

June 5, 2017

The Washington County Board of Commissioners met in a regular session on Monday, June 5, 2017 at 6:00 PM at the Courthouse Courtroom, 120 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were Interim County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Walker called the June 5, 2017 meeting to order. Mr. Lloyd Jones gave the invocation. Commissioner Riddick led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett stated she would like to add a Jury Commission appointment to the Boards and Committees (Item 8).

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Resolutions & Proclamations
 - Vulnerable Adult and Elder Abuse Awareness Month
 - Support Sales Tax Refund/Exemption for Public Schools
 - House Bill 608/Senate Bill 594 Family/Child Protection and Accountability Act
- d) NC Education Lottery Public School Building Capital Fund:
PHS Boiler Repair—Plymouth High School \$6,509.24
- e) ABC Board Budget Amendment for 2016-2017, ABC Board Proposed Budget for 2017-2018 and ABC Board request to adopt the County's travel policy as their own

Commissioner Phelps seconded, motion carried unanimously.

PUBLIC FORUM: Mr. Thomas Wilkins, Downing Road, said he wants to know what is going on about people not paying their taxes and also wanted to know if the owners of the hospital have paid their taxes.

Mr. Jimmy Jones, Cardinal Lane, talked to the Commissioners again about wanting to have Cardinal Lane paved. He said he has been talking to DOT and they are saying they cannot pave it. It is not in their system.

Ms. Gloria Wynn, Plymouth, told the Commissioners that she had a list of things for them: the County needs better internet service, flooding in Creswell needs to be fixed, need a better Recreation program, look into a boys/girls club (they are in other counties), there is too much trash on the road, the County needs highway repairs—highway 64 is in bad shape, and get political signs taken down—they stay up way too long.

Ms. Paulique Horton, Creswell, said there was a great turnout for the May Daze Festival. Four Commissioners attended and she said she appreciated the support. Ms. Horton also stated that there was field in Creswell that is hardly being used. It would be nice to have a walking

track there. There is not a place where citizens as a community can go, and she would like to have something that would be available for 365 days. Ms. Horton said she would also appreciate funds next year for the May Daze Festival and she is looking forward to building together.

Ms. Doretha Garrett, Center for Family Violence Prevention, Hwy 64 W, Plymouth, wanted to let the Commissioners and the public know that she is in the community. Their main agency is in Greenville. She is available to help anyone in the community.

Mr. Louis Wilkins, Roper, asked how the solar farms benefit the County. Ms. Keyes asked Mr. Wilkins to contact her tomorrow and she would answer his questions.

PUBLIC HEARING: HAZARD MITIGATION PLAN: Commissioner Johnson made a motion to open the public hearing. Commissioner Phelps seconded, motion carried unanimously.

Ms. Keyes, EM Director/Planning & Safety/Inspection spoke to the Board regarding the Northeastern NC Regional Hazard Mitigation Plan. Ms. Keyes said she has come before the Board for many years since 2004 for the update and adoption of this plan. She stated that she is not asking for money from the County – the \$86,667 comes from Federal monies for updating this plan. The scope of work for this plan includes the evaluation of the existing plan’s strengths, weaknesses and overall effectiveness. Some of the plan development requirements are hazard identification and risk/vulnerability assessment, mitigation strategy and plan adoption. The updated plan will include and update of previously developed risk assessment and will incorporate any new incident records or hazard data related to the hazard and vulnerability profiling. Any changes, clarifications or refinements to the methods, data inventory, analysis and overview risk summary are described in the previously approved plan. Ms. Keyes noted that if the County doesn’t adopt plan, then the County will not get Federal funding for any upcoming damage from storms.

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

Commissioner Sexton made a motion to approve the Hazard Mitigation Plan. Commissioner Phelps seconded, motion carried unanimously.

PUBLIC HEARING: WASHINGTON COUNTY RECOMMENDED BUDGET FOR 2017-2018: Chair Walker called on Mr. Curtis Potter, Interim County Manager. Mr. Potter stated that the County is statutorily required to hold a public hearing on the County’s recommended budget. Chair Walker asked the Clerk to the Board, Ms. Bennett, to read aloud the guidelines for tonight’s public hearing on the budget.

Ms. Bennett stated that pursuant to NCGS 159-12 the board shall hold a public hearing on the proposed budget, at which time any persons who wish to be heard may appear. NCGS 160A-81 provides general authority to regulate conduct at public hearings relating to the number of people who speak, the length of time, and the authority to maintain order. The following are the guidelines established for this budget public hearing:

Each speaker must first provide his name both orally and in writing before speaking. Comments are restricted to topics that relate to the proposed budget. Public Comment rules have been amended tonight to allow each speaker a maximum of five minutes to make comments.

Additional time may be granted at the discretion of the Board. Comments are to be directed to the Board as a whole and not to one individual commissioner. Response, discussion or action concerning issues raised during the public input session will be at the discretion of the Board. Speakers will be courteous in their language and presentation. Speakers should not discuss matters which concern the candidacy of any person seeking public office or matters in current or anticipated litigation.

