

**Board of Commissioners  
Meeting  
June 5, 2023**



WASHINGTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
JUNE 5, 2023

**COMMISSIONERS' ROOM, 116 ADAMS STREET, PLYMOUTH, NC  
LIVESTREAMED ON FACEBOOK**

- 6:00 PM Call to Order—Chair Walker  
6:01 PM Invocation / Pledge  
Additions / Deletions  
Approval of Meeting Agenda
- Item 1 6:05 PM Consent Agenda
- a) Approval of Minutes of May 1 & 15, 2023
  - b) Tax Refunds, Releases & Insolvents
  - c) JCPC Certification Standards
  - d) Washington County JCPC Membership
  - e) Riverlight Transit Title VI Policy
  - f) Harvest Beams Letter of Support
  - g) Roper Volunteer Fire Department's Application for Renovation Funding Letter of Support
  - h) Water System Engineering Agreement
  - i) TTA Bylaws (re-stated)
- Item 2 6:10 PM Public Forum (3-minute limit per speaker)
- Item 3 6:20 PM Employee of the Quarter, Chair Walker
- Item 4 6:30 PM Board of Equalization & Review, Ms. Sherri Wilkins, Tax Administrator
- Item 5 6:40 PM Public Hearing on Eddie Smith Drainage District, Mr. Curtis Potter, CM/CA & Mr. Cameron Birtcher, LFNC
- Item 6 6:50 PM Public Hearing: Washington County FY24 Recommended Budget, Mr. Curtis Potter, CM/CA
- a) FY24 Budget Ordinance, Mr. Curtis Potter, CM/CA
- Item 7 7:00 PM Boards & Committees, Ms. Julie J. Bennett, Clerk to the Board

- Item 8 7:10 PM Finance Officer's Report, Budget Amendments/Budget Transfers, Ms. Missy Dixon, Finance Officer  
a) RESO 2023-020 Removing Certain Obsolete General Fund Balance Designations
- Item 9 7:20 PM Other Items by Chair, Commissioners, CM/CA, Finance Officer or Clerk  
a) Pre-K – 12 Building/Funding Agreement Update, Mr. Curtis Potter, CM/CA  
b) Cancellation of July 3, 2023 Board of County Commissioners Meeting, Mr. Curtis Potter, CM/CA
- Item 10 7:30 PM Closed Session has been scheduled according to NCGS§143-318.11(a)(3) (attorney-client privilege and NCGS §143-318.11(a)(6) (personnel)

Recess/Adjourn

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**  
**AGENDA STATEMENT**

**ITEM NO: 1**

**DATE: June 5, 2023**

**ITEM: Consent Agenda**

**SUMMARY EXPLANATION:**

- a) Approval of Minutes of May 1 & 15, 2023 (located at the end of the package) See attached.
- b) Tax Refunds, Releases & Insolvents. See attached.
- c) JCPC Certification Standards. See attached.
- d) Washington County JCPC Membership. See attached.
- e) Riverlight Transit Title VI Policy.  
NCDOT requires DSS to update and provide a Title VI Policy every three years as we receive federal financial assistance through FTA's formula grant program. See attached.
- f) Harvest Beams Letter of Support. See attached.
- g) Roper Volunteer Fire Department's Application for Renovation Funding Letter of Support. See attached.
- h) Water System Engineering Agreement. See attached.
- i) TTA Bylaws (re-stated) See attached.

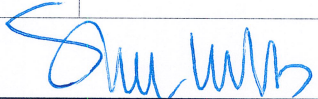
**WASHINGTON COUNTY  
REAL ESTATE PERSONAL PROPERTY REFUNDS AND RELEASES  
May 2023**

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
5/11/23	Braddock, David	4469 2021	7538	1		\$45.00		Personal Property not in Washington County
5/11/23	Braddock, David	4469 2021	7538	6		\$0.48		Personal Property not in Washington County
5/11/23	Braddock, David	4486 2022	7538	1		\$91.04		Personal Property not in Washington County
5/11/23	Braddock, David	4486 2022	7538	6		\$1.09		Personal Property not in Washington County
5/15/23	CABLE, DEBORAH A.	8284 2019	9344	2		\$3.38	\$ 3.38	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8284 2019	9344	6		\$0.04	\$ 0.04	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8112 2020	9344	2		\$3.38	\$ 3.38	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8112 2020	9344	6		\$0.04	\$ 0.04	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8151 2021	9344	2		\$3.36	\$ 3.36	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8151 2021	9344	6		\$0.04	\$ 0.04	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8144 2022	9344	2		\$3.36	\$ 3.36	Charged for STG-MH however, there is no STG-MH on the property
5/15/23	CABLE, DEBORAH A.	8144 2022	9344	6		\$0.04	\$ 0.04	Charged for STG-MH however, there is no STG-MH on the property
5/25/23	STEVENSON, WILLIAM CURTIS	7294 2020	49814	1		\$3.41		Sold personal property in 2019

