

September 9, 2019

The Washington County Board of Commissioners met in Regular Meeting on Monday, September 9, 2019 at 6:00 PM in Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation; Commissioner Riddick led the Pledge of Allegiance.

ADDITIONS/DELETIONS: Chair Johnson moved Item 8 (Public Hearing: FY 2021 Community Transportation Grant) to Item 7 (FY2021 Community Transportation Grant) and the previous Item 7 to Item 8.

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

- a) Tax Refunds & Releases and Insolvent Accounts
- b) North Carolina Education Lottery Public School Building Capital Fund:
  - 120 Ton Chiller Creswell Elementary School-- \$ 93,975.00
  - 110 Ton Chiller Washington County PLC-- \$ 90,745.00
  - \$184,720.00

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

PUBLIC FORUM: None.

EMPLOYEE OF THE QUARTER: Chair Johnson presented Ms. Martha Carter, Housekeeper I, with a certificate for Employee of the Quarter. Her picture will be placed in the County Administration Building and she will also receive a \$50 check.

WASHINGTON REGIONAL MEDICAL CENTER (WRMC) UPDATE: Mr. Frank Avignone, CEO of Affinity (the group presently running the hospital) and Mr. Tom Waldrep, Trustee of the hospital spoke to the Board. They informed the Board that any money made will go to the creditors and employees who haven't been paid. Mr. Waldrep said the sale/auction of the hospital will be in December or January. An auction is a process.

Commissioner Walker asked how many employees have not been paid. Mr. Avignone stated that those employees that remained have been paid. There is a different process for the employees who did not return.

Commissioner Riddick asked how the name change of Washington Regional Medical Center (WRMC) came about. Mr. Avignone said they want it to be noticed by other healthcare providers. Commissioner Riddick said she was really asking about the name of Washington. Mr. Avignone said they wanted the new name to be linked to the past. Mr. Avignone said there was a lot of debate about it, but it was a risk he was willing to take. Commissioner Riddick said

she finds it confusing since the town of Washington is right down the road. Mr. Avignone said he feels their re-branding will help.

Commissioner Phelps asked if WRMC has had more patients since the name change. Mr. Avignone said he didn't have that data. Mr. Avignone went on to say they have painted and updated the cafeteria and put in a CT scanner.

Commissioner Phelps asked Mr. Waldrep how would he make sure the previous owners of the hospital don't put in the low bid for the hospital. Mr. Waldrep said he will be in charge of who it is sold to and will have a court order for selling it this time.

Chair Johnson thanked Mr. Waldrep for all his help.

STRATEGIC PLAN: Mr. Potter stated that there will be a Strategic Plan meeting either September 30 or October 1. Commissioner Phelps asked why it is taking so long to have a meeting. Mr. Potter said it is difficult to coordinate everyone's calendars. Commissioner Phelps reminded Ms. Bennett to put this item back on the October agenda.

APPROVAL OF RIVERLIGHT TRANSIT DOCUMENTS: Ms. Zina Rhodes, DSS Transportation Supervisor spoke to the Board. Ms. Rhodes told the Board that NCDOT requires DSS to have the following policies updated each year. Ms. Rhodes stated there were no changes in the documents this year from last year.

- Charter Policy
- Americans with Disabilities Act of 1990 (ADA) Policy and Procedures
- Conflict of Interest Policy
- Drug and Alcohol Abuse Programs

**Commissioner Phelps made a motion to approve the Riverlight Transit Documents listed above. Commissioner Riddick seconded, motion passed unanimously.**

PUBLIC HEARING ON THE FY 2021 COMMUNITY TRANSPORTATION PROGRAM (CTP) GRANT:

**Commissioner Phelps made a motion to open the public hearing on the FY 2021 Community Transportation Program Grant. Commissioner Riddick seconded.**

Ms. Rhodes gave some background (see below) on what she will be applying for with the CTP grant.

**PUBLIC HEARING NOTICE**

*Section 5311 (ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.*

This is to inform the public that a public hearing will be held on the proposed FY2021FY 2021 Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than October 4, 2019. The public hearing will be held on September 9, 2019 at 6:00pm before the *(governing board)* Washington County Board of Commissioners.

Those interested in attending the public hearing and needing either auxiliary aids or services under the Americans with Disabilities Act (ADA) or a language translator should contact Clifton Hardison on or before September 9, 2019, at telephone number 252-793-4041 or via email at cliftonh@wcchs.org.

