

June 11, 2018

The Washington County Board of Commissioners met in a recessed session on Monday, June 11, 2018 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter and Clerk to the Board Julie J. Bennett and Missy Dixon, Finance Officer.

Chair Johnson called the meeting to order.

ADDITIONS/DELETIONS: Ms. Dixon requested to add Item 3A—Open Bank Account for Hospital Pension Funds.

PUBLIC HEARING ON THE PROPOSED WASHINGTON COUNTY 2018-2019 BUDGET:

Commissioner Phelps made a motion open the public hearing. Commissioner Sexton seconded, motion carried unanimously.

Ms. Zina Rhodes, DSS Transportation Supervisor, thanked the Commissioners for considering the money in the budget for and increases for the Riverlight Transit drivers.

Ms. Benji Welling, Forest Cedar Street, Belhaven, paramedic with Washington County EMS, said she has 17 years of experience. She is very concerned about pay. EMS is very short-handed—3 paramedics short. Some have worked over 150 hours in 3 weeks. They don't work for the money, but they do have to put food on the table. She stated that EMS workers are away from their families for long periods of time so it is only fair that they be compensated. Many counties pay time and ½ for overtime. Washington County EMS is in very dire need of paramedics and if there isn't a change, Washington County may have to go back to a basic service. Ms. Welling said that EMS is already shutting trucks down because we don't have the manpower to staff them. She also said that is difficult to get folks to come in to work for minimum wage.

Commissioner Phelps asked Mr. Potter to explain to EMS staff what is in the budget since Mr. Coccaro may not have relayed the information to them.

Mr. Potter said that it has been built into the EMS budget to go away from the fluctuating work week and for there to be time and ½ for overtime. This was recommended by Mr. Coccaro and is in the budget for the Board's approval.

Mr. Wes Gray, Golf Road, MTW Health Dept. Director, thanked the Board for considering the full amount requested by MTW (\$199,000). Mr. Gray said that there are now clinics in all three counties. Dental service is available in Washington County and he is also getting a mobile clinic. MTW provides home health services, inspections (food, sewer, etc.). Mr. Gray also mentioned the community health assessment that the health department has to do every four years is in progress. The assessment can be found at <http://www.mtwdistricthealth.org>. MTW needs 350 surveys completed per county.

Ms. Rebecca Liverman, Cooperative Extension Director, thanked the Board for looking into getting the leaks in the Cooperative Extension building fixed. She said Cooperative Extension is funded 50% by the County and 50% state funded; however, they spend all of their time in Washington County. They are helping to make our citizens stronger, happier and healthier. Ms. Liverman asked that they be included in everything that is going on in the County. They want to be a part of what goes on here.

Ms. Sherri Wilkins, Tax Administrator, told the Board that she appreciates the consideration they are giving the budget and what is in it for the Tax Office. She thanked the Board for taking their time with the budget.

Ms. Darlene Fikes, IT Director, thanked the Board for all their efforts they have put in to get the budget done. Ms. Fikes thanked them for considering her request. Chair Johnson asked what amount does the County pay for SoundSide to assist the County. Ms. Fikes said she would have to look in the budget for that amount. She also clarified that the funds for Edmunds comes out of the Finance budget.

Commissioner Riddick made a motion close the public hearing. Commissioner Sexton seconded, motion carried unanimously.

BUDGET AMENDMENTS/TRANSFERS: Ms. Dixon spoke to the Board regarding the following Budget Transfers and Budget Amendment.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 079

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

Date: June 5, 2018

RE: Detention/Recreation

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

Account Code	Description	Old	+ or (-)	New
10-4320-190	Detention - Training	3,376.00	(1,000.00)	2,376.00
10-4320-200	Detention - Departmental Supplies	13,524.00	300.00	13,824.00
10-4320-350	Detention - Maintenance & Repair - Equipment	14,127.00	700.00	14,827.00
Detention				
10-6120-610	Recreation - Contracted Services-Lead/Asst/Officials	2,945.00	(700.00)	2,245.00
10-6120-200	Recreation - Supplies & Materials	4,000.00	200.00	4,200.00
10-6120-350	Recreation - Maintenance & Repair - Buildings	9,000.00	500.00	9,500.00
Recreation				
Balanced:		46,972.00	-	46,972.00

Justification:

To transfer monies within Detention to cover the cost of supplies needed for the jail and maintenance for showers. To transfer monies within Recreation to cover needed supplies and materials and maintenance on the building.

Approval Date: 6/5/18

Budget Officer's Initials: MD



Initials:	<u>MD</u>
Batch #:	<u>2018-079</u>
Date:	<u>6/5/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 080