SITUS CODES:

- 1 - PLYMOUTH
- 2 - LEES MILLS, ROPER
- 3 - SKINNERSVILLE / CRESWELL
- 4 - SCUPPERNONG / CRESWELL
- 34- TOWN OF CRESWELL
- 06-WATERSHED

**WASHINGTON COUNTY  
REAL ESTATE PERSONAL PROPERTY REFUNDS AND RELEASES  
May 2023**

DATE	NAME	TICKET YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
5/25/23	STEVENSON, WILLIAM CURTIS	7294 2020	49814	6		\$0.03		Sold personal property in 2019
5/25/23	STEVENSON, WILLIAM CURTIS	7342 2021	49814	1		\$3.15		Sold personal property in 2019
5/25/23	STEVENSON, WILLIAM CURTIS	7342 2021	49814	6		\$0.03		Sold personal property in 2019
5/25/23	STEVENSON, WILLIAM CURTIS	7332 2022	49814	1		\$2.91		Sold personal property in 2019
5/25/23	STEVENSON, WILLIAM CURTIS	7332 2022	49814	6		\$0.03		Sold personal property in 2019
								
								6/1/23
								"Approved by the Washington County Board of
	Requested by Tax Administrator							Commissioners meeting held _____, 2023"
								Clerk to the Board of Commissioners

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1 - PLYMOUTH  
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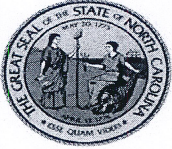
North Carolina Vehicle Tax System

May-23

NCVTS Pending Refund report

Report Date 6/1/2023 9:32:38 AM

Payee Name	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BLAND, JOSEPH MAHLON	1352 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	0063931883	JDA9837	PENDING	93122822	Refund Generated due to proration on Bill #0063931883-2022-2022-0000.	Tag Surrender	05/23/2023	W	Tax	(\$108.59)	\$0.00 Refund	(\$108.59) \$108.59
CLAGON, GLORIA JEAN BIGGS	2803 US HIGHWAY 64 W	PLYMOUTH, NC 27962	Proration	0069916392	JKY3838	PENDING	93168872	Refund Generated due to proration on Bill #0069916392-2022-2022-0000.	Tag Surrender	05/24/2023	W	Tax	(\$83.06)	\$0.00 Refund	(\$83.06) \$83.06
CRUMP, PEGGY ONEIL	PO BOX 247	CRESWELL, NC 27928	Proration	0024712618	0BX52463	PENDING	279352638	Refund Generated due to proration on Bill #0024712618-2021-2021-0000.	Tag Surrender	05/22/2023	W Tax C Tax C Vehicle Fee	(\$3.74) (\$2.20) \$0.00	\$0.00 \$0.00 \$0.00	(\$3.74) (\$2.20) \$0.00	(\$5.94) \$5.94
DAVENPORT, HERBERT DARRELL	12572 NC HIGHWAY 94 N	CRESWELL, NC 27928	Proration	0024212663	PLH5271	PENDING	92640105	Refund Generated due to proration on Bill #0024212663-2022-2022-0000.	Tag Surrender	05/03/2023	W	Tax	(\$28.12)	\$0.00 Refund	(\$28.12) \$28.12
DUNLOW, SAMANTHA DENISE	415 WESTHAVEN DR	PLYMOUTH, NC 27962	Proration	0066618029	CAA1415	PENDING	92874992	Refund Generated due to proration on Bill #0066618029-2021-2021-0000.	Tag Surrender	05/12/2023	W	Tax	(\$107.56)	(\$5.38) Refund	(\$112.94) \$112.94
EDMONDSON, JANE PORTER	1679 ALBEMARLE BEACH RD	ROPER, NC 27970	Proration	0065194589	HBH5853	PENDING	92815716	Refund Generated due to proration on Bill #0065194589-2021-2021-0000.	Tag Surrender	05/10/2023	W	Tax	(\$16.09)	\$0.00 Refund	(\$16.09) \$16.09
EDWARDS, SHIRLEY MARRINER	115 KNOWLES RD	ROPER, NC 27970	Proration	0062209974	TDS1637	PENDING	92844947	Refund Generated due to proration on Bill #0062209974-2022-2022-0000.	Tag Surrender	05/11/2023	W	Tax	(\$28.30)	\$0.00 Refund	(\$28.30) \$28.30
KELLY, LILLIAN LENORA	1643 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Adjustment < \$100	0072063827	TCP4268	PENDING	278446950	Refund Generated due to adjustment on Bill #0072063827-2022-2022-0000.	Situs error	05/10/2023	W Tax P Tax P Vehicle Fee	\$0.00 (\$15.44) (\$15.00)	\$0.00 \$0.00 \$0.00	\$0.00 (\$15.44) (\$15.00)	\$0.00 (\$30.44) \$30.44
KEPHART, BOBBY REYNOLDS	15425 NC HIGHWAY 94 N	ROPER, NC 27970	Adjustment < \$100	0072252111	CP47424	PENDING	186235124	Refund Generated due to adjustment on Bill #0072252111-2022-2022-0000.	Situs error	05/22/2023	W Tax P Tax	\$0.00 (\$12.85)	\$0.00 \$0.00	\$0.00 (\$12.85)	\$0.00 \$12.85



