

August 7, 2017

The Washington County Board of Commissioners met in a regular session on Monday, August 7, 2017 at 6:00 PM at the Creswell High School Band/Drama Room at 115 West Middle Street, Creswell, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Walker called the meeting to order. Mr. Lloyd Jones gave the invocation; Commissioner Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

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

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Animal Fee Schedule
- d) Year-End Budget Amendments

Commissioner Phelps seconded, motion carried unanimously.

PUBLIC FORUM: Ms. Taylor Tucker, 930 Hwy 32 S, Plymouth, gave thanks to the Commissioners and 4-H because she was chosen to represent Washington County at the Youth Summit at NCACC later this week.

Ms. Nellie Fleming, 115 N. 3rd Street, Plymouth, complained about drainage on 3rd Street.

CONSTRUCTION OF A NEW ALBEMARLE COMMISSION OFFICE FACILITY:
Ms. Cathy Davison, Executive Director of the Albemarle Commission spoke to the Commissioners regarding the possible construction of a new facility.



MEMORANDUM UPDATED

To: County Board of Commissioners
Albemarle Commission Board of Delegates
County Managers

From: Cathy Davison, ICMA-CM, Executive Director

Date: July 17, 2017

Re: Interlocal Agreement for the Construction of a
new Albemarle Commission Office Facility

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANTEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

Over the last two and half years, the Albemarle Commission has worked to provide effective and efficient comprehensive services to our County Members in the areas of Aging, Senior Nutrition, Rural Transportation Planning, Workforce Development, Economic Development and Administrative Services. You will find the financial analysis for the facility, as well as the facility space analysis, and Revenue Analysis attached.

Interlocal Agreement

In order for the Commission to construct a facility, and based on the requirements of the N.C. Local Government Commission, the County Members of the Commission must enter into an Interlocal Agreement allowing the Commission to pursue financing for a new facility. The Albemarle Commission requests that each county within the Region adopt the Resolution in order for this project to commence.

The highlights of the interlocal agreement are:

1. The Commission will finance no more than \$2,200,000 for a 17,000 square foot facility.
2. The Commission will utilize no more than \$800,000 of unappropriated fund balance for the Office Facility project.
3. County Members will continue to be members for the life of the lending instrument.
4. County Members agree that the Commission may obtain tax-free financing to construct the office facility.
5. If the Commission dissolves, the County Members will take ownership of the office facility and may dispose of the property as agreed upon by the County Members with the proceeds being proportionally distributed between the County Members.
6. The Commission will pay for the facility its current per capita dues structure and other local revenues without an additional assessment.

Marion Gilbert
Board Chair

Cathy Davison, ICMA-CM
Executive Director

www.albemarlecommission.org

512 South Church Street
Hertford, NC 27944

P: 252.426.5753
F: 252.426.8482

**Albemarle Commission
Facility Financial Analysis**

Current Expenses	Based on 10,984 Current Rented Square Footage	Projected Lease	Based on 17,000 Square Foot with an average rental rate of \$10.30 per sq. ft.
Lease on current facility 10,384	\$ 98,000.00	17000 Square Foot	\$ 178,000.00
Lease for storage 350 sq. ft.	\$ 5,000.00	One Time Renovation & Moving Expense (inferior buildout)	\$ 300,000.00
Lease on remote RPO office 250 sq. ft.	\$ 2,625.00	One Time Design Expense	\$ 100,000.00
Offsite Meeting Expenses	\$ 13,000.00	Annual Utilities (approx)	\$ 20,000.00
Current Annual Payment	\$ 58,625.00	First Year Annual Expense	\$ 598,000.00
Price Per Square Foot CURRENT SPACE	\$ 5.34	Price Per Sq Ft for Year 1 LEASE	\$ 35.18
		Years 2 plus	\$ 198,000.00
		Price Per Square Foot LEASE	\$ 11.48

Projected Building New Construction	Based on 17000 Square Foot New Construction with USDA 20 years 3.25%	Projected Building New Construction	Based on 17000 Square Foot New Construction with USDA 40 years 3.75%
Cost of new building	\$ 3,000,000.00	Cost of new building	\$ 3,000,000.00
Down Payment	\$ 800,000.00	Down Payment	\$ 800,000.00
Total Financed	\$ 2,200,000.00	Total Financed	\$ 2,200,000.00
Annual Payment	\$ 181,313.54	Annual Payment	\$ 107,650.00
Project Annual Utilities (approx)	\$ 20,000.00	Project Annual Utilities (approx)	\$ 20,000.00
Total Annual Expenses	\$ 171,313.54	Total Annual Expenses	\$ 127,650.00
Price Per Sq Ft 20 year NEW	\$ 10.08	Price Per Sq Ft 40 year NEW	\$ 7.47



Local Revenues	
County Membership	\$ 121,765.00
Albemarle Regional Towns	\$ 8,350.00
Other Revenues (indirect)	\$ 364,152.00
Total Annual Income for spending	\$ 494,267.00

Albemarle Commission
Facility Financial Analysis

Current Expenses	Based on 10,984 Current Rented Square Footage	
Lease on current facility 10,384	\$	38,000.00
Lease for storage 350 sq. ft.	\$	5,000.00
Lease on remote RPO office 250 sq. ft.	\$	2,625.00
Offsite Meeting Expenses	\$	13,000.00
Current Annual Payment	\$	58,625.00
Price Per Square Foot CURRENT SPACE	\$	5.34



