

June 4, 2018

The Washington County Board of Commissioners met in a regular session on Monday, June 4, 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.

Commissioner Walker gave the invocation. Mr. Curtis Potter led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA:

- a) Approval of Minutes (Regular Session & Closed Session)
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Washington County DSS Child Support Enforcement Services to Tyrrell County
- d) ABC Board Budget Amendment for 2017-2018 and ABC Board Proposed Budget for 2018-2019
- e) Voting Credentials—NACo 2018 Conference

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

PUBLIC FORUM: Ms. Syble Spruill, Creswell, told the Board that she worked at Washington County Hospital (WCH) for 33 years and was speaking on behalf of others in attendance who previously worked at WCH. Ms. Spruill said some in attendance tonight worked longer at WCH than she did and started out at \$2.00/hr. Ms. Spruill said that at that time, WCH had the best doctors and staff. Ms. Spruill said the staff served their patients from birth to death and all the trauma in between. Ms. Spruill said some worked hours without pay to make WCH a better place. Ms. Spruill asked the Board to please continue to fund their hospital pension plan. *(A petition signed by former WCH employees asking the Board to continue to fund their hospital pension plan was presented to the Board which is incorporated by reference and hereby made a part of these minutes.)*

Ms. Paulique Horton, Creswell, gave her deepest appreciation of the Board's support of the May Daze Festival and for Chair Johnson and Commissioner Phelps' attendance. She is trying to revitalize the town. Ms. Horton thanked the Board on behalf of the Mayor and citizens of the Creswell. She stated that about 700 people attended May Daze.

Ms. Ann Keyes, Roper, told the Board that Domtar planted flowers around the courthouse over the weekend to help beautify the County Offices' grounds.

Mr. Charles Sharpe, Roper, Town Council, thanked the Board for letting him speak on behalf of the Roper Town Council. Law enforcement in Roper needs to be addressed. The Town Council needs assistance with that situation. Mr. Sharpe said he remembers hearing the Sheriff talk about not being able to retain deputies. Regarding the IBX Authority, he feels it would be helpful to work with that group. Regarding the ¼ cent referendum—Mr. Sharpe said the County needs to do a better job of letting the population understand what this is. The majority of that money would be coming from people passing through the County. It could really help the County with its finances.

EMPLOYEE OF THE QUARTER: Chair Johnson presented Ms. Darlene Harrison, Delinquent Tax Coordinator, with a certificate for Employee of the Quarter. Her picture will be placed in the County Administration Building and she will receive a \$50 check.

GOVERNOR'S VOLUNTEER AWARDS: Ms. Vanessa Joyner, Senior Center Director, is Washington County's coordinator for the Governor's Volunteer Awards.

The **Governor's Volunteer Service Award** honors the true spirit of volunteerism by recognizing individuals, groups and businesses that make a significant contribution to their community through volunteer service. Any person, group, or entity from the public, non-profit and private sector may be nominated for an award to their county award coordinator. County award coordinators submit their top 10 volunteer nominations per county. There are categories for the type of nominee (senior, youth, faith-based, family, group, business, etc.). Additional categories are based upon the area of service (animal, environmental, disaster, youth, preservation, etc.). County recommendations are reviewed by the Commission and awards are given out in the counties.

This year's recipients are:

Linda Singleton—delivers food packages from the Food Pantry for residents who are unable to go for themselves

Mary Barnes—organizes the Meals on Wheels—2006 meals delivered in the Creswell area

Zeta phi Beta Sorority—donates food, raised \$\$ for March of Dimes, donates school supplies, etc.

Katrina Brickhouse—JROTC leader and has earned 300 service hours

Washington County CERT—been in existence since 2002 and has over 20 volunteers and assists surrounding counties also

Sarah Lucas—runs the Lunchbox program

Cross Coalition—provided rehab of 20 residents

The **Governor's Medallion Award for Volunteer Service** was implemented in 2006 to recognize the top 20-25 volunteers in the state. Medallion recipients are nominated at the county level by the county award coordinator. Only one Medallion nomination is permitted per county. A statewide panel reviews and evaluates all these nominations to determine the award recipients. Medallion Award recipients are honored at an annual recognition ceremony. The medallion is placed around the neck to signify the volunteer's great service to the community.

