

September 5, 2017

The Washington County Board of Commissioners met in a regular session on Tuesday, September 5, 2017 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/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 Sexton made a motion to approve the Consent Agenda:**

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Urgent Repair Program 2017 (URP17) Assistance Policy and Procurement and Disbursement Policy

**Commissioner Phelps seconded, motion carried unanimously.**

PUBLIC FORUM: Ms. Ann Keyes, 205 East Main Street, Plymouth, gave greetings from Hurricane Irma who has maximum sustained winds of 185 mph, moving at 15 miles per hour and is a CAT 5. Ms. Keyes went on to say that buildings can be totally destroyed and power outages will last for weeks, maybe even months. If the Emergency Management Director calls for an evacuation, please listen to her and EVACUATE. Make sure to have your emergency preparedness kits ready. Another tropical storm named Jose is out there also. The number to the EOC is 793-4114. Chair Walker asked that Ms. Keyes do a radio spot on this.

INTRODUCTION OF MS. ANGELA (ANGIE) ADAMS, COUNTY MANAGER'S OFFICE ADMINISTRATIVE ASSISTANT: Mr. Potter introduced Angela (Angie) Adams as the new County Manager's Office Administrative Assistant. Mr. Potter stated that Ms. Adams comes to us with over 20 years of administrative experience. She most recently worked at Pitt DSS after working at Martin County Action, Inc. for many years until their closing.

EMPLOYEE OF THE QUARTER: Chair Walker said that the current Employee of the Quarter was hired in 1991 and is currently the DSS Adult Services Supervisor. Chair Walker also said he personally knows this recipient and said 'what you see is what you get'. Chair Walker presented Ms. Andrea Alexander with the Employee of the Quarter Certificate of Appreciation and said she will also be receiving a check for \$50.00. Ms. Adams' will take her picture and have it posted in the foyer of the County's Administrative Building. Ms. Alexander spoke and said this was a total surprise and thanked everyone.

UPDATE ON ECONOMIC IMPROVEMENT COUNCIL, INC.: Dr. Landon Mason, Executive Director of the Economic Improvement Council (EIC), offered greetings from the EIC

Board members and said his purpose tonight was three-fold: he wanted to introduce himself, share what the EIC programs are doing for Washington County residents and ask for a donation.

Dr. Mason said that the EIC provides services to aid economically disadvantaged residents within Chowan, Camden, Currituck, Gates, Pasquotank, Perquimans, Washington, Dare, Hyde, and Tyrell counties. Dr. Mason said that 19% of the population in Washington County lives in poverty. Programs offered in Washington County include a Head Start program that offers pre-school education to families with young children, the Section 8 Housing Voucher program that provides housing subsidies to low-income renters, the Weatherization Program, that offers winterization and maintenance services for better energy efficiency, and the Community Services Block Grant (CSBG) program. Dr. Mason provided assistance statistics for Washington County that included 202 people (at \$370/person) were served by the Section 8 Voucher Program, 34 families (at \$8,024/family) were served in Head Start, aided 20 individuals through the CSBG for a total of \$3,045/per customer, and weatherized homes in Washington County for \$4,535.

Dr. Mason asked the Commissioners to consider a donation of \$20,000 unrestricted funds to EIC, Inc.

Commissioner Johnson asked how much of EIC, Inc. is funded through Federal, State or local government. Dr. Mason explained that it all starts at the Federal level--some funds are funneled through the state and then allocated to the agency. Dr. Mason said his number is 482-4458 x137.

COLLETON SOFTWARE—QUARTERLY UPDATE, MR. DAVE PICKREN: Mr. Dave Pickren of Colleton Software spoke to the Board and gave the latest statistics on EMS Billing in the report below.

Washington County Board of Commissioners Meeting September 3<sup>rd</sup> 2017



**Washington County Commissioners**  
**Presentation**

September 3rd, 2017

Submitted to:  
Washington County Emergency Medical Services  
Plymouth, NC

Submitted by:  
Dave Pickren, National Sales Director  
Colleton Software Inc. /Tarheel Medical Billing



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## Washington County EMS Call Volume Historical Information

### Historical Information

2012 Calendar Year	Total Calls	5552
2013 Calendar Year	Total Calls	4750
2014 Calendar Year	Total Calls	3974
2015 Calendar Year	Total Calls	3200

Colleton Software look over in July 2015.

2016 Fiscal	Total Calls	2751
2017 Fiscal	TOTAL CALLS	3608

Year & MN(Date of Service)	Run Count
2016 - Jul	280
2016 - Aug	298
2016 - Sep	307
2016 - Oct	272
2016 - Nov	282
2016 - Dec	300
2017 - Jan	309
2017 - Feb	312
2017 - Mar	349
2017 - Apr	291
2017 - May	264
2017 - Jun	344
	<b>3,608</b>



### Colleton Software Dates of Service – Fiscal 2017

Washington County 911	1522
Tyrrell County 911	475
	1997
Washington County Transport	1364
Tyrrell County Transport	247
	1611

#### Notes

- Increase in Non-Emergent of 81.22%
  - Tyrrell County Non-Emergent from 18 calls to 247
  - New nursing home contract in Tyrrell County for new revenues
  - First calendar year that we have increased call volume since 2010
  - 911 service up slightly over prior year
  - Reported in January that we were on pace for 3400 calls in 2017 Fiscal
- 
- **Actual Call Volume was 3608.**  
**31.18% increase from Fiscal 2016**



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## Washington County Accounts Receivable

### **Steps to verify and eliminate all possible Self Pay Accounts**

1. Meeting with Andrew Coccaro to review calls and find trends in self-pay

Continued meeting, weekly reports, and staff interactions

2. Change in mailing system that specializes in medical mailing.  
45% increase in patient payments, almost double patients setting up payment installment plans

3. Scrubbed all calls to find alternative payment source  
Continue using all data sources. Monthly review all payer accounts

4. Worked with Washington County EMS to verify payment status  
Information from WashCo, providing better paperwork.

5. Ran all calls through our eligibility checker to find any additional payment sources  
Completed the process, regular operating procedure.