**Albemarle Commission
Facility Financial Analysis**

Projected Lease	Based on 17,000 Square Foot with an average rental rate of \$10.50 per sq. ft.	
17000 Square Foot	\$	178,000.00
One Time Renovation & Moving Expense (interior buildout)	\$	300,000.00
One Time Design Expense	\$	100,000.00
Annual Utilities (approx)	\$	20,000.00
First Years Annual Expense	\$	598,000.00
Price Per Sq Ft for Year 1 LEASE	\$	35.18
Years 2 plus	\$	198,000.00
Price Per Square Foot LEASE	\$	11.65



**Albemarle Commission
Facility Financial Analysis**

Projected Building New Construction	Based on 17000 Square Foot New Construction with USDA 20 years 3.25%
Cost of new building	\$ 3,000,000.00
Down Payment	\$ 800,000.00
Total Financed	\$ 2,200,000.00
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Total Annual Expenses	\$ 171,313.54
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Albemarle Commission
Facility Financial Analysis

Projected Building New Construction	Based on 17000 Square Foot New Construction with USDA 40 years 3.75%
Cost of new building	\$ 3,000,000.00
Down Payment	\$ 800,000.00
Total Financed	\$ 2,200,000.00
Annual Payment	\$ 107,050.00
Project Annual Utilities (approx)	\$ 20,000.00
Total Annual Expenses	\$ 127,050.00
Price Per Sq Ft 40 year NEW	\$ 7.47

CD01-7/14/2017



Albemarle Commission Square Footage Space Analysis

Program	Current Space	Need NOW	Future Needs	TOTALS
Aging & Nutrition	1,662		360	2,022
RPO	250		180	430
NWD9*	2,478	360	180	3,018
Economic Development	0	180	180	360
Indirect	1,594	600	580	2,774
Shared Space	5,000	3,000		8,000
Total	10,984	4,140	1,480	16,604

*Includes External Storage



**Albemarle Commission
Facility Financial Analysis**

Local Revenues Used to Pay Facility Expenses	
County Membership	\$ 121,765.00
Albemarle Regional Towns	\$ 8,350.00
Other Revenues (Indirect)	\$ 366,152.00
Total Annual Income for spending	\$ 496,267.00

****Grant Opportunities have been researched; at this time there are no grants available for construction**

CDD: 7/14/2017



Ms. Davison said she will come back at a later date with an interlocal agreement and a resolution and ask for the Board's approval.

Commissioner Sexton noted that the Albemarle Commission is currently making a payment of \$58,000 and inquired what that payment is for. Ms. Davison stated it is for a building in Perquimans County.

Commissioner Sexton asked Ms. Davison where the new building would be located. Ms. Davison replied that the new building will be on Harvey Point Road.

Chair Walker thanked Ms. Davison for the information.

UPDATE ON CRESWELL PRIMARY CARE: Kim Schwartz, from RCCHC spoke to the Board. It has been 16 months since the clinic opened. She noted that folks in the community are on RCCHC Board. Ms. Schwartz stated Mr. Curtis Potter is on their Finance Committee and Ms. Paulique Horton will become a member tomorrow night. RCCHC now has five locations: Creswell, Colerain, Ahoskie, Murfreesboro and Hertford. At the Creswell location, there is a full time PA and part time PA on Friday. They are now open on Tuesday nights until 7:00 PM. Dr. Severa has just joined them for one day a month. They will also be adding a new nurse practitioner for one day a month. A pharmacist will be coming to Creswell during the month, later in the fall and they also have a licensed social worker there two times a month.

A population service is for cancer screenings in this area since there is a high mortality rate.

Ms. Schwartz said things are going really well. She stated that their Board of Directors voted to have a place in Creswell and they are in it for the long haul.

She also said they take services out to the migrant workers—to 25 farms so far. Mr. Walker thanked Ms. Schwartz for all they have done for Washington County citizens. Ms. Schwartz also mentioned that next week is Community Health Week. GK Butterfield will be in Creswell next Wednesday.

Ms. Schwartz also encouraged citizens to check out rcchc.org --they have some job positions available.

UPDATE ON DRAINAGE DISTRICT: Mr. Potter gave a brief update. The County hired a Soil & Water Technician in March, Ms. Martha Prinsloo. He is working with Ms. Prinsloo to prioritize spending to be used in the eastern part of the county for snagging, dragging, and beaver control. They are also working on Kendricks Creek, South Scuppernong and adding the conversion of the Eddie Smith into a service district. They will start with Eddie Smith instead of Kendricks Creek. Mr. Potter said the County needs to have the Town of Roper be included in the service district. The Town of Roper is not sure if they want to.

STRATEGIC PLAN FOR CRESWELL PROPERTY: Commissioner Phelps stated that years ago a strategic plan was created which resulted in the creation of the Creswell Clinic but there is still land available to be developed at that location. Commissioner Phelps asked the citizens that were present what they would like to see on that property.

Ms. Lisa Patrick, Creswell, said she works with EMS and the Fire Department and would like to see a helicopter pad at the Creswell Clinic.

Mr. Ron Ambrose, Town of Creswell Councilman, works with the Fire Department and would like to see a health center place where people can go walk--more like a community center. A library has been mentioned before also. Mr. Ambrose agreed with Ms. Patrick that a helicopter pad would be useful in our area. He doesn't like to see folks go through our County to another County for service.

“BAN THE BOX”: Mr. Potter said “Ban the Box” is a national issue. Mr. Potter went over the following information, first giving some background.