This year's recipient is:

Roanoke Development Center (RDC)

Members of the Roanoke Development Center went to the Governor's Office and were awarded the medallion on May 7, 2018. RDC provides many services for the County such as Meals on Wheels for

the Senior Center, help with bingo at the Nursing Homes in various counties, and also helps with clean-up day in the Town of Plymouth.

The Board congratulated all of the recipients.

PUBLIC OFFICIALS CONFERENCE: Ms. Ann Keyes told the Board that the Public Officials Conference will be held Thursday, June 7 at 6:00 PM at the Vernon James Center. This is held once a year to teach the public officials what the roles of everyone is during an event (weather/emergency).

UPDATE ON NEWLAND ROAD: Mr. Potter spoke to the Board and said that through Ms. Keyes, the County reached out to DOT. Newland Road has been put into the scoring process—however, that process is broken due to statute changes. DOT is exploring other options, but the County has not been told what they are. Commissioner Phelps said that there are new signs that state “rough road”. Commissioner Phelps said he could reach out to Mr. Moran who is the Governor’s appointee and let him know that the County would like to have a temporary gap to fix the bumps in the road. Commissioner Phelps asked if the resolution went on to DOT and the Governor’s office. Ms. Bennett replied that it went to Mr. Moran. Ms. Bennett was asked to send it directly to the Governor.

UPDATE ON CHERRY BRIDGE ROAD: Mr. Potter addressed the Board informing them that the County has received a copy of the plans for the road closure. He added that the County will assist in informing the public when the road will be closed. Mr. Potter added that we’re normally notified 2-3 weeks prior to the closure. The Board was informed that Ms. Keyes office is notified also. She makes sure the first responders are informed.

DHHS/COUNTY MEMORANDUM OF UNDERSTANDING 2018-2019: Mr. Potter spoke to the Board informing them that he attended a meeting in Raleigh on the MOU for rural counties. He added that this agreement stems from the legislation. Mr. Potter stated that this is a statutorily mandated MOU for the County to sign.

Commissioner Phelps asked Mr. Potter to refer to page five (5) and share what information will be entered in the blank boxes. After review, Mr. Potter responded, “County Manager’s Office”. Commissioner Phelps stated, for clarity, that this means all correspondence on the MOU will be sent to the County Manager and not directly to DSS.

Chair Johnson stated that, also on page five (5), there should be a list of available training and asked if the County will be able to see what that list is. Chair Johnson also asked if this was the first time doing this. Mr. Potter responded yes. He added that the legislature has said this will happen, and DHSS wants to be able to say it’s been done.

Commissioner Phelps referred to page one (1) and asked what subcontractors would be hired. Mr. Hardison said they don’t have any subcontractors, but they could outsource the LIEP program, if so desired. He added that it only pertains to subcontracting out programs not day to day operations.

Commissioner Phelps referred to page nine (9) and stated the dispute will take place in Raleigh. Mr. Potter shared he asked if that could be changed and was told that it could not. Commissioner Sexton stated he feels that it means that the County is a ‘watchdog’ over DSS.

Mr. Hardison said it began with a high profile case. He added that DSS should already be doing all the things that are in this MOU. Mr. Hardison stated that DSS is not a uniform system across the state and this document would help that.

Commissioner Phelps stated that the last nine (9) pages are dealing with performance measures and he doesn't feel that the County is meeting those now. He asked if it's reasonable that our DSS Office can meet these measures. Mr. Hardison responded that DSS already has a lot of these requirements in place.

Mr. Potter stated that some of the language may be unattainable due to some situations. Commissioner Phelps asked if measures are not met, is it correct that the County may lose federal or state funding. Mr. Potter said yes that is one of the things they would look at. Chair Johnson stated that this is a very broad document which may have to be looked at on a case by case basis.

Commissioner Walker said he sees this as a method of making DSS accountable. He knows that County's DSS Office already does a lot of these things that they are saying needs to be done.

Commissioner Walker made a motion to approve the DHHS/County Memorandum of Understanding for 2018-2019. Commissioner Sexton seconded, motion carried unanimously.