6. Submitted calls to Washington County EMS for their review  
Regular reports to the county for evaluation

7. Worked with local hospitals to find payment sources  
Work with the staff regularly to find face sheets and patient payment information

8. Colleton went through every self-pay call and reviewed against EMS chart and other document sources.  
Found additional revenue sources, eliminated all possible sources for other payers outside of self-patient pays



Washington County EMS

Month	Sum(Net Charges)	Sum(Net Payments)	Sum(Net Adjustments)	Sum(Net Reassignments)	Sum(Net Refunds)	Sum(Net Balance)
7/1/2016	\$124,622.84	(\$58,035.30)	(\$46,960.60)	\$0.00	\$70.75	\$19,697.69
8/1/2016	\$147,429.84	(\$56,323.06)	(\$48,749.84)	\$0.00	\$0.00	\$42,356.94
9/1/2016	\$162,267.30	(\$73,682.60)	(\$55,643.24)	\$562.29	\$0.00	\$33,503.75
10/1/2016	\$140,939.23	(\$56,735.61)	(\$42,721.52)	\$0.00	\$0.00	\$41,482.10
11/1/2016	\$118,499.62	(\$69,342.50)	(\$62,636.08)	\$0.00	\$0.00	(\$13,678.96)
12/1/2016	\$141,447.56	(\$62,416.91)	(\$44,704.52)	\$979.64	\$0.00	\$35,305.77
1/1/2017	\$145,676.23	(\$72,711.65)	(\$61,237.27)	\$449.16	\$0.00	\$12,176.47
2/1/2017	\$179,148.76	(\$63,525.61)	(\$56,803.19)	\$383.03	\$0.00	\$59,202.99
3/1/2017	\$181,047.35	(\$85,911.53)	(\$70,959.86)	\$0.00	\$10.00	\$24,185.96
4/1/2017	\$133,495.00	(\$71,820.95)	(\$66,083.99)	\$0.00	\$0.00	(\$4,409.94)
5/1/2017	\$118,403.75	(\$70,358.07)	(\$53,105.11)	\$1,553.72	\$0.00	(\$3,505.71)
6/1/2017	\$178,124.18	(\$74,595.93)	(\$58,315.20)	\$0.00	\$0.00	\$45,213.05
	\$1,771,101.66	(\$815,459.72)	(\$668,120.42)	\$3,927.84	\$80.75	\$291,530.11

Tyrrell Non-Emergent

\$ 143,452

Tyrrell Emergent

\$ 24,975

Washington Non-Emergent

\$ 234,560

Washington Emergent

\$ 412,471



Payment Breakdown By Procedure 9/4/2017

TransDateTime : Between(Calendar)  
 DateofService : Between(Calendar) 7/1/2016 12:00:00 AM, 6/30/2017 12:00:00 AM  
 Procedure@NetPayments =  
 PmtPayerName =  
 TransCategory – NetPayments, NetRecoupments  
 TransTypeDesc =

Washington County EMS

Count	NetPayments		NetRecoupments		Total	
	Procedure	Payment	Procedure	Payment	Procedure	Payment
8	ALS NON EMERGENT	\$5,007.09		\$0.00	ALS NON EMERGENT	\$5,007.09
1,224	ALS1 EMERGENCY	\$496,269.24		\$0.00	ALS1 EMERGENCY	\$496,269.24
22	ALS2 EMERGENCY	\$13,482.89		\$0.00	ALS2 EMERGENCY	\$13,482.89
406	BLS EMERGENT	\$124,701.82		\$0.00	BLS EMERGENT	\$124,701.82
1,018	BLS NON EMERGENT	\$156,780.52		\$0.00	BLS NON EMERGENT	\$156,780.52
162	ROUND TRIP MEDICAID	\$16,086.33		\$0.00	ROUND TRIP MEDICAID	\$16,086.33
5	TREAT NO TRANSPORT ALS	\$665.00		\$0.00	TREAT NO TRANSPORT ALS	\$665.00
4		\$0.00	ALS1 EMERGENCY	(\$1,708.83)	ALS1 EMERGENCY	(\$1,708.83)
1		\$0.00	ALS2 EMERGENCY	(\$951.61)	ALS2 EMERGENCY	(\$951.61)
2		\$0.00	BLS EMERGENT	(\$683.31)	BLS EMERGENT	(\$683.31)
3		\$0.00	BLS NON EMERGENT	(\$523.03)	BLS NON EMERGENT	(\$523.03)
231		\$0.00	OTHER		OTHER	\$6,333.62
<b>3,086</b>		<b>\$812,992.89</b>		<b>\$ (3,866.78)</b>		<b>\$815,459.73</b>

Billing Receivables Report Summary Run Date 9/4/2017

Agency Name =  
 TransDate - Between(Calendar) 7/1/2016, 6/30/2017

Washington County EMS

Primary Payer Class	Run Count	Net Charges	Net Payments	Net Adjustments	Net Balance	Percentage Paid	Percentage CA	
AUTO / TPL	4	\$670.30	(\$475.85)	(\$194.45)	\$0.00	-70.99%	-29%	-100%
MEDICAID	2,746	\$423,014.68	(\$102,198.52)	(\$327,379.30)	(\$6,367.71)	-24.15%	-77.39%	-101.54%
Nursing Home	67	\$9,026.87	(\$451.26)	(\$3,077.72)	\$5,497.89	-4.99%	-34.09%	-39.08%
MEDICARE	5,385	\$894,654.58	(\$599,983.54)	(\$270,464.74)	\$26,773.86	-67.06%	-30.23%	-97.29%
COMMERCIAL	930	\$193,995.17	(\$93,165.93)	(\$50,554.53)	\$50,574.99	-48.02%	-26.05%	-74.07%
WORKERS COMP	7	\$925.60	(\$1,168.77)	(\$144.52)	(\$387.69)	-126.27%	-15.61%	-141.88%
SELF PAY	557	\$213,867.22	(\$11,374.16)	(\$14,477.26)	\$188,015.80	-5.31%	6.76%	-12.07%
FACILITY	179	\$30,977.83	(\$6,041.86)	(\$1,620.23)	\$24,261.06	-19.50%	-5.23%	-24.73%
Unassigned	5	\$3,969.41	(\$599.83)	(\$207.67)	\$3,161.91	-15.11%	-5.23%	-20.34%
	<b>9,875</b>	<b>\$1,771,101.66</b>	<b>(\$815,459.72)</b>	<b>(\$668,120.42)</b>	<b>\$291,530.11</b>			<b>-83.77%</b>



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 North Carolina Group, Washington County EMS