Commissioner Sexton made a motion to open the public hearing on the recommended budget for 2017-2018. Commissioner Riddick seconded, motion carried unanimously.

Chair Walker thanked everyone for attending this evening. Chair Walker said it shows that the citizens are interested in their community.

Ms. Gloria Wynn, Plymouth, asked about the 8 cent tax rate hike. If the Commissioners pass the budget with the 8 cent tax rate, she asked that they please consider the funds that may be acquired by the State before passing this budget.

Mr. Shelton McNair, Sr., Plymouth, said he was also concerned about the 8 cent tax rate hike. Mr. McNair was concerned about why the County took the hospital pension plan when the hospital was sold. He mentioned that Wake County's rate is planned to go up a little over a penny. Mr. McNair thanked Mr. Potter for talking to him. Mr. McNair said Mr. Potter was very nice. Mr. McNair said the County needs to cut down on expenses rather than raise taxes. Mr. McNair did say he appreciates what the Commissioners do.

Ms. Charlotte Maxwell, Creswell, stated that she was here as a farmer and a business owner. She said she felt the Commissioners are putting the tax increase on the backs of farmers. They will be struggling to make ends meet this year and then have to contend with a tax rate increase. Ms. Maxwell said she is attending tonight to ask the Commissioners to not to raise the taxes. Ms. Maxwell said the Board needs to look at those people who have not paid their taxes, not tax the ones that do. She also mentioned that giving land to refugees because it takes away from the County's tax base.

Mr. Thomas Wilkins, Downing Road, said he was concerned about the County paying the hospital pension and about people not paying taxes.

Ms. Gloria Wynn told the Board that she did some research and found out that some people can pay their current taxes but not their back taxes. There would be more interest paid on the back taxes which would bring in more money to the County.

Mr. Walker thanked everyone for their comments and the Commissioners will take them into consideration. Mr. Walker said the Board needs the feedback.

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

EMPLOYEE OF THE QUARTER: Chair Walker said that the current Employee of the Quarter was hired July 16, 2015 and was a previous EMS Director for Wilcox County, GA before coming to Washington County. Chair Walker presented Mr. Andrew Coccaro with the

Employee of the Quarter Certificate of Appreciation and said he will be receiving a check for \$50.00. Ms. Arnold will take his picture and have it posted in the foyer of the County's Administrative Building.

CONTINGENT AWARD OF CONTRACT FOR WATER/SEWER PROJECT: Mr. Curtis Potter, Interim County Manager spoke to the Board on the abovementioned subject.

Commissioner Sexton made a motion to conditionally approve the award of the construction project to the lowest responsible responsive bidder (George Raper and Sons, Inc.) contingent upon Washington County's acquisition of all remaining easements. Commissioner Riddick seconded. Commissioner Johnson asked how far along is the County on obtaining all of the easements. Mr. Potter said there are some he is still working on, but the majority has been obtained. **Motion passed unanimously.**

Commissioner Johnson made a motion to authorize the Interim County Manger to execute the Notice of Award on behalf of Washington County upon acquisition of titles to all remaining easements. Commissioner Riddick seconded, motion passed unanimously.

BUDGET AMENDMENT FOR THE CURRENT FY BUDGET ORDINANCE: Mr. Potter spoke to the Board about this budget amendment for the current FY Budget Ordinance.

BUDGET AMENDMENT BAW 2017-040

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WASHINGTON COUNTY BUDGET ORDINANCE

Fiscal Year 2016-2017

(Effective July 1st, 2016)

WHEREAS, the Washington County Budget Ordinance Fiscal Year 2016-2017 was originally adopted June 30th, 2016, and provided for the creation of certain new funds, or for the reclassifications of certain existing funds or the fund numbers associated therewith, in anticipation of certain modifications that were expected to be made during the 2016-2017 fiscal year to Washington County's financial chart of accounts; and

WHEREAS, most of the modifications to the chart of accounts have not been made, and will not occur before the end of June 30, 2017; and

WHEREAS, the Budget Officer in consultation with the Finance Officer and Washington County's Auditor has determined that the majority of the new funds or reclassifications of funds or fund numbers associated therewith that were proposed as part of the originally adopted budget ordinance should not be given effect; and

WHEREAS, the Budget Officer in consultation with the Finance Officer and Washington County's Auditor has determined that amending the originally adopted Budget Ordinance for Fiscal Year 2016-2017 to remove or modify such references, and certain provisions therein to more accurately reflect the actual financial chart of accounts that was and will continue to be used through June 30th, 2017 is both necessary and desirable;

NOW THEREFORE, the Board of Commissioners of Washington County hereby ordains that the Washington County Budget Ordinance Fiscal Year 2016-2017 originally adopted June 30th, 2016, shall be amended as follows effective July 1st, 2016:

ORIGINALLY ADOPTED BUDGET SECTIONS:	AMENDMENTS:
1. General Fund (10)	The following general fund revenues and expenditures are estimates, and are hereby appropriated for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in addition to all other appropriations originally made under Section 1 to the general fund: School Lottery Revenue: \$125,000 School Lottery Expenses: \$125,000
2. County Capital Outlay Fund (70)	No changes
3. School Capital Outlay Fund (21)	No changes