BUSINESS PERSONAL PROPERTY (BPP) PENALTY RELEASES: Ms. Sherri Wilkins, Tax Administrator stated she received two BPP Penalty Release Requests—one from Mr. Guy Davenport and one from Mr. Tony Harrison. Commissioner Phelps asked about the discovery on Mr. Davenport. The amount asking to be released is quite large. Ms. Wilkins said she can get him the info tomorrow.

Commissioner Sexton made a motion to approve the Business Personal Property (BPP) Penalty Releases for Mr. Guy Davenport and Mr. Tony Harrison as presented. Commissioner Walker seconded, motion carried unanimously.

ROOF REPAIR FOR COOPERATIVE EXTENSION: Mr. Matt Saieed of Baker Roofing and Mr. Louis Boone spoke to the Board regarding repairing the roof in the Cooperative Extension Office. Mr. Boone said the building was leaking before the County bought it. He shared he has tried to locate someone to fix it for years. Mr. Saieed came to see Mr. Boone and looked at the job and said he thought he could fix it.

Commissioner Phelps asked if this is a band-aid fix or a long-term fix. Mr. Boone said he couldn't really say. He added it may take two or three times to get it fixed. Mr. Saieed said it's not a roof leak, it's a side wall leak and every window leaks. Mr. Saieed added he would need to grind out all the material on the windows and put in new material. He stated the wall is also cracked and needs to be sealed, but the roof is in good condition. He will use industrial brick sealer and it will be sprayed on. Mr. Saieed stated he can warranty the work, but not the material.

Commissioner Phelps asked how many bids Mr. Boone received. Mr. Boone responded he only was able to secure one. Commissioner Sexton asked about the flashing by the awning. Mr. Saieed said he will put in new flashing, if needed.

Commissioner Phelps asked about info on page one (1), regarding unseen additional work. Mr. Saieed stated he won't know how much rotten wood is in the windows, due to not being able to see behind it. Commissioner Phelps asked if any additional funds were needed, would it come before the Board. Mr. Potter asked that the Board to grant him, as the County Manager, the authority to approve additional funds if needed.

Commissioner Sexton stated he feels the Board needs to go through the budget process and see if they can come up with money for a complete fix, not a band-aid. Commissioner Phelps agreed. Discussion ensued. Mr. Potter added that the lapped salary, which is what would be used for this project, will roll back into the general fund and the money would have to be reallocated if not spent by June 30th. Commissioner Phelps requested that Mr. Boone secure estimates by Monday, June 11th for replacing the windows. Mr. Potter responded that he will make sure Mr. Boone makes the calls tomorrow, but cannot guarantee that proposals will be in hand by next Monday.

BOARDS & COMMITTEES: Ms. Bennett stated the following:

WASHINGTON COUNTY SENIOR CENTER ADVISORY COUNCIL: The Washington County Senior Center Advisory Council nominated Esther Ambrose to replace Sue Lilley on the Council. Ms. Ambrose has agreed to serve if the Commissioners approve her appointment.

WASHINGTON COUNTY COMMUNITY ADVISORY COMMITTEE (CAC): Ms. Brandi Jordan, Region R Long-Term Care Ombudsman, Albemarle Commission, requested for Gail Spiewak to serve on the CAC. Ms. Spiewak has agreed to serve if the Commissioners approves her appointment.

Commissioner Phelps made a motion to approve the appointments as presented above. Commissioner Sexton seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon reviewed the budget transfers and amendments below and the Finance Officer's Report. Budget Amendment #76 will not be approved.

Mr. Hardison stated that budget amendment #78 is standard and DSS gets a funding authorization from the State Controller's office whereby the state set the projections on reimbursements. The NC General Statutes for DSS, Section 108-A relate to the mandated reimbursement rates for Medicaid, etc. Commissioner Phelps asked for county staff to send the Board this information. Chair Johnson asked Mr. Hardison to send the Board the link tomorrow. Ms. Dixon added that the crisis money is reimbursed at 100%.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 067

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

Date: May 7, 2018

RE: Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-5150-315	Senior Center - Training	3,100.00	(250.00)	2,850.00
10-5150-257	Senior Center - Departmental Supplies-Crafts/Ceramics	2,256.00	250.00	2,506.00
Senior Center				
	Balanced:	5,356.00	-	5,356.00

Justification:

To transfer monies within Senior Center to cover higher than expected departmental supplies.