The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Washington County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Vans and Light Transit Vehicles. Services are rendered by Riverlight Transit.

The total estimated amount requested for the period July 1, 2020 through June 30, 2021

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ 94,235	\$ 14,136 (15%)
Operating (5311)	\$	\$ (50%)
Capital (Vehicles & Other)	\$ 151,887	\$ 15,190 (10%)
5310 Operating	\$	\$ (50%)
Other <u>Traveler's Aid</u>	\$ 2,500	\$ 1,250 (50%)
<b>TOTAL PROJECT</b>	<b>\$ 248,622</b>	<b>\$ 30,576</b>

**Total Funding Request**

**Total Local Share**

This application may be inspected at Washington County Department of Social Services from 8:30am – 5:00pm. Written comments should be directed to Clifton Hardison before September 9, 2019.

*End of Notice*

**Note: AN ORIGINAL COPY** of the published Public Hearing Notice must be attached to a signed Affidavit of Publication. **Both the Public Hearing Notice and the Affidavit of Publication** must be submitted with the grant application.

**FY 2021 LOCAL SHARE CERTIFICATION FOR FUNDING**

**Washington County**  
**(Legal Name of Applicant)**

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>94,235</u>	\$ <u>14,136</u> (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ _____	\$ _____ (50%)
5307 Operating	\$ _____	\$ _____ (50%)
5307 Planning	\$ _____	\$ _____ (20%)
Combined Capital	\$ <u>151,887</u>	\$ <u>15,190</u> (10%)
Mobility Management	\$ _____	\$ _____ (50%)
5310 Capital Purchase of Service	\$ _____	\$ _____ (10%)
	\$ <u>2,500</u>	\$ <u>1,250</u> (50%)
<u>Traveller's Aid</u>	\$ _____	\$ _____ (%)
	\$ _____	\$ _____ (%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

<b>TOTAL</b>	<b>\$ <u>248,622</u></b>	<b>\$ <u>30,576</u></b>
	Total Funding Requests	Total Local Share

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Apply to Grant</u>	<u>Amount</u>
<b>General Funds</b>	_____	\$ <u>30,576</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

FY 2021 Local Share Certificate (page 2)

_____	_____	\$ _____
_____	_____	\$ _____
<hr/> <hr/>		
TOTAL		\$ <u>30,576</u>

\*\* Fare box revenue is not an applicable source for local share funding

I, the undersigned representing (*Legal Name of Applicant*) **Washington County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2021 Community Transportation Program and 5307 Governors Apportionment will be available as of **July 1, 2020**, which has a period of performance of July 1, 2020 – June 30, 2021.

\_\_\_\_\_  
Signature of Authorized Official

Curtis S. Potter, Washington County Manager  
\_\_\_\_\_  
Type Name and Title of Authorized Official

\_\_\_\_\_  
Date

Ms. Rhodes stated that DSS will be buying a new Riverlight Transit vehicle in FY2021.

Ms. Rhodes told the Commissioners that the Travelers' Aid Program Grant (\$2,500) was new this year. This grant is to help a person/family in crisis if they have to buy a train ticket or bus ticket and with any medical concerns to get out of the crisis. Ms. Rhodes said she will be asking for this grant again next year.

## FY 2021 Travelers' Aid Program Funding Form

### PROJECT SPONSOR/AGENCY CONTACT INFORMATION

Contact Name: LYNN R. SWETT

Organization: WASHINGTON COUNTY DSS

Address: 209 E MAIN STREET

City: PLYMOUTH State: NC Zip: 27962

Phone Number: 252-793-4041 Email: lynns@wcchs.org  
Address: lynns@wcchs.org

### PROJECT/PROGRAM DESCRIPTION:

To provide funding for transportation assistance to clients who arrive at the Washington County Department of Social Services with no means of transportation in times of distress. These funds will be used to assist families and individuals who are in transition or crisis and are disconnected from their support systems. In the past County funds have been used to provide bus tickets and train tickets to move children or families to safety from situations regarding abuse, neglect or exploitation. These funds can assist in being able to provide greater assistance to disadvantaged families and/or individuals in crisis.

### PROJECT/PROGRAM BENEFITS:

Benefits of this project/program are more families and/or individuals who are experiencing a major medical crisis, job loss, homelessness and/or escaping domestic violence. This project/program will also alleviate costs to the county that would allow funds to purchase necessary items clients may need when in crisis in addition to transportation.