Ban the Box: For a Second Chance at Fair Employment

Prepared by the North Carolina Justice Center for the Durham Second Chance Alliance

- 1. Why is it important?** There are over 1.6 million people in N.C. with a criminal record. The prison population has risen to about 40,000. 98% will eventually be released. 50% of ex-offenders are sent back to prison for new crimes. Nearly 45% of those under Department of Correction supervision are African American; this disparity is a significant challenge to communities of color. As of September, 2010 there were nearly 4,000 people in Durham County on probation or parole; add to this the thousands who have criminal records but are not under the supervision of the Department of Correction. These statistics demonstrate the tremendous number of people who face employment barriers as they seek honest, legal employment.
- 2. Why does this matter to our communities?** If families of formerly incarcerated are going to heal, prosper and contribute to our community, EVERYONE must have an opportunity for employment, housing and education. Employment is one of the most effective tools to reduce recidivism--returning to prison, resulting in a safer community and lower cost to tax payers.
- 3. What is “Ban the Box”?** The “box” is that place on many employment applications that asks whether the applicant has been convicted of a crime or been incarcerated. Some may even inquire about arrests.
- 4. What would “Ban the Box” do?** It would remove those questions from the application and the *initial* stage of the employment process so that those who are responsible for making hiring decisions *first* get an opportunity to learn about the candidate's experience, skills and personality as they relate to the position to be filled.
- 5. Does it mean no criminal background checks would be done?** Once the hiring official is prepared to offer the applicant a job or they are a finalist for the open position a criminal background check would be initiated.
- 6. How would the screening process work?** The applicant would be able to explain the nature of the crime, how long ago it was committed, when incarceration ended, successful rehabilitation efforts and certifications if available. They will also be given an opportunity to review the records to determine their accuracy. The hiring official would adhere to federal Equal Opportunity Commission guidelines and not make negative decisions when the crime is unrelated to the job duties.
- 7. Have other city and county governments made this change to their employment applications?** Many cities, counties and even states have passed ordinances that changed the application and made the process fairer. In September and August, Detroit and Cincinnati joined 21 other cities including New Haven, Boston, Jacksonville, Memphis, San Francisco and Kalamazoo. Alameda County, California and Multnomah County, Oregon have banned the box. Connecticut, Massachusetts, Minnesota, New Mexico and Hawaii have passed laws prohibiting the box on applications for state jobs.

Location	Employers:			Background checks only for some positions	Background check only after conditional offer or finalists selected	EEOC criteria	Notice of denial (N); Copy of record (C); Appeal or complaint (A)
	Private	Vendors	Public				
NORTH CAROLINA							
107. Asheville			X				
108. Buncombe County			X				
109. Carrboro			X			X	
110. Charlotte			X				
111. Cumberland County			X	X			
112. Durham City			X	X		X	
113. Durham County			X	X		X	N, C, A
114. Mecklenburg County			X				
115. Spring Lake			X	X			N
116. Wake County			X		X	X	N, C, A

Chart Source and Substantial Additional Information Available

at: <http://www.nelp.org/content/uploads/Ban-the-Box-Fair-Chance-State-and-Local-Guide.pdf>

Mr. Potter stated some staff concerns.

1. Staff generally supports the “Ban the Box” concept to the extent it is aimed at removing bias within the pre-employment screening process, and is ultimately aimed at the goal of ensuring that the most qualified applicant for any county position is chosen, and is not excluded solely due to prior criminal history that is not relevant or material to the nature or duties of any actual position itself.
2. The chart above illustrates how wide of a variety of different approaches from adopting ordinances and modifying personnel policies, to implementing administrative/executive orders different jurisdictions have taken toward accomplishing the goal of addressing this issue. The chart also illustrates how the overwhelming majority of these jurisdictions are fairly large with presumably more robust HR resources available to do so.
3. Staff has significant concerns about Washington County’s actual ability to consistently implement a comprehensive “Ban the Box” pre-employment screening policy due to the very limited and thinly stretched HR resources currently available. The implementation of any such comprehensive policy might be inconsistent at best, or at worst inadvertently interfere with HR’s ability to complete and comply with other legally required duties assigned such as Payroll, Benefits, Retirement, FLSA, FMLA, ADA, Worker Comp, etc.

Mr. Potter recommended that the Board discuss whether the Board supports or wants to implement a “Ban the Box” policy for Washington County. If so, Mr. Potter asked that the Board direct him (the County Manager) to prepare an Administrative Policy Order to achieve this goal, as opposed to adopting a Board Resolution or Personnel Policy Amendment at this time. If asked to do so, the County Manager currently envisions using a policy substantially similar to that currently in place for the County of Durham.

Commissioner Phelps stated that so often he represents young people and the County can try to give them a second chance. Commissioner Phelps said would like to see Washington County be proactive in this effort.

Commissioner Johnson said this is also being discussed on a national level. Young people make mistakes and get caught.

The Board directed the County Manager to move forward with preparing an Administrative Policy Order to achieve this goal.

TAX COLLECTOR'S REPORT IN SETTLEMENT: Ms. Wilkins explained that per North Carolina General Statute 105-373 the Board has received a settlement report for the fiscal year 2016 – 2017 which ended June 30, 2017.