Approval Date: 5/7/18

Budget Officer's Initials: MS

Initials: MS

Batch #: 2018-067

Date: 5/7/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 068

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

Date: May 7, 2018

RE: Planning & Inspections/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-4350-260	Planning & Inspections - Departmental Supplies	1,000.00	(50.00)	950.00
10-4350-353	Planning & Inspections - Maintenance & Repairs-Vehicle	1,000.00	50.00	1,050.00
Planning & Inspections				
10-5310-340	SS Admin - Postage	7,500.00	(150.00)	7,350.00
10-5310-600	SS Admin - Contracted Services	29,325.00	150.00	29,475.00
SS Admin				
Balanced:		38,825.00	-	38,825.00

Justification:

*To transfer monies within Planning & Inspections to cover the costs of an oil change for the vehicle.
To transfer monies within SS Admin to cover the additional costs associated with a Board Training that was provided by Johnson Personnel - both of these lines are 50% reimbursable.*

Approval Date: 5/6/18

Budget Officer's Initials: MS

Initials:	<u>MS</u>
Batch #:	<u>2018-068</u>
Date:	<u>5/6/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 069

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

Date: May 8, 2018

RE: Water Treatment

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

Account Code	Description	Old	+ or (-)	New
35-7135-130	Water Treatment - Unemployment Insurance	462.00	(358.00)	104.00
35-7135-350	Water Treatment - Maintenance & Repair - Equipment	20,000.00	358.00	20,358.00
Water Treatment				
Balanced:		20,462.00	-	20,462.00

Justification:

To transfer monies within Water Treatment to cover the cost of a replacement pump due to one burning up.

Approval Date: 5/8/18

Budget Officer's Initials: MD

Initials: MD

Batch #: 2018-069

Date: 5/8/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 070

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

Date: May 14, 2018

RE: Governing Board/Facilities/Senior Center/Water Operations/E911

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

Account Code	Description	Old	+ or (-)	New
10-4110-550	Governing Board - Capital Outlay - Equipment	2,800.00	(2,578.00)	222.00
10-4110-200	Governing Board - Departmental Supplies	1,600.00	2,578.00	4,178.00
Governing Board				
10-4265-215	Facilities - Maintenance & Repair - Building	70,998.00	(23,095.00)	47,903.00
10-4265-540	Facilities - Capital Outlay - Equipment	-	23,095.00	23,095.00
Facilities				
10-5150-550	Senior Center - Capital Outlay Equipment	1,685.00	(1,685.00)	-
10-5150-260	Senior Center - Departmental Supplies	2,050.00	1,685.00	3,735.00
Senior Center				
10-5310-550	SS Admin - Capital Outlay - Equipment	2,263.90	(2,263.90)	-
10-5310-260	SS Admin - Departmental Supplies	34,236.10	2,263.90	36,500.00
SS Admin				
35-7130-550	Water Operations - Capital Outlay - Equipment	18,500.00	(3,850.00)	14,650.00
35-7130-260	Water Operations - Departmental Supplies	1,000.00	3,850.00	4,850.00
Water Operations				
69-9100-550	E911 - Capital Outlay - Equipment	437,238.00	(9,796.00)	427,442.00
69-9100-201	E911 - Departmental Supplies - 911 Backup	4,005.00	9,796.00	13,801.00
E911				
Balanced:		576,376.00	-	576,376.00

Justification:

To transfer monies within Governing Board, Senior Center, SS Admin, Water Operations and E911 to move charges that were coded to capital outlay incorrectly due to the \$5,000 threshold. To transfer monies within Facilities to move charges from Maintenance & Repair Building to Capital Outlay as the costs for equipment were over \$5,000 and coded to the wrong account number.

Approval Date: 5/14/18

Budget Officer's Initials: MS

Initials:	<u>MS</u>
Batch #:	<u>2018-070</u>
Date:	<u>5/14/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 071

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

Date: May 15, 2018

RE: Board of Elections

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

Account Code	Description	Old	+ or (-)	New
10-4170-315	Board of Elections - Training	5,000.00	(700.00)	4,300.00
10-4170-310	Board of Elections - Travel	1,800.00	700.00	2,500.00
Board of Elections				
		Balanced:		
		6,800.00	-	6,800.00

Justification:

To transfer monies within Board of Elections from Training to Travel to pay the board members for their travel.

