

June 6, 2022

The Washington County Board of Commissioners met in a regular meeting on Monday, June 6, 2022 at 6:00 PM in person and by using ZOOM—virtual meeting software for Facebook Live Streaming in the Cooperative Extension Conference Room, 128 E. Water Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, William R. “Bill” Sexton, Jr. and Julius Walker, Jr. were present in the room. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Johnson called the meeting to order. Commissioner Walker gave the invocation and County Manager Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

CONSENT AGENDA:

Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

- a) Approval of Minutes for May 2 & 16, 2022 Regular Meeting & Closed Session
Minutes for April 4, 2022
- b) Tax Refunds & Releases & Insolvent Accounts
- c) ABC Board Budget Amendment for 2021-2022; ABC Board Proposed Budget for 2022-2023; Adoption of County Travel Reimbursement Form for ABC Board
- d) Opioid Project Ordinance/Budget Amendment
- e) Auditor Engagement Letter
- f) JCPC Membership

**Commissioner Keyes made the motion to approve the Consent Agenda.
Commissioner Sexton seconded. Motion carried unanimously.**

PUBLIC FORUM: None.

EMPLOYEE OF THE QUARTER: Chair Johnson read the nomination of the Employee of the Quarter, Ms. Vanessa Joyner, Senior Center Director.

“The Employee of the Quarter for June 2022 was hired on October 13, 2004 as Code Enforcement Officer in Emergency Management. She served in that role until January 5, 2015 when she became the Senior Center Director.

Vanessa Joyner has worked for Washington County for over 17 years. For 10 years, she worked with Ann Keyes in Emergency Management. For the past 7 years, she has been at the Senior Center. She has also worked 2 ½ years in the past for the Water Department.

From Emergency Management, she is a part of the CERT (Community Emergency Response Team) and is a qualified CERT trainer also. She has passed the highest levels in ICS (Incident Command System).

Vanessa has graduated from the Ann Johnson Institute for Senior Center Directors. She is qualified to teach Tai Chi Chronic Disease Self Management, Chronic Pain Self Management, Powerful Tools for Caregivers and AARP Know It and Control It. She has been certified as a NAFTA Fitness Trainer, HIIT Trainer (High Intensity Interval Training), Support Group Facilitator, and Senior Planet Technology Class. She teaches Chair Exercise, Fitness Workout and substitute teach for Line Dancing. She also teaches craft ideas to the seniors.”

Chair Johnson read the Certificate of Recognition and stated that Ms. Joyner will also receive a check for \$50.

BOARD OF EQUALIZATION AND REVIEW:

Commissioner Phelps made a motion to re-convene as the Board of Equalization and Review. Commissioner Keyes seconded, motion carried unanimously.

Ms. Sherri Wilkins, Tax Administrator, told the Board there were no appeals as of today.

Commissioner Phelps made a motion to adjourn the Board of Equalization & Review. Commissioner Walker seconded. Motion carried unanimously.

Chair Johnson announced that a citizen had just arrived to speak in Public Forum so she allowed it.

Mr. Jimmy Sutton 407 Boush Street, Roper, stated that Roper has become very lawless and needs some help. Roper needs some patrolling. 4-wheelers are on public streets--children following parents in excess of 70 mph—a father leading a child— 6-9 yr. olds riding motorized vehicles. Mr. Sutton said the lawlessness is absurd. They do pay taxes and do deserve some patrol. He said he has called for patrols before. He said he understands the decrease in manpower and that you can't get blood from a turnip, but Roper needs some support. Mr. Sutton said he will be glad to have a private meeting with anyone who would like to discuss this further.

RESOLUTION 2022-021: APPROVING AND ACCEPTING SALE OF REAL PROPERTY AT WESTON ROAD (SR1126/SR1164), CRESWELL, NC: Mr. Potter went over the following Resolution.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
TRACEY A. JOHNSON, CHAIR
JULIUS WALKER, JR., VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
WILLIAM 'BILL' R. SEXTON, JR.



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

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

CATHERINE 'MISSY' DIXON
FINANCE OFFICER
mdixon@washconc.org

JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

RESOLUTION 2022-021

APPROVING AND ACCEPTING SALE OF REAL PROPERTY
AT WESTON ROAD, CRESWELL NC,

WHEREAS, the County Manager or their designee was authorized by RESO2022-012 of the Washington County Board of Commissioners to sell by electronic auction at www.govdeals.com the surplus properties described below by advertising such properties for sale from 4/3/22 to 5/8/22 and accepting bids from 5/9/22 through 6/2/22; and

WHEREAS, the County Manger's Office did in fact advertise and solicit bids for the sale of such properties pursuant to the authority and terms of the foregoing Board Resolution authorizing such action; and

WHEREAS, the foregoing Resolution does respectively require that the bid results be reported to the Board at their next regularly scheduled meeting, and provide that the Board shall accept or reject the bid within 30 days of said report; and

WHEREAS, the surplus properties and their respective bid results are hereby reported as follows:

Address/ Deed Ref	Tax PIN/ Value	Taxes Owed @ Foreclosures	High Bid/%Tax Value	Notes/Others
SR1126/SR1164	#7766.00-29-4901	\$4,905.69	\$21,977	Net of Back Taxes:
Deed Book 522 Page 531-532	\$14,700		149%	\$17,071.31

NOW THEREFORE, the Board of County Commissioners of Washington County hereby resolves as follows:

1. That the highest bid reported above for the purchase of Weston Road, Creswell, NC be accepted and approved.
2. That the County Manager or their designated agent is authorized to execute any and all necessary documents including without limitation deeds, settlement statements, or other

closing or related legal documents approved by the County Attorney for the purpose of conveying the properties described above to their respective purchasers upon receipt of the purchase funds, or upon adequate legal assurances given by a bona fide settlement agent holding such funds in escrow for the purpose of disbursing such funds to the County upon actual closing.

ADOPTED this ____ day of _____, 20__

Tracey A. Johnson, Chair
Washington County Board of Commissioners

ATTEST:

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

Commissioner Sexton asked was this a Zacchaeus foreclosure. Ms. Wilkins said yes it was. Commissioner Sexton asked if Zacchaeus was still paying for themselves. Ms. Wilkins said yes they are. Ms. Dixon, Finance Office, agreed with Ms. Wilkins. Commissioner Sexton asked for Ms. Wilkins to let the Board know if that changes.

Commissioner Sexton made the motion to approve Resolution 2022-021 Approving and Accepting the Sale of the Real Property on Weston Road, Creswell. Commissioner Phelps seconded. Motion carried unanimously.

PUBLIC HEARING: SALE OF THE COMMERCE BUILDING: Mr. Potter spoke to the Board on this and went over the background information below.

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CLERK TO THE BOARD
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AGENDA ITEM MEMO

MEETING DATE: June 6, 2022	MEMO Date: June 3, 2022	ITEM:
<hr/>		
SUBJECT:	Potential Sale of Commerce Center via Upset Bid Process	
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DEPARTMENT:	Economic Development	
<hr/>		
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)	

ATTACHMENTS:

- A- Washington County Resolution 2021-026 Authorizing Upset Bid Process (3pgs)
 - B- Washington County Commerce Building (100 Airport Rd, Plymouth NC 27962) Fact Sheet (3pgs)
 - C- Site Survey of 11.83 acre Washington County Commerce Center Tract One (1pg)
 - D- Property Tax Card Dated 3/25/2021 (1pg)
 - E- Public Notice of Intent to Sell (1pg)
 - F- Local Gov't Property Disposal Procedures - Sale by Negotiated Offer and Upset Bid (G.S. 160A-269) (1pg)
 - G- Letter of Intent to Offer to Purchase Property... from Ervin Shperdheja, President, Triple Waves...
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PURPOSE: To hold a public hearing to consider the sale of the Washington County Commerce Center at 100 Airport Rd, Plymouth NC 27962 to Triple Waves Industrial Laundry, LLC as the qualifying highest bidder on the potential sale of said property advertised for sale pursuant to Board Resolution 2021-026.

BACKGROUND:

- 2010 County surveyed 11.83 acres @Airport Rd as "Washington County Commerce Center Tract One"
- 2011 substantial completion of exterior construction of 25,000 sf shell building intended for use by a specific economic development business partner based on specific building needs which ultimately failed to develop resulting in an incomplete and stalled overall project prior to the completion of construction. Unfinished items included flooring, HVAC, plumbing, water/sewer, etc.
- 2014-2019 substantial completion of necessary water/sewer infrastructure
- 2020 Property Revaluation (Assessed value decreased substantially from \$1,574,300 to \$843,200)
 - o Interior floor, loading bay door cut-ins, HVAC, internal plumbing remains unfinished & incomplete
 - o Exterior ramp walkways require substantial repairs due to water intrusion/damage
- 2021 County approached by multiple interested purchasers seeking to expand existing business operations using this site. After discussing possible economic development incentives packages and conveyance options with the UNC School of Government, staff recommended proceeding with a potential sale under NCGS 158-7.1 using an upset bid process per NCGS 160A-269

- 10/13/21 & 10/20/21 - County published attached "Public Notice of Intent to Sell"
- 10/14/21 County received a tentative written offer and 5% deposit from Triple Waves Industrial Laundry which currently owns and operates a commercial laundry facility located at 108 US Highway 64E, Plymouth NC 27962
- 11/1/21 Board approved Resolution 2021-026 Authorizing Upset Bid Process for the Potential Sale of the Washington County Commerce Center
- Nov 2021 – May 2022: Upset bids received and advertised
- 5/9/22 - No upset received by deadline... making Triple Waves last bid of \$552,000 the final high bid

Potential Future Revenue Estimates*	1 YEAR	10 YEARS	20 YEARS	30 YEARS
Current Incomplete Bldg	\$7k	\$70k	\$140k	\$210k
Additional \$200k improvements (RP)	\$1.7k	\$17k	\$34k	\$51k
Additional \$500k equipment (BPP)	\$4.2k	\$42k	\$84k	\$126k
Total	\$12.9k	\$129k	\$258k	\$387k
Total with \$552k sales price	\$565k**	\$681k**	\$810k**	\$939k**

*Estimates only: based on certain underlying assumptions about property valuation and tax rates which are subject to a wide variety of sometimes volatile and unpredictable regulations. Estimates are rounded.

**Does not include potential additional revenues generated from water/sewer services or indirect economic impact values of additional jobs to be potentially created or supported.

FINANCIAL ANALYSIS/IMPACTS:

- Est. of major **local** match funding invested in site: \$500k construction; \$186k infrastructure.
- Current Assessed Tax Value: \$843,200

STAFF DISCUSSION & ANALYSIS:

- Although the final high bid amount is probably lower than originally hoped for by some Board members, after analyzing the costs vs. benefits of conveying the Commerce Center into private ownership for the final high amount bid, staff believes that subject to certain applicable terms and conditions to be placed on the sale, the final high bid represents a fair market value for this site.
- This is based in part on the following considerations:
 - o substantial additional improvements will be required of the purchaser to utilize the facility which will contribute to its underlying taxable value,
 - o the operation of the facility for laundry purposes may have potentially significant impacts on additional water/waste water revenues for Washington County and/or the Town of Plymouth,
 - o the operation of the facility for laundry purposes may lead to potentially significant job creation related economic development opportunities for the county.