### RESULT OF PROJECT/PROGRAM NOT BEING FUNDED:

If this program is not funded it will result in the agency having to deny services to families and/or individuals in crisis when the budgeted funding is exhausted.

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### **PROJECT DESCRIPTION**

Provide a well-defined scope of work in the project description that identifies the projected amount of travelers, vouchers issued to current date, and the percentage of travelers going to each destination.

Washington County Department of Social Services operates Riverlight Transit, which provides services to those individuals in need of public transportation. But as a Department of Social Services, we provide assistance to any individual in need. The scope of work in this project is designed to alleviate crisis for families that are displaced and need assistance to return to cities in which they have family resources to assist them in securing a home. The projected amount requested for this grant is \$2,500 to be used to purchase bus tickets when needed to assist those in need. This can be used for families fleeing domestic violence, or for the person to whom they are displaced due to loss of shelter, whether through natural means of a hurricane or other crisis. This also includes families or individuals experiencing a major medical crisis and or job loss. For the last fiscal year this agency issued no traveler's assistance, but the need could arise at any time during any given day.

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

FY2021 COMMUNITY TRANSPORTATION PROGRAM (CTP) GRANT: Ms. Zina Rhodes, DSS Transportation Supervisor asked the Board for approval of the Resolution below to pursue the FY2021 Community Transportation Program Grant.

**PUBLIC TRANSPORTATION PROGRAM RESOLUTION**

**FY 2021 RESOLUTION**

*Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.*

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by *(Board Member's Name)* \_\_\_\_\_ and seconded by *(Board Member's Name or N/A, if not required)* \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital budget Section 5310 program.

WHEREAS, *(Legal Name of Applicant)* Washington County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.



WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* Chair of (Name of Applicant's Governing Body) Washington County Board of Commissioners is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)\* Julie J. Bennett (Certifying Official's Title) Clerk do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Washington County Board of Commissioners duly held on the 9th day of September, 2019.

\_\_\_\_\_  
*Signature of Certifying Official*

*\*Note that the authorized official, certifying official, and notary public should be three separate individuals.*

Seal Subscribed and sworn to me  
(date) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires  
(date) \_\_\_\_\_

Affix Notary Seal Here

**Commissioner Riddick made a motion to approve the Resolution presented above for applying for the FY2021 Community Transportation Program Grant. Commissioner Walker seconded, motion passed unanimously.**

**AIRPORT ENGINEERING CONTRACT:** Mr. Curtis Potter spoke to the Board. At the last Board meeting, the Board approved AVCON to be the airport engineer. The contract was sent to the Commissioners to review. There is no price in the contract. Each task will have a price and will be reviewed by the County Manager and must be within a certain amount per the budget.

**Commissioner Sexton made a motion to approve the AVCON airport engineering contract. Commissioner Phelps seconded, motion passed unanimously.**

FINANCE OFFICER'S REPORT, BUDGET AMENDMENTS/TRANSFERS: Ms. Dixon went over the budget transfers and budget amendments and her report that was in the Commissioners' package.

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2019 - 150

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

Date: June 30, 2019

RE: Finance/County Manager

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

Account Code	Description	Old	+ or (-)	New
10-4130-180	Finance Office-Professional Services	85,000.00	(5,091.00)	79,909.00
10-4120-190	County Manager-Legal Services	37,500.00	5,091.00	42,591.00
<b>Finance/County Manager</b>				
		<b>Balanced:</b>		
		<b>122,500.00</b>	<b>-</b>	<b>122,500.00</b>

**Justification:**

*To transfer monies from the Finance Department Budget to the County Manager's Budget to cover the costs of the June Invoice for legal services provided for the Hospital Bankruptcy work.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials: MP  
 Batch #: 2019-150  
 Date: 8/5/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2019 - 151**

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

**Date:** June 30, 2019

**RE:** SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-310	SS Transportation-WF Transportation	4,995.00	(500.00)	4,495.00
10-5400-372	Volunteer Transportation-Medicaid	28,500.00	500.00	29,000.00
<b>SS Transportation</b>				
<b>Balanced:</b>		<b>33,495.00</b>	<b>-</b>	<b>33,495.00</b>

**Justification:**

*To transfer monies within SS Transportation to cover a medicaid reimbursement for a client who turned in documents in August for reimbursement for April and May 2018.*