North Carolina Vehicle Tax System

May-23

NCVTS Pending Refund report

Report Date 6/1/2023 9:32:38 AM

Owner Name	Address	County	Reason	Bill #	Tag #	Status	Refund #	Reason	Date	Category	Amount	Refund	Total		
KUFLEITNER, ROBERT WILLIAM II	112 HAZEL ST	PLYMOUTH, NC 27962	Proration	0069589537	TJH1509	PENDING	278841093	Refund Generated due to proration on Bill #0069589537-2022-2022-0000-00	Tag Surrender	05/15/2023	W	Tax	(\$204.36)	\$0.00	(\$204.36)
											P	Tax	(\$129.82)	\$0.00	(\$129.82)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund	\$334.18				
MINTON, CODI JACKSON	15425 NC HIGHWAY 94 N	ROPER, NC 27970	Adjustment < \$100	0072252028	JLL2201	PENDING	279352077	Refund Generated due to adjustment on Bill #0072252028-2022-2022-0000	Situs error	05/22/2023	W	Tax	\$0.00	\$0.00	\$0.00
											P	Tax	(\$48.06)	\$0.00	(\$48.06)
											P	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
										Refund	\$63.06				
NORMAN, SAMUEL EDWARD	5455 MACKEYS RD	ROPER, NC 27970	Proration	0071655588	KHD5226	PENDING	93209229	Refund Generated due to proration on Bill #0071655588-2022-2022-0000	Tag Surrender	05/25/2023	W	Tax	(\$82.60)	\$0.00	(\$82.60)
PURVIS, ANTOINE DEWARREN	55 MACKEYS RD	PLYMOUTH, NC 27962	Proration	0070208120	KDL3528	PENDING	278534919	Refund Generated due to proration on Bill #0070208120-2022-2022-0000	Tag Surrender	05/11/2023	W	Tax	(\$22.31)	\$0.00	(\$22.31)
											P	Tax	(\$14.17)	\$0.00	(\$14.17)
											P	Vehicle Fee	\$0.00	\$0.00	\$0.00
										Refund	\$36.48				
RASCOE, TAMARA CHEYENNE	3059 JONES WHITE RD	ROPER, NC 27970	Proration	0071633578	TML4772	PENDING	93022420	Refund Generated due to proration on Bill #0071633578-2022-2022-0000	Tag Surrender	05/18/2023	W	Tax	(\$47.84)	\$0.00	(\$47.84)
SELFRIDGE, LISA COREY	10902 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	Proration	0066022776	TKN2267	PENDING	93249354	Refund Generated due to proration on Bill #0066022776-2022-2022-0000	Tag Surrender	05/26/2023	W	Tax	(\$31.56)	\$0.00	(\$31.56)
												Refund Total	\$1022.05		

*Shirley Leno* 6/1/23  
 Requested by Tax Administrator Date

"Approved by the Washington County Board of Commissioners meeting held \_\_\_\_\_, 2023"

\_\_\_\_\_  
 Clerk to the Board of Commissioners



# JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

1-Year Funding: FY 2023-2024

## **Membership**

- |   |            |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?                              | <u>Yes</u> |
| B. Are members appointed for two-year terms and are those terms staggered?  | <u>Yes</u> |
| C. Is membership reflective of social-economic and racial diversity of the community?   | <u>Yes</u> |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>Yes</u> |

If not, which positions are vacant and why?