STAFF RECOMMENDATION(S):

1. Conduct the Public Hearing To Obtain Additional Information

- Relevant Information May Include:
 - Scope, Est. Value & Timeline of Improvements to be Made
 - Est. number and average weekly wage of employees
 - Est. water/wastewater consumption requirements

2. **Direct Staff to Prepare a Resolution to Approve the Transfer of the Commerce Center to the Final High Bidder (Subject to Applicable Terms and Conditions to be Discussed with the County Attorney in Closed Session and/or Otherwise Established by the Board)**

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RESOLUTION 2021-026

Authorizing Upset Bid Process

For the Potential Sale Of The Washington County Commerce Center

Located at 100 Airport Road, Plymouth Nc 27962

WHEREAS, Washington County owns certain real property consisting of approximately 11.83+/- acres as more particularly described and shown in a map entitled "Survey of: Washington County Commerce Center Tract One" dated January 26, 2010 and revised March 27, 2010 by Timothy J. Esolen, PLS, being recorded in Plat Cabinet 3, Slide 33H, in the Washington County Register of Deeds Office, and for additional reference purposes only having a Tax Parcel ID Number of 6766417088; and

WHEREAS, the County previously constructed a 25,000+/- square foot industrial shell building together with certain other improvements and infrastructure serving said building which are situated upon and considered part of the property described above; and

WHEREAS, North Carolina General Statute § 158-7.1 authorizes a county to undertake an economic development project by conveying property to a company in order to cause the company to locate or expand its operations within the county; and

WHEREAS, North Carolina General Statute § 160A-269 permits a county to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, in the amount of \$235,000 submitted by Ervin Shperdheja of Triple Waves Industrial Laundry, LLC; and

WHEREAS, Triple Waves Industrial Laundry has paid the required five percent (5%) deposit on its offer;

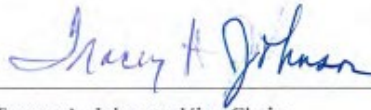
NOW THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY (the "Board") HEREBY RESOLVES THAT:

1. The potential sale (subject to final approval by the Board) of the property described above through the upset bid procedure of North Carolina General Statute § 160A-269 is hereby authorized.
2. The Clerk to the Board shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board within 10 days after the notice of sale is published. At the conclusion of the 10-day period, the Clerk to the Board shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the Clerk to the Board shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The county will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The County will return the deposit of the final high bidder at closing.
7. N/A
8. **The terms of the potential final sale include all the following:**
 - a. Unless otherwise agreed in writing, the property shall be conveyed by the county in its present AS-IS WHERE-IS condition, without any warranties or guarantees, and subject to any and all defects, latent or patent, material or otherwise, including without limitation the physical condition of the building and supporting infrastructure, as well as the legal status of the title to the property which shall be conveyed subject to any and all recorded restrictive covenants, easements, liens, notices, or any other matters of title recorded in the Washington County Register of Deeds Office or otherwise appearing in any publicly available records.
 - b. The property shall be conveyed subject to a restrictive covenant running with the land in perpetuity that the property must be used at all times solely for industrial/commercial purposes and in general conformity with any and all applicable laws related thereto.
 - c. The Board by subsequent Resolution must approve the final high offer (including the initial offer received if no subsequent offers are made) prior to the sale being considered finally

approved by the Board and being able to proceed to closing.

- i. The Board reserves the right within its sole discretion, for any reason or no reason, and at any time prior to giving its subsequent approval of the final high offer, to reject any and all offers or bids, including the initial offer described herein.
- ii. Within 30 days after the final upset bid period has passed, and prior to approving the final high offer by subsequent Resolution, the Board shall conduct a public hearing to assist it in more fully evaluating the final high offer including the economic development merits of approving said offer and conveying the property to the potential buyer making it. The potential buyer shall attend the public hearing and shall cooperate in good faith with the Board and County staff to provide before, and if necessary present during, such hearing relevant information related to the buyer's intended use of the property including without limitation at a minimum information about the following:
 - a. Information related to the buyer's general short-term & long-term property improvement plans;
 - b. Information about the number and type of potential jobs the buyer intends to create in connection with the property; and
 - c. Information about the probable average hourly wages to be paid in connection with any such jobs.
- d. The buyer shall pay the full purchase price for the property in cash at the time of closing which shall take place within 30 days after the Board has approved the final high offer by subsequent Resolution after the public hearing described above. Failure to close within 30 days of final approval by the Board for no fault or delay caused by the County shall result in the buyer's forfeiture of the bid deposit unless otherwise agreed in writing between the parties.

ADOPTED this 15th day of November, 2021



Tracey A. Johnson, Vice-Chair
Washington County Board of Commissioners

ATTEST:



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



Washington County Commerce Building

100 Airport Road, Plymouth, NC 27962



Available For Sale

Attractive 25,000 square foot shell building, close to Plymouth Airport, and the Roanoke River for potential barging. Sits on 11+ acres with possible future expansion southward along Airport Road.

1 story shell building (204' x 122' x 30') with metal roof and split-faced block/metal wall panels built in 2011 with unfinished floor and 75 parking spaces. Existing water & commercial sewage completed in 2019, potential natural gas/broadband options negotiable based on need. Site is immediately adjacent to existing rail provided by Carolina Rail Service and may be eligible for direct spur if desired.

Located within 2 miles of US Hwy 64 (4-lane divided hwy), 19 miles of future Interstate 87, and 70 miles from Interstate 95. Located 96 miles from Raleigh-Durham International Airport. Port of Norfolk is 99 miles away, Port of Morehead City is 105 miles away.



Traffic Count:

US Hwy 64 has an Annual Average Daily Traffic Count of 13,000 vehicles

Zoning:

- Industrial/Commercial

Demographics

	<u>1 Mile</u>	<u>3 Miles</u>	<u>5 Miles</u>
Population (2019)	224	4,051	6,977
Households	94	1,713	2,937
Median HH Income	\$50,708	\$34,667	\$33,926
Median Home Value	\$101,786	\$96,154	\$90,544
Median Age	42.7	42.2	44.0



Public Notice of Intent to Sell
County Owned Real Property & Commercial Shell Building
By Competitive Upset Bidding Pursuant to NCGS 160A-269
For Economic Development Purposes Pursuant to NCGS 158-7.1

Notice is hereby given as follows: The Board of County Commissioners has recently received multiple serious inquiries and tentative informal offers to purchase an 11.83+/- acre parcel of county owned real property located at 255 Airport Road in Plymouth, NC 27962 together with the 25,000 square foot industrial/commercial shell building situated thereon. Said property is more particularly described and shown in a map entitled "Survey of: Washington County Commerce Center Tract One", dated January 26,2010, and revised March 27,2010 by Timothy J. Esolen PLS, recorded in Plat Cabinet 3, Slide 33-H, in the Washington County Register of Deeds Office and has a Tax Parcel ID Number of 6766417088.

The Board intends to negotiate an initial tentative offer to purchase with one of the interested parties subject to certain terms and conditions related to the sale and future use of the property including without limitation the requirement that the property be used in perpetuity only for industrial/commercial purposes. Upon its consideration and tentative approval of the initial offer, which the Board anticipates may occur as early as its regular meeting on 11/1/21, the Board then intends to submit the initial tentative offer to a competitive upset bidding process in accordance with and pursuant to applicable laws.

This upset bid process is intended to provide all interested parties with an equal opportunity to bid on the purchase of the subject property, and is further intended to result in the county and its citizens receiving the highest overall and best fair market value bid for the sale of the property.

Before actually approving the submission of a tentative offer to purchase the property to the upset bid process, the Board will determine and make publicly available the exact dates, terms, and conditions of the upset bid process to be used. However, in the interest of time, advance notice is hereby given for the reference and benefit of any interested potential bidders, that this upset bid process if approved by the Board at its regular meeting on 11/1/21 may be authorized to begin as early as 11/10/21 with an anticipated initial upset bid deadline of 11/22/21.

An additional 10 day upset period is expected to be added following each period in which an upset bid is actually received until a period expires with no such upset bids. The Board anticipates requiring a bid deposit of 5% of the bid amount be made to secure any initial offer or upset bid made on the property. The Board intends to hold a public hearing before considering its final approval of the last and highest upset bid received, and reserves the right to review and reject any and all bids received during this process at any time.

Due to the anticipated timeline of this process, any and all interested potential bidders are encouraged to immediately begin performing any and all due diligence related to their potential interest in bidding on the purchase of the property. To aide in this process, general information about the property including any additional interim announcements or updates will be made available, and can be accessed on the county website under the RFPs tab, at: <https://www.washconc.org/rfps.aspx>

For questions, or to arrange physical access to the property for due diligence purposes, please contact the Projects & Grants Coordinator Mary Moscato in the County Manager's Office at mmoscato@washconc.org or 252-793-5823.



Local Government Property Disposal Procedures

Sale by Negotiated Offer and Upset Bid (G.S. 160A-269)

Listed below are the basic procedures required under state law for disposing of personal and real property by the negotiated offer and upset bid procedure.

- Step 1 Unit receives an offer to purchase property. The unit may solicit offers informally, and may negotiate with a prospective buyer prior to initiating the upset bid procedure.
- Step 2 Governing board adopts a resolution accepting the offer and authorizing the upset bid procedure. The offeror deposits 5% of bid amount with clerk while upset procedure takes place.
- Step 3 Publish advertisement for upset bids in a newspaper of general circulation within the jurisdiction (electronic advertisement is not authorized). The advertisement must describe the property to be sold, the terms and conditions of the sale, and the requirements for submitting a qualifying upset bid within 10 days after the date of publication: a qualifying upset bid must be an amount at least 10% of the first \$1000 of the original offer and 5% of the remainder. Bidders must submit qualifying upset bids within 10 days after date of advertisement and their bids must be accompanied by a 5% bid bond or deposit.
- Step 4 If a qualifying upset bid is received, repeat the advertisement and upset bid process until no additional qualifying upset bid is received.
- Step 5 After no additional qualifying upset bids have been received, governing board awards to the highest responsive, responsible bidder or rejects all bids.

Template resolutions and notices of sale are available on the School of Government's Local Government Procurement and Property Disposal microsite under "Sample Property Disposal Forms"
www.ncpurchasing.unc.edu

Curtis S Potter
Washington County Manager
P.O. Box 1007
Plymouth, North Carolina 27962

Re: Intent to Offer to Purchase Property near the
Plymouth Airport consisting of approximately 11 acres
And a partially completed shell building.

Dear Mr. Potter,

Thanks for the time you spent with me, my partner and our consultant, Mr. Styons last week at the subject property. Triple Waves Industrial Laundry LLC would like to enter into a purchase agreement to acquire the property for expansion of our business located at 108 U.S. Hwy. 64E in Plymouth. Although you are basically familiar with our business; some of your Commissioners may prefer that we make a presentation regarding our plans which we are delighted to do.

We have completed our estimates of cost to complete the concrete floor, add loading docks and make repairs to the building. We expect those cost to be about \$200,000. The equipment we expect to install will cost in excess of \$500,000 and possibly \$1,000,000. We think a \$200,000 purchase price for the building "as is" would be reasonable.

We expect to increase FTE staff by about fifty (50) employees with this expansion and will hire locally to the extent there is an available and willing labor pool. Our purchase would be cash at closing and we will pay an earnest money deposit in the amount of five percent (5%) of the purchase price at contract signing.