Approval Date: 5/15/18

Budget Officer's Initials: MSD

Initials: MSD

Batch #: 2018-071

Date: 5/15/18

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 072

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

Date: May 17, 2018

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-650	Donations	3,275.00	(2,000.00)	1,275.00
10-4310-392	Undercover Investigations	9,000.00	2,000.00	11,000.00
Sheriff				
Balanced:		12,275.00	-	12,275.00

Justification:

To transfer monies within the Sheriff's Office to cover additional dollars needed for Undercover Drug Investigations.

Approval Date: 5/15/18

Budget Officer's Initials: ESP

Initials:	<u>ESP</u>
Batch #:	<u>2018-072</u>
Date:	<u>5/17/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 074

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

Date: May 23, 2018

RE: Senior Center/SS Economic Support/SS Admin/Airport

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

Account Code	Description	Old	+ or (-)	New
10-5150-315	Senior Center - Travel	2,850.00	(186.00)	2,664.00
10-5150-260	Senior Center - Departmental Supplies	3,735.00	183.00	3,918.00
10-5150-257	Senior Center - Departmental Supplies-Crafts/Ceramics	2,506.00	3.00	2,509.00
Senior Center				
10-5380-377	SS Economic Support - State Foster Home Care	45,000.00	(1,600.00)	43,400.00
10-5310-250	SS Admin - Maintenance & Repair - Vehicle	5,300.00	(600.00)	4,700.00
10-5310-310	SS Admin - Travel	13,810.00	1,100.00	14,910.00
10-5310-315	SS Admin - Training	20,000.00	1,100.00	21,100.00
SS Economic Support/SS Admin				
39-4530-200	Airport - Departmental Supplies	250.00	(9.00)	241.00
39-4530-331	Airport - Postage	50.00	9.00	59.00
Airport				
Balanced:		93,501.00	-	93,501.00

Justification:

To transfer monies within Senior Center to cover higher than anticipated Departmental Supplies. To transfer monies within Social Services to cover higher than expected travel costs due to increased fuel costs as travel to monitor foster children has increased and higher than expected training costs associated with the performance of the duties of the agency and services provided has increased (all lines are 50% reimbursable). To transfer monies within Airport to cover higher than anticipated costs for postage.

Approval Date: 5/23/18

Budget Officer's Initials: MSD

Initials:	<u>MSD</u>
Batch #:	<u>2018-074</u>
Date:	<u>5/23/18</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2018 - 074

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

Date: May 23, 2018

RE: Senior Center/SS Economic Support/SS Admin/Airport

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

Account Code	Description	Old	+ or (-)	New
10-5150-315	Senior Center - Travel	2,850.00	(186.00)	2,664.00
10-5150-260	Senior Center - Departmental Supplies	3,735.00	183.00	3,918.00
10-5150-257	Senior Center - Departmental Supplies-Crafts/Ceramics	2,506.00	3.00	2,509.00
Senior Center				
10-5380-377	SS Economic Support - State Foster Home Care	45,000.00	(1,600.00)	43,400.00
10-5310-250	SS Admin - Maintenance & Repair - Vehicle	5,300.00	(600.00)	4,700.00
10-5310-310	SS Admin - Travel	13,810.00	1,100.00	14,910.00
10-5310-315	SS Admin - Training	20,000.00	1,100.00	21,100.00
SS Economic Support/SS Admin				
39-4530-200	Airport - Departmental Supplies	250.00	(9.00)	241.00
39-4530-331	Airport - Postage	50.00	9.00	59.00
Airport				
Balanced:		93,501.00	-	93,501.00

Justification:

To transfer monies within Senior Center to cover higher than anticipated Departmental Supplies. To transfer monies within Social Services to cover higher than expected travel costs due to increased fuel costs as travel to monitor foster children has increased and higher than expected training costs associated with the performance of the duties of the agency and services provided has increased (all lines are 50% reimbursable). To transfer monies within Airport to cover higher than anticipated costs for postage.