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

**Budget Officer's Initials:** \_\_\_\_\_

<b>Initials:</b>	<i>MD</i>
<b>Batch #:</b>	<i>2019-151</i>
<b>Date:</b>	<i>8/29/19</i>

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 014

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

Date: August 1, 2019

RE: Washington EMS

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

Account Code	Description	Old	+ or (-)	New
37-4330-350	Washington EMS-Postage	50.00	(18.00)	32.00
37-4330-450	Washington EMS-Property & Liability	468.00	18.00	486.00
<b>Washington EMS</b>				
		<b>Balanced:</b>		
		<b>518.00</b>	<b>-</b>	<b>518.00</b>

**Justification:**

*To transfer monies within EMS to cover the costs of the insurance for the newly added Tyrrell Ambulance. The previous budget transfer done was short \$18 in error.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials: 

<i>MP</i>
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Batch #: 

<i>2020-014</i>
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Date: 

<i>8/2/19</i>
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Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 015

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

Date: August 2, 2019

RE: E911

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

Account Code		Description	Old	+ or (-)	New
69-9100-359	E911-Maint Agreement-Centurylink Intrado		9,000.00	(344.00)	8,656.00
69-9100-360	E911-Maint Agreement-Centurylink Centurion		10,000.00	344.00	10,344.00
<b>E911</b>					
<b>Balanced:</b>			<b>19,000.00</b>	<b>-</b>	<b>19,000.00</b>

**Justification:**

*To transfer monies within E911 to cover the cost of the Centurion Maintenance Agreement due to an unbudgeted increase in cost for the new fiscal year.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials:	<i>MD</i>
Batch #:	<i>2020-015</i>
Date:	<i>8/5/19</i>

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 016

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

Date: August 6, 2019

RE: Drainage

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

Account Code	Description	Old	+ or (-)	New
30-8000-350	Drainage-Stream Debris Removal Alloc from State	220,654.00	(24,979.00)	195,675.00
30-8000-600	Drainage-Alligator Weed Spraying	5,021.00	24,979.00	30,000.00
<b>Drainage</b>				
		<b>Balanced:</b>		
		<b>225,675.00</b>	<b>-</b>	<b>225,675.00</b>

Justification:

*To reverse BT# 2020-003 once budget amendments were approved by the BOC at the 8/5/19 Meeting to put back the monies borrowed from the Alligator Weed Spraying Budget.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials: MD

Batch #: 2020-016

Date: 8/5/19

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 017

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

Date: August 19, 2019

RE: Central Services/Contingency

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	10,000.00	(540.00)	9,460.00
10-8300-491	Approp-Albemarle Commission	12,550.00	540.00	13,090.00
<b>Central Services/Contingency</b>				
<b>Balanced:</b>		<b>22,550.00</b>	<b>-</b>	<b>22,550.00</b>

**Justification:**

*To transfer monies from contingency to central services. The Albemarle Commission has increased our funding for In Home Services to the Elderly which is requiring a larger match than initially budgeted.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials:	CPW
Batch #:	2020-017
Date:	8/20/19

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #:** 2020 - 018

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

**Date:** August 29, 2019

**RE:** Contingency/Finance

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	9,460.00	(9,000.00)	460.00
10-4130-180	Finance-Professional Services	87,000.00	9,000.00	96,000.00
<b>Contingency/Finance</b>				
<b>Balanced:</b>		<b>96,460.00</b>	<b>-</b>	<b>96,460.00</b>

**Justification:**

*To transfer monies from Contingency to Finance Professional Services to budget preliminarily for the cost of Jeff Best, CPA, PLLC to come in and help staff with training and year end entries.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials:	cm
Batch #:	2020-018
Date:	8/29/19



Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2020 - 019

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

Date: August 29, 2019

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance and Repair - Building	56,475.00	(24,300.00)	32,175.00
10-4265-540	Facility Services - Capital Outlay - Equipment	8,525.00	24,300.00	32,825.00
<b>Facility Services</b>				
<b>Balanced:</b>		<b>65,000.00</b>	<b>-</b>	<b>65,000.00</b>

**Justification:**

*To transfer monies from Facility Services Repair and Maintenance Building to Capital Outlay Equipment to purchase two HVAC Units for the Beaufort Community College Center in Roper. These units have been in disrepair for several months now and one has completely quit working. The monies must be moved as they meet the threshold amount for Capital Outlay.*