We expect that municipal or county water and wastewater Service to be available to the property line. We (the purchaser) will be responsible for negotiating with Piedmont for natural gas service. We have an existing relationship with them.

Our off season begins in October and we would like to make this purchase as soon as possible in order to make improvements in time to be ready for the Spring of 2022. Again, thanks for your time and please let Mr. Styons or me know how you would like to precede.

Sincerely


Ervin Shperdheja
President
252-305-2262

Commissioner Keyes made the motion to open the public hearing on the Sale of the Commerce Building. Commissioner Phelps seconded. Motion carried unanimously.

Mr. Sam Styons, consultant for Triple Waves, Inc. and Mr. Ervin Shperdheja, President of Triple Waves, Inc. spoke to the Board.

Mr. Styons said Mr. Shperdheja came to see him about 4-5 years ago looking for property in our area for their company. Mr. Styons wanted it made clear that he is a consultant not an owner. Triple Waves, Inc. is one (1) of their companies. They also own OBX Cleaning. They have been in business for over 20 years. They employ about 40 people. Hotels are their clients. They are ready to partner with nursing homes and hospitals after their expansion.

Mr. Styons introduced Mr. Shperdheja. Mr. Shperdheja thanked Mr. Potter and the Commissioners for taking the time to let them layout the new building. They want to bring best technology to us and create jobs in our area. Triple Waves, Inc. is getting lots of contracts so they need more space.

Mr. Shperdheja said they plan to hire 50 – 70 employees (hopefully local people) and at the new location they will be using county water. Mr. Styons said they liked the Commerce Building site because of the county sewer and water and they will have a gas line run out there. Mr. Styons said it would cost about \$350,000 to finish building (it needs a floor and a loading dock) along with handicap ramps in front. Then they will be putting \$500,000 - \$1,000,000 in equipment in the building.

Mr. Shperdheja said the average pay would be \$12/\$15 per/hr. for most workers and \$18/\$20 per hour for techs.

Commissioner Sexton asked about the timeframe of when they hope to start making the improvements to the building and be in it. Mr. Shperdheja said would like to start improvements in the Fall of 2022 and open next Spring 2023. Commissioner Sexton said one of his goals when he returned as a Commissioner was to get the Commerce Center Building sold. He is glad to see the progress.

Commissioner Walker said he thinks this will help employment in Washington County. Commissioner Keyes agreed.

Mr. Potter said essential information has been presented and that staff's recommendation would be to direct staff to bring back a Resolution to the Board at the July meeting approving the transfer of the Commerce Center to the high bidder (Triple Waves, Inc.).

Commissioner Sexton made the motion to close the public hearing on the sale of the Commerce Center Building. Commissioner Phelps seconded. Motion carried unanimously.

Commissioner Sexton made the motion to direct staff to prepare a resolution to approve the transfer of the Commerce Center Building to the final

high bidder (subject to applicable terms and conditions to be discussed with the County Attorney in Closed Session and or/otherwise established by the Board). Commissioner Phelps seconded. Motion carried unanimously.

DEPARTMENT INFORMATION UPDATE: PUBLIC UTILITIES: Mr. Doremus Luton, Public Utilities Director and Mr. Lee Sasser, Water Plant Operator gave the following presentation.

Water Plant

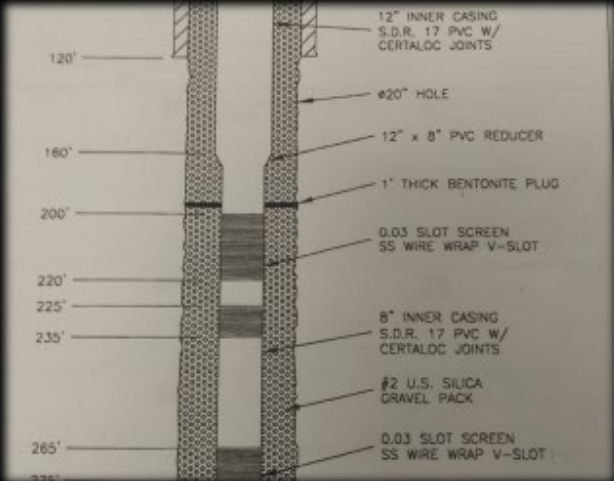

Hello Citizens of Washington County.

This is a tour of our water plant and the process to get to your tap.



Wells

Washington County has 3 Wells in Roper. This is a picture of well # 2 and a diagram of well # 2. Well 2 is 280 feet deep. We get the water from the Castle Hayne Aquifer. The Well yields 475 GPM. Water is pumped to the water plant.



120'

160'

200'

220'

225'

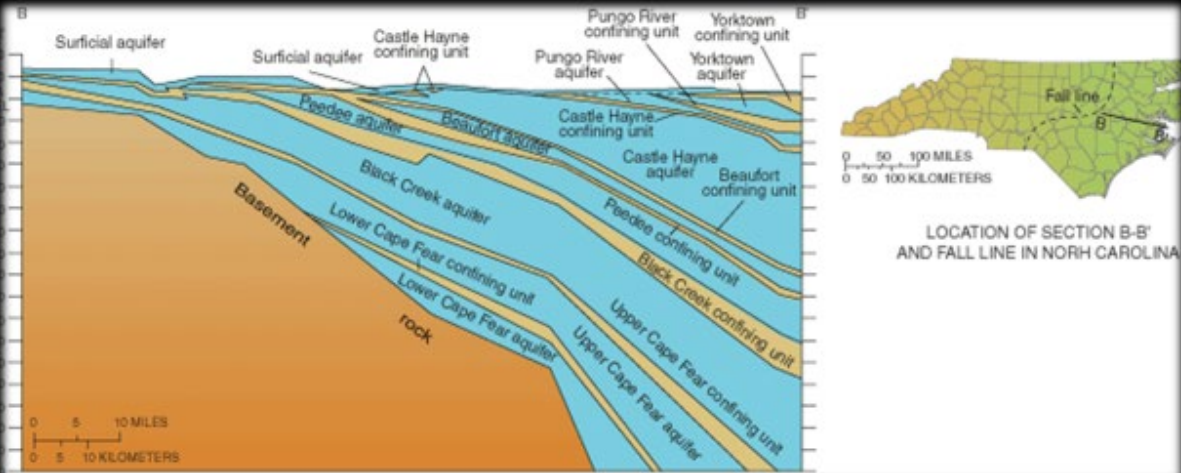
235'

265'

275'

- 12" INNER CASING S.D.R. 17 PVC W/ CERTALOC JOINTS
- ø20" HOLE
- 12" x 8" PVC REDUCER
- 1" THICK BENTONITE PLUG
- 0.03 SLOT SCREEN SS WIRE WRAP V-SLOT
- 8" INNER CASING S.D.R. 17 PVC W/ CERTALOC JOINTS
- #2 U.S. SILICA GRAVEL PACK
- 0.03 SLOT SCREEN SS WIRE WRAP V-SLOT

Aquifers in North Carolina



Aerator

Raw water from the wells is pumped through the aerator into the plant for treatment



Pump Room

There are 6 pumps in this room. Three of the pumps push water to the ground storage tank. The ground storage tank holds 500,000 gallons of treated water. The ground storage tank gets treated with Chlorine and Phosphate and Ammonia.



Ground Storage Tank

This is our ground storage tank. This tank holds 500,000 gallons of treated water. The water is treated with Chlorine, Phosphate and Ammonia. From this tank the water comes back into the water plant for more treatment.



Pump Room

The light blue pumps to the right of this picture are the high service pumps. The high service pumps push treated water out of the water plant into the elevated water tanks. Washington County has 5 elevated water tanks.



Elevated Water Tanks

Washington County has 5 elevated water tanks. Morrattock Rd tank 100,000 gals, Industrail park tank 200,000 gals, Roper Water Plant tank 200,000 gals, Pea Ridge Rd tank 100,000 gals and Mt. Tabor Rd tank 100,000 gals. Our distribution system has 700,000 gallons of treated drinking water.



Commissioner Sexton asked about the calcium buildup. Mr. Sasser said the County doesn't treat for that. That's what comes from the Castle Haynes aquifer. Mr. Sasser said the County tried water softening in the past but that caused other issues and the County would need new equipment to try it again. Commissioner Sexton asked if the County's water tanks have the calcium buildup. Mr. Sasser said no. Mr. Sasser went on to say folks have trouble with their hot water heater because parts of the element are deteriorating in the hot water heater.

Mr. Sasser said that the County has to do lead/copper samples. Mr. Sasser also said the County is constantly flushing water. The County has five (5) automatic flushing valves.

Mr. Potter noted said there is a little over .5M\$ for utility projects in the budget (due to using ARP money) and the County serves 2,680 customers.

BUDGET ORDINANCE FOR THE WASHINGTON COUNTY FY23 BUDGET: Mr. Potter went over the following information.

COUNTY OF WASHINGTON
BOARD OF COMMISSIONERS

COMMISSIONERS:
TRACEY A. JOHNSON, CHAIR
JULIUS WALKER, JR., VICE-CHAIR
ANN C. KEYES
CAROL V. PHELPS
WILLIAM "BILL" R. SEXTON, JR.



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

ADMINISTRATION STAFF:
CURTIS S. POTTER
COUNTY MANAGER/COUNTY ATTORNEY
cpotter@washconc.org
CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org
JULIE J. BENNETT, CMC, NCMCC
CLERK TO THE BOARD
jbennett@washconc.org

FY22 BUDGET ORDINANCE

TO: Washington County Board of Commissioners
FROM: Curtis S. Potter, Budget Officer
RE: Budget Officer's Recommended Budget for July 1st, 2022 to June 30, 2023 (FY23)
DATE: June 2nd, 2022

Attached for your consideration and approval is the proposed FY23 Budget Ordinance based on the original Budget Officer's Recommended Budget as presented to the Board on May 2nd, 2022 with any applicable modifications made by the Board or Staff during the budget review and/or workshop sessions.

In most cases any specific modifications approved by the Board are highlighted in yellow within the usually green "Approved" column shown within the attached budget worksheets which are provided for informational purposes in support of the summary information set forth in the Budget Ordinance itself.

Staff modifications between the original version of the Manager's Recommended Budget and the version presented to you here for adoption include the following:

1. General Fund:

- a. An additional \$115,918 in both revenues and expenses has been added by staff to account for the following grants:

10-3480-028	EMPG ARPA	\$11,068
10-4330-706	EMPG ARPA	\$11,068
10-3540-061	SHERIFF GRANT ICAC	\$19,286
10-4310-899	SHERIFF GRANT ICAC	\$19,286
10-3600-001	GRANT DHHS CORRECTIONS COVID 19	\$85,564
10-4320-900	GRANT DHHS CORRECTIONS COVID 19	\$85,564

- b. \$5,000 was removed from 10-5110-990 2nd Judicial District Drug Recovery Court with the intention of paying for that allocation from the newly established Opioid Settlement Fund 50.

To maintain overall budgetary balance, this amount was added to Contingency at 10-9990-000 making the total allocation to Contingency \$40,000.