Current Payer Name	Current	Age 31-60	Age 61-90	Age 91-120	Age 121-150	Age 151-180	Age Over 180	Total
SELF PAY	\$17,032.50	\$14,301.25	\$22,707.97	\$16,596.25	\$19,758.76	\$22,492.58	\$261,697.67	\$374,244.88
NC Medicare Part B (DUI)	\$33,928.53	\$11,588.90	\$10,150.22	\$1,588.50	\$1,842.50	\$281.25	\$1,191.71	\$60,586.63
NORTH CAROLINA MEDICAID	\$9,486.58	\$5,767.50	\$5,822.50	\$3,389.75	\$282.50	\$133.50	\$2,065.61	\$27,936.74
WASHINGTON COUNTY HOSPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,818.42	\$20,818.42
BLUE CROSS BLUE SHIELD OF NORTH CAROLINA	\$4,822.57	\$4,202.89	\$2,976.88	\$2,201.38	\$0.00	\$700.58	\$1,839.30	\$18,739.30
PCBA CORRECTIONAL CLAIMS	\$1,000.00	\$1,583.75	\$1,017.50	\$2,877.50	\$2,975.00	\$987.50	\$4,261.32	\$18,702.57
MEDICAL CLAIMS MANAGEMENT	\$5,911.25	\$1,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,908.32	\$10,625.07
HUMANA	\$612.50	\$1,705.17	\$1,285.32	\$1,697.50	\$0.00	\$590.00	(\$379.80)	\$5,510.68
UNITED HEALTH CARE	\$602.50	\$959.26	\$1,172.53	\$813.19	\$0.00	\$0.00	\$1,077.72	\$4,663.25
ROANOKE LANDING NURSE & REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,308.31	\$1,508.31
PCBA Correctional Claims (Tricare)	\$0.00	\$2,912.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,912.50
ROANOKE LANDING NURSING AND REHAB CENTER	\$0.00	\$0.00	\$357.50	\$0.00	\$0.00	\$0.00	\$1,981.79	\$2,339.29
Sena Health & Life Insurance Company	\$0.00	\$0.00	\$150.00	\$75.00	\$75.00	\$0.00	\$2,718.28	\$3,018.28
CIGNA	\$812.50	\$0.00	\$245.25	\$0.00	\$454.24	\$0.00	\$268.31	\$2,380.30
NC DEPT OF CORRECTIONS SEDGWICK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,842.21	\$1,842.21
AARP MEDICARE COMPLETE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,513.75	\$1,513.75
TRICARE FOR LIFE 7090(S/204)	\$578.27	\$177.74	\$545.00	\$0.00	\$0.00	\$0.00	\$118.23	\$1,419.23
VA MEDICAL CENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,410.03	\$1,410.03
AMERICAN TURF GRASS	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
PLUMBER NURSING CTR	\$0.00	\$862.50	\$0.00	\$0.00	\$0.00	\$0.00	\$57.50	\$1,190.00
UNITEDHEALTHCARE / ALL SAVERS ALTERNATE FUNDING	\$1,037.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,037.50
VEDANT BEAUFORT HOSPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$930.66	\$930.66
DOMSTAR PAPER CO LLC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$886.91	\$886.91
MEDCOST HOSPICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$852.00	\$852.00
MEDCOST INC.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.63	\$413.75	\$814.38
VA PEE BASIS PROGRAMS	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$740.66	\$745.66
CHAMPUS/TRICARE	\$0.00	\$0.00	\$612.50	\$0.00	\$0.00	\$0.00	\$0.00	\$612.50
MUTUAL OF OHIOHA INSURANCE COMPANY	\$311.70	\$52.85	\$0.00	\$0.00	\$0.00	\$0.00	\$175.44	\$539.99
VEDANT GREENVILLE HOSPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00	\$480.00
NC FAIRM BUREAU	\$0.00	\$465.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$465.00
USAa (UNITED SERVICES AUTOMOBILE ASSOCIATION)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$452.80	\$452.80
CORVEL WORKERS COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451.55	\$451.55
UNITED HEALTHCARE	\$0.00	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00	\$75.00	\$300.00
ALLSTATE AUTO INS	\$0.00	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$189.00
CONNECTICUT GENERAL LIFE INS	\$120.51	\$95.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176.48
AETNA	\$0.00	\$111.71	\$0.00	\$0.00	\$0.00	\$0.00	\$44.12	\$155.83
BARNERS LIFE*	\$133.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133.58
VETERANS ADMINISTRATION QH*	\$0.00	\$123.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.38
CHAMP VA	\$0.00	\$102.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.67
UPMC ADVANTAGE PLAN	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
UPS - Tricare for Life	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$75.00	\$0.00	\$75.00
<b>TOTAL</b>	<b>\$76,803.78</b>	<b>\$49,694.28</b>	<b>\$51,222.05</b>	<b>\$26,346.97</b>	<b>\$25,186.00</b>	<b>\$25,913.04</b>	<b>\$215,601.82</b>	<b>\$573,659.06</b>



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Notes for Non-Emergent

- Monthly expenses for Non-Emergent are approximately \$16,000 per month
- Washington County EMS is running 100% of all calls, point to point within the county
- The county is running calls outside the county.
- Up to 300% increase of Revenues based on the dates of services.
- Call volume has increased almost 350% since beginning of 2016.
- Revenues have exceeded expenses for 10 months this year
- Revenues for each month will increase as more calls from the month are paid.
- Washington County Non-Emergent Transports are profitable.
- Neighboring county took almost 18 months to achieve profitability. Washington County achieved this goal within the same year.



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Based on date of service. This chart will change daily as the calls are paid, allowables applied and the accounts receivable.

**Annual Collection Statistics Based on DOS 9/4/2017**

Organization/Agency/Name =  
 Agency Name =  
 Is Active = True  
 Year & MM(Date of Service) : Between(Calendar)