This report includes the settlement of real property taxes and personal property taxes. The charges for this report include original amounts due along with discoveries, penalties, interest and costs and all other sums. The credits for this report include deposits, releases, principal balances of real and personal property and other balances due. Also included with this report are the insolvent amounts and a breakdown of the enforced collections. The Tax Office has made diligent efforts to collect all the taxes due, including wage garnishment, bank attachment, letters, personal contact, debt set-off, and foreclosures.

The tax office is run according to the laws of North Carolina--we use the Machinery Act as reference and work closely with the N. C. Department of Revenue and the School of Government at UNC – Chapel Hill, NC. Everything from what is printed on the County receipts to the County assessment policies are governed by N. C. law.

The Tax Office currently bills and collects for the Town of Creswell, Eddie Smith Drainage District, Albemarle Drainage District, Pungo River Drainage Districts and they collect for Drainage District 5.

The Tax Office is still working to collect delinquent motor vehicle taxes for bills prior to the NCVTS program being implemented in 2013 and work is done to process the monthly queues, and reports in the Tag and Tax Program or NCVTS (North Carolina Vehicle Tax System). Although the bills are sent and collected through the NCVTS system, the Tax Office still handles any adjustments, refunds, releases (e.g. situs error) and general questions about motor vehicle taxes.

In December, listing notices were posted around the County and advertised in the Roanoke Beacon concerning the listing period for 2017 – 2018. The Tax Office completed the listing of Business Personal Property and Personal Property and those forms are mailed December 31st of each year and are due January 31st. Applications were processed for the Present-Use Value program and Property Tax Relief program. "Notice of Lien Advertisement" aka second notices were sent in March. The letters were combined with the Tax Office's Debt Setoff letters this year that are sent in April each year and in an effort to reduce the cost of mailing the necessary letters, the decision was made to combine them. The delinquent taxpayer's advertisement was run in the Roanoke Beacon in April. The Board of E & R advertisement was run in the Roanoke Beacon. Reports were sent to the NC Dept. of Revenue as requested. Annually there are several reports required by the NCDOR and the Office of the Fire Marshall. The Tax Office

worked with the contracted Appraiser to get the appraisals completed and adjustments made since last year.

This year the Assistant Assessor and the Tax Administrator continued to work with County Tax Services, Inc. to implement the Tax Office's Business Personal Property Audit / Compliance check.

The School of Government and the NC DOR require continuing education classes for different certifications and positions. All Tax Office personnel have completed their courses and have passed all tests per the requirements.

Transfers are an on-going process from the time the bills go out in July until the Tax Office is ready to bill the next tax year. The Tax Office staff works closely with the Register of Deeds and Mapping Department to assure that Tax Office records of transfers are correct. Once the bills are mailed, the Assistant Assessor will begin transfers that have occurred since January 1 that can be keyed in preparation for 2017 – 2018 tax year. While some of the changes the Assistant Assessor and Tax Administrator can review, there are changes that the Appraiser has to complete. He is usually here in February to complete any appraisal work so notices can be sent in a timely manner. Some of the changes we get come from the Permits Office and some we get from the taxpayers.

The Delinquent Tax Coordinator is working with mortgage companies to assure that they receive the tax bills they have requested. She will also continue to assist the Tax Administrator with the foreclosure program. She will continue to enforce wage garnishments, bank attachments and the debt set-off program.

The Tax Office staff members are cross-trained. For each job that is done, the Tax Office works to have at least one other person who can assist with that position or duty. This does pull the Delinquent Tax Coordinator, Assistant Assessor and Tax Administrator away from their main duties to help the front counter and each other as needed. The Tax Coordinator and her staff invited each of the Commissioners to visit the Tax Office at any time.

TAX COLLECTOR'S REPORT IN SETTLEMENT
AS OF JUNE 30, 2017

	<u>FY 2016 - 2017</u>	
Original Levy	\$	7,373,238.05
Discoveries	\$	120,286.00
Penalties	\$	49,820.00
Interest	\$	45,362.52
Discounts	\$	(26,985.05)
Deposits	\$	(7,246,306.77)
Releases	\$	(23,991.47)
Reconciling Items	\$	(291,423.28)

Real Balance Due	\$	308,113.77
Personal Balance Due	\$	22,712.49

Tax Year	Uncollected Beginning Balance	Adjust/Pay	Uncollected Ending Balance
2016	\$ 7,373,238.05	\$ 7,044,481.89	\$ 328,756.16
2015	\$ 256,383.26	\$ 85,199.80	\$ 171,183.46
2014	\$ 221,445.89	\$ 44,934.00	\$ 176,511.89
2013	\$ 115,434.43	\$ 36,671.88	\$ 78,762.55
2012	\$ 87,647.05	\$ 19,951.87	\$ 67,695.18
2011	\$ 62,168.73	\$ 8,674.60	\$ 53,494.13
2010	\$ 46,702.32	\$ 4,651.22	\$ 42,051.10
2009	\$ 38,776.35	\$ 2,043.45	\$ 36,732.90
2008	\$ 31,060.46	\$ 1,127.60	\$ 29,932.86
TOTAL	\$ 8,232,856.54	\$ 7,247,736.31	\$ 985,120.23

INSOLVENTS:

2005	\$	6,399.78
2006	\$	10,505.61
2007	\$	11,903.89
TOTAL	\$	16,905.39

ENFORCED COLLECTIONS

Debt Setoff	\$	23,730.22
Garnishments	\$	82,014.89

ORDER FOR COLLECTION OF AD VALOREM TAXES: Ms. Wilkins spoke to the Board regarding the need to publish the Order for Collection of Ad Valorem Taxes as directed by the NCGS.