- c. The Fire Commission has confirmed it wants to hold the specific departmental allocations at the same amounts as FY22.
2. Sanitation Fund (Fund 33): A reduction of \$300 in both revenues and expenses to account for an excel formula error.
3. Special Projects & Grants (Fund 58): An additional \$84,900 in both revenues and expenses has been added by staff to account for the following:
 - a. To correct a \$630 error in the previously recommended allocation of \$272,290 which should actually be \$272,920; and
 - b. To allocate an additional \$84,270 as follows:

58-3300-003	DPS-WCSO DIR APPROP SL 2021-180	\$84,270
5/-4300-003	DPS-WCSO DIR APPROP SL 2021-180	\$84,270

4. COLA Implementation: Typically countywide COLAs are implemented with the start of a specific pay period. Management has encountered a delay in obtaining necessary documentation from various personnel related to certifying their employment during certain periods of time in FY22 which was needed to fully utilize certain ARPA revenue replacement funds in that fiscal year as intended to pay for salary expenses and reduce the administrative burden associated with properly administering these funds. As a result, management recommends deferring the implementation of the 2.5% COLA until at least July 16th, 2022 to provide additional time for staff to obtain the necessary certifications and prepare a more fully updated Salary Schedule for the Board's approval hopefully by its July 5th, 2022 meeting.

Thank you for your time and consideration of this recommended budget. I look forward to continuing to work with this Board and the staff through its deliberation and eventual adoption.

Respectfully Yours,



Curtis S. Potter

Washington County Budget Ordinance

Fiscal Year Beginning July 1, 2022 & Ending June 30th, 2023 (FY23)

In accordance with G.S. 159.13, be it ordained by the Board of Commissioners of Washington County, North Carolina as follows:

Section 1.

REVENUES

It is estimated that the revenues and Fund Balances of the funds hereafter listed will be available for the fiscal year indicated above, to finance the appropriations set forth in Section 2 below, and in accordance with the chart of accounts established for Washington County:

1	GENERAL FUND (10)	\$20,028,159
	Taxes Ad-Valorem Current Year	\$8,889,383
	Tax Discounts	(\$62,000)
	Ad-Valorem Taxes-Motor Vehicle	\$840,000
	NCVTS, Contra, Refunds	(\$30,000)
	Prior Year Taxes	\$343,596
	Tax Penalties & Interest Current Year	\$29,500
	Tax Penalties & Interest Prior Years	\$71,000
	Prepayment Property Taxes	\$42,000
	Article 39 One Cent Sales Tax	\$1,020,000
	Article 40 1/2 Cent Sales Tax (Unrestricted 70%)	\$700,000
	Article 42 1/2 Cent Sales Tax (Unrestricted 60%)	\$220,000
	SL 2015-241 Sales Tax Redistribution	\$345,000
	ABC Taxes & Profit Distribution	\$68,800
	Leased Vehicles Gross Tax	\$800
	Detention Fees & Concessions	\$80,000
	Fees & Licenses	\$175,500
	Rents & Concessions	\$12,250
	Interest Earned on Investments	\$30,000
	Misc Revenues & Sale of Fixed Assets	\$625,000
	Public Assistance Grants & Reimbursements	\$3,255,400
	Emergency Management Grants & Reimbursements	\$50,068
	DOT Grants & Reimbursements	\$185,243
	Other Misc Grants (ARPA Rev Replacements)	\$882,896
	Other Intergovernmental	\$281,763
	JCPC	\$88,940
	SRO Reimbursement	\$120,590
	Cost Allocation from Water/Sanitation	\$108,000
	Loan Proceeds - Installment Financing Vehicles	NA
	Appropriated Fund Balance	\$3,854,430

2	SCHOOL CAPITAL OUTLAY FUND (21)	\$900,000
	Article 40 1/2 Cent Sales Tax (Restricted 30%)	\$300,000
	Article 42 1/2 Cent Sales Tax (Restricted (40%))	\$320,000
	Transfer from General Fund	\$0
	Appropriated Fund Balance	\$280,000
3	DRAINAGE FUND (30)	\$249,333
	Watershed Improvement Tax	\$92,016
	Watershed Improvement Tax Prior Yrs/Penalties/Interest	\$7,990
	Tax Discounts	(\$725)
	Appropriated Watershed Reserve/Fund Balance	\$18,733
	Eddie Smith Drainage Assessment	\$6,147
Stream Debris Removal Allocation from State	\$125,172	
4	SANITATION FUND (33)	\$1,431,906
	Construction Contractor Disposal Fees	\$75,000
	Metal/White Goods	\$5,000
	Electronics Mgmt. Fund	\$0
	NC DENR GRANT	\$2,500
	Solid Waste User Fee County	\$1,127,232
	Rural Solid Waste Tipping Fees Billed	\$85,000
	White Goods Disposal Fee/Grants	\$6,000
	Solid Waste Disposal Tax	\$7,200
	State Tire Tax Revenues	\$17,500
	State Tire Tax Revenues Billed	\$500
	Town Solid Waste Availability Fee Billed	\$125,974
	5	WATER FUND (35)
Interest Earned on Investments		\$2,000
Utility Base Charges		\$835,000
Utility Consumption Charges		\$535,000
TAP & Connection Fees		\$7,200
Reconnection Fees		\$18,000
Penalties & Interest Utility Bills		\$4,500
NC DOT Utility Relocation Reimbursements		\$0
Transfer from General Fund		\$525,000
6	EMS FUND (37)	\$2,762,974
	NCACC Cost Reimbursements	\$150,000
	EMS Revenues	\$801,000
	Transport Revenues	\$355,000
	EMS Standby Revenues	-
	Tyrrell County EMS Contract	\$875,000
	Transfer from General Fund	\$468,066
	Appropriated Fund Balance	\$513,908
Sale of Fixed Assets & Donations	\$0	

7	AIRPORT GRANTS FUND (38)	\$645,000
8	AIRPORT OPERATIONS FUND (39)	\$189,976
	Fuel Sales	\$55,000
	Hangar Rentals	\$12,960
	Timber Sales	\$10,000
	Transfer from General Fund	\$92,016
	CRF/ARP Grant Funds	\$0
	Appropriated Fund Balance	\$20,000
9	OPIOID SETTLEMENT FUND (50)	\$59,186 ^
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
10	DSS TRUST & FC DEPOSITS FUND (51)	\$130,000
11	ARPA - AMERICAN RESCUE PLAN ACT FUND (55)	\$782,896 ^
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
12	SPECIAL PROJECTS/GRANTS FUND (58)	\$4,568,420
13	TRAVEL & TOURISM FUND (63)	\$207,504
	Motel Occupancy Tax	\$145,000
	Interest Earned on Investments	\$0
	Appropriated Fund Balance	\$62,504
14	EMERGENCY 911 FUND (69)	\$106,197
	911 Surcharge	\$81,197
	Appropriated Fund Balance	\$25,000
15	TAX REVALUATION FUND (70)	\$40,000
	Transfer from General Fund	\$40,000
	Appropriated Fund Balance	\$0
	Interest on Investments	\$0
	TOTAL REVENUES - ALL FUNDS	\$33,115,356

Section 2.

APPROPRIATIONS/EXPENSES

Based upon the revenue estimates described in Section 1 above, the following amounts are hereby appropriated in the funds hereafter listed, and within any functions designated therein, to fund the operations of Washington County government and its activities for the fiscal year indicated above, and in accordance with the chart of accounts established for Washington County.

1	GENERAL FUND (10)	\$20,028,159
	Governing Board	\$101,216
	Manager's Office	\$464,612
	Finance	\$378,677
	Tax Administration	\$564,078
	Professional Services	\$2,050,000
	Board of Elections	\$138,823
	Register of Deeds	\$154,908

7	AIRPORT GRANTS FUND (38)	\$645,000
8	AIRPORT OPERATIONS FUND (39)	\$189,976
	Fuel Sales	\$55,000
	Hangar Rentals	\$12,960
	Timber Sales	\$10,000
	Transfer from General Fund	\$92,016
	CRF/ARP Grant Funds	\$0
	Appropriated Fund Balance	\$20,000
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	Motel Occupancy Tax	\$145,000
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	Appropriated Fund Balance	\$62,504
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	911 Surcharge	\$81,197
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	Manager's Office	\$464,612
	Finance	\$378,677
	Tax Administration	\$564,078
	Professional Services	\$2,050,000
	Board of Elections	\$138,823
	Register of Deeds	\$154,908

Information Technology	\$162,146
Buildings	\$372,552
Facility Services	\$640,934
Sheriff's Office	\$1,810,000
Washington Union SRO	\$64,946
Creswell SRO	\$60,722
Plymouth High SRO	\$64,946
Pines SRO	\$0
Detention Center	\$1,230,047
Emergency Management	\$132,662
COVID-19 CRF Funds	\$0
Fire Protection	\$423,987
Forestry	\$107,700
Planning	\$242,457
GIS	\$12,080
Health Department	\$306,292
Senior Center	\$234,011
Veteran Services	\$12,888
Social Services Admin	\$3,876,081
Social Services Economic Support	\$729,178
Social Services Transportation	\$265,854
JCPC/Juvenile Service	\$97,534
Board of Education Current Exp	\$1,735,000
Communications	\$543,963
Mental Health	\$43,240
Medical Examiner	\$8,000
Cooperative Extension	\$154,935
Soil & Water	\$63,588
Library	\$199,183
Recreation	\$257,600
Community Alternative	\$5,000
Central Services	\$553,237
Debt Service	\$0
Transfers	
Water Fund (35)	\$525,000
EMS Fund (37)	\$468,066
Airport Grant Fund (38)	\$0
Airport Operations Fund (39)	\$92,016
Drainage Fund (30)	\$0
Transfer to Spec. Projects & Grants Fund (58)	\$600,000
Tax Re-Valuation Fund (70)	\$40,000
School System Capital Outlay Fund (21)	\$0
Sales Tax Redistribution	\$0
Contingency	\$40,000

2	SCHOOL CAPITAL OUTLAY FUND (21)	\$900,000
	Capital Outlay	\$400,000
	Designated for Future Appropriation	\$500,000
3	DRAINAGE FUND (30)	\$249,333
4	SANITATION FUND (33)	\$1,431,906
5	WATER FUND (35)	\$1,926,700
	Water Operations Expenses	\$958,082
	Water Treatment Expenses	\$843,490
	Water Debt Expenses	\$325,128
6	EMS FUND (37)	\$2,762,974
	EMS Expenses	\$2,310,114
	Transport Expenses	\$407,702
	Debt Service	\$45,158
7	AIRPORT GRANTS FUND (38)	\$645,000
8	AIRPORT OPERATIONS FUND (39)	\$189,977
9	OPIOID SETTLEMENT FUND (50)	\$59,186 ^A
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
10	DSS TRUST & FC DEPOSITS FUND (51)	\$130,000
11	ARPA - AMERICAN RESCUE PLAN ACT FUND (55)	\$782,896 ^A
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
12	SPECIAL PROJECTS/GRANTS FUND (58)	\$4,568,420
13	TRAVEL & TOURISM FUND (63)	\$207,504
	TTA Operations	\$98,660
	TTA Admin	\$108,844
14	EMERGENCY 911 FUND (69)	\$106,197
	PSAP Expenses	\$85,647
	Capital Outlay (Backup PSAP)	\$20,550
15	TAX REVALUATION FUND (70)	\$40,000
	TOTAL APPROPRIATIONS - ALL FUNDS	33,115,356

Section 3.

TAX LEVIES

AN AD-VALOREM PROPERTY TAX, IS HEREBY LEVIED, at the rate of EIGHTY-FOUR CENTS (\$0.840) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2022 for the specific purpose of generating the revenues referred to as Taxes Ad-Valorem Current Year and Ad-Valorem Taxes-Motor Vehicle in Section 1 of this Ordinance.

