-987	Transfer to Library Project	-	3,305.00	3,305.00
56-3980-010	Transfer from General Fund	-	(3,305.00)	(3,305.00)
56-4000-999	Designated for Future Appropriation	-	3,305.00	3,305.00
GF/Library Project				
Balanced:		422,389.00	-	422,389.00

Justification:

To transfer monies from Insurance Property & Liability to Facility Services to cover the cost of a new HVAC unit for the County Manager's Office and a door for the Stotesbury Storage.

To transfer monies from the General Fund to the Airport to cover additional costs for AV Gas/Jet Fuel, underbudgeted salary and benefits, a shortfall from FY 16-17 according to the Audit Report and the potential shortfall for the FY 17-18.

To transfer monies from the General Fund to the Library Project Fund to cover a shortfall from a previous fiscal year according to the Audit Report.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Commissioner Phelps asked for explanation on Budget Amendment #61. Ms. Dixon said there was comp time that needed to be paid out. With that, an increase of FICA also came along and so did a retirement increase. Ms. Dixon said she checked with the Recreation Director before making any changes in his budget.

Commissioner Phelps asked about Communications. Ms. Dixon said the amendment was due to increased overtime.

Commissioner Phelps asked about the Budget Amendment from the Finance Office. Mr. Potter said that Ms. Dixon squeezed her budget to cover the banking fees. Mr. Potter said that the banking fees seem to be decreasing. Ms. Dixon said there is no such thing as free banking anymore. She is still trying to get the County's accounts to Southern Bank, but does not have the staff to do it. Commissioner Phelps asked if there is a timeline for when this will get accomplished. Mr. Potter said no, not yet.

Commissioner Phelps asked about Budget Transfer #65 and the moving of funds in the Sheriff's Dept. Ms. Dixon said they were trying to buy some items for vehicles and charging them to capital outlay when it should have been coming out of the vehicles line. Ms. Dixon said she is trying to make sure everyone is spending out of the correct line items.

Commissioner Phelps asked about Budget Amendment #66. Why isn't this library issue resolved? Ms. Dixon said the County had money left from that project, and the auditor said we overextended that budget, but Ms. Dixon said we did not.

Commissioner Sexton made a motion to approve BT#:2018-51 – 58, BA#:2018-59, BA#:2018-60, BA#:2018-61, BA#:2018-62, BT#:2018-63, BA#:2018-64, BT#2018-65, and BA#2018-66 as presented. Commissioner Riddick seconded, motion passed unanimously.

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

Commissioner Phelps said tomorrow is voting day. Please get out and vote and vote for the ¼ cent sales tax.

Commissioner Sexton agreed with Commissioner Phelps and Mr. Lloyd Jones about getting out and voting for the ¼ cent sales tax. The County needs the extra money.

Chair Johnson thanked everyone who came out to the meeting tonight and said that it has not been an easy meeting. Chair Johnson also thanked Mr. Jones for speaking out about the ¼ cent sales tax.

Mr. Potter said the County received a possible OSHA violation. Mr. Potter and Mr. Cocco went out to the Creswell facility. There is a constant issue with the sewage pump, but it's working now.

Mr. Potter said he extended date for receiving applications for the Deputy Finance Officer position and now has opening for the Utilities Director. He has received applications for the Landfill Director and will be moving forward with interviews. Mr. Potter also noted that the County Administration building has no AC now but we are trying to get it fixed.

Mr. Potter mentioned that Mr. Wes Gray, MTW Health Dept. Director got word that Washington County is one (1) of the ten (10) counties to get money for an opioid position.

Ms. Bennett noted that she contacted both Senator Smith-Ingram's office and Representative Boswell's office to set up a meeting with them and Commissioners and did not hear back from either of them.

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

Commissioner Phelps asked the Clerk was the resolution about Newland Road sent out and Ms. Bennett confirmed that it was.

The Commissioner discussed the date for next meeting and settled on Tuesday, May 29th @ 5:00 pm in the Commissioners' Room.

Commissioner Sexton 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)(6) (personnel). Commissioner Riddick seconded, motion carried unanimously.

At 9:00 PM, with no further business to discuss, **Commissioner Riddick made a motion to recess the meeting to May 29, 2018 at 5:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioner Phelps seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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