4. SPSF/Lottery Fund (22):	Section 4 is hereby deleted and redacted in its entirety. School Lottery revenues and expenditures for FY17 shall be budgeted within the general fund under Section 1 of the Budget Ordinance as amended above.
5. Emergency Telephone Fund (23):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 69
6. Re-Valuation Fund (25)	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 70
7. Community Projects Fund (40):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 57
8. Airport Fund (41):	Section 8 is deleted in its entirety and replaced with the following: The following are estimates and hereby appropriated for the fiscal year beginning July 1, 2016 and ending June 30, 2017: Fund 38 – Airport Revenues: \$500,001 Expenditures: \$500,001 Fund 39 – Airport Operations Revenues \$169,423 Expenditures: \$169,423
9. Housing Fund (43):	This fund shall continue to be referred to as Fund 61 for CDBG, and Fund 62 for URP, and shall not be combined into a new single fund.
10. Drainage Fund (50):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 30
11. Travel & Tourism Authority Fund (51):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 63
12. Agency Fund (59):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 59
13. Water Fund (61):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 35
14. Sanitation Fund (66):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 33
15. Washington County EMS/Transport Fund (67):	This fund shall continue to be referred to as, and any applicable revenues and expenditures allocated within it shall be reallocated to: Fund 37
16. Tyrrell County EMS/Transport Fund (68):	This fund shall continue to be referred to as a part of Fund 37, and any applicable revenues or expenditures allocated within it shall be reallocated to: Fund 37

17. Washington County Schools	No changes
18. Miscellaneous	No changes
19. Tax Levy	No changes
20. Governing Body	No changes
21. Authorities of the Budget Officer	<p>Section 21 is hereby restated as follows:</p> <p>Authorities of the Budget Officer:</p> <p>The Budget Officer (County Manager) is hereby granted the following authority:</p> <ul style="list-style-type: none"> (a) Any changes to the Approved Pay Plan or to an Employee's Salary shall not be made without prior consultation of the Board of Commissioners. (b) To make transfers between operational line items within a department without limitation. (c) To make transfers up to \$1,000 between departments, including contingency, within the same fund. (d) During the month of June only, the Budget Officer may make any necessary inner-departmental and/or inter-departmental budget transfers/amendments within any single fund, and in any amount deemed reasonably necessary, to complete year end spending and close out the fiscal year. Nothing herein shall authorize the Budget Officer to increase or decrease the overall budgeted amount for any fund without prior approval of the Board of Commissioners. (e) All Budget Transfers made by the Budget Officer hereunder shall be reported to the Board of Commissioners at their next regular meeting following such transfers, or as soon thereafter as possible, and shall be deemed ratified by the Board unless action is taken by the Board to nullify any such transfer.
22. Distribution	No changes
23. Adoption	No changes

Nothing herein shall be deemed to modify or effect the validity of any other budget amendments or transfers made on or after July 1st, 2016.

ADOPTED this the 5th day of June, 2017


Julius Walker, Jr., Chair
Washington County Board of Commissioners

ATTEST:

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



Mr. Potter explained that #21 especially helps to reduce the number of budget amendments that the Commissioners have to sign on the last day of the fiscal year.

Commissioner Phelps questioned whether the chart of accounts was actually changed. He was previously told that they had been changed, now he is hearing that they have not been, so

he would like to know which is correct. Mr. Potter said that the previous County Manager created a new chart of accounts but there was a problem with the new chart of accounts working with the current software, so doing a massive changeover could result in a chance of losing information. The auditor also suggested to leave the chart of accounts as is and appreciated how things have been cleaned up.

Commissioner Sexton asked how about in the future—would the chart of accounts be changed in the future. Mr. Potter said that he would recommend changing the chart of accounts when the software is changed. Mr. Potter also said that the Tax Office is in more need of new software than Finance.

Mr. Potter said that the County has been using our original chart of accounts and only changed a few. Commissioner Sexton said do we foresee that in the future will we get this stuff straight or do we have to wait until we get better software? Ms. Dixon said Finance has learned enough now that they can make the current software work. Mr. Potter said the software in the Finance Office needs to work with the Tax Office software.

Mr. Potter said that Ms. Wilkins has been looking into new software and the lowest cost was \$95,000. Commissioner Sexton said the Commissioners have been hearing that there were problems between the Tax Office and Finance Office software not working together. Mr. Potter said there is no good solution—there is no mainstream software.

Commissioner Phelps made a motion to approve the Budget Amendment #2017-040 for the current FY Budget Ordinance. Commissioner Sexton seconded, motion passed unanimously.

BOARDS & COMMITTEES:

Albemarle Commission: Nursing Home Advisory Committee

Commissioner Johnson made a motion to approve the appointment of Gail Spiewak to the Albemarle Commission's Nursing Home Advisory Committee. Commissioner Riddick seconded, motion carried unanimously.