ORDER

FOR COLLECTION OF AD VALOREM TAXES

Fiscal Year 2017 – 2018

STATE OF NORTH CAROLINA
COUNTY OF WASHINGTON

TO: SHERRI M. WILKINS
Tax Collector of Washington County

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Washington County Tax Collector and in the tax receipts herein delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Washington, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereon, in accordance with law. You are authorized to call upon the Sheriff of Washington County and his deputies to levy upon and sell personal property for unpaid taxes when you deem it to be advisable.

Witness my hand and official seal, this _____ day of August, 2017.

Julius Walker, Jr.
Chairman

Julie Bennett
Clerk to the Board

Commissioner Sexton made a motion to approve the Order for Collection of Ad Valorem Taxes. Commissioner Johnson seconded, motion carried unanimously.

LATE APPLICATION FOR PROPERTY TAX RELIEF: MS. LULA BELL THOMAS, MS. SHERRI WILKINS, TAX ADMINISTRATOR: Ms. Wilkins presented the following information.



WASHINGTON COUNTY
TAX DEPARTMENT
P.O. BOX 1007
Plymouth, North Carolina 27962

TO: Washington County Board of Commissioners
FROM: Sherri Wilkins
Tax Administrator
DATE: August 7, 2017
RE: Approval of late Application for Property Tax Relief

In regards to the late application for Lula Bell Thomas, North Carolina General Statute 105-282.1(a1) requires that the Board of County Commissioners be responsible for approving the late application if there is a showing of good cause why the application was filed after the deadline. Mrs. Thomas' husband died 2/28/17, at that time her name was not on the account, Mr. Thomas had the Elderly Exclusion but it was in his name only so at his death the Elderly Exclusion was removed from the account. Once we changed and added Mrs. Thomas' name to it she submitted her own application for the Elderly Exclusion. I recommend this application be approved.

Approved _____

Not Approved _____

This 7th day of August, 2017


Julius Walker, Jr.,
Chairman




Julie Bennett, CMC, NCCCC
Clerk to the Board

Commissioner Johnson made a motion to approve the Late Application for Property Tax Relief for Ms. Lula Bell Thomas. Commissioner Sexton seconded, motion carried unanimously.

LATE APPLICATION FOR AGRICULTURE, HORTICULTURE, AND FORESTRY PRESENT-USE VALUE ASSESSMENT: MR. LARRY DAVE COMSTOCK: Ms. Wilkins presented the following information.



WASHINGTON COUNTY
TAX DEPARTMENT
P.O. BOX 1007
Plymouth, North Carolina 27962

TO: Washington County Board of Commissioners
FROM: Sherri Wilkins
Tax Administrator
DATE: August 7, 2017
RE: Approval of late Application for Agriculture, Horticulture, and Forestry Present-Use Value Assessment

In regards to the late application for Larry Dave Comstock, North Carolina General Statute 105.277.4(a1) requires that the Board of County Commissioners be responsible for approving the late application if there is a showing of good cause why the application was filed after the deadline. Mr. Comstock submitted his application in May, 2017. He stated that he had just been made aware of the program. He stated he did not realize there was a Present-Use Value Assessment for cropland and he applied as soon as he heard about it. Mr. Comstock has 21 acres that qualifies for the Agriculture Present-Use Value Assessment and I recommend this application be approved.

Approved _____
Not Approved _____

This 7th day of August, 2017


Julius Walker, Jr.
Chairman


Julie Bennett, CMC, NCCCC
Clerk to the Board



Commissioner Phelps asked Ms. Wilkins what amount of money the County would lose. Ms. Wilkins said she did not have that information with her and would have to get that information to the Board.

Commissioner Phelps made a motion to not approve Late Application For Agriculture, Horticulture, And Forestry Present-Use Value Assessment for Mr. Larry Dave Comstock and he has to apply in January. Commissioner Sexton seconded motion, carried unanimously.

RIVERLIGHT TRANSIT DOCUMENTS: Ms. Zina Rhodes, DSS, Supervisor of Riverlight Transit, talked to the Board regarding Riverlight Transit. The Riverlight Transit Safety Plan changes in the Commissioners' Board Package that need to be approved. Ms. Rhodes stated that the DOT Title VI plan also needs to be approved.

Commissioner Johnson made a motion to approve the changes made to the Riverlight Transit 2016 Safety Plan and to approve the Title VI plan. Commissioner Riddick seconded, motion carried unanimously.

Boards and Committees: Ms. Bennett discussed the following appointment requests.

Washington County Library Appointments

The Washington County Library Board recommended that the Washington County Commissioners re-appoint Ms. Vickie Livingston and Ms. Emma Moore to the Library Board and appoint Mr. George Jakeman to the seat just vacated by Jesse Carawan.

Commissioner Sexton made a motion to approve the re-appointment of Ms. Vickie Livingston and Ms. Emma Moore and the appointment of Mr. George Jakeman to the Washington County Library Board. Commissioner Phelps seconded, motion carried unanimously.

Washington County Transportation Advisory Board:

The Washington County Transportation Advisory Board has requested that a Commissioner be appointed to serve on their Board. Commissioner Riddick volunteered to be on the Washington County Transportation Advisory Board.

Commissioner Sexton made a motion to appoint Commissioner Riddick to the Washington County Transportation Advisory Board. Commissioner Phelps seconded, motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners' package. She said Finance will be closing in the positive.