Approval Date: 5/23/18

Budget Officer's Initials: MSD

Initials:	<u>MSD</u>
Batch #:	<u>2018-074</u>
Date:	<u>5/23/18</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 076

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

Date: June 4, 2018

RE: Cooperative Extension

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

Account Code	Description	Old	+ or (-)	New
10-6050-010	Cooperative Extension - Salaries & Wages - Regular	84,773.00	(10,000.00)	74,773.00
10-6050-100	Cooperative Extension - Retirement	14,446.00	(757.00)	13,689.00
10-6050-130	Cooperative Extension - Unemployment	863.00	(863.00)	-
10-6050-351	Cooperative Extension - Maintenance & Repair - Building	-	11,620.00	11,620.00
Cooperative Extension				
		Balanced:		
		100,082.00	-	100,082.00

Justification:

To transfer monies within Cooperative Extension from Lapse Salaries and Benefits to cover the cost to repair the building as it has been leaking for several years.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 077

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

Date: June 4, 2018

RE: Tax Admin/Elections/Register of Deeds/Information Tech/Detention/Emergency Management/GIS/Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-4140-315	Tax Admin - Training	1,046.00	(175.00)	871.00
10-4140-320	Tax Admin - Communications	1,900.00	175.00	2,075.00
Tax Admin				
10-4170-130	Elections - Unemployment Insurance	231.00	(231.00)	-
10-4170-330	Elections - Postage	1,250.00	(546.00)	704.00
10-4170-370	Elections - Printing	12,000.00	(4,259.00)	7,741.00
10-4170-010	Elections - Salaries & Wages - Regular	31,922.00	1.00	31,923.00
10-4170-030	Elections - Salaries & Wages - Parttime	14,000.00	2,600.00	16,600.00
10-4170-090	Elections - FICA Tax Expense	3,179.00	1,400.00	4,579.00
10-4170-100	Elections - Retirement Expense	4,413.00	810.00	5,223.00
10-4170-101	Elections - 401(K) Contributions	973.00	160.00	1,133.00
10-4170-180	Elections - Group Insurance	6,350.00	65.00	6,415.00
Elections				
10-4180-130	Register of Deeds - Unemployment Insurance	462.00	(462.00)	-
10-4180-315	Register of Deeds - Training	1,500.00	(190.00)	1,310.00
10-4180-090	Register of Deeds - FICA Tax Expense	5,921.00	506.00	6,427.00
10-4180-100	Register of Deeds - Retirement	10,541.00	23.00	10,564.00
10-4180-180	Register of Deeds - Group Insurance	12,742.00	123.00	12,865.00
Register of Deeds				
10-4210-101	Information Tech - 401(K) Contribution	1,390.00	(14.00)	1,376.00
10-4210-100	Information Tech - Retirement	6,309.00	14.00	6,323.00
10-4210-130	Information Tech - Unemployment Insurance	231.00	(55.00)	176.00
10-4210-181	Information Tech - Group Insurance	8,372.00	55.00	8,427.00
10-4210-315	Information Tech - Training	674.00	(23.00)	651.00
10-4210-350	Information Tech - Maintenance & Repair-Equipment	23,590.00	23.00	23,613.00
Information Tech				
10-4320-010	Detention Center - Salaries & Wages - Regular	338,186.00	(7,200.00)	330,986.00
10-4320-031	Detention Center - Salaries & Wages - Parttime	6,000.00	2,400.00	8,400.00
10-4320-090	Detention Center - FICA Tax Expense	26,002.00	1,800.00	27,802.00
10-4320-100	Detention Center - Retirement	46,814.00	3,500.00	49,814.00
Detention				
10-4330-101	Emergency Management - 401(K) Contribution	1,810.00	(41.00)	1,769.00
10-4330-100	Emergency Management - Retirement	8,215.00	18.00	8,233.00
10-4330-180	Emergency Management - Group Insurance	6,438.00	23.00	6,461.00
Emergency Management				
10-4915-130	GIS - Unemployment Insurance	231.00	(120.00)	111.00
10-4915-010	GIS - Salaries & Wages - Regular	35,729.00	1.00	35,730.00
10-4915-100	GIS - Retirement Expense	4,867.00	49.00	4,916.00
10-4915-101	GIS - 401(K) Contribution	1,072.00	10.00	1,082.00
10-4915-180	GIS - Group Insurance	6,365.00	60.00	6,425.00
GIS				
10-5150-131	Senior Center - Unemployment Insurance	693.00	(257.00)	436.00
10-5150-010	Senior Center - Salaries & Wages - Regular	76,587.00	1.00	76,588.00
10-5150-100	Senior Center - Retirement	10,531.00	23.00	10,554.00
10-5150-180	Senior Center - Group Insurance	18,984.00	213.00	19,197.00
Senior Center				
		Balanced:	757,326.00	797,318.00