DSS: Request for Appointment to the Child Fatality Prevention Team/Community Child Protection Team

Commissioner Phelps made a motion to approve the following appointments to the Child Fatality Prevention Team/Community Child Care Protection Team. Commissioner Riddick seconded, motion carried unanimously.

Dr. Zebedee Taylor with RDC
Ms. Doretha Garrett with Family Violence Protection
Ms. Amy O'Neal with Washington County Library
Mr. Mark Wilmoth with Zion's Chapel Church
Ms. Jean Warren with Washington County Clerk of Superior Court

Trillium Board—Central Regional Advisory Board Appointee

With the retirement of Ms. Terrell Davis, Director, Martin-Tyrrell-Washington Health Department it leaves a vacancy on Trillium's Central Regional Advisory Board.

Trillium would like to appoint a new member as soon as possible. It is essential that they have each seat on the Board filled.

Commissioner Johnson made a motion to appoint Melanie Ashe to the Trillium Board—Central Regional Advisory Board. Commissioner Phelps seconded, motion passed unanimously.

Jury Commission

The Clerk of Courts' office would like to re-appoint Ms. Syble Spruill to the Jury Commission. The Commissioners asked what the function of the Jury Commission is. Ms. Keyes answered saying it is a group of citizens that look at the list of jurors to sort them out to make sure they are still eligible to serve as a juror. Commissioner Phelps asked to table this item so the Town of Creswell can ask for the re-appointment of Ms. Syble Spruill or someone else at their next meeting

FINANCE OFFICER'S REPORT: Ms. Dixon presented Budget Amendments/Budget Transfers. Regarding BT #2017-040, Commissioner Johnson asked Ms. Dixon did the Transportation Advisory Board (TAB) send in a suitable recommendation and what did DSS put in their budget for transportation for RDC. Commissioner Johnson said she feels that the request from the TAB may not have been done properly. Mr. Potter said money has been allocated—he approved the request.

Regarding BA #2017-037, Commissioner Phelps asked why was money moved from the part-time help line. Ms. Dixon explained this was for comp time payout (FICA and retirement) which wasn't fully budgeted. Commissioner Phelps also asked why money was moved out of the overtime line. Mr. Coccaro said he is moving money out of overtime that wasn't spent because EMS had positions open and EMS needed to make payroll for the current staff.

Chair Walker asked why the position in Recreation was never filled. The position was put in the budget and now it's been a year and the position has not been filled. Chair Walker said that is something the Board needs to look at. Mr. Fulford says he has part-time help but still needs additional help.

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 029

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

Date: June 5, 2017

RE: Finance Office

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

Account Code	Description	Old	+ or (-)	New
10-4130-010	Finance-Salaries & Wages - Regular	149,259.00	(6,000.00)	143,259.00
10-4130-280	Finance-Postage	5,500.00	(1,275.00)	4,225.00
10-4130-030	Finance-Salaries & Wages - Overtime	1,740.00	6,450.00	8,190.00
10-4130-100	Finance-Retirement	19,445.00	625.00	20,070.00
10-4130-101	Finance-401(k) Contribution	4,494.00	200.00	4,694.00
Finance				
Balanced:		180,438.00	-	180,438.00

Justification:

To transfers monies to cover comp time payout in the Finance Dept.

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 036

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

Date: June 5, 2017

RE: Sheriff/SS Economic Support/Senior Center

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	(3,225.00)	(295.00)	(3,520.00)
10-4310-611	Gun Permits Discretionary - County Portion	3,225.00	295.00	3,520.00
10-3540-030	Gun Permits - State Portion	(3,975.00)	(350.00)	(4,325.00)
10-4310-612	Gun Permits - State Portion	3,975.00	350.00	4,325.00
10-3540-040	Fingerprinting	(890.00)	(170.00)	(1,060.00)
10-4310-613	Fingerprinting	890.00	170.00	1,060.00
Sheriff				
10-3500-040	SS Economic Support - Day Care Fraud Repayments	(2,200.00)	(100.00)	(2,300.00)
10-5380-100	SS Economic Support - Day Care Fraud Repayments	8,700.00	100.00	8,800.00
SS Economic Support				
10-3509-010	Senior Center Trips	(9,045.45)	(50.00)	(9,095.45)
10-5150-380	Senior Center Trips	9,045.45	50.00	9,095.45
10-3509-020	Senior Center Donations	(101.50)	(26.00)	(127.50)
10-5150-650	Senior Center Donations	415.71	26.00	441.71
Senior Center				
Balanced:		6,814.21	-	6,814.21

Justification:

To book additional revenue received in the Sheriff's Office for gun permitting and fingerprinting. To book additional revenue received in Social Services for Daycare Fraud Repayments and to book additional revenue received in the Senior Center for Trips and Donations.