Washington County EMS

Year & MM(Date of Service)	Run Count	Net Charges	Net Payments	Net Adjustment	Net Recipients	Net Refunds	Net Balance
3/1/2016	239	\$140,022.19	\$67,770.83	\$52,845.62	\$1,232.46	\$0.00	\$20,638.20
4/1/2016	178	\$105,989.66	\$49,990.41	\$38,194.20	\$1,084.54	\$70.75	\$18,960.34
5/1/2016	190	\$116,680.69	\$50,535.84	\$38,210.25	\$587.97	\$0.00	\$28,496.57
6/1/2016	318	\$162,637.16	\$67,827.49	\$57,137.44	\$908.24	\$0.00	\$38,580.47
7/1/2016	280	\$125,029.26	\$53,421.80	\$45,767.88	\$683.31	\$0.00	\$26,522.89
8/1/2016	298	\$148,016.65	\$70,191.38	\$55,116.05	\$366.56	\$0.00	\$23,075.78
9/1/2016	307	\$158,857.81	\$75,796.15	\$58,008.41	\$449.16	\$0.00	\$25,502.41
10/1/2016	272	\$141,559.25	\$69,877.28	\$56,390.15	\$613.08	\$0.00	\$15,909.90
11/1/2016	282	\$138,738.41	\$68,524.46	\$48,592.71	\$0.00	\$10.00	\$21,631.24
12/1/2016	300	\$147,062.75	\$67,984.52	\$58,894.61	\$0.00	\$0.00	\$20,183.62
1/1/2017	309	\$152,175.97	\$66,420.72	\$56,111.47	\$0.00	\$0.00	\$29,643.78
2/1/2017	312	\$169,814.44	\$79,031.35	\$57,693.24	\$0.00	\$0.00	\$33,089.85
3/1/2017	359	\$183,927.50	\$85,275.29	\$65,398.92	\$951.61	\$0.00	\$34,204.90
4/1/2017	291	\$136,055.00	\$62,173.54	\$52,757.06	\$0.00	\$0.00	\$21,124.40
5/1/2017	264	\$115,563.75	\$45,542.75	\$39,885.73	\$803.06	\$0.00	\$30,938.33
6/1/2017	391	\$168,246.25	\$68,758.65	\$52,045.76	\$0.00	\$0.00	\$47,441.84
7/1/2017	324	\$148,277.50	\$56,227.39	\$45,651.79	\$0.00	\$0.00	\$46,398.32
8/1/2017	297	\$141,660.00	\$29,543.15	\$24,131.51	\$0.00	\$0.00	\$87,985.34
	<b>5,170</b>	<b>\$2,609,807.86</b>	<b>\$1,138,019.76</b>	<b>\$905,864.78</b>	<b>\$7,679.99</b>	<b>\$80.75</b>	<b>\$573,684.06</b>



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Washington County EMS, 2017 - Apr							
Primary Payer Class	Net Charges	Net Payments	Net Adjustments	Net Recoupments	Net Refunds	Net Balance	Collection
COMMERCIAL	\$18,598.75	(\$8,995.55)	(\$5,376.90)	\$0.00	\$0.00	\$4,226.30	-77.28%
FACILITY	\$2,975.00	(\$186.68)	\$0.00	\$0.00	\$0.00	\$2,788.32	-6.27%
MEDICAID	\$34,496.25	(\$8,758.33)	(\$26,955.74)	\$0.00	\$0.00	(\$1,217.82)	-103.53%
MEDICARE	\$64,668.75	(\$53,329.13)	(\$32,806.94)	\$0.00	\$0.00	(\$21,467.32)	-133.20%
Nursing Home	\$580.00	(\$451.26)	(\$100.36)	\$0.00	\$0.00	\$28.38	-95.11%
SELF PAY	\$12,176.25	(\$100.00)	(\$844.05)	\$0.00	\$0.00	\$11,232.20	-7.75%
WORKERS COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>\$133,495.00</b>	<b>(\$71,820.95)</b>	<b>(\$66,083.99)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,409.94)</b>	<b>-103.30%</b>

Washington County EMS, 2017 - May							
Primary Payer Class	Net Charges	Net Payments	Net Adjustments	Net Recoupments	Net Refunds	Net Balance	Collection
COMMERCIAL	\$18,391.25	(\$11,459.24)	(\$5,655.46)	\$300.28	\$0.00	\$1,576.83	-93.06%
FACILITY	\$3,827.50	(\$455.40)	(\$844.83)	\$0.00	\$0.00	\$2,527.27	-33.97%
MEDICAID	\$31,833.75	(\$6,649.23)	(\$23,266.05)	\$124.68	\$0.00	\$2,043.15	-93.97%
MEDICARE	\$47,080.00	(\$50,649.77)	(\$23,119.74)	\$1,128.76	\$0.00	(\$25,560.75)	-156.69%
SELF PAY	\$17,271.25	(\$748.16)	(\$175.00)	\$0.00	\$0.00	\$16,348.09	-5.35%
WORKERS COMP	\$0.00	(\$396.27)	(\$44.03)	\$0.00	\$0.00	(\$440.30)	#DIV/0!
	<b>\$118,403.75</b>	<b>(\$70,358.07)</b>	<b>(\$53,105.11)</b>	<b>\$1,553.72</b>	<b>\$0.00</b>	<b>(\$3,505.71)</b>	<b>-104.27%</b>

Washington County EMS, 2017 - Jun							
Primary Payer Class	Net Charges	Net Payments	Net Adjustments	Net Recoupments	Net Refunds	Net Balance	Collection
COMMERCIAL	\$16,625.00	(\$5,585.19)	(\$4,387.75)	\$0.00	\$0.00	\$6,652.06	-59.99%
FACILITY	\$3,017.50	\$0.00	\$0.00	\$0.00	\$0.00	\$3,017.50	0.00%
MEDICAID	\$28,345.00	(\$6,471.39)	(\$20,347.85)	\$0.00	\$0.00	\$1,525.76	-94.62%
MEDICARE	\$109,825.43	(\$81,448.10)	(\$33,029.60)	\$0.00	\$0.00	\$15,147.73	-86.18%
Nursing Home	\$557.50	\$0.00	\$0.00	\$0.00	\$0.00	\$557.50	0.00%
SELF PAY	\$19,136.25	(\$1,091.25)	(\$538.00)	\$0.00	\$0.00	\$17,495.00	-8.58%
Unassigned	\$817.50	\$0.00	\$0.00	\$0.00	\$0.00	\$817.50	0.00%
	<b>\$178,124.18</b>	<b>(\$74,595.93)</b>	<b>(\$58,315.20)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,213.05</b>	<b>-74.62%</b>

Mr. Pickren noted that call volume has increased in Washington County for the first time since 2010 and the majority has come from the non-emergent side. It has increased by approximately 28%.

Chair Walker thanked Mr. Pickren for attending the meeting and presenting this information to the Commissioners.