The position of a Business Community member has been open and efforts are being made to fill that position. Also, 2 persons under the age of 21 or 1 person under age 21 and 1 person from the public representing the interests of families of at-risk juveniles are currently open on the Board. Those position are trying to be filled as well. The Juvenile Defense Attorney position has not been able to be filled in several years.

## **Organization**

- |   |                |
|---|----------------|
| A. Does the JCPC have written Bylaws?   | <u>Yes</u>     |
| B. Bylaws are   | <u>On file</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>Yes</u>     |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>Yes</u>     |
| E. These policies and procedures  | <u>On file</u> |
| F. Does the JCPC have officers and are they elected annually?                 | <u>Yes</u>     |

## **Meetings**

- |  |            |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided.  | <u>Yes</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>Yes</u> |
| C. Does the JCPC meet six (6) times a year at a minimum?   | <u>Yes</u> |
| D. Are minutes taken at all official meetings?   | <u>Yes</u> |
| E. Are minutes distributed prior to or during subsequent meetings?   | <u>Yes</u> |

## **Planning**

- |  |            |
|--|------------|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | <u>Yes</u> |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS?  | <u>Yes</u> |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval?   | <u>Yes</u> |

## **Public Awareness**

- |  |            |
|--|------------|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?<br><input checked="" type="checkbox"/> RFP, Distribution List, and Advertisement attached | <u>Yes</u> |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members?   | <u>Yes</u> |

## **No Overdue Tax Debt**

## JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?

Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Working on filling vacant positions on JCPC membership.

## JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Linda Carr	Superintendent		White	Female
2) Chief of Police or designee	Willie Williams	Chief of Police		Black or African-American	Male
3) Local Sheriff or designee	Johnny Barnes	Sheriff		White	Male
4) District Attorney or designee	Seth Edwards	District Attorney		White	Male
5) Chief Court Counselor or designee	James Ward	Chief Court Counselor		White	Male
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Chinita Vaughn	SOC-Coordinator for Trillium		Black or African-American	Female
7) Director DSS or designee	Clifton Hardison	Director		White	Male
8) County Manager or designee	Curtis Potter	County Manager		White	Male
9) Substance Abuse Professional	Tonya Johnson	Substance Abuse-Uplift		Black or African-American	Female
10) Member of Faith Community	Harry White	Minister		Black or African-American	Male
11) County Commissioner	Julius Walker	Commissioner		Black or African-American	Male
12) A Person Under the Age of 21	Ni'chelle Caldwell	Student		Black or African-American	Female
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney					
15) Chief District Judge or designee	Regina Parker	Chief District Court Judge		Black or African-American	Female
16) Member of Business Community					
17) Local Health Director or designee	Wes Gray	Director		White	Male
18) Rep. United Way/other non-profit	Kay Overton	Director-Partnership for Children		White	Female
19) Representative/Parks and Rec	Randy Fulford	Parks and Recreation		Black or African-American	Male
20) County Commissioner appointee	Dina Brown	School Counselor		Black or African-American	Female
21) County Commissioner appointee	Doretha Garrett	Center for Family Violence		Black or African-American	Female
22) County Commissioner appointee	Lucas Denny	Supervisor Juvenile Justice		Black or African-American	Male
23) County Commissioner appointee	Missy Dixon	Fianance Director Washington County		White	Female

## JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

<b>Specified Members</b>	<b>Name</b>	<b>Title</b>	<b>Designee</b>	<b>Race</b>	<b>Gender</b>
24) County Commissioner appointee	Stephanie Simpson	Police Department		Black or African-American	Female
25) County Commissioner appointee					
26) County Commissioner appointee					

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Julius Walker, Jr. Chair  
Washington County Board of Commissioners

ATTEST:

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

# WASHINGTON COUNTY RIVERLIGHT TRANSIT



Date Adopted  
Month/Day/Year

## Title VI Program Plan



**TITLE VI PLAN REVIEW AND ADOPTION**

On behalf of the Washington County Board of Commissioners, I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Board, have **reviewed and hereby adopt** this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Washington County Riverlight Transit services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
DATE

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**TITLE VI NONDISCRIMINATION AGREEMENT**  
BETWEEN  
**THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**  
AND  
**WASHINGTON COUNTY RIVERLIGHT TRANSIT**

In accordance with DOT Order 1050.2A, the Washington County Riverlight Transit assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, creed, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the Washington County Riverlight Transit.