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 037

From: Curtis Potter, Interim County Manager/County Attorney
Missy Dixon, Finance Officer

Date: June 5, 2017

RE: Board of Elections/Inspections & Planning/Recreation/Washington EMS/Washington Transport

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

Account Code	Description	Old	+ or (-)	New
10-4170-420	Board of Elections-Lease-Equipment	2,000.00	(1,207.00)	793.00
10-4170-010	Board of Elections-Salaries & Wages-Regular	31,922.00	1.00	31,923.00
10-4170-090	Board of Elections-FICA Tax Expense	3,858.00	130.00	3,988.00
10-4170-100	Board of Elections-Retirement Expense	4,023.00	856.00	4,879.00
10-4170-101	Board of Elections-401(k) Contribution	973.00	126.00	1,099.00
10-4170-180	Board of Elections-Group Insurance	6,161.00	94.00	6,255.00
Board of Elections				
10-4350-352	Inspections & Planning-Maint & Repair-Equipment	1,000.00	(801.00)	199.00
10-4350-353	Inspections & Planning-Maint & Repair-Vehicle	3,000.00	(1,599.00)	1,401.00
10-4350-121	Inspections & Planning-Salaries & Wages-Regular	77,580.00	989.00	78,569.00
10-4350-182	Inspections & Planning-Retirement	9,762.00	675.00	10,437.00
10-4350-183	Inspections & Planning-Group Insurance	14,332.00	736.00	15,068.00
Inspections & Planning				
10-6120-030	Recreation-Salaries & Wages-Parttime	28,930.00	(1,681.00)	27,249.00
10-6120-010	Recreation-Salaries & Wages-Regular	40,466.00	1.00	40,467.00
10-6120-090	Recreation-FICA Tax Expense	4,152.00	1,300.00	5,452.00
10-6120-101	Recreation-401(k) Contribution	1,239.00	280.00	1,519.00
10-6120-180	Recreation-Group Insurance	6,190.00	100.00	6,290.00
Recreation				
37-4330-030	Washington EMS-Salaries & Wages-Overtime	103,586.00	(48,000.00)	55,586.00
37-4330-010	Washington EMS-Salaries & Wages-Regular	515,936.00	48,000.00	563,936.00
37-4330-190	Washington EMS-Training	2,500.00	(1,000.00)	1,500.00
37-4330-210	Washington EMS-Uniforms	2,500.00	(1,000.00)	1,500.00
37-4330-320	Washington EMS-Communications	6,800.00	(1,500.00)	5,300.00
37-4330-410	Washington EMS-Rent-Building	1,300.00	(500.00)	800.00
37-4376-295	Washington Transport-Portable Comm Hardware	1,000.00	(900.00)	100.00
37-4376-310	Washington Transport-Travel	1,500.00	(800.00)	700.00
37-4330-250	Washington EMS-Diesel Fuel	22,859.00	5,700.00	28,559.00
Washington EMS				
Balanced:		893,569.00	-	893,569.00

Justification:

To transfer monies in Board of Elections from Lease Equipment into various salary and benefit lines to cover shortfalls due to increase in insurance and retirement; to also cover additional monies needed for FICA due to cell phone stipend and overtime hours. To transfer monies in Inspections & Planning to cover underbudgeted salary and benefit lines due to change of employees. To transfer monies in Recreation from Salaries & Wages-Parttime to various benefit lines for the same reasons listed for Board of Elections. To transfer monies in Washington EMS from Salaries & Wages Overtime to Salaries and Wages Regular due to a position being missed during budget season. To also transfer monies within Washington EMS/Transport to cover additional costs associated with fuel.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 038

From: Curtis Potter, Interim County Manager/County Attorney
Missy Dixon, Finance Officer

Date: June 5, 2017

RE: SRO Washington/SRO Creswell/SRO Pines/GIS

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

Account Code	Description	Old	+ or (-)	New
10-4311-010	SRO Wash Co Union-Salaries & Wages-Regular	31,861.00	(3,890.00)	27,971.00
10-4311-180	SRO Wash Co Union-Group Insurance	6,161.00	(1,300.00)	4,861.00
10-4313-180	SRO Creswell-Group Insurance	6,138.00	(600.00)	5,538.00
10-4313-310	SRO Creswell-Travel	500.00	(500.00)	-
10-4313-315	SRO Creswell-Training	500.00	(500.00)	-
10-4313-010	SRO Creswell-Salaries & Wages-Regular	31,861.00	5,507.00	37,368.00
10-4313-100	SRO Creswell-Retirement	4,063.00	1,030.00	5,093.00
10-4313-101	SRO Creswell-401(k) Contributions	1,594.00	253.00	1,847.00
SRO Wash Co Union/SRO Creswell				
10-4317-210	SRO Pines-Uniforms	500.00	(500.00)	-
10-4317-310	SRO Pines-Travel	500.00	(455.00)	45.00
10-4317-010	SRO Pines-Salaries & Wages-Regular	31,861.00	411.00	32,272.00
10-4317-090	SRO Pines-FICA Tax	2,438.00	24.00	2,462.00
10-4317-100	SRO Pines-Retirement	4,063.00	400.00	4,463.00
10-4317-101	SRO Pines-401(k) Contributions	1,594.00	25.00	1,619.00
10-4317-180	SRO Pines-Group Insurance	6,161.00	95.00	6,256.00
SRO Pines				
10-4915-351	GIS-Maint Agreement-Atlas Data Website	2,400.00	(385.00)	2,015.00
10-4915-010	GIS-Salaries & Wages-Regular	35,729.00	1.00	35,730.00
10-4915-100	GIS-Retirement	4,424.00	289.00	4,713.00
10-4915-180	GIS-Group Insurance	6,174.00	95.00	6,269.00
GIS				
Balanced:		178,522.00	-	178,522.00