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

Budget Officer's Initials: \_\_\_\_\_

Initials:	<i>cm</i>
Batch #:	<i>2020-019</i>
Date:	<i>8/29/19</i>

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 020

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

**Date:** September 9, 2019

**RE:** SS Administration

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	SS Admin-Salaries & Wages-Regular	1,826,559.00	(500.00)	1,826,059.00
10-5310-014	SS Admin-Salaries & Wages-Overtime	-	500.00	500.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>1,826,559.00</b>	<b>-</b>	<b>1,826,559.00</b>

**Justification:**

*This request is to transfer funds from regular salaries to overtime as a result of a comp time payout for a social worker who has accumulated more than 240 hours of comp time, which by law anything over 240 must be paid out. The Social Worker has been monitored regarding comp time, but due to an intensive investigation in a child sexual abuse matter, and a demanding adult protective services matter, comprehensive time has been necessary. The worker is now out on leave which will alleviate this balance for the next time period.*

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

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

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 021

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

Date: September 9, 2019

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

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

Account Code	Description	Old	+ or (-)	New
10-3540-070	Donations-Animal Control	(50.00)	(125.00)	(175.00)
10-4310-601	Donations-Animal Control	115.00	125.00	240.00
10-3540-020	Gun Permits Discretionary-County Portion	(260.00)	(420.00)	(680.00)
10-4310-611	Gun Permits Discretionary-County Portion	13,440.00	420.00	13,860.00
10-3540-030	Gun Permits-State Portion	(285.00)	(490.00)	(775.00)
10-4310-612	Gun Permits-State Portion	620.00	490.00	1,110.00
10-3540-040	Finger Printing	(460.00)	(110.00)	(570.00)
10-4310-613	Finger Printing	1,981.00	110.00	2,091.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(2,875.00)	(2,649.00)	(5,524.00)
10-5150-380	Senior Center Trips	5,493.00	2,649.00	8,142.00
10-3500-221	Grant-Vidant Hospital	-	(2,500.00)	(2,500.00)
10-5150-699	Grant-Vidant Hospital	-	2,500.00	2,500.00
<b>Senior Center</b>				
10-3500-081	DSS Community Donations-Christmas	(76.00)	(753.00)	(829.00)
10-5310-258	DSS Community Donations-Christmas	724.00	753.00	1,477.00
10-3500-080	DSS Community Donations-Medical Support	-	(250.00)	(250.00)
10-5380-375	DSS Community Donations-Medical Support	1,304.00	250.00	1,554.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>19,671.00</b>	<b>-</b>	<b>19,671.00</b>

Justification:

*To budget for additional revenue received the Sheriff's Office, Senior Center and DSS.*

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2020 - 022

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

**Date:** September 9, 2019

**RE:** Landfill

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

Account Code	Description	Old	+ or (-)	New
33-7400-180	Landfill-Group Insurance	14,184.00	(1,279.00)	12,905.00
33-8100-601	Landfill-Designated for Future Appropriation	621.00	(621.00)	-
33-7400-600	Landfill-Contracted Services	33,000.00	1,900.00	34,900.00
<b>Landfill</b>				
<b>Balanced:</b>		<b>47,805.00</b>	<b>-</b>	<b>47,805.00</b>

**Justification:**

*To transfer monies within the Landfill Budget to Contracted Services to cover additional costs associated with Crushing and Grinding. This has to be done per state inspector in order to stay in compliance.*

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

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

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

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

BA #: 2020 - 023

From: Lynn Swett, Admin Assistant/Assistant Director

Date: September 9, 2019

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(2,082,704.00)	(5,750.00)	(2,088,454.00)
10-5380-377	State Foster Care	50,000.00	(5,000.00)	45,000.00
10-5380-190	WF Employment Services	25,000.00	(1,750.00)	23,250.00
10-5380-384	Child Care (MOE-Part of \$65K Min)	20,000.00	(4,000.00)	16,000.00
10-5310-550	SS Admin-Capital Outlay-Equipment	62,000.00	16,500.00	78,500.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>(1,925,704.00)</b>	<b>-</b>	<b>(1,925,704.00)</b>