Further, the Washington County Riverlight Transit hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Director of the organization.
2. Issue a policy statement, signed by the Director of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Director.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's subrecipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

**THIS AGREEMENT** is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

Authorized Signature

Date

Clifton Hardison  
Director

**1.0 INTRODUCTION**

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides that: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, creed (religion), and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

The Washington County Riverlight Transit is a recipient of Federal Transit Administration (FTA) funds from the North Carolina Department of Transportation (NCDOT). Washington County Riverlight Transit establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, “Nondiscrimination Assurance.” This document details the nondiscrimination program, policies, and practices administered by Washington County Riverlight Transit and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

**2.0 DESCRIPTION OF PROGRAMS AND SERVICES**

**2.1 PROGRAM(S) AND SERVICES ADMINISTERED**

Riverlight Transit provides public transportation options to its customers within Plymouth city limits and Washington County, North Carolina. Our Services are offered at Demand Response. Customer must provide a 3-working day notice of services needed.

Riverlight Transit does not operate on observed NC state holidays which include: New Year’s Day, Dr. Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas. We also observe the Washington County adopted holiday of Juneteenth.

Type of Service	Days of week	Times	Fare (if applicable)
Greenville- RGP	Tuesdays and Thursdays	Appointments must be made between 8:00 AM-11:30 AM	\$15.00
Williamston, Edenton, Columbia-RGP	Mondays and Wednesdays	Appointments must be made between 10:00-Noon	\$10.00
Washington, Elizabeth City-RGP	Mondays and Wednesdays	Appointments must be made between 10:00-Noon	\$15.00
Within the County-RGP	Monday-Friday	Varies	\$5.00
Plymouth City Limits-RGP	Monday-Friday	Varies	\$1.00

**2.2 FUNDING SOURCES / TABLES**

For the purpose of federally assisted programs, "federal assistance" shall include:

1. grants and loans of Federal funds;
2. the grant or donation of Federal property and interest in property;
3. the detail of Federal personnel;

4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system FY 2023 and whether the funds were received through NCDOT or directly from FTA, is checked below.

Grant Title	NCDOT	FTA	Details (i.e., purpose, frequency, and duration of receipt)
5311 (Formula Grants for Other than Urbanized Areas)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5311 (b)(3) (Rural Transit Assistance)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other: ROAP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### 2.3 DECISION-MAKING PROCESS

The Washington County Board of Commissioners is the governing board for Riverlight Transit. All policies must be approved through the governing board. The Transit Advisory Board (TAB) provides guidance to the transit staff and recommendations to the Board of Commissioners. The TAB meets quarterly on the 3rd Wednesday of the month at the Washington County Center for Human Services building at 11: 00 am. The Board of Commissioners meets monthly on the first Monday of the month at 6:00pm in an announced location.

Board or Committee Name	Appointed	Elected	# of Members
Transit Advisory Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12
Board of Commissioners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
	<input type="checkbox"/>	<input type="checkbox"/>	

### 2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for Washington County Riverlight Transit, and is empowered with enough authority and responsibility to implement the Title VI Nondiscrimination Program:

Name: Clifton Hardison  
 Official Title: Director  
 Address: PO Box 10, Plymouth, NC 27962  
 Phone: (252) 793-4041  
 Email: cliftonh@wcchs.org

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.

- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Implementing procedures for prompt processing (receiving, logging, investigating and/or forwarding) of discrimination complaints.
- Coordinating with, and providing information to, NCDOT and other regulatory agencies during compliance reviews or complaint investigations.
- Promptly resolving areas of deficiency to ensure compliance with Title VI nondiscrimination requirements.

### 2.5 CHANGE OF TITLE VI COORDINATOR AND/OR DIRECTOR

If Title VI Coordinator or Director changes, this document and all other documents that name the Coordinator, will immediately be updated, and an updated policy statement will be signed by the new Director.