Justification:

To transfer monies within Tax to cover higher than anticipated communications expenses. To transfer monies within Elections, Register of Deeds, IT, Detention, Emergency Management, GIS, and Senior Center to clean up salary and benefit lines prior to the close of the fiscal year to avoid any overexpenditures. Some of these are due to a second increase in the retirement rate and a large amount of overtime worked by fulltime staff that resulted in higher benefit costs. To also transfer monies within IT for the unexpected cost of a replacement UPS Battery.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018 - 078

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

Date: June 4, 2018

RE: Veterans/SS Admin/SS Economic Support/Communications/Soil & Water/Landfill/Water Treatment/EMS/Transport/Airport

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

Account Code	Description	Old	+ or (-)	New
10-5155-130	Veterans - Unemployment Insurance	98.00	(23.00)	75.00
10-5155-090	Veterans - FICA Tax Expense	748.00	23.00	771.00
Veterans				
10-5310-181	SS Admin - Group Insurance	380,092.00	(1,225.00)	378,867.00
10-5310-024	SS Admin - Salaries & Wages - Overtime	-	1,800.00	1,800.00
10-5310-070	SS Admin - Salaries & Wages - Board	1,250.00	225.00	1,475.00
10-3490-000	DSS Administration Reimbursement	(217,590.00)	(2,500.00)	(220,090.00)
10-5380-030	SS Economic Support - Crisis Intervention	76,096.00	2,500.00	78,596.00
SS Admin/SS Economic Support				
10-5911-010	Communications - Salaries & Wages - Regular	225,584.00	(1,800.00)	224,584.00
10-5911-180	Communications - Group Insurance	50,634.00	(500.00)	50,134.00
10-5911-210	Communications - Uniforms	1,500.00	(327.00)	1,173.00
10-5911-260	Communications - Departmental Supplies	4,000.00	(1,309.00)	2,691.00
10-5911-310	Communications - Travel	500.00	(300.00)	200.00
10-5911-315	Communications - Training	1,500.00	(975.00)	525.00
10-5911-414	Communications - Maintenance & Repair-Equipment	699.00	(699.00)	-
10-5911-030	Communications - Salaries & Wages - Overtime	21,500.00	2,800.00	23,500.00
10-5911-031	Communications - Salaries & Wages - Parttime	39,000.00	2,100.00	41,300.00
10-5911-090	Communications - FICA Tax	21,528.00	800.00	22,328.00
10-5911-100	Communications - Retirement	33,265.00	100.00	33,365.00
10-5911-320	Communications - Communications	2,130.00	110.00	2,240.00
Communications				
10-6060-130	Soil & Water - Unemployment Insurance	231.00	(79.00)	152.00
10-6060-030	Soil & Water - Salaries & Wages - Regular	27,014.00	1.00	27,015.00
10-6060-100	Soil & Water - Retirement	3,689.00	8.00	3,688.00
10-6060-180	Soil & Water - Group Insurance	6,355.00	70.00	6,405.00
Soil & Water				
33-7400-130	Landfill - Unemployment Insurance	462.00	(135.00)	327.00
33-7400-180	Landfill - Group Insurance	14,668.00	135.00	14,803.00
Landfill				
35-7135-130	Water Treatment - Unemployment Insurance	104.00	(71.00)	33.00
35-7135-010	Water Treatment - Salaries & Wages - Regular	75,607.00	1.00	75,608.00
35-7135-100	Water Treatment - Retirement Expense	10,363.00	70.00	10,433.00
Water Treatment				
37-4330-101	EMS - 401(K) Contribution	23,717.00	(6,500.00)	17,217.00
37-4330-180	EMS - Group Insurance	166,925.00	(4,500.00)	162,925.00
37-4330-190	EMS - Training	4,500.00	(2,200.00)	2,300.00
37-4330-030	EMS - Salaries & Wages - Overtime	75,000.00	1,000.00	76,000.00
37-4330-040	EMS - Salaries & Wages - Parttime	97,800.00	3,000.00	100,800.00
37-4330-090	EMS - FICA Taxes	60,478.00	5,500.00	65,978.00
37-4330-100	EMS - Retirement Expense	107,674.00	3,000.00	108,674.00
37-4330-250	EMS - Diesel Fuel	34,000.00	2,200.00	36,200.00
EMS				
37-4376-180	Transport - Group Insurance	25,283.00	(1,200.00)	24,083.00
37-4376-370	Transport - Advertising	2,500.00	(780.00)	1,820.00
37-4376-250	Transport - Diesel Fuel	7,500.00	1,900.00	9,400.00
Transport				
39-4530-101	Airport - 401(K) Contribution	1,152.00	(1.00)	1,131.00
39-4530-180	Airport - Group Insurance	6,369.00	1.00	6,370.00
Airport				
Balanced:		1,393,076.00	-	1,393,076.00