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

Date: June 7, 2018

RE: Governing Board/Facilities/Sheriff/Detention/SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-4110-310	Governing Board - Travel	14,200.00	(300.00)	13,900.00
10-4110-200	Governing Board - Departmental Supplies	4,178.00	300.00	4,478.00
Governing Board				
10-4265-031	Facilities - Salaries & Wages - Overtime	5,000.00	(60.00)	4,940.00
10-4265-602	Facilities - Contracted Services - Exterminating	6,750.00	60.00	6,810.00
Facilities				
10-4310-412	Sheriff - Lease - Fingerprinting	4,000.00	(4,000.00)	-
10-4310-600	Sheriff - Animal Control	13,370.00	4,000.00	17,370.00
Sheriff				
10-4310-210	Sheriff - Uniforms	9,500.00	(2,800.00)	6,700.00
10-4310-260	Sheriff - Departmental Supplies	10,000.00	(2,000.00)	8,000.00
10-4310-270	Sheriff - Service Awards	50.00	(50.00)	-
10-4310-540	Sheriff - Capital Outlay - Vehicles	51,525.00	(124.00)	51,401.00
10-4310-550	Sheriff - Capital Outlay - Equipment	7,476.00	(415.00)	7,061.00
10-4320-600	Detention - Contracted Services	33,899.00	5,389.00	39,288.00
Sheriff/Detention				
10-5310-370	SS Admin - Advertising	1,000.00	(10.00)	990.00
10-5310-390	SS Admin - Dues and Subscriptions	1,350.00	10.00	1,360.00
10-5310-260	SS Admin - Departmental Supplies	36,500.00	(1,000.00)	35,500.00
10-5310-410	SS Admin - Lease Equipment	14,000.00	(200.00)	13,800.00
10-5310-310	SS Admin - Travel	14,910.00	900.00	15,810.00
10-5310-315	SS Admin - Training	21,100.00	300.00	21,400.00
10-5380-381	SS Economic Support - Title IV-E Adoption	42,000.00	(1,000.00)	41,000.00
10-5310-257	SS Admin - County General Assistance	5,864.00	1,000.00	6,864.00
SS Admin/SS Economic Support				
Balanced:		296,672.00	-	296,672.00

Justification:

To transfer monies within the Governing Board to cover office supplies needed for BOC meetings through year end. To transfer monies within Facilities to cover the final bill for exterminating prior to year end. To transfer monies within the Sheriff's Department to cover the Tyrrell County bill for housing the seized dogs. To transfer monies between the Sheriff's Department and Detention to cover state housing bills for inmates.

To transfer monies within SS Admin from Advertising to Dues to cover final bill as not enough was budgeted (these lines are both 50% reimbursable). To transfer monies within SS Admin from Lease Equipment and Departmental Supplies to Travel and Training as the travel line has been exhausted due to increase fuel costs as travel to monitor foster children has increased and training has increased associated with the performance of the duties of the agency and services provided. This transfer will keep lines from being overexpended (all lines are 50% reimbursable). To transfer monies from SS Economic Support Title IV-E Adoption to SS Admin County General Assistance - there has been a loss of 2 children due to aging out of the program so the funds are no longer needed in the Title IV-E line but needed to assist in the purchase of bunk beds for children in DSS care as well as to assist in an ongoing Adult Protective Services matter (both lines are non-reimbursable).



Approval Date: 6/7/18

Budget Officer's Initials: [Signature]

Initials: [Signature]

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 081

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

Date: June 11, 2018

RE: General Fund/Airport

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

Account Code	Description	Old	+ or (-)	New
10-8300-130	Additional Unemployment Insurance	18,000.00	(12,570.00)	5,430.00
10-8300-182	Retirement Rate Increases	16,000.00	(16,000.00)	-
10-9990-000	Contingency	1,430.00	(1,430.00)	-
10-9800-039	Transfer to Airport Fund	72,349.00	30,000.00	102,349.00
39-3980-010	Transfer from General Fund	(72,349.00)	(30,000.00)	(102,349.00)
39-4530-320	Airport - Communications	1,650.00	65.00	1,715.00
39-4530-330	Airport - Utilities	8,500.00	1,400.00	9,900.00
39-4530-350	Airport - Maintenance & Repair - Building	1,250.00	842.00	2,092.00
39-4530-999	Airport - Contingency	50,508.00	27,693.00	78,201.00
General Fund/Airport				
		Balanced:	97,338.00	-
				97,338.00

Justification:

*To transfer monies from the General Fund to the Airport to cover the shortfall that appears to be eminent FY 2017-2018.
Revenues for timber sales were not achieved this year as anticipated.*



Approval Date: 6/11/18
 Bd. Clerk's Init: [Signature]
 Initials:

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 Batch #:

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 Date:

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Ms. Dixon explained that in BA#2018-081 there was a shortfall in the Airport from this year's audit and Finance already sees a shortfall for this year so in anticipation of a shortfall this year, money is being moved so there will not be another audit finding (like last year).

Commissioner Phelps stated he would like to know how the Airport fuel sales/money is collected and handled. Mr. Potter said he mentioned in his last report that he is planning to be more “hands on” during the new fiscal year regarding Airport operations.

Commissioner Phelps asked Mr. Potter to ask Mr. Brabble to attend the budget work session on Friday morning, June 15. Mr. Potter stated he would do that.

Commissioner Walker made a motion to approve BT#2018-079, BT#2018-80 and BA#2018-81 as presented. Commissioner Sexton seconded, motion carried unanimously.

OPEN BANK ACCOUNT FOR HOSPITAL PENSION FUNDS: Mr. Potter said he would like the Board’s authority to open a bank account with Capital Management Plus for the hospital pension plan funds and then the County would start to accrue a yield on these funds. He would like to transfer this year’s allocation along with future year allocations.

Commissioner Sexton made a motion to approve the County proceeding with opening an account at Capital Management Plus for the hospital pension plan funds. Commissioner Phelps seconded, motion carried unanimously.

At 6:30 PM, with no further business to discuss, **Commissioner Sexton made a motion to recess the meeting to June 15, 2018 at 10:00 AM in the Commissioners’ Room, 116 Adams Street, Plymouth, NC for a work session on the budget. Commissioner Walker seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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