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 001

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

Date: July 10, 2017

RE: Various Line Item Transfers

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

Account Code	Description	Old	or (+)	New
10-9990-000	Contingency	5,000.00	(419.00)	4,581.00
10-9200-722	Debt Interest-Sheriff Vehicles	-	419.00	419.00
Contingency/Debt Interest				
Balanced:		5,000.00		5,000.00




Justification:

To Request the transfer of funds from Contingency to cover the Interest Payment on Sheriff Vehicles that was inadvertently not budgeted.

Approval Date: 7/10/17

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 #: 2018 - 002

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

Date: July 1, 2017

RE: Fire Protection

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


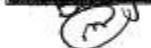

Account Code	Description	Old	New	New
10-4340-991	Plymouth VFD-Operational	350,872.00	(220,439.00)	130,433.00
10-4340-992	Roper VFD-Operational	-	77,966.00	77,966.00
10-4340-993	Creswell VFD-Operational	-	23,829.00	23,829.00
10-4340-994	Mid County VFD-Operational	-	48,239.00	48,239.00
10-4340-995	Lake Phelps VFD-Operational	-	39,991.00	39,991.00
10-4340-996	Pungo VFD-Operational	-	24,436.00	24,436.00
10-4340-997	Pinetown/Long Acre VFD-Operational	-	5,978.00	5,978.00
Fire Protection				
Balanced:				

Justification:

When the FY 17-18 Budget was presented, the breakout for the Fire Departments had not been obtained so all monies were budgeted in Plymouth as a placeholder. At the time that Finance was entering the new years budget into the accounting system, those figures were available so the accurate breakdown was entered into the system. Approval of this transfer will equate to ratification of the keyed entries.

Approval Date: 7/18/17
Co. Mgr. Initials: CLP

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 #: 2018 - 003

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

Date: July 17, 2017

RE: Various Transfers

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




Account Code	Description	Old	Change	New
10-5150-257	Senior Center-Department Supplies-Crafts/Ceramics	3,000.00	(300.00)	2,700.00
10-5150-260	Senior Center-Departmental Supplies	3,000.00	(300.00)	2,700.00
10-5150-600	Senior Center-Contracted Services	6,000.00	600.00	6,600.00
Senior Center				
39-4530-310	Airport-Travel	3,500.00	(700.00)	2,800.00
39-4530-350	Airport-Maintenance & Repair-Building	4,000.00	(600.00)	3,400.00
39-4530-320	Airport-Communications	-	1,300.00	1,300.00
Airport				
Balanced:		13,500.00		13,500.00

Justification:

Requesting to transfer funds within the Senior Center Budget to cover underbudgeted contracted services. Requesting to transfer funds within Airport Department to cover costs of communications that was inadvertently left out of the budget.

Approval Date: 7/17/17
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 AMENDMENT

To: Board of Commissioners

BA #: 2018- 004

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

Date: August 7, 2017

RE: SS Admin/NC Education Lottery

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

Account Code	Description	Old	Change	New
10-5310-260	SS Admin-Departmental Supplies	29,000.00	(1,000.00)	28,000.00
10-5310-340	SS Admin-Postage	12,000.00	(3,000.00)	9,000.00
10-5310-350	SS Admin-Maintenance and Repair-Building	12,000.00	(2,500.00)	9,500.00
10-5310-351	SS Admin-Maintenance and Repair-Equip	17,000.00	(12,573.00)	4,427.00
10-5310-602	SS Admin-Maintenance Agreements-Info Inc.	3,960.00	4,200.00	8,160.00
10-5310-600	SS Admin-Contracted Services	14,452.00	14,873.00	29,325.00
DSS Admin				
10-3900-000	NC Education Lottery Revenue	-	(6,509.24)	(6,509.24)
10-5912-508	Education-Capital Outlay-Lottery-All Schools	-	6,509.24	6,509.24
NC Education Lottery				
Balanced:		48,412.00	0.00	48,412.00

Justification:

SS Admin-this request is to move funds from various accounts that either housed a contract, or will provide funding for a contracted service to the agency. This move is to consolidate the majority of contracted services to one line number, the line entitled Contracted Services, or to fund the lines for current contracted services that were overlooked in the final budget. A version of this request for consolidation of line numbers was submitted during the final stage of the budget process, but could not be incorporated into the final budget paperwork due to timing. This request is to clean up these particular lines, and does not affect any current change to the amount budgeted to this department. NC Education Lottery-to budget for revenue received for Washington County Schools to replace the rear gasket of the boiler at PHS.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:
Batch #:
Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018- 005

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

Date: August 7, 2017

RE: Sheriff/Emergency Management/Senior Center/SS Admin/SS Economic Support/NCHFA URP '16 Grant