A SPECIAL WATERSHED IMPROVEMENT TAX, IS HEREBY LEVIED, at the rate of ONE CENT (\$0.01) per one hundred dollars (\$100) valuation on all real and personal property and motor vehicles listed for taxes as of January 1, 2022 for the specific purpose of generating the revenues referred to as "Watershed Improvement Tax" in Section 1 of this Ordinance, which revenues shall be deposited within the Drainage Fund of Washington County and used for the prevention of flood water and sedimentation damages, and for furthering the conservation, utilization, and disposal of water and the development of water resources. This tax was authorized by referendum election held May 8, 1972.

THESE LEVIES, and the corresponding estimate for revenues generated therefrom are based on the following projected tax base and collection rates.

Tax Base	Value	Rate
Motor Vehicles	\$100,000,000.00	100.00%
Public Utilities	\$60,000,000.00	100.00%
All other Real & Personal Property	\$796,400,821.00	95.45%
Total Value/Combined Rate:	\$956,400,823.95	96.21%

Section 4.

FEE SCHEDULE

Any updated Washington County Fee Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted fee schedules. If no updated schedule is actually attached hereto, the most recent Washington County Fee Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 5.

PAY PLAN & SALARY SCHEDULE

Any updated Washington County Salary Schedule attached to this Ordinance, shall be considered a part hereof, and shall be deemed adopted upon the approval of this Ordinance. The terms and provisions thereof shall supersede, replace, and control over any and all inconsistent terms or provisions of any previously adopted Salary Schedules. If no such updated schedule is actually attached hereto, the most recent Washington County Salary Schedule actually approved by the Board of Commissioners is hereby ratified and reapproved, and shall be deemed to continue to apply with full force and effect, unless or until it is actually revised, replaced, or repealed by the Board of Commissioners.

Section 6.

MISCELLANEOUS

- a. Use of electronic or facsimile signature is authorized for use on County checks to the fullest extent permitted by law.
- b. Reimbursement for mileage will be .50 cent per mile.
- c. Additional detailed breakdowns by line item are provided for informational purposes in the attached spreadsheets reflecting the projected revenues and allocated expenditures by Fund/Department. In keying the budget, the Finance Officer is authorized to make minor adjustments via of not more than \$10 per fund to correct for rounding errors in order to maintain balance between revenues and expenses within the County Financial System Software.
- d. Departments must abide by the pre-audit procedures found in G.S. 159.28 together with any and all applicable county purchasing policies or laws when purchasing goods and services.
 - i. Purchase Order Policy: Unless otherwise required by applicable law or the County Finance Officer, a standardized purchase order system shall be utilized to pre-obligate all individual purchases/contractual obligations exceeding: \$999.99. The County Manager is also authorized to delegate the authority to the County Finance Officer to unilaterally approve increases to initially approved Purchase Orders within available funding limits by not more than an additional 20% not to exceed an additional \$999.99 whenever deemed necessary and advisable to expedite the processing and administration of such purchase orders modifications.
- e. Property acquired by Washington County or any department through purchase, gifts, or other legal acquisitions will be disposed of in accordance with NCGS 160A Art. 12, or if applicable NCGS 15-11.1, and otherwise in accordance with applicable county policies or law.
- f. Governing Board:
 - i. In accordance with Washington County policy, members of the Board of Commissioners will receive a general stipend of \$ 575.00 per month, whereas the Chair of the Board will receive \$ 650.00 per month.
 - ii. Due to the demands of the office, the Chair will receive an in-county travel stipend of \$ 275.00 per month, whereas other Commissioners will receive \$225.00 per month. In-County travel for this section is defined as being within thirty (30) miles of the individual Commissioners' home.
 - iii. A cellular telephone stipend of \$ 50.00 per month will be provided to all Commissioners.
- g. All outside agencies or other parties that receive county funding shall submit financial statements to the county each year at the end of any of their respective annual budget cycles in which such funding was received, and shall provide a written report to the Budget Officer regarding how such funds were actually used for the benefit of Washington County or its citizens if not otherwise disclosed within such financial statements or other regularly provided or publicly available reports. Approved county payments may be delayed pending receipt of such information. All such agencies or parties shall also submit a written request to the Budget Officer for the continuation of any such funding or for any new or revised funding no later than 90 days prior to the start of any fiscal year in which Washington County will be asked to provide such funding (March 31st).
- h. Copies of this Budget Ordinance shall be furnished by the Clerk to the Board to the County Manager, Finance Officer, Tax Administrator, and Board of Education for direction in the carrying out of their duties, and are available for public inspection in the Office of the Clerk to the Board.

Section 7.

BUDGET OFFICER AUTHORITY:

The Budget Officer (County Manager) is hereby granted the following authority:

- a. To make any changes to the Approved Salary Schedule, or to an Employee's Salary, after first consulting with the Board either collectively or individually.
- b. To make transfers between line items in the same department, or between department budgets supervised by one department head, without limitation.
- c. To otherwise make transfers up to \$10,000 between departments, including contingency, within the same fund.
- d. To apply for and accept grant funding unless application or acceptance directly by the Board is required by any applicable grantor source, provided any local match required must be approved by the Board if not otherwise allocated within the approved Budget, and to execute any necessary grant agreements to facilitate the same. All grant funds must be budgeted before being spent.
 - i. To the extent deemed necessary by the Budget Officer or County Finance Officer, the Board Chair is also hereby authorized without further consent being required, to execute grant applications and/or grant agreements on behalf of the County to the same extent, and subject to the same limitations upon such authority provided to the Budget Officer hereinabove.
- e. During the month of June only, the Budget Officer may make any necessary inner-departmental and/or inter-departmental budget transfers/amendments within any single fund, and in any amount deemed reasonably necessary, to complete year end spending and close out the fiscal year. Nothing herein shall authorize the Budget Officer to increase or decrease the overall budgeted amount for any fund without prior approval of the Board.
- f. All Budget Amendments and/or Transfers made by the Budget Officer hereunder shall be reported to the Board of Commissioners at their next regular meeting following such transfers, or as soon thereafter as possible, and shall be deemed ratified by the Board unless action is taken by the Board to nullify any such transfer.
- g. To approve change orders for contracts approved by the Board up to \$25,000 per occurrence without exceeding the total allocated budget for any project. Any such approvals shall be reported to the Board at or before its next regular meeting.

Section 8.

ADOPTION

The Washington County Board of Commissioners, having conducted a public hearing on the adoption of the budget for the fiscal year referred to in the heading hereof on or about the ____ day of _____, 20____, in accordance with applicable laws, does hereby adopt this Budget Ordinance for such fiscal year this ____ day of _____, 20_____.

Tracey A. Johnson, Chair of the Board of County Commissioners

ATTEST:

Julie Bennett, Clerk to the Board, MMC, NCMCC

WASHINGTON COUNTY
FEE SCHEDULE
 (Effective: July 1st, 2022)

ANIMAL CONTROL FEE SCHEDULE:

ADOPTION	
Dog/each	\$ 35.00
Cat/each	\$ 35.00
Other/each	\$ 10.00
PICK-UP/SURRENDER	
Pick-up/Surrender dog	\$ 25.00
Pick-up/Surrender puppy	\$ 10.00
Pick-up/Surrender cat	\$ 35.00
ANIMAL REDEMPTIONS	
Impoundment	\$35.00 + 5.00 per day per animal
PENALTIES	
First offense	\$ 25.00
Second offense	\$ 50.00
Third offense	\$ 150.00
COLLECTION FOR RESALE PERMIT	
Annual permit fee	\$ 250.00
OTHER	
Owner request pick-up	\$ 35.00

***Fees to be collected by the Animal Control Officer, Sheriff's Department, or Finance Office.

BUILDING INSP. & ZONING PERMITS FEE SCHEDULE:

The fee for all permits required by this Code shall be paid at the time of filing the application in accordance with the following schedule.

SECTION 1. AUTHORITY

The authority for this Ordinance is found at G.S. 153-A-354.

The building inspector is authorized to assign all construction to one of the categories contained herein. The assignment will be to the category, which in his discretion, is the one most closely related to the proper construction category.

SECTION 2. MOBILE HOMES AND MODULAR HOUSING

Camper	\$ 125.00
Single wide mobile homes	\$ 150.00
Double wide mobile homes	\$ 175.00
Triple wide mobile homes	\$ 200.00

SECTION 3. LIGHT CONSTRUCTION — UTILITY BUILDING, STORAGE,

PRIVATE, GARAGES, ETC.		
0 — 200 square feet		\$ 100.00
201 — 600 square feet		\$ 150.00
601 — no limit	\$.20 per additional sq. ft.	
SECTION 4. NEW CONSTRUCTION — RESIDENTIAL AND COMMERCIAL		
Per Square foot (heated and unheated)		\$.20
SECTION 5. ALTERATIONS, REPAIRS, PIERS, BULKHEADS, WATERWAY STRUCTURES, GREENHOUSE INSTALLATIONS		
For a valuation under \$5,000.00 no fee shall be required.		
For a valuation over \$5,000.00 and without limit the fee shall be \$10.00 per thousand dollars or a fraction thereof (minimum of \$25.00)		
SECTION 5A. SOLAR PANELS (Adopted August 20, 2012)		
Residential		\$ 75.00
Commercial	\$0.50 per panel (with a <u>minimum</u> fee of \$250)	
SECTION 6. SWIMMING POOLS		
		\$ 100.00
SECTION 7. ELECTRICAL		
New construction — residential and commercial	\$.08 per square foot	
Alterations		\$ 75.00
Temporary service pole		\$ 75.00
SECTION 8. RESTORATION OF ELECTRICAL SERVICES		
		\$ 75.00
SECTION 9. MECHANICAL PERMITS		
New Construction- residential and commercial	\$.08 per square foot	
Alterations		\$ 75.00
SECTION 10. DUAL FUEL PERMITS		
		\$ 150.00
SECTION 11. INSULATION		
New Construction – residential and commercial	\$.06 per square foot	
Alterations		\$ 75.00
SECTION 12. VINYL SIDING PERMITS		
		\$ N/A
SECTION 13. SHINGLES / RE-ROOF		
		\$ N/A
SECTION 14. SIGN PERMITS		
Up to 100 square feet		\$ 60.00
Over 100 square feet		\$ 120.00
Electricity to sign		\$ 75.00

SECTION 15. BEER/WINE (FIRE / BUILDING INSPECTIONS)	\$ 100.00
SECTION 16. DAYCARE INSPECTION	\$ 75.00
SECTION 17. PLUMBING PERMITS	
New construction	\$.08 per square foot
Alterations	\$ 75.00
SECTION 18. COURTESY OR CHANGE OF OCCUPANCY INSP	\$ 75.00
SECTION 19. DEMOLITIONS	\$ 50.00
SECTION 20. COMMUNICATIONS TOWER	\$ 6.00 per foot of height (plus building permit, if required)
SECTION 21. RE-INSPECTIONS (per re-inspections)	\$ 25.00
SECTION 22. G.S. 87-15.6 (1991) Homeowners Recovery Fund Fee of \$10.00 (State \$9.00, County \$1.00) charged to licensed general contractors for construction or alteration of any single family residential dwelling.	
SECTION 23. FEMA DEVELOPMENT PERMIT RESIDENTIAL AND COMMERCIAL	\$ 25.00
SECTION 24. NATURAL GAS PERMIT	\$ 35.00
SECTION 25. SUBDIVISION DEVELOPMENT FEE	\$ 200.00
SECTION 26. ASBESTOS (Base Rate including 3 samples) Additional samples \$n/a each	\$ n/a
SECTION 27. MOLD INSPECTION Additional samples \$n/a each	\$ n/a
SECTION 28. ZONING FEES	
Zoning Permit	\$25.00
Zoning Permit Amendments	\$37.50
Conditional Use/Special Use Permits	\$150.00
Variance Request	\$200.00
Zoning Ordinance/Map Amendments	\$150.00
Site Plan Review Fee	\$50.00
Appeals to the Board of Adjustment	\$150.00
Yard Sale Zoning Permit (Max of 3 sales within 6 months issuance)	\$25.00

SECTION 29. ENFORCEMENTS

A \$50.00 fine for commencement of construction, alterations, additions, repair or other work requiring a permit, will be added to the fees due. Payment of such penalty shall not relieve the violator of criminal prosecution. Other penalties may apply as provided in the North Carolina State Building Codes and National Electrical Code as amended or failure to comply with any of the requirements thereof shall be guilty of a misdemeanor punishable by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) for each day's violation.