Justification:

To transfer monies from various SRO lines to cover the increase salary and benefits in conjunction with moving staff of higher pay to the Creswell SRO position. To transfer monies in SRO Pines to cover increases in the retirement and group insurance rates and underbudgeted FICA and Salary. To transfer monies in GIS to cover the increase in the retirement and group insurance rates.

Approval Date: 6/5/17

Bd. Clerk's Init: [Signature]

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 039

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

Date: June 5, 2017

RE: Sheriff/Facility Services/Detention

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(59,650.00)	(4,609.30)	(64,259.30)
10-4310-355	Sheriff-Maintenance & Repair-Vehicles	27,500.00	4,609.30	32,109.30
Sheriff				
10-4265-010	Facility Services-Salaries & Wages-Regular	150,348.00	(4,863.00)	145,485.00
10-4265-100	Facility Services-Retirement	20,224.00	4,418.00	24,642.00
10-4265-101	Facility Services-401(k) Contributions	4,876.00	445.00	5,321.00
Facility Services				
10-4320-101	Detention-401(k) Contributions	10,321.27	(3,000.00)	7,321.27
10-4320-181	Detention-Group Insurance	79,852.00	(8,000.00)	71,852.00
10-4320-210	Detention-Uniforms	5,000.00	(322.00)	4,678.00
10-4320-010	Detention-Salary & Wages-Regular	341,994.00	1,650.00	343,644.00
10-4320-090	Detention-FICA Tax Expense	26,320.13	1,790.00	28,110.13
10-4320-100	Detention-Retirement	44,657.36	1,700.00	46,357.36
10-4320-247	Detention-Food & Provisions	84,768.00	5,500.00	90,268.00
10-4320-299	Detention-Laundry & Dry Cleaning	6,000.00	682.00	6,682.00
Detention				
Balanced:		742,210.76	-	742,210.76

Justification:

To budget insurance monies received for the Sheriff's Office to repair a vehicle due to collision with a deer. To move monies within Facility Services to cover increase in retirement and 401(k) contributions due to comp time payout and retirement rate increase. To move monies within Detention to cover increase in retirement and FICA and to cover a shortfall in salaries, food and provisions and laundry and dry cleaning.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 041

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

Date: June 5, 2017

RE: General Fund

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-General Fund	(979,698.41)	350,000.00	(629,698.41)
10-3990-001	Appropriated Fund Balance-Washington Co Schools Capital Outlay	-	(350,000.00)	(350,000.00)
General Fund				
		Balanced:		
		(979,698.41)	-	(979,698.41)

Justification:

To split fund balance appropriation for School Capital Outlay away from General Fund. This amendment was keyed on 5/31/17 in order to keep funds in balance during creation of Fund 21-Washington County Schools-Capital Outlay. Approval of this amendment will equate to ratification of the keyed entries.

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Approval Date: 6/5/17

Bd. Clerk's Init: [Signature]

Initials: [Signature]

Batch #: 2017-041

Date: 5/31/17

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 042

From: *Curts Potter, Interim County Manager/County Attorney*
Missy Dixon, Finance Officer

Date: June 5, 2017

RE: General Fund/Eddie Smith Drainage

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance (General Fund)	(629,698.41)	(17,496.00)	(647,194.41)
10-9800-985	Transfer to Eddie Smith	-	17,496.00	17,496.00
Eddie Smith Drainage				
30-3960-000	Transfer from General Fund	-	(17,496.00)	(17,496.00)
30-3990-000	Appropriated Watershed Reserve (Drainage)	-	(28,467.00)	(28,467.00)
30-7140-995	Designated for Future Appropriation-Eddie Smith	-	45,963.00	45,963.00
Eddie Smith Drainage				
Balanced:		(629,698.41)	-	(629,698.41)

Justification:

To appropriate fund balance from both the General Fund and the Watershed to restore monies collected and owed to the Eddie Smith Drainage Fund. The beginning and ending budget numbers in this amendment are dependent on the ratification of BAB 2017-041.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 - 043

From: Curtis Potter, Interim County Manager/County Attorney
Missy Dixon, Finance Officer