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

Account Code	Description	Old	Prop. (-)	New
10-3990-000	Appropriated Fund Balance-GF	(54,943.00)	(8,717.00)	(63,660.00)
10-3540-020	Sheriff-Gun Permits Discretionary-County Portion	-	(70.00)	(70.00)
10-4310-611	Sheriff-Gun Permits Discretionary-County Portion	-	4,080.00	4,080.00
10-3540-030	Sheriff-Gun Permits-State Portion	-	(85.00)	(85.00)
10-4310-612	Sheriff-Gun Permits-State Portion	-	675.00	675.00
10-3540-040	Sheriff-Fingerprinting	-	(10.00)	(10.00)
10-4310-613	Sheriff-Fingerprinting	-	1,192.00	1,192.00
10-4310-601	Sheriff-Donations-Animal Control	-	1,660.00	1,660.00
10-3541-010	Sheriff-Donations	-	(500.00)	(500.00)
10-4310-650	Sheriff-Donations	-	1,775.00	1,775.00
Sheriff				
10-3990-000	Appropriated Fund Balance-GF	(63,660.00)	(31.00)	(63,691.00)
10-4330-695	Emerg Mgmt-HSGP Credentialing Systems	-	31.00	31.00
Emergency Management				
10-3990-000	Appropriated Fund Balance-GF	(63,691.00)	(1,662.00)	(65,353.00)
10-3509-010	Senior Center-Trips	-	(25.00)	(25.00)
10-5150-380	Senior Center-Trips	-	343.00	343.00
10-3509-020	Senior Center Donations	-	(10.00)	(10.00)
10-5150-650	Senior Center Donations	-	1,354.00	1,354.00
Senior Center				
10-3990-000	Appropriated Fund Balance-GF	(65,353.00)	(604.00)	(65,957.00)
10-5310-258	SS Admin-DSS Community Donations-Christmas	-	604.00	604.00
SS Admin				
10-3990-000	Appropriated Fund Balance-GF	(65,957.00)	(1,126.00)	(67,083.00)
10-5380-375	SS Economic Support-Community Donations-Medical	-	1,126.00	1,126.00
SS Economic Support				
61-3490-001	CDBG-Scattered Site (SFR) Grant '17	-	(175,000.00)	(175,000.00)
61-8300-551	SFR 17-Rehab '17	-	175,000.00	175,000.00
Single Family Rehab '17				
62-3990-000	Appropriated Fund Balance-URP	-	(36,077.00)	(36,077.00)
62-3480-040	NCHFA URP '16 Grant	-	(50,000.00)	(50,000.00)
62-6200-615	NCHFA URP '16 Grant	-	86,077.00	86,077.00
Urgent Rehab '16				
Balanced:		(318,604.00)		(318,604.00)

Justification:

To put all unexpended grant, donation, and specifically designated monies back into budget for the new fiscal year. To also budget for the new SFR '17 Grant.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____

Batch #: _____

Date: _____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2018- 006

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

Date: August 7, 2017

RE: Managers Office/Recreation/EMS

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

Account Code	Description	Old	Change	New
10-4120-010	Managers Office-Salaries & Wages-Regular	172,211.00	(2,000.00)	170,211.00
10-4120-031	Managers Office-Salaries & Wages-Parttime	-	2,000.00	2,000.00
Managers Office				
10-6120-030	Recreation-Salaries & Wages-Parttime	14,000.00	(100.00)	13,900.00
10-6120-031	Recreation-Salaries & Wages-Overtime	-	100.00	100.00
Recreation				
37-3833-840	EMS Donations	-	(50.00)	(50.00)
37-4330-650	EMS Donations	-	50.00	50.00
EMS				
Balanced:		186,211.00		186,211.00

Justification:

To transfer monies within the County Managers Office to cover parttime expenses until the open position can be filled. Transfer monies within the Recreation Department to cover payout of comp time over 240. To put EMS Donations received into budget.

Approval Date: _____

Bd. Clerk's Init: _____

Initials: _____
Batch #: _____
Date: _____

Washington County
BUDGET TRANSFERS

To: Board of Commissioners

BT #: 2018 - 007

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

Date: July 31, 2017

RE: Various Transfers

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

Account Code	Description	Old	New	New
10-4340-993	Creswell VFD-Operational	23,829.00	20,556.00	44,385.00
10-4340-994	Mid County VFD-Operational	48,239.00	3,550.00	51,789.00
10-4340-997	Pinetown/Long Acre VFD-Operational	5,978.00	2,134.00	8,112.00
10-4340-995	Lake Phelps VFD-Operational	39,991.00	(547.00)	39,444.00
10-4340-992	Roper VFD-Operational	77,966.00	(6,168.00)	71,798.00
10-4340-991	Plymouth VFD-Operational	130,433.00	(14,377.00)	116,056.00
10-4340-996	Pungo VFD-Operational	24,436.00	(5,148.00)	19,288.00
Fire Protection				
Balanced:		350,932.00		350,932.00

Justification:

Transferring funds between Fire Department Budgets due to a miscommunication regarding approved spreadsheets during the budget process.

Approval Date: 8/1/17
Co. Mgr. Initials: CBP

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 #: 2018 - 008

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

Date: August 1, 2017

RE: Various Transfers

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

Account Code	Description	Old	Change (+ or -)	New
10-9990-000	Contingency	4,581.00	(153.00)	4,428.00
10-8300-491	Approp-Albemarle Comm & Roanoke River Partners	12,438.00	153.00	12,591.00
Balanced:		17,019.00		17,019.00

Justification:

Transferring funds from Contingency to Central Services to cover additional match needed for Albemarle Commission Home and Community Care Block Grant for Older Adults. When figures were given to the county during budget, they were provided as estimates however, this was not noted on the letter received. We have to provide the additional \$153 so that we do not lose all services provided by the Albemarle Commission.

Approval Date: 8/1/17
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:

Commissioner Johnson made a motion to approve BT#2018-001, BT#2018-002, BT#2018-003, BA#2018-004, BA#2018-005, BA#2018-006, BT#2018-007 and BT#2018-008. Commissioner Sexton seconded, motion carried unanimously.