SECTION 30. APPEALS

Any appeals as to the existing ordinance shall be made to the County Building Inspector within ten (10) days of written notice from the Inspections Department. Further appeals will be conducted by the County Board of Commissioners. The County Manager shall affix a reasonable time and hearing as to the appeal with the Board. The Board may conduct a full and complete hearing as to the matters in controversy, after which shall, within a reasonable amount of time, give written decision setting forth its finding of fact and its conclusions.

SECTION 31. SEVERABILITY

Should any section or provision of this ordinance be declared null and void by the courts, such decisions shall not affect the validity of the ordinance as a whole, or any other independent part thereof.

SECTION 32. EXEMPTIONS

No fee shall be required for the County of Washington, State of North Carolina, the United States of America, the Towns of Creswell, Plymouth and Roper, or the Washington County Board of Education.

SECTION 33. DEFINITIONS

Modular	-	Considered equal to new construction
Construction — trailer	-	Considered as a single wide

EMS FEE SCHEDULE:

1) **EMS AND NON-EMERGENCY TRANSPORT FEE SCHEDULE**

CHARGE LIST	FEE
BLS Non-Emergency	\$350
BLS Emergency	\$450
ALS Non-Emergent	\$425.00
ALS 1 Emergent	\$670
ALS 2 Emergent	\$975
ALS Treat (No Transport)	\$175.00
Mileage	\$12.50/per mile

2) **STANDBY AMBULANCE SERVICES: \$80 per hour**

MISCELLANEOUS FEE SCHEDULE:

Copies of documents	\$ 0.25 per page
Maps (larger than ledger size)	\$ 5.00 each
Notaries (for personal or non-county purposes)	\$ 5.00 each
Returned Check Fee	\$ 25.00 each

RECREATION FEE SCHEDULE:

*NOTE: Due to impacts of the Coronavirus pandemic on the recreation department and the desire to encourage participation, recreation fees are intended to be waived unless and until otherwise directed by the County Manager.

1) **INSURANCE:** Per person per year for all sports in addition to program fees...\$15.00

2) **PROGRAMS FEES:** Per person, per program, per year, per sport

Archery	\$ 35.00
Baseball	\$ 30.00
Basketball	\$ 30.00
Boys softball	\$ 30.00
Cheerleading	\$ 15.00
Football	\$ 35.00
Gymnastics	\$ 30.00
Karate	\$ 20.00
Line dancing	\$ 5.00
Swimming	\$ 60.00
Tennis	\$ 30.00
Volleyball	\$ 20.00

SENIOR CENTER FEE SCHEDULE:

1. Yoga, Chair Exercise, Line Dancing, Art Class \$5.00 per month plus materials
2. Dance Fitness \$10 per month

SOLID WASTE FEE SCHEDULE:

The term household/account includes churches or other non-profits for purposes of this schedule.

1. **ANNUAL SOLID WASTE USER FEE (SWUF):** **Per Account: \$300**
Billed per household/account & includes residential curbside garbage pickup/hauling to Bertie County Landfill, limited curbside pickup/hauling of limb/leaf other debris to in-county C&D landfill, and in-county C&D landfill availability for additional waste.
 - a. County Residents (*est. 3755 accounts – Billed & Collected by County via Tax Bill*)
 - b. Town of Creswell (*est. 159 accounts for FY23 – Billed & Collected by County via Tax Bill*)
 - c. Town of Roper (*est. 221 accounts for FY23 – Billed Directly to Town*)

2. **TOWN OF PLYMOUTH:**
 - a. **REGIONAL LF TIPPING FEES:** **Per Ton: \$49.74***
Billed by County to Town of Plymouth to reimburse it for paying the Town's actual tipping fees charged to the County by the Bertie County Landfill. **(or at actual cost if higher, plus any applicable taxes/fees charged by BCLF/incurred by County)*
 - b. **LOCAL LANDFILL AVAILABILITY FEE:** **Per Account: \$40.00**
Billed per household/account for availability of in-county C&D landfill for Town of Plymouth residents. DOES NOT include residential curbside pickup/hauling services.

3. **IN-COUNTY C&D LANDFILL CHARGES:**
Only material generated in Washington County may be brought to the local C&D Landfill.
 - a. **Private Commercial Landfill Tipping Fees:** **(PER TON)**

Tires	\$104.00
C&D (construction/demolition/leaf/limb/metal/etc)	\$60.00
Inert Debris/Clean Fill*	\$35.00

**(All Other Non-Contaminated-bricks, mortar, concrete & non-org building debris)*
 - b. **Commercial Use:** Material delivered by a contractor regardless of its source will be charged at the applicable Private Commercial Landfill Tipping Fees.
 - c. **Residential Use Credit:** The owner of each parcel of residential property having a household/account which pays an annual SWUF, or which is within the Town of Plymouth, and listed by the County Tax Administrator for Landfill Availability Fee purposes, may deposit limb, leaf, and/or construction and demolition debris otherwise normally accepted at the landfill and weighing up to ONE (1) combined ton per account, per fiscal year at no charge.
 - i. Any unused portion of any account's applicable credit shall expire at the end of each fiscal year, and not rollover for use in any future fiscal years.
 - ii. This policy is intended to balance the needs of the landfill to generate sufficient revenues from its operations to sustain its own expenses, while also encouraging all county residents to properly and regularly dispose of normal household waste materials that may be generated during each fiscal year within the local landfill not only for their convenience, but also to help preserve the positive safety and health benefits which our community receives as a result of having a central and locally convenient location to dispose of such waste.
 - iii. This policy subject to modification/repeal by the Board of Commissioners.

WATER SYSTEM FEE SCHEDULE:

MONTHLY WATER RATES

Monthly Base Charge (includes the first 2000 gallons of water)

3/4 inch	\$ 24.00
1 inch	\$ 36.00
1 ½ inch	\$ 61.00
2 inch	\$ 99.00
3 inch	\$ 169.00
4 inch	\$ 247.00
6 inch	\$ 486.00
8 inch	\$ 726.00

Consumption charge \$ 13.00

(per each 1000 gallons over the 2000 gallons included in the base charge)

Water Service Deposit & Collection Fees

Renter	\$120.00
Owner	\$60.00
Returned Check Fee	\$25.00
Late/Collection Fee	\$35.00
Late Payment Finance Charge	1.5% per month

Hydrant charge \$ 13.00

for each 1000 gallons over the minimum

RE-READ FEE (If Requested by Customer & No Error/Mistakes Found) \$35.00

METER HISTORY FEE \$35.00

(If Requested by Customer without leak or other unusual activity)

METER BOX RELOCATION (If requested by customer) \$TBD

Customer to be charged at actual estimated cost of labor/equipment not to exceed \$400 unless customer is notified in advance and consents in writing to higher actual amount.

***METER TAMPERING OR PROPERTY DESTRUCTION FEE TO BE DETERMINED BY THE UTILITIES DIRECTOR AT THE TIME OF DISCOVERY.**

TAP FEES (NO BORE)	5/8"-3/4"	1"	2"	HYDRANT METER
Connection	\$911.00	\$995.00	\$1,590.00	\$ 700.00
Deposit	\$100.00	\$100.00	\$ 150.00	\$1,000.00
Plumbing Permit	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

TAP FEES (WITH BORE)	5/8"-3/4"	1"	2"	HYDRANT METER
Connection	\$ 1,161.00	\$1,245.00	\$1,840.00	\$ 700.00
Deposit	\$ 100.00	\$ 100.00	\$ 150.00	\$1,000.00
Plumbing Permit	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

*Connection charges for connections larger than 2" will be charged at actual cost based on quotes to be obtained at the time such request are made. Contact the Public Utilities Director for additional information.

Mr. Potter said the threshold was changed from \$500 to \$999.99 for Purchase Orders. Also, a change was made that the Budget Officer/County Manager can give the Finance Officer the authority to make minor changes to PO's that the County Manager has already signed.

Commissioner Phelps said he appreciated all the hard work that went into the budget process this year. Commissioner Walker agreed with Commissioner Phelps.

Chair Johnson said she had one question regarding the EMS billing and NCACC cost reimbursements. Ms. Dixon said there may be a partial filing for those.

Commissioner Sexton made a motion to approve the Budget Ordinance for the Washington County FY23 Budget. Commissioner Keyes seconded. Motion carried unanimously.

FINANCE OFFICER'S REPORT, BUDGET AMENDMENTS/BUDGET TRANSFERS: Ms. Missy Dixon, Finance Officer discussed the attached budget amendments/transfers to the Board for approval/disapproval and information.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 105

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

Date: April 28, 2022

RE: Planning & Inspections

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

Account Code	Description	Old	+ or (-)	New
10-4350-395	Planning & Inspections - Training	1,200.00	(20.00)	1,180.00
10-4350-341	Planning & Inspections - Printing	425.00	20.00	445.00
Planning & Inspections		1,625.00	-	1,625.00

Justification:

To transfer monies within the Planning & Inspections budget to cover the cost to purchase Building Permit applications prior to fiscal year end.

Budget Officer's Initials CBP

RECEIVED

Approval Date: 4/28/22

Washington County Manager's Office

Initials: MD
Batch #: 2022-105
Date: 4/29/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 106

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

Date: April 29, 2022

RE: Water Operations

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

Account Code	Description	Old	+ or (-)	New
35-7130-315	Water Operations - Training	4,000.00	(1,750.00)	2,250.00
35-7130-340	Water Operations - Postage	19,000.00	1,750.00	20,750.00
Water Operations		23,000.00	-	23,000.00

Justification:

To transfer monies within the Water Operations Budget to cover the costs to print and mail the water bills for the months of May and June as there is not enough monies in the line to cover them through fiscal year end.

Budget Officer's Initials CEP

Approval Date: 5/2/22

Initials: MP
Batch #: 2022-106
Date: 5/2/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 107

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

Date: May 3, 2022

RE: Contingency/Medical Examiner

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	93,247.45	(2,000.00)	91,247.45
10-6000-180	Contract - Medical Examiner	8,000.00	2,000.00	10,000.00
Contingency/Medical Examiner		101,247.45	-	101,247.45

Justification:

To transfer monies from the Contingency line to the Medical Examiner line to finish paying out bills prior to the fiscal year end. The EMS Director has checked the log and it appears that there are at least two more cases that we have not been billed for therefore with the current balance in the line we will not have enough to pay the final bills.