### 2.6 ORGANIZATIONAL CHART

Washington County Riverlight Transit currently employs eight staff which consist of the following job categories:

- Director
- Transportation Supervisor
- Transportation Coordinator
- Drivers (5)

An organizational chart showing the Title VI Coordinator's place within the organization is in **Appendix B**.

### 2.7 SUBRECIPIENTS

Roanoke Developmental Center and Washington County Senior Center are subrecipients of ROAP funding.

Please see Appendix E.

### 3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of Washington County Riverlight Transit as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, creed (religion), age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

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Clifton Hardison, Director

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Date

#### **Title VI and Related Authorities**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides that, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of “programs and activities” to include all programs and activities of federal-aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act”; 49 U.S.C. 5332, “Nondiscrimination (Public Transportation)”; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, “Actions to Address Environmental Justice in Minority Populations and Low-Income Populations”; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d

#### **Implementation**

- This statement will be signed by the Director of the Washington County Riverlight Transit and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist’s desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

#### 4.0 NOTICE OF NONDISCRIMINATION

- Riverlight Transit operates its programs and services without regard to **race, color, national origin, sex, creed (religion), age, and disability** in accordance with Title VI of the Civil Rights Act and related statutes. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with Riverlight Transit.
- For more information on Washington County Riverlight Transit civil rights program, and the procedures to file a complaint, contact Clifton Hardison, Director, phone: 252-793-4041; email: [cliftonh@wcchs.org](mailto:cliftonh@wcchs.org) or visit our administrative office at 209 East Main Street, Plymouth, NC 27962 or TDD/TTY: 800-735-2962.
- For more information, visit [www.washconc.org](http://www.washconc.org) and click on Washington County Riverlight Transit Title VI Policy Link.
- If information is needed in another language, contact 252-793-4041.
- A complainant may file a complaint directly with the North Carolina Department of Transportation by filing with the Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511, Attention: Title VI Nondiscrimination Program; phone: 919-508-1808 or 800-522-0453, or TDD/TTY: 800-735-2962.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

##### Implementation

- The notice will be posted in its entirety on our website and in any documents and reports we distribute.
- The notice will be posted in our offices and inside our vehicles.
- Ads in newspapers and other publications shall include the following: “Washington County Riverlight Transit operates without regard to **race, color, national origin, sex, creed (religion), age or disability**. For more information on Washington County Riverlight Transit’s Title VI program or how to file a discrimination complaint, please contact Clifton Hardison, Director, 252-793-4041; [cliftonh@wcchs.org](mailto:cliftonh@wcchs.org) or TTF/TTY: 800-735-2962.
- The statement will be posted or provided in languages other than English, when appropriate.

## 5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to nondiscriminatory administration of our programs and services, organization wide. Riverlight Transit will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

### **Annual Education and Acknowledgement Form**

#### **Title VI Nondiscrimination Policy**

*(Title VI and related nondiscrimination authorities)*

No person shall, on the grounds of race, color, national origin, sex, age, creed, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of Washington County Riverlight Transit are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Mr. Clifton Hardison, Director at 252-793-4041.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

#### ***Acknowledgement of Receipt of Title VI Program***

I hereby acknowledge receipt of Riverlight Transit's Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of Riverlight Transit's programs, policies, services and activities on the basis of race, color, national origin, sex, age, creed (religion), or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **Implementation**

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties, accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

## 6.0 CONTRACT ADMINISTRATION

Washington County Riverlight Transit ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. Washington County Riverlight Transit and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

### 6.1 CONTRACT LANGUAGE

I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**(1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration (FTA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

II. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

#### Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.



- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

\*The Contractor has read and is familiar with the terms above:

**Contractor's Initials**

**Date**

### Implementation

- The nondiscrimination language above (**with** initials line) will be appended to any *existing* contracts, purchase orders, and agreements that do not include it, and initialed by the responsible official of the other organization.
- The nondiscrimination language above (**without** initials line) will be incorporated as standard language before the signature page of our standard contracts, purchase orders, and agreements.
- The Title VI Coordinator will review *existing* contracts to ensure the language has been added.

## 6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The Riverlight Transit, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, creed, limited English proficiency, low-income, or disability in consideration for an award.

### **Implementation**

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

## 7.0 EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by Riverlight Transit to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Riverlight