WASHINGTON COUNTY RIVERLIGHT TRANSIT DOCUMENTS, MS. ZINA RHODES, DSS:

- a) FY 2017-2018 Rural Operating Assistance Program Grant *(This document is incorporated by reference and hereby made a part of these minutes.)*

Ms. Rhodes stated the allocation of funds is as follows:

The NCDOT Public Transportation Division has allocated the following ROAP funds to Washington County:

- EDTAP \$52,543
- EMPL \$ 5,713
- RGP \$49,700

\$107,956

The Washington County Department of Social Service and the Transportation Advisory Board recommends to the Board that the allocation of EDTAP funds be sub-allocated as follows:

➤ Washington County Senior Center	\$6,000
➤ Roanoke Development Center	\$6,000
➤ Washington County Riverlight Transit	<u>\$40,543</u>
	\$52,543

Commissioner Johnson asked if there is a match for the funds. Ms. Rhodes stated yes, and that the tickets sold help to make the match dollars. Mr. Charles Sharpe asked what the \$15 ticket is for. Ms. Rhodes said the \$15 ticket is for a round trip to Greenville to handle whatever business you have in Greenville. Currently Riverlight Transit goes to Greenville on Tuesdays. Ms. Rhodes also stated that Riverlight Transit will be starting a route to the Beaufort County Community College's main campus in Washington this year.

**Commissioner Johnson made a motion to authorize Washington County DSS to submit an application for the FY2017-2018 Rural Operating Assistance Program Grant and the distribution of the funds to programs and agencies in the County as presented. Commissioner Riddick seconded, motion carried unanimously.**

b) Americans with Disabilities Act of 1990 (ADA) Policy and Procedures

Ms. Rhodes stated that this policy is written to establish operating and service guidelines and procedures for the implementation of the requirements of the American with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation regulations for implementing ADA (49 CFR Parts 27, 37 and 38), and applicable state laws and regulations. All services operated by the Riverlight Transit are operated on a non-fixed route basis and the system complies with ADA requirements with respect to such services.

Commissioner Johnson asked if the drivers are being trained to follow these policies. Ms. Rhodes replied yes, the State requires they have training. Mr. Potter said he can verify that training is being done since he has signed the checks for the training. Mr. Potter said he has also reviewed all these documents and has no problem with them.

c) Charter Policy

Ms. Rhodes stated that this policy is written to establish guidelines for the transit system to comply with 49 CFR Part 604, as amended January 14, 2008. These regulations prohibit recipients and sub-recipients of federal transit assistance from providing charter service using federally funded equipment or facilities except as listed in the regulation.

d) School Transportation Service Policy

Ms. Rhodes stated that Riverlight Transit will adhere to all federal and state requirements related to exclusive public school transportation service and will at no time provide such service. This does not supply school bus services.

**Commissioner Sexton made a motion to approve the DSS Riverlight Transit Documents: Americans with Disabilities Act of 1990 (ADA) Policy and Procedures, Charter Policy and School Transportation Service Policy. Commissioner Phelps seconded, motion carried unanimously.**

- e) Public Transportation Grant Agreement between Washington County and NCDOT for Formula Grants for Rural Areas Program (5311 Grant)

Ms. Rhodes told the Board that the grant is approximately \$92,000 and requires a match of \$13,000. Chair Walker asked if DSS has trouble getting drivers. Ms. Rhodes said DSS didn't have a lot of applicants when there was a vacancy, but the two vacancies they have had, the applicants came from the school system. The Riverlight Bus Driver position is the lowest paid salary in the County.

Mr. Lloyd Jones asked if there would be a route going to the branch of University of Mt. Olive in Washington. Mr. Jones suggested DSS check and see if there is a need for such transportation.

**Commissioner Johnson made a motion to approve the Public Transportation Grant Agreement between Washington County and NCDOT for Formula Grants for Rural Areas Program (5311 Grant). Commissioner Sexton seconded, motion carried unanimously.**

WATER ASSET INVENTORY ASSESSMENT GRANT & RESOLUTION: Mr. Potter stated that this grant was brought to the County's attention by Rivers & Associates. The grant is for \$150,000 with a 10% match with "in kind services", and the County would be able to pay for an exhaustive study to take inventory of what the County water system has and what shape it is in and to know what assets we need. Mr. Potter went on to say that part of the resolution says to revisit the plan at a later date also so the information gathered doesn't just 'sit on the shelf'. Mr. Greg Churchill, Rivers & Associates, was at tonight's meeting and spoke to the Board. Mr. Churchill said Rivers & Associates are always on the lookout for opportunities for their clients. Mr. Churchill went on to say the County's economic status is what makes the match low. He also mentioned that someone from GIS might want to work on the team regarding mapping the assets. This inventory would also show the real needs and what the County should prioritize. Mr. Churchill said he hopes it will be a 'living document'. The application is due September 29 and the first step is to approve a resolution.

Mr. Potter asked Mr. Churchill if this study will help the County in getting grants of this type in the future. Mr. Churchill said yes, it could open the door to other funding opportunities. Mr. Churchill told the Board that Rivers & Associates is offering to do this at no charge and if the funds are granted, he hopes the Board will allow Rivers & Associates the opportunity to work on the project.

Mr. Tawes said that the Board has asked him in the past what the County needs to be more efficient and having this study done is the first step in helping the County move forward in identifying those needs.

**Commissioner Sexton made a motion approve the Water Asset Inventory Grant & Resolution. Commissioner Riddick seconded motion, carried unanimously.**

NCDOT UTILITY RELOCATION AGREEMENTS: Mr. Potter spoke to the Board about two NCDOT relocation agreements for the two roads listed below and gave some background information:

- a) Cross Road
  - b) Mackeys Road
1. Washington County is responsible for relocating its own utility lines located within the area of two separate bridge replacement projects in accordance with applicable laws. Per NCGS § 136-27.1 (see attached), the Department of Transportation is responsible for reimbursing Washington County for the non-betterment costs of such relocation. In other words to pay for the relocation cost as long as they do not include any upgrades made at the time of the relocation, which would be Washington County's responsibly to pay for.
  2. In the spring of 2017, Rivers & Associates was selected under an RFP for general utility relocation engineering services, including assistance in administering the utility relocation projects.
  3. Attached are two separate cover letters from Rivers & Associates (one for each bridge replacement project). Behind each is a Utility Construction Preliminary Engineering Agreement ("PEA") (describing the preliminary engineering work associated with each relocation project that would be contracted for by Washington County and reimbursed by NCDOT). Following each PEAs, is Utility Relocation Agreement ("URA") for each project which describe the scope of the actual relocation work to be completed and anticipated costs to be reimbursed by NCDOT to Washington County.