Budget Officer's Initials CEP

Approval Date: 5/3/22

RECEIVED
MAY 3 2022

Initials: MD
Batch #: 2022-107
Date: 5/5/22

Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 108

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

Date: May 3, 2022

RE: Sheriff/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-4310-370	Sheriff - Printing	200.00	(200.00)	-
10-4310-380	Sheriff - Advertising	200.00	(200.00)	-
10-4310-330	Sheriff - Postage	1,500.00	400.00	1,900.00
Sheriff				
10-5310-315	SS Admin - Training	11,500.00	(2,500.00)	9,000.00
10-5310-250	SS Admin - Maintenance & Repair-Vehicle	12,000.00	2,500.00	14,500.00
SS Admin				
		25,400.00	-	25,400.00

Justification:

To transfer monies within the Sheriff's Office budget to cover the expenses of postage through fiscal year end. To transfer monies within the SS Admin budget to cover the costs of a recent estimate for repair on a broken air conditioner door in the dashboard of the silver Fusion. The door actuator allows the air to flow into the vehicle. Both DSS accounts are 50% reimbursable so this change will not affect revenues.

Budget Officer's Initials OSP

RECEIVED
MAY 3 2022

Approval Date: 5/3/22

Initials: MP
Batch #: 2022-108
Date: 5/5/2022

Washington County Manager's Office

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 109

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

Date: May 5, 2022

RE: Information Technology

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

Account Code	Description	Old	+ or (-)	New
10-4210-180	IT - Contracted Services	15,963.00	(13,656.00)	2,307.00
10-4210-550	IT - Capital Outlay Equipment	66,037.00	13,656.00	79,693.00
Information Technology		82,000.00	-	82,000.00

Justification:

To transfer monies within the IT Budget to replace the CISCO Firewall with a Watchguard. The cost is for a 3 year subscription and is cheaper than the current CISCO cost. This will also provide us with updated technology.

Budget Officer's Initials CSF

Approval Date: 5/5/22

Initials: MD
Batch #: 2022-109
Date: 5/5/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 110

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

Date: May 9, 2022

RE: Clerk of Court

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

Account Code	Description	Old	+ or (-)	New
10-4265-202	Clerk of Court-Maintenance & Repair-Building	1,280.00	(20.00)	1,260.00
10-4265-201	Clerk of Court-Departmental Supplies	1,920.00	20.00	1,940.00
Clerk of Court		3,200.00	-	3,200.00

Justification:

To transfer monies within the Clerk of Court budget to cover the expenses to purchase water for the Jurors and the Grand Jurors.

Budget Officer's Initials CSB

RECEIVED
MAY 05 2022

Approval Date: 5/12/22

Washington County Manager's Office

Initials: [Signature]
Batch #: 2022-110
Date: 5/12/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 12, 2022
RE: Varicus Departments

BT #: 2022 - 111



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

Washington County Manager's Office

Account Code	Description	Old	+ or (-)	New
10-4110-320	Governing Board - Communications	750.00	(50.00)	700.00
10-4110-090	Governing Board - FICA Tax Expense	4,016.00	50.00	4,066.00
Governing Board				
10-4120-190	Manager's Office - Legal Services	7,000.00	(2,017.00)	4,983.00
10-4120-180	Manager's Office - Group Insurance	28,846.00	2,017.00	30,863.00
Manager's Office				
10-4130-150	Finance - Bank Fees	14,000.00	(1,200.00)	12,800.00
10-4130-181	Finance - Group Insurance	28,746.00	1,200.00	29,946.00
Finance Office				
10-4140-090	Tax Admin - FICA Tax Expense	14,132.00	(300.00)	13,832.00
10-4140-101	Tax Admin - 401(K) Contribution	5,542.00	(300.00)	5,242.00
10-4140-180	Tax Admin - Group Insurance	37,779.00	600.00	38,379.00
Tax Admin				
10-4170-031	Board of Elections - Salaries & Wages - Overtime	14,580.00	(283.00)	14,297.00
10-4170-180	Board of Elections - Group Insurance	7,182.00	283.00	7,465.00
Board of Elections				
10-4180-090	Register of Deeds - FICA Tax Expense	6,635.00	(575.00)	6,060.00
10-4180-180	Register of Deeds - Group Insurance	14,335.00	575.00	14,910.00
Register of Deeds				
10-4210-180	Info Tech - Contracted Services	2,307.00	(300.00)	2,007.00
10-4210-181	Info Tech - Group Insurance	9,192.00	300.00	9,492.00
Info Tech				
10-4311-100	SRO - Wash Co Union-Retirement Expense	6,794.00	(58.00)	6,736.00
10-4311-130	SRO - Wash Co Union-Unemployment Insurance	252.00	(252.00)	-
10-4311-180	SRO - Wash Co Union-Group Insurance	7,157.00	310.00	7,467.00
SRO - Wash Co Union				
10-4330-090	Emergency Mgmt - FICA Tax Expense	4,152.00	(38.00)	4,114.00
10-4330-130	Emergency Mgmt - Unemployment Insurance	252.00	(252.00)	-
10-4330-180	Emergency Mgmt - Group Insurance	7,219.00	290.00	7,509.00
Emergency Mgmt				
10-4350-181	Inspections & Planning - FICA Tax	7,514.00	(46.00)	7,468.00
10-4350-185	Inspections & Planning - Unemployment Insurance	504.00	(504.00)	-
10-4350-183	Inspections & Planning - Group Insurance	16,380.00	550.00	16,930.00
Inspections & Planning				
10-4915-130	GIS - Unemployment Insurance	252.00	(252.00)	-
10-4915-190	GIS - Training	2,000.00	(63.00)	1,937.00
10-4915-180	GIS - Group Insurance	7,170.00	315.00	7,485.00
Inspections & Planning				
		254,688.00	-	254,688.00

Justification:

To transfer monies within the various departments above to cover the anticipated shortfalls in the group health insurance due to an unexpectedly high price increase in January as previously discussed.

Budget Officer's Initials CPD

Approval Date: 5/12/22

Initials: MD
Batch #: 2022-111
Date: 5/16/22

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
 Missy Dixon, Finance Officer
Date: May 12, 2022
RE: Various Departments

BT #: 2022 - 112



Washington County Manager's Office

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

Account Code	Description	Old	+ or (-)	New
10-5150-131	Senior Center - Unemployment Insurance	671.00	(671.00)	-
10-5150-315	Senior Center - Training	3,500.00	(214.00)	3,286.00
10-5150-180	Senior Center - Group Insurance	21,414.00	885.00	22,299.00
Senior Center				
10-5310-011	SS Admin - Salaries & Wages - Regular	2,095,026.00	(515.00)	2,094,511.00
10-5310-181	SS Admin - Group Insurance	398,667.00	515.00	399,182.00
SS Admin				
10-6050-310	Cooperative Ext - Travel	150.00	(150.00)	-
10-6050-350	Cooperative Ext - Maintenance & Repair - Equipment	250.00	(145.00)	105.00
10-6050-010	Cooperative Ext - Salaries & Wages - Regular	88,626.00	55.00	88,681.00
10-6050-180	Cooperative Ext - Group Insurance	13,200.00	240.00	13,440.00
Cooperative Ext				
10-6120-140	Recreation - Workman's Comp	5,092.00	(270.00)	4,822.00
10-6120-180	Recreation - Group Insurance	7,182.00	270.00	7,452.00
Recreation				
33-8100-601	Landfill - Designated for Future Appropriation	45,595.00	(13,000.00)	32,595.00
33-7401-600	Landfill - Contract - Scrap Tire	40,000.00	13,000.00	53,000.00
Landfill				
35-7130-721	Water Operations- 00 Revenue Bond-Interest	8,546.00	(670.00)	7,876.00
35-7130-180	Water Operations- Group Insurance	42,903.00	670.00	43,573.00
Water Operations				
39-4530-130	Airport - Unemployment Insurance	252.00	(230.00)	22.00
39-4530-180	Airport - Group Insurance	7,171.00	230.00	7,401.00
Airport				
		2,778,245.00	-	2,778,245.00

Justification:

To transfer monies within the various departments above to cover the anticipated shortfalls in the group health insurance due to an unexpectedly high price increase in January as previously discussed. To transfer monies within the Landfill budget to cover the increased costs associated with our Scrap Tire Disposal.

Budget Officer's Initials CPD

Approval Date: 5/13/22

Initials: MD
 Batch #: 2022-112
 Date: 5/12/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 113

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

Date: May 18, 2022

RE: Tax Admin

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

Account Code	Description	Old	+ or (-)	New
10-4140-315	Tax Admin - Training	2,000.00	(900.00)	1,100.00
10-4140-325	Tax Admin - Postage	11,000.00	(965.00)	10,035.00
10-4140-341	Tax Admin - Advertising	3,000.00	(550.00)	2,450.00
10-4140-355	Tax Admin - Maintenance & Repair-Vehicle	1,500.00	(200.00)	1,300.00
10-4140-370	Tax Admin - Printing	6,250.00	(60.00)	6,190.00
10-4140-500	Tax Admin - Contracted Services	20,700.00	2,675.00	23,375.00
Tax Admin		44,450.00	-	44,450.00

Justification:

To transfer monies within the Tax Office Budget to the Contracted Services Line. This transfer request is being made to increase the contract with Gary Piner for reviewing the new construction and various other items needed. It took more days for new construction than originally estimated therefore leading to a higher cost than expected.

RECEIVED

Washington County Manager's Office

Budget Officer's Initials CSB

Approval Date: 5/19/22

Initials:	<u>CSB</u>
Batch #:	<u>2022-113</u>
Date:	<u>5/20/2022</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 19, 2022
RE: Facility Services/Buildings

BT #: 2022 - 114

RECEIVED

MAY 19 2022

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

Washington County Manager's Office

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services-Maintenance & Repair Bldg	162,913.00	(33,771.00)	129,142.00
10-4260-557	Capital Outlay-Roof Repairs/Replacement	140,000.00	33,771.00	173,771.00
Facility Services		302,913.00	-	302,913.00

Justification:

To transfer monies from the Facility Services Maintenance & Repair Building line to the Buildings Capital Outlay-Roof Repairs/Replacement line. The payment to Masters Roofing should have been made out of the Capital Outlay Roofing line as this expenditure exceeds the \$5,000 capital threshold. Once the budget is transferred, I will move the expenditures to the correct line.