Date: June 5, 2017

RE: Central Services/Communications

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

Account Code	Description	Old	+ or (-)	New
10-8300-451	Central Services-Insurance-Property & Liability	82,500.00	(7,519.00)	74,981.00
10-5911-031	Communications-Salaries & Wages-Parttime	55,300.00	(2,000.00)	53,300.00
10-5911-130	Communications-401(k) Contributions	6,842.00	(700.00)	6,142.00
10-5911-180	Communications-Group Insurance	49,134.00	(150.00)	48,984.00
10-5911-411	Communications-Maint Agreement-TID	1,500.00	(1,500.00)	-
10-5911-412	Communications-Maint Agreement-DCI/Ominix	1,788.00	(288.00)	1,500.00
10-5911-413	Communications-Maint Agreement-Southern Software	2,200.00	(76.00)	2,124.00
10-5911-010	Communcations-Salaries & Wages-Regular	226,197.00	1,290.00	227,487.00
10-5911-090	Communcations-FICA Tax	17,446.00	4,500.00	21,946.00
10-5911-100	Communications-Retirement	28,232.00	3,185.00	31,417.00
10-5911-260	Communcations-Departmental Supplies	2,896.00	3,258.00	6,154.00
Central Services/Communications				
Balanced:		474,035.00		474,095.00

Justification:

To transfers funds into Communications from Central Services and to transfer monies within Communications to cover a shortfall in various line items due to increase in retirement rate, and an increase in FICA and regular salaries due to vacation payout to employees who have left. To cover additional expenses in departmental supplies due to an entry that the auditor pulled forward into the fiscal year creating a negative balance.

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Approval Date: 6/5/17
Bd. Clerk's Init: [Signature]

Initials:
Batch #:
Date:

BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2017 -044

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

Date: June 5th, 2017

RE: Funding Reappraisal for FY17

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

Account Code	Description	Old	+ or (-)	New
10-9100-003	DEBT PRINCIPAL E911 EQUIPMENT	27,983.53	(27,983.53)	-
10-9200-721	DEBT INTEREST COMMERCE CENT	22,049.00	(11,011.28)	11,037.72
		-	-	-
10-9800-070	TRANSFER TO REVAL FUND	-	33,000.00	33,000.00
10-9990-000	CONTINGENCY	-	5,994.81	5,994.81
		-	-	-
70-3980-010	TRANSFER FROM GENERAL FUND		(33,000.00)	(33,000.00)
70-8600-000	RESERVE FOR REAPPRAISAL	-	33,000.00	33,000.00
				-
Balanced:		50,032.53	-	50,032.53

Justification:

Requesting to move funds to pay for previously unbudgeted annual revaluation installment which is projected to save over \$7,000 per year in future years before next revaluation (2020). Funds to come from Debt Service which was overbudgeted by previous budget officer. Remaining funds to be placed in contingency for use by current Budget Officer in year end close out.

Approval Date: 6/5/17

Bd. Clerk's Init: [Signature]

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2017 - 040

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

Date: May 22, 2017

RE: Various Line Item Transfers

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

10-4140-315	Tax Admin-Training	1,719.00	(750.00)	969.00
10-4140-325	Tax Admin-Postage	9,050.00	750.00	9,800.00
10-5150-600	Senior Citizens Ctr-Contracted Services	7,886.00	(2,000.00)	5,886.00
10-5150-260	Senior Citizens Ctr-Departmental Supplies	3,950.00	2,000.00	5,950.00
10-5310-410	SS Admin-Lease Equipment	16,198.00	(250.00)	15,948.00
10-5310-257	SS Admin-County General Assistance	2,679.00	250.00	2,929.00
10-5400-260	SS Transportation - Transit Advertising	9,013.00	(2,000.00)	7,013.00
10-5400-347	SS Transportation - Grant - RDC Transportation	11,000.00	2,000.00	13,000.00
Balanced:				




Justification:

To inform the board of several line item transfers. To request funds to be moved in DSS to prevent line items from going negative in budget prior to end of FY. To transfer funds in Senior Center to cover purchase of lobby furniture. To transfer funds in tax from training to postage to prevent shortfall.

Approval Date: 5/23/17

Co. Mgr. Initials: CP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials: 
Batch #: 
Date: 

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2017 - 041

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

Date: May 25, 2017

RE: Various Line Item Transfers

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

Account Code	Description	Original Budget	Change	Revised Budget
10-4110-320	Governing Board-Communications	840.00	(120.00)	720.00
10-4110-020	Governing Board-Board Travel Stipend	14,040.00	60.00	14,100.00
10-4110-090	Governing Board-FICA Tax Expense	3,900.00	60.00	3,960.00
Governing Board				
10-4120-100	Managers Office-Retirement	30,258.00	(784.00)	29,474.00
10-4120-180	Managers Office-Group Insurance	23,176.00	784.00	23,960.00
Managers Office				
10-4140-320	Tax Admin-Communications	2,560.00	(300.00)	2,260.00
10-4140-410	Tax Admin-Copier Rental	2,495.00	(150.00)	2,345.00
10-4140-510	Tax Admin-Contracted Services-Zacchaeus	3,050.00	(677.00)	2,373.00
10-4140-100	Tax Admin-Retirement	20,048.00	1,127.00	21,175.00
Tax Administration				
10-4330-693	Emergency Mgmt-RAP LEPC Tier II Grant	5,000.00	(387.00)	4,613.00
10-4330-100	Emergency Mgmt-Retirement	7,685.00	290.00	7,975.00
10-4330-180	Emergency Mgmt-Group Insurance	6,220.00	97.00	6,317.00
Emergency Management				
Balanced:				

Justification:

To inform the board of several line item transfers. To request funds to be moved in Governing Board due to underbudgeting of travel stipend and FICA. To move funds in the Managers Office to cover increases in Retirement and Group Insurance Rates. To transfer monies within Tax due to increase in retirement rate. To transfer monies in Emergency Management to cover increases in Retirement and Group Insurance Rates.