**Justification:**

*This amendment is to transfer monies within SS Admin and Economic Support to Capital Outlay-Equipment. Currently our agency is under a contract with a service provider who is assisting the Children's Services Unit in becoming compliant with all review findings of the recent Program Development Plan implemented by the State of North Carolina. Since this contract occurred after the implementation of the budget, funds were pulled from the Capital Outlay line to cover the cost of said contract. To move forward with the main projects needed within the agency for new cars and a new phone system, funds are being moved back to the Capital Outlay line to accomodate these purchases. Additionally the funds estimated for phone installation was to be around \$27,000. Due to additions in the need for certain services of the phone system, this cost is now estimated to be around \$31,000. These funds are reimbursable at around 50% which is the same as the funds requested from the State Foster Home Care line. The funds moved from the remaining lines are all non-reimbursable lines so revenues will be generated in the amount of approximately \$5,750. As a result, this amendment will affect revenues in a positive manner.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2020 - 024

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

Date: September 9, 2019

RE: Revaluation

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

Account Code	Description	Old	+ or (-)	New
70-3980-000	Appropriated Fund Balance-Reval	-	(190,440.00)	(190,440.00)
70-8600-600	Revaluation-Contracted Services	-	190,440.00	190,440.00
<b>Revaluation</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

*This amendment is to place monies in the budget for the contracted services portion of the Revaluation. Our contract will be with Gary Piner for \$190,440 for the current fiscal year and will be completed next fiscal year at which time the remainder of the monies will be budgeted (total reval takes approximately 15 months). In addition to contracted services, there is already monies budgeted for Postage and Office/Departmental Supplies.*

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

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

Initials:	
Batch #:	
Date:	

**Commissioner Sexton made a motion to approve the abovementioned Budget Amendments and Transfers as presented. Commissioner Riddick seconded.** Chair Johnson asked about legal services (BT#2019-150) --will that amount be enough? Ms. Dixon said this was to finish out last year and there wasn't enough money in last year's line item so Mr. Potter had to move money from this years' budget. Mr. Potter said he just received July's invoice for approximately \$5.000. Commissioner Sexton asked why this was sent to the County so late. Ms. Dixon said they found an error in their system and were late in sending the County their invoice. Mr. Potter said it's not unusual to receive an invoice the month after the service is provided.

Commissioner Phelps asked about the reval budget amendment and asked Mr. Potter if the Board saw the contract. Mr. Potter said the Board does not have to approve a service contract. Ms. Dixon said the reval was not put in the budget because negotiations were still going on with Mr. Piner. However, we put money in the reval fund balance each year and it's not put in the general fund until we start doing the reval. Commissioner Sexton asked when Mr.

Piner will start. Ms. Wilkins said it takes a good 18 months for the complete reval process so Mr. Piner has now begun working for the County. The reval will be for 2021. **Motion passed unanimously.**

**OTHER ITEMS BY CHAIRMAN, COMMISSIONERS, COUNTY MANAGER/ATTORNEY, CLERK OR FINANCE OFFICER:**

Commissioner Sexton stated he was a little late tonight because he was in Beaufort County and was able to talk to Secretary Troxler about the flooding in Creswell and other places. Secretary Troxler realizes the value in Washington County due to our crops. DEQ is trying to change some of the federal regulations to make things easier for work to take place.

Commissioner Riddick said she went to the NCACC Annual Conference and was the County's voting delegate and was able to vote for Chair Johnson to be the NCACC 2<sup>nd</sup> VP. Commissioner Riddick said Chair Johnson was very graceful in her acceptance speech and she is proud to serve with Chair Johnson. Commissioner Riddick also commended Ms. Keyes on her work during the hurricane.

Ms. Keyes spoke about Hurricane Dorian. She stated that a tornado damaged 3 homes. She also mentioned that she kept the shelter open because the County was anticipating some evacuees from Ocracoke; however we didn't have any. Ms. Keyes thanked everyone who assisted her before, during and after the hurricane. Ms. Keyes said she appreciated all the support she received and thanked the Board also. Ms. Keyes noted that she is going to call in a preliminary damage assessment team from Raleigh to come to our County to see if we had enough damage to receive public assistance.

Chair Johnson thanked Ms. Keyes for spending 72 hours in the EOC.

Mr. Potter said the County is still assessing damage on County property. There was some leaking in the Cooperative Extension Office and there were shingles missing from the County Administration building.

Chair Johnson asked the status of the HVAC for the BCCC WCC. Mr. Potter said the Board approved a budget amendment for replacing the two units there. Dr. Loope had temporary units installed and would like them back when we get the new units.

**Commissioner Riddick 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.**

At 9:00 PM, back in Open Session with no further business to discuss, **Commissioner Riddick made a motion to adjourn. Commissioner Walker seconded, motion carried unanimously.**

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Tracey A. Johnson  
Chair

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