Budget Officer's Initials CSB

Approval Date: 5/19/22

Initials:	<u>CSB</u>
Batch #:	<u>2022-114</u>
Date:	<u>5/19/2022</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 115

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

Date: May 24, 2022

RE: Various as Listed Below

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	91,427.45	(10,271.00)	81,156.45
10-4120-180	Manager's Office - Group Insurance	30,863.00	462.00	31,325.00
10-4130-181	Finance Office - Group Insurance	29,946.00	462.00	30,408.00
10-4140-180	Tax Admin - Group Insurance	38,379.00	693.00	39,072.00
10-4170-180	Board of Elections - Group Insurance	7,465.00	126.00	7,591.00
10-4180-180	Register of Deeds - Group Insurance	14,910.00	231.00	15,141.00
10-4210-181	Information Tech - Group Insurance	9,492.00	116.00	9,608.00
10-4265-181	Facility Services - Group Insurance	44,776.00	693.00	45,469.00
10-4330-180	Emergency Management - Group Insurance	7,509.00	116.00	7,625.00
10-4350-183	Inspections & Planning - Group Insurance	16,930.00	231.00	17,161.00
10-4915-180	GIS - Group Insurance	7,485.00	116.00	7,601.00
10-5150-180	Senior Center - Group Insurance	22,299.00	347.00	22,646.00
10-5310-181	SS Admin - Group Insurance	399,182.00	6,132.00	405,314.00
10-6060-180	Soil & Water - Group Insurance	7,150.00	430.00	7,580.00
10-6120-180	Recreation - Group Insurance	7,452.00	116.00	7,568.00
				-
10-4311-100	SRO Wash Co Union - FICA Tax Expense	6,736.00	(116.00)	6,620.00
10-4311-180	SRO Wash Co Union - Group Insurance	7,467.00	116.00	7,583.00
				-
35-7135-600	Water - Designated for Future Appropriation	39,367.00	(1,497.00)	37,870.00
35-7130-180	Water Operations - Group Insurance	43,573.00	695.00	44,268.00
35-7135-180	Water Treatment - Group Insurance	16,305.00	802.00	17,107.00
				-
39-4530-200	Airport Operations - Departmental Supplies	3,001.00	(116.00)	2,885.00
39-4530-180	Airport Operations - Group Insurance	7,401.00	116.00	7,517.00
Various Departments as Listed Above		859,115.45	-	859,115.45

Justification:

To transfer monies within the General Fund from Contingency to various departments due to an error in not posting the January Group Health Insurance Increase to the ledger and failure to post several other employer adjustments. To transfer monies within the SRO Washington County Union Budget, the Water Budget and the Airport Operations Budget due also to the error in not posting of the January Group Health Insurance Increase.

RECEIVED

MAY 24 2022

Washington County Manager's Office

Budget Officer's Initials CSB

Approval Date: 5/24/22

Initials: CSB
Batch #: 2022-115
Date: 5/24/2022

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 25, 2022
RE: Landfill

BT #: 2022 - 116

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

Account Code	Description	Old	+ or (-)	New
33-8100-601	Designated for Future Appropriation	32,595.00	(1,573.00)	31,022.00
33-7400-350	Maintenance & Repair - Equipment	10,500.00	1,573.00	12,073.00
Landfill		43,095.00	-	43,095.00

Justification:

To transfer monies within the Landfill Budget to the Maintenance & Repair Equipment line to make an emergency repair to the landfill scales due to what is believed to be caused from a possible lightning strike.

Budget Officer's Initials CPD

Approval Date: 5/25/22

Initials: MD
Batch #: 2022-116
Date: 5/25/2022

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2022 - 117

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

Date: June 6, 2022

RE: Sheriff/Senior Center

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

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(6,410.00)	(455.00)	(6,865.00)
10-4310-611	Gun Permits Discretionary-County Portion	33,480.00	455.00	33,935.00
10-3540-030	Gun Permits-State Portion	(7,730.00)	(565.00)	(8,295.00)
10-4310-612	Gun Permits-State Portion	9,000.00	565.00	9,565.00
10-3540-040	Finger Printing	(1,750.00)	(170.00)	(1,920.00)
10-4310-613	Finger Printing	3,785.00	170.00	3,955.00
Sheriff				
10-3509-010	Senior Center Trips	(524.00)	(25.00)	(549.00)
10-5150-380	Senior Center Trips	1,247.00	25.00	1,272.00
Senior Center				
Balanced:		31,098.00	-	31,098.00

Justification:

To increase the Sheriff and Senior Center budgets for gun permitting and senior center trips due to additional revenues being received in these programs.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2022 - 118

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

Date: June 6, 2022

RE: Social Services

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(3,272,928.00)	29,667.00	(3,243,261.00)
10-5400-310	SS Transportation-WF Transportation	15,365.00	(4,000.00)	11,365.00
10-5380-406	LIEAP Payments	397,025.00	(39,667.00)	357,358.00
10-5380-376	Title IV-Foster Care	100,000.00	10,000.00	110,000.00
10-5310-390	SS Admin-Dues & Subscriptions	12,200.00	4,000.00	16,200.00
Social Services				
Balanced:		(2,748,338.00)	-	(2,748,338.00)

Justification:

To reduce the LIEAP budgets for both revenue and expenditures-DHHS notified DSS that they would be receiving additional funding for LIEAP and we budgeted based on an estimated figure from the State. We were notified a day or two later that this funding was actually lower than they had anticipated therefore we are reducing the budgets to match the actual award amount. Also, to budget additional revenues generated by moving non-reimbursable funds to two reimbursable lines generating additional revenue. The Foster Care line and the Dues & Subscriptions line need to be increased to pay for the cost of care through fiscal year end for the children in agency custody and to pay for license subscriptions for the agency mail server for 58 users. These two lines are what will generate the additional revenue.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2022 - 119

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

Date: June 6, 2022

RE: Detention

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

Account Code	Description	Old	+ or (-)	New
10-3600-001	Grant-DHHS Corrections COVID19	-	(85,564.00)	(85,564.00)
10-4320-900	Grant-DHHS Corrections COVID19	-	85,564.00	85,564.00
Detention				
Balanced:		-	-	-

Justification:

To budget for a grant received from DHHS for the Detention Center.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

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Batch #:

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Date:

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Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2022 - 120

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

Date: June 6, 2022

RE: EMS/Transport

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

Account Code	Description	Old	+ or (-)	New
37-3500-000	Transport Service Revenue	(260,000.00)	(25,000.00)	(285,000.00)
37-4330-100	EMS - Retirement Expense	188,088.00	(4,500.00)	183,588.00
37-4330-260	EMS - Departmental Supplies	16,000.00	(3,000.00)	13,000.00
37-4330-295	EMS - Portable Comm Hardware	4,700.00	(4,200.00)	500.00
37-4376-010	Transport - Salaries & Wages - Regular	75,551.00	(5,000.00)	70,551.00
37-4376-030	Transport - Salaries & Wages - Overtime	18,000.00	(2,000.00)	16,000.00
37-4376-100	Transport - Retirement Expense	17,151.00	(2,000.00)	15,151.00
37-4376-295	Transport - Portable Comm Hardware	1,500.00	(1,000.00)	500.00
37-4376-180	Transport - Group Insurance	23,487.00	2,500.00	25,987.00
37-4330-030	EMS - Salaries & Wages - Overtime	299,300.00	20,000.00	319,300.00
37-4330-180	EMS - Group Insurance	140,051.00	11,200.00	151,251.00
37-4330-610	EMS - Contracts & Billing	34,570.00	4,200.00	38,770.00
37-4376-040	Transport - Salaries & Wages - Part Time	18,000.00	5,000.00	23,000.00
37-4376-610	Transport - Contracts - Billing	18,970.00	3,800.00	22,770.00
EMS/Transport				
		Balanced:	595,368.00	-
				595,368.00

Justification :

To transfer monies within the EMS and Transport budgets to cover higher than anticipated costs for EMS Overtime and Transport Part Time due to not having all fulltime positions filled. To also cover the increased costs to the Colleton Billing lines as we have been running more calls and collecting more revenue therefore increasing our expense for their services. To cover the increased costs to the EMS Group Health Insurance line due to the state rate increase in January.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2022 - 121

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

Date: June 1, 2022

RE: Clerk of Court/Facility Services/Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4265-202	Clerk of Court - Maintenance & Repair-Building	1,260.00	(80.00)	1,180.00
10-4265-201	Clerk of Court - Departmental Supplies	1,940.00	80.00	2,020.00
Clerk of Court				
10-4265-215	Facility Services - Maintenance & Repair-Building	129,142.00	(250.00)	128,892.00
10-4265-605	Facility Services - Fire Extinguisher Contract	3,115.00	250.00	3,365.00
Facility Services				
10-4310-010	Sheriff - Salaries & Wages - Regular	806,363.00	(1,500.00)	804,863.00
10-4260-440	Contracted Services - Courthouse Security	62,000.00	1,500.00	63,500.00
Sheriff/Courthouse Security				
		1,003,820.00	-	1,003,820.00

Justification:

To transfer monies within the Clerk of Court's budget to cover an order of NC General Statute Books that were delivered prior to year end. To transfer monies within Facility Services to cover the cost of the fire extinguisher services through fiscal year end. To transfer monies from the Sheriff's budget to the Buildings Contracted Services Courthouse Security line to cover a shortfall due to several added days during the fiscal year and a slight rate increase that was not budgeted for originally.

Budget Officer's Initials OSP

Approval Date: 6/1/22

Initials:	OSP
Batch #:	2022-121
Date:	6/1/2022

Discussion ensued regarding Zacchaeus and their rates.

Commissioner Sexton made a motion to approve the budget amendments and transfers as presented above. Commissioner Walker seconded. Motion carried unanimously.

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

Items from Mr. Potter:

County Assembly Day is on June 14 in Raleigh

NCACC Legislative Goals—need to start considering the County’s goals so they can be submitted to the NCACC

Aviation Advisory Committee on June 21 in the Commissioners’ Room @ 5:30 pm

Washington County Schools (WCS) Update: There is a large group that is continuing to work on this project. The School Board would like to keep the Early College site in Creswell rather than move it to Roper as was agreed to by both Boards last fall. It is a more expensive option. Mr. Potter said he is working with the school system on the funding shortfall. WCS would like to have a joint meeting, possibly June 27 or 29 and will have a regular board meeting on July 5. Please check your calendars. Also, the group is going to tour a Jones County school tomorrow. It is similar to what we want to build here. Everyone is trying to keep moving things forward.

Golden Leaf staff will be here on Wednesday afternoon to discuss opportunities for funding that they might can bring to the table for Washington County.

Ms. Dixon shared that the Medicaid cost refund from 2020 was \$418,997. Washington County has received \$2,000,013 since the inception of the program. The Debt Set-Off for 2021 was \$39,208. The County has received \$1,107,000 since the County has been participating in this program.

Commissioner Walker thanked Mr. Luton for helping when he had a flood at his house. He and Jason did a great job.

Chair Johnson said she attended the NC Black Bear Festival and it was marvelous. She said she appreciates all the time that went into it and all of the volunteers that helped to make it successful. She really enjoyed it. She will be at a leadership academy in DC next week and unable to attend County Assembly Day.

Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel). Commissioner Phelps seconded. Motion passed unanimously.

Back in Open Session, **Commissioner Sexton made a motion to establish a Senior Project Manager position in the County Manager’s Office at grade 20 and authorized the County Manager to fill the position with the County’s current LNCF, Mr. Richard Livingston. Commissioner Phelps seconded. Motion carried unanimously.**

Ms. Bennett noted that she did some research based on the request at the last meeting from Centennial Housing to be tax exempt. According to GS 105-278.8, non-profit hospitals are

allowed to be tax exempt, if they file for an exemption in a timely manner (before the deadline). Centennial Housing did not submit their filing for an exemption before the deadline.

Commissioner Phelps made a motion to adjourn the meeting. Commissioner Keyes seconded. Motion carried unanimously.

Tracey A. Johnson
Chair

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