Approval Date: 5/31/17
Co. Mgr. Initials: CP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials:
Batch #:
Date:

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2017 - 042

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

Date: May 25, 2017

RE: Various Line Item Transfers

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

10-4314-310	SRO-Plymouth High-Travel	500.00	(57.00)	443.00
10-4314-100	SRO-Plymouth High-Retirement Match	4,204.00	57.00	4,261.00
10-5150-350	Senior Center-Maint & Repair-Building	1,500.00	(700.00)	800.00
10-5150-351	Senior Center-Maint & Repair-Equipment	500.00	(115.00)	385.00
10-5150-100	Senior Center-Retirement	9,492.00	556.00	10,048.00
10-5150-180	Senior Center-Group Insurance	18,455.00	259.00	18,714.00
10-5155-310	Veterans Service-Travel	671.00	(23.00)	648.00
10-5155-090	Veterans Service-FICA Tax Expense	748.00	23.00	771.00
39-4530-250	Airport Operations-AV Gas and Jet Fuel	75,000.00	(401.00)	74,599.00
39-4530-100	Airport Operations-Retirement	4,668.00	305.00	4,973.00
39-4530-180	Airport Operations-Group Insurance	6,099.00	96.00	6,195.00
Balanced:				

Justification:

To inform the board of several line item transfers. To request funds to be moved in SRO Plymouth High Budget to cover increase in retirement rate. To move monies in Senior Center to cover increase in retirement rate and group insurance. To transfer monies in Veterans Service to cover shortfall in FICA and to transfer monies in Airport Operations to cover increase in retirement and group insurance.

Approval Date: 5/31/17

Co. Mgr. Initials: CDP

Note: As a reminder, when the third number of an account begins with 3, this indicates that it is a revenue account. When the third number begins with a 4 or greater, this indicates that it is an expenditure account.

Initials: XXXXXXXXXX
Batch #: XXXXXXXXXX
Date: XXXXXXXXXX

Commissioner Sexton made a motion to approve Budget Amendments BA#2017-029, BA#2017-036, BA#2017-037, BA#2017-038, BA#2017-039, BA#2017-041, BA#2017-042, BA#2017-043, BA#2017-044 as presented above. Commissioner Riddick seconded, motion carried unanimously.

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

Commissioner Phelps went to the Town of Creswell for ideas on what they would like to do with the remaining acreage of land adjacent to Creswell Primary Care. He plans to attend another meeting to gather their feedback and will report it at the next Commissioners' meeting.

Commissioner Johnson said the NCACC Board of Directors talked about going into the tax software business—in other words hiring someone to do the taxes for each County. Commissioner Johnson has talked to Ms. Wilkins about this and she said it has been brought up at some of her meetings too. Commissioner Johnson asked Ms. Wilkins to check into it and bring information back to the Board. Commissioner Johnson said the Board members should have received an email about bills that are moving forward: changing the age for juveniles, money for building schools, ¼ cent sales tax (Rep. Boswell was against it).

Commissioner Phelps added that he and Mr. Potter, Commissioner Riddick and Chair Walker all went to County Assembly Day. They met with Rep. Boswell and she told them that the best way to reach her is by text. Commissioner Phelps also mentioned that the bill about early college was taken out but it is being put back in.

Commissioner Riddick she is participating in the Stepping Up Program meetings and she is following up on what other counties are doing.

Mr. Potter said the Board received a copy of a letter from ARSWA for implementing a program for disposing of electronics. They are not allowed to dispose of them in the landfill and it is costing them extra money. Mr. Potter talked with Ralph Hollowell of ARSWA, and he will be in Raleigh to talk to the County's representatives. The consensus of Board was for Mr. Potter to move forward with the letter endorsing the program.

Mr. Potter also said that the employees with dependents need to go to the State website and answer questions to prove they have dependents.

Mr. Potter thanked all the individuals that attended the Bear Festival, especially those that worked providing services during the Bear Festival.

Mr. Potter also said he had broadband surveys available for those who have not filled one out yet and encouraged staff to spread the word.

Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(6) (personnel) and §143-318.11 (a)(3) (attorney-client privilege). Commissioner Riddick seconded, motion carried unanimously.

Back in Open Session, the Board discussed when to meet again to work on the budget. Discussion ensued.

At 9:00 PM, with no further business to discuss, **Commissioner Riddick made a motion to recess the meeting to Tuesday, June 13 at 6:00 PM in the Commissioners' Room. Commissioner Phelps seconded, motion carried unanimously.**

Julius Walker, Jr.
Chair

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