Justification:

To transfer monies within Veterans, Communications, Soil & Water, Landfill, Water Treatment, EMS, Transport, and Airport to clean up salary and benefit lines prior to the close of the fiscal year to avoid any overspenditures. Some of these are due to a second increase in the retirement rate and a large amount of overtime worked by fulltime staff that resulted in higher benefit costs. To transfer monies within SS Admin from Group Insurance to cover the payout to an employee who has exceeded the 240 hour cap for comp time due to her extensive work on Foster Care Placements and to board salaries due to cover higher than anticipated costs (all three lines are 50% reimbursable). To book monies in Social Services for additional Crisis Intervention funds received from the State due to a reallocation of funds (this line is 100% reimbursable).

Approval Date: _____

Bd. Clerk's Init: _____

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Commissioner Sexton made a motion to approve BT#2018-067, BT#2018-068, BT#2018-069, BT#2018-070, BT#2018-071, BT#2018-072, BT#2018-074, BT#2018-075, BA#2018-077, BA#2018-078 , but did not approve BA#2018-076 as presented. Commissioner Walker seconded, motion carried with 4 ayes and 1 nay. (Commissioner Phelps voted nay.)

BUDGET SESSION: Commissioner Phelps shared that he ran into the mayor of Roper this weekend and she will be requesting funds for a Roper event.

Mr. Potter shared that he and Ms. Dixon met this morning and feels that the County will close with a positive balance of \$150,000 to \$200,000. He added they will have updated numbers for Board.

Mr. Potter shared he is preparing a better summary regarding some of the salaries and how the increases were derived.

Mr. Potter stated he is available to meet with the Commissioners' one on one or two on one all day Thursday and Friday. The consensus of the Board is to have a budget session on Friday, June 15th at 10:00 a.m. in the Commissioner's Room.

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

Commissioner Riddick attended the County Assembly Day and spoke about Recreation.

Commissioner Phelps attended the 2nd Anniversary Celebration of Creswell Primary Care. He added they are serving more citizens than originally planned. Commissioner Phelps added they are getting into behavioral health and partnering with Riverlight Transit.

Chair Johnson attended the County Assembly Day and spoke about Broadband and Schools.

Mr. Potter stated that the First Joint Executive Meeting with Washington County Schools will be in July on how to achieve the County's and the school's goals and figure out long term funding.

Mr. Potter said the County has been asked to let a group use the gym, but will decline that request, because County teams will be getting ready for a tournament. The group also requested that the County waive the insurance fee, but County will not do that. Commissioner Phelps stated he feels that the County should not turn away kids. He asked if the Roper Gym could be used. Mr. Potter responded that he will have to check with the schools since they own the Roper Gym. Commissioner Walker said to check with the principal at Roper Union School.

Mr. Potter and the Motorcycle Club he's involved with raised \$1,200 during the Poker Run at the Bear Festival for kids bicycle helmets to be given out at Christmas.

At 8:05 PM, with no further business to discuss, **Commissioner Phelps made a motion to recess the meeting to June 11, 2018 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC for a public hearing on the budget. Commissioner Riddick seconded, motion carried unanimously.**

Tracey A. Johnson
Chair

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