Mr. Potter stated that the two sets of agreements are in connection with bridge renovations. *(These documents are incorporated by reference and hereby made a part of these minutes.)* The County can bill them every 30 days. The County will be reimbursed by NCDOT for replacement of what we currently have, not for the betterment of the utilities. Mr. Potter said the County would be responsible for those funds, and in talking with Mr. Tawes, there is no betterment (i.e. upgrading to larger pipes) that needs to be done at this time.

Commissioner Sexton asked are the lines on Mackeys Road water 6" lines. Mr. Tawes replied that they were 6" lines. Commissioner Sexton asked Mr. Tawes if the County should consider going to larger pipes since the County has been talking about pushing more water to Pea Ridge. Mr. Tawes said that is an excellent insight, but the bottleneck is not on Hwy 32.

The resolution that needs approval is below.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

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



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

JULIE J. BENNETT, CMC, NCCOC  
CLERK TO THE BOARD  
jbennett@washcon.org

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

RESOLUTION  
BY  
WASHINGTON COUNTY BOARD OF COMMISSIONERS

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing drinking water treatment works and drinking water distribution systems, and

WHEREAS, Washington County has need for and intends to conduct an asset inventory assessment project for the existing water supply, treatment and distribution system, and

WHEREAS, Washington County intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY:

That Washington County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system.

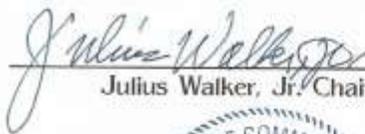
That the **Applicant** will provide for efficient operation and maintenance of the project upon completion.

That Curtis Potter, County Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

ADOPTED this the 5<sup>th</sup> day of September, 2017 at Plymouth, North Carolina.

  
Julius Walker, Jr. Chair



**§ 136-27.1. Relocation of water and sewer lines of municipalities, nonprofit water or sewer corporations or associations, and local boards of education.**

(a) The Department of Transportation shall pay the nonbetterment cost for the relocation of water and sewer lines, located within the existing State transportation project right-of-way, that are necessary to be relocated for a State transportation improvement project and that are owned by: (i) a municipality with a population of 10,000 or less according to the latest decennial census; (ii) a nonprofit water or sewer association or corporation; (iii) any water or sewer system organized pursuant to Chapter 162A of the General Statutes; (iv) a rural water system operated by a County as an enterprise system; (v) any sanitary district organized pursuant to Part 2 of Article 2 of Chapter 130A of the General Statutes; (vi) constructed by a water or sewer system organized pursuant to Chapter 162A of the General Statutes and then sold or transferred to a municipality with a population of greater than 10,000 according to the latest decennial census; or (vii) a local board of education.

(b) A municipality with a population of greater than 10,000 shall pay a percentage of the nonbetterment cost for relocation of water and sewer lines owned by the municipality and located within the existing State transportation project right-of-way that are necessary to be relocated for a State transportation improvement project. The percentage shall be based on the municipality's population, with the Department paying the remaining costs, as follows:

- (1) A municipality with a population of greater than 10,000, but less than 25,000, shall pay twenty-five percent (25%) of the cost.
- (2) A municipality with a population of 25,000 or greater, but less than 50,000, shall pay fifty percent (50%) of the cost.
- (3) A municipality with a population of 50,000 or greater shall pay one hundred percent (100%) of the cost. (1983 (Reg. Sess., 1984), c. 1090; 1985, c. 479, s. 186(a); 1985 (Reg. Sess., 1986), c. 1018, s. 11; 1993 (Reg. Sess., 1994), c. 736, s. 1; 1995, c. 33, s. 1; c. 266, s. 1.1; 2009-266, s. 11; 2015-111, s. 1; 2015-241, s. 29.20(a).)

**Commissioner Sexton made a motion to approve the NCDOT Utility Relocation Agreements for Cross Road and Mackeys Road and the associated Resolution and authorize the County Manager/County Attorney on behalf of Washington County, to execute and deliver such agreements as may be modified for the County's benefit, as well as any similar or related agreements or documents that may be required to facilitate the administration and completion of both utility relocation projects in accordance with the applicable laws, and to obtain full reimbursement for the costs thereof from the Department of Transportation. Commissioner Riddick seconded, motion carried unanimously.**

**BID EXEMPTION RESOLUTION FOR EMS HEART MONITORS:** Mr. Potter spoke to the Board on the abovementioned topic. The County will need to have installment financing for this, however these heart monitors are needed immediately. There are only a handful of vendors that can provide these heart monitors. There are exemptions in the statutes that allows for bid exemption. This resolution would waive any conflicts with local policies also. Commissioner Johnson asked what the lifespan of a monitor is. Mr. Coccaro said 5-7 years. Mr. Coccaro said some of Washington County's have been in service for 13 years, but the average is 7 years.

Commissioner Sexton asked if the County will be getting a credit of \$30,000 for our current monitors. Mr. Coccaro said yes, we should be getting a credit. Commissioner Sexton asked is the cost of \$187,000 for all the monitors. Mr. Coccaro said yes, this is for 6 monitors. Mr. Coccaro said he wants a high quality monitor and the monitors from other companies are about the same, but the quote presented to the Commissioners this evening was the lowest.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
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JENNIFER C. RIDDICK  
WILLIAM "BILL" R. SEXTON, JR.



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

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

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

**RESOLUTION  
EXEMPTING HEART MONITORS/AEDs  
FROM LOCAL BIDDING REQUIREMENTS**

**WHEREAS**, The Washington County Emergency Management Services Department ("EMS") is in need of upgrading its inventory of heart monitors/automatic external defibrillators (AEDs), and related peripheral equipment as soon as practicably possible; and

**WHEREAS**, there appears to be limited sources and competition among a select group of vendors that actually provide such heart monitors and supporting peripheral equipment; and

**WHEREAS**, Washington County EMS has identified Physio Control as one such vendor which is preferred by EMS for a variety of reasons including operational efficiency, reliability, vendor reputation, and based on the ability of Physio Control to deliver the desired equipment at a competitive favorable price as more particularly described within the quote numbered 00065221 which is attached hereto and incorporated herein by reference; and

**WHEREAS**, Pursuant to applicable state law, purchases of personal property or equipment in the amount shown within the attached quote would normally require a formal bidding process; and

**WHEREAS**, state law also recognizes that in certain situations such a process is not necessary or required, and provides for at least two applicable exceptions to the foregoing general requirement that formal bids be solicited to purchase the desired equipment from Physio Control; and

**WHEREAS**, the first exception pursuant to NCGS 143-129(g) permits a local government to purchase the same equipment for the same or more favorable terms as another local government which recently bought the same equipment under a competitive process which is referred to as the "piggy back" rule; and