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

Commissioner Johnson stated that she attended the NACo Annual Conference held this year in Ohio. She attended sessions on mental health and opioid abuse. She also attended a session on “Effectively Marketing Your County” where a group comes in and puts things on your website to ‘sell your county’. They will do a webinar for the Commissioners to see if they approve. This is a free program. Commissioner Johnson asked the Board if they want her to continue the dialogue with them. The consensus of the Board was to move forward with this.

Commissioner Johnson talked to Ms. Ann Keyes regarding some resolutions for Emergency Management, since she is going to be a communicator of things that happen in Washington County.

Commissioner Phelps stated that Congressman GK Butterfield will be in Bertie County this week.

Commissioner Phelps also noted that he missed the Department Head reports from the Department Heads that didn’t submit them for this meeting’s Board package.

Commissioner Phelps said he is still receiving complaints about trash.

Commissioner Phelps also said that Empower HMS is the new leadership for the Washington County Hospital (WCH).

Ms. Bennett mentioned the following items:

- Plymouth Primary Care Open House and Anniversary Celebration will be held on Thursday, August 10, 2017.
- The 6th Annual Family and Friends Day community event hosted by Queen Esther Jewell #32, OES and Carthagenia Lodge #38, PHA will be held in downtown Plymouth on Saturday, August 26, 2017.
- During the June 9, 2017 Board Meeting of the Washington County ABC Board, their 2017 – 2018 proposed budget was approved and adopted as the annual operating budget for fiscal year 2017 – 2018. They are required to submit their budget to the Board of Commissioners for information.

Mr. Potter followed up on information about WCH. Current WCH CEO Terry Amstutz is taking another job in TX and leaving rather quickly; however, Mr. Potter asked him to have the new management reach out to the County.

Mr. Potter stated that on the opioid epidemic, Ms. Ann Keyes was able to get some free NarCan for the County. This is a huge step forward for us and Ms. Keyes should be commended. Mr. Potter said he is working on scheduling an Opioid Forum with MTW and looking at the date of October 19, 2017 with the venue being either the Vernon James Center or the Bob Martin Center.

Mr. Potter also noted that the County has the following vacancies: a tax clerk, a maintenance worker, and several EMT's.

Mr. Potter mentioned that the auditors will be here later this month. The IT Department was audited last week.

Mr. Potter stated that the County Manager's Office has also received complaints regarding trash. All trash related complaints need to go directly to the Tax Office. It has been frustrating for everyone. Mr. Potter said he has talked to Republic's Regional Manager and does see some improvement. Mr. Potter advised residents to leave their trash cans out for one or two days after their regular pick-up day. Commissioner Phelps gave out the Tax Office phone number: 793-1176.

Mr. Potter pointed out that everyone in the County Offices have been doing a great job but the Tax Office and Finance Office have excelled despite many obstacles.

Chair Walker thanked everyone for coming out to tonight's meeting and said their comments did not go unnoticed.

Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) § 143.318.11(a)(6) personnel. Commissioner Phelps seconded, motion carried unanimously.

Back in Open Session, **Commissioner Phelps made a motion to enter into a contract for the sale and purchase of water between Washington County and the Town of Roper. Commissioner Riddick seconded, motion carried unanimously.**

Chair Walker called on Mr. Ron Ambrose, Chief of the Creswell Fire Department (CFD) to speak to the Commissioners regarding payback of a firetruck. Mr. Ambrose asked the Commissioners to change places with him as Fire Chief. The County's Finance Officer called Mr. Ambrose in his office and offered to pay off their firetruck. He said that the Finance Officer said the Board approved it. That was in 2013. Mr. Ambrose said that sometime after that meeting he read in the paper that Interim County Manager wants to discuss the repayment of said firetruck. Mr. Ambrose said that he feels that the Creswell Fire Department's offer to pay back half of the money for the firetruck was fair. If the CFD has to pay all of the money back, it will be setting the CFD way back. CFD is doing paperwork trying to get grants for some of the equipment that they need. It's a big decision and a touchy subject. Mr. Ambrose said he wants this to end peacefully. Mr. Ambrose asked the Commissioners to approve the recommendation of the Fire Commission. He thanked the Board for giving him the opportunity to tell his side.

Commissioner Sexton asked how this would affect their rating. Mr. Ambrose said CFD is a 6—they went from a 9S. Mr. Ambrose explained that this rate determines how much savings there could be on a homeowner's insurance. The equipment and records have to be up to par. If not, they can be put on probation. Commissioner Sexton said he is opposed to them only paying back half. Commissioner Sexton asked Mr. Ambrose why didn't someone from the CFD come and talk to the Commissioners about this rather than rely on the Finance Officer. Mr. Ambrose said he didn't feel it was his responsibility to question the Finance Officer.

Ms. Lisa Patrick, CFD and Washington County EMS, said they were told if the truck was paid off early, that the County would save a vast amount of money.

Commissioner Phelps said he felt this is something that should have been caught by the Board and/or staff. Commissioner Phelps went on to say that the current Board asked for a recommendation from the Fire Commission and one was brought to them. The Board should take the Fire Commission's recommendation or why does the County even have a Fire Commission, if the Board of Commissioners doesn't listen to them.

Chair Walker told Mr. Ambrose that the Board will table making a decision on this matter tonight and thanked the firefighters for attending.

At 9:30 PM, with no further business to discuss, Commissioner Phelps made a motion to recess to August 14, 2017 at 6:00 pm. Commissioner Sexton seconded, motion carried unanimously.

Julius Walker, Jr.
Chair

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