**WHEREAS**, the second exception pursuant to NCGS 143-129(e)(3) permits a local government to purchase the desired equipment directly under a contract that was entered into under a competitively bid purchasing alliance or cooperative which permits other local governments to purchase the same equipment on the same or better terms as those in the original or "master" contract; and

RESOLUTION re: Exempting Heart Monitors/AEDs from Formal Bidding Requirements

Page 1 of 2

**WHEREAS**, County Management and EMS Director have determined that the prices for the desired equipment shown within the attached quote are better than those which Physio Control has extended under a master contract currently extended for local government use under the National Association of State Procurement Officials (NASPO) Cooperative Purchasing Alliance, as well as better than those which Physio Control recently extended to Bertie County under a similar quote; and

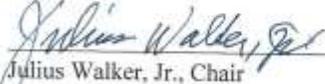
**WHEREAS**, County Management and the EMS Director have determined that utilizing one of the available exceptions to the generally applicable formal bidding requirements as described above to facilitate and expedite the purchase of the desired equipment from Physio Control is within the bests interest of Washington County and its citizens; and

**WHEREAS**, County Management and the EMS Director have requested that the Board of Commissioners waive any otherwise applicable local purchasing policy requirements, and authorize them to proceed with the purchase of the heart monitors and related peripheral equipment as shown within the attached quote as quickly as possible, contingent upon securing the installment loan financing necessary to fund such purchase.

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

1. That any and all formal bidding requirements established under local purchasing policies or guidelines are hereby waived with respect to the purchase of heart monitors and related peripheral equipment as described above, provided however that any such purchase shall nevertheless be made in compliance with applicable state laws related thereto.
2. That the County Manager is hereby authorized and directed to solicit installment loan financing terms to fund the intended purchase and to execute any and all necessary instruments or documents in furtherance thereof.

**ADOPTED** this the 5<sup>th</sup> day of September, 2017

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

ATTEST:   
Julie J. Bennett, CMC/NCCCC  
Clerk to the Board



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**Commissioner Phelps made a motion to approve the bid exemption resolution (as presented here) for EMS Heart Monitors. Commissioner Riddick 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. Ms. Dixon said she received a call from the Department of Revenue that said the County's sales tax revenues do remain at an increase. Ms. Dixon told the Commissioners that the County has received the money from NCHFA for the next housing grant and also the County's last FEMA payment has come in as of late last week.

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2017 - 047**

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

**Date:** June 30, 2017

**RE:** General Fund/Water Operations/Water Treatment

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

Account Code	Description	Old	+ or (-)	New
35-7130-550	Water Operations- Capital Outlay-Equipment	63,000.00	(45,257.00)	17,743.00
35-7130-998	Water Operations-Cost Allocation-General Fund	35,000.00	45,257.00	80,257.00
35-7135-298	Water Treatment-Contracts	16,633.00	(5,083.00)	11,550.00
35-7135-299	Water Treatment-Chemicals	22,500.00	(2,554.00)	19,946.00
35-7135-998	Water Treatment-Cost Allocation-General Fund	15,000.00	7,637.00	22,637.00
10-3970-120	General Fund-Cost Allocation-Waterworks	(50,000.00)	(52,894.00)	(102,894.00)
10-9990-000	General Fund-Contingency	5,994.81	52,894.00	58,888.81
<b>General Fund/Water Operations/Water Treatment</b>				
<b>Balanced:</b>		<b>108,127.81</b>	<b>-</b>	<b>108,127.81</b>

**Justification:**

*To budget additional monies to cover expenses in the Water Operations and Water Treatment Cost Allocation to General Fund Lines and additional revenue to the General Fund due to the increased cost allocation from water. This change is being made based on conversations with the Auditors to make sure the amounts allocated match the Cost Allocation Plan Estimates.*

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:** \_\_\_\_\_  
**Co. Mgr. Initials:** \_\_\_\_\_

**Initials:** \_\_\_\_\_  
**Batch #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Washington County  
**BUDGET TRANSFERS**

To: Board of Commissioners

BT #: 2018 - 009

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

Date: August 7, 2017

RE: Various Transfers

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

Account Code	Description	Old	+ or (-)	New
69-9100-200	Departmental Supplies	4,600.00	(583.00)	4,017.00
69-9100-357	Maintenance Agreement-Wireless Communications	11,885.00	583.00	12,468.00
<b>Emergency 911</b>				
<b>Balanced:</b>		16,485.00	-	16,485.00

**Justification:**

*Transferring funds within Emergency 911 to cover increase in maintenance agreement that was underbudgeted.*

Approval Date: 8/7/17  
Co. Mgr. Initials: [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: [Signature]  
Batch #: 2018-009  
Date: 8/7/17

Washington County  
**BUDGET TRANSFERS**

To: Board of Commissioners

BT #: 2018 - 010

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

Date: August 17, 2017

RE: Various Transfers

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

Account Code	Description	Old	+ or (-)	New
69-9100-200	Departmental Supplies	4,017.00	(12.00)	4,005.00
69-9100-361	Maintenance Agreement-EMD	3,588.00	12.00	3,600.00
<b>Emergency 911</b>				
<b>Balanced:</b>		7,605.00	-	7,605.00

**Justification:**

*Transferring funds within Emergency 911 to cover increase in maintenance agreement that was underbudgeted.*

Approval Date: 8/17/17  
Co. Mgr. Initials: [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: [Signature]  
Batch #: 2018-010  
Date: 8/17/17

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2018- 011

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

Date: September 5, 2017

RE: Sheriff/SRO Creswell/SRO Plymouth High/Emergency Management/Senior Center/Recreation/Water Operations

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	(70.00)	(210.00)	(280.00)
10-4310-611	Gun Permits Discretionary-County Portion	4,080.00	210.00	4,290.00
10-3540-030	Gun Permits-State Portion	(85.00)	(250.00)	(335.00)
10-4310-612	Gun Permits-State Portion	675.00	250.00	925.00
10-3540-040	Fingerprinting	(10.00)	(60.00)	(70.00)
10-4310-613	Fingerprinting	1,192.00	60.00	1,252.00
<b>Sheriff</b>				
10-4313-040	SRO Creswell-Longevity	338.00	(338.00)	-
10-4314-040	SRO Plymouth High-Longevity	-	338.00	338.00
<b>SRO Creswell/SRO Plymouth High</b>				
10-3990-000	Appropriated Fund Balance-GF	(67,083.00)	(859.41)	(67,942.41)
10-4330-400	EM Donations-Emergency Response Banquet	-	859.41	859.41
<b>Emergency Management</b>				
10-3509-010	Senior Center Trips	(25.00)	(345.00)	(370.00)
10-5150-380	Senior Center Trips	343.00	345.00	688.00
10-3509-020	Senior Center Donations	(10.00)	(548.60)	(558.60)
10-5150-650	Senior Center Donations	1,354.00	548.60	1,902.60
<b>Senior Center</b>				
10-3990-000	Appropriated Fund Balance-GF	(67,942.41)	(131.50)	(68,073.91)
10-6120-650	Recreation-Donations	-	131.50	131.50
<b>Recreation</b>				
35-3810-000	DOT Utility Relocation Reimbursements	(7,500.00)	(390,990.00)	(398,490.00)
35-7130-380	DOT Utility Relocation Reimbursements	7,500.00	390,990.00	398,490.00
<b>Water Operations</b>				
<b>Balanced:</b>		<b>(127,243.41)</b>	<b>-</b>	<b>(127,243.41)</b>

**Justification:**

*To book additional current year revenue received for GunPermitting and Fingerprinting, Senior Center Trips and Senior Center Donations. To Book unexpended prior year Emergency Management Response Banquet Donations and prior year unexpended Recreation Donations. To transfer monies from the SRO Creswell budget to the SRO Plymouth High budget due to a transfer of staff from one location to the other. To budget additional revenues and expenditures in Water Operations for the DOT Utility Relocation Projects.*

Approval Date: \_\_\_\_\_

Bd. Clerk's Init: \_\_\_\_\_

Initials:   
Batch #:

**Commissioner Sexton made a motion to approve BA#2017-047, BT#2018-009, BT#2018-010 and BA#2018-011. Commissioner Johnson seconded, motion carried unanimously.**

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

Commissioner Johnson said that she and Commissioners Phelps, Riddick and Walker traveled to Durham for the annual NCACC Conference. Commissioner Johnson also commended Commissioner Riddick who helped a person who passed out during the Conference. Commissioner Johnson stated that she led a session on 911. She said there were some great speakers at the Conference. Commissioner Johnson said she learned that 911 is the backbone of Emergency Management.

Commissioner Johnson mentioned that she also traveled to OH for the annual NACo Conference. She attended a discussion about rural water and sewer. She said the Feds are trying to remove USDA funding. NACo is trying to keep that from happening.

Commissioner Riddick said the annual NCACC Conference was exciting and informative. Other Commissioners from other counties were willing to help her and she enjoyed discussions with them to find out what issues they have in their counties.

Commissioner Riddick said that she met the new MTW Director, Wes Gray, at the MTW Health Department Board Meeting. He is originally from Plymouth and very excited to start his new job.

Commissioner Phelps said he had a question for Ms. Keyes (who was in the audience). Commissioner Phelps said he has received a lot of calls from constituents regarding evacuation for the storm. Commissioner Phelps asked how much notice is given for evacuation. Ms. Keyes said the Control Group makes that decision and information is disseminated at that time. Mr. Charles Sharpe asked if the County has evacuation points to go to. Ms. Keyes said yes, but the County may be asked to be a Host County depending on where the storm goes. Ms. Keyes said Washington County will get a hurricane watch first, then comes the hurricane warning. She will have a pre-hurricane briefing of at least 5 days in advance. Ms. Zina Rhodes asked would Ms. Keyes have need of Riverlight Transit. Ms. Keyes said yes and she would need their drivers also. Ms. Keyes said she may be out of the County doing some planning, depending on which direction the storm travels.

Commissioner Sexton asked about the mowing of Mall Creek. Mr. Potter said it's a contractual hold up. The Soil & Water Tech will be getting an aerial photo to see where the area is located.

Chair Walker said he also attended the annual NCACC Conference. He attended a session on consolidation on schools and found out there are a lot of things to consider when thinking of school consolidation. Chair Walker said he also attended the EM and 911 sessions. They were very informative, thorough and concise.

Ms. Bennett mentioned the following items:

- The Peanut Festival is Saturday, September 9, 2017. The parade starts at 11:00 AM. Ms. Bennett asked the Commissioners' if any of them plan to ride in the parade. She needs to let the Town of Roper know tomorrow, and someone will need to sign the waiver of liability.

Mr. Potter reported on the following items:

- The MTW counties are going to be holding an Opioid Epidemic meeting on October 26 at the Bob Martin Agriculture Center in Williamston. (The meeting was originally scheduled for October 19 but was in conflict with the Southern Albemarle Association meeting).
- There had been a substantial leak in the jail. The female inmates were moved to Beaufort County Jail. Mr. Potter noted there will be some budgetary impact.
- The Town of Roper went on the County water supply today.
- He is targeting the end of this month to have the renovations completed to have our 911 backup center at BCCC. He also noted that the County will not be using a whole classroom.
- He is still trying to target the drainage service district for this fall.
- The copier contracts are coming up. The County will be going out for bids on a new contract and hopefully save the County money.
- Due to the stormy weather, Ms. Keyes has been taking some of the Thursday radio spots lately.

Mr. Sharpe asked about who is responsible for cutting the grass on the roads. Ms. Keyes said that it's DOT's responsibility and they contract it out. Mr. Potter said he will send an e-mail to the DOT district engineer to let them know this subject came up in the meeting tonight.

**Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS § 143.318.11(a)(6) personnel. Commissioner Phelps seconded, motion carried unanimously.**

Back in Open Session, **Commissioner Phelps made the motion that the County Manager/County Attorney proceed with negotiating and preparing a written repayment agreement with the Creswell Fire Department regarding its firetruck based on the Fire Commission's recommendation and information communicated by Chief Ambrose. Commissioner Riddick seconded. Chair Walker, Commissioner Phelps and Commissioner Riddick voted aye. Commissioner Johnson and Commissioner Sexton voted nay. Motion passed.**

**Chair Walker made the motion that Roper Fire Department will be reimbursed for ½ of the amount they returned to Washington County for the early payoff on their firetruck. Commissioner Phelps seconded. Chair Walker, Commissioner Phelps, Commissioner Riddick and Commissioner Johnson voted aye. Commissioner Sexton voted nay. Motion passed.**

At 9:05 PM, with no further business to discuss, **Commissioner Riddick made a motion to adjourn. Commissioner Phelps seconded, motion carried unanimously.**

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Julius Walker, Jr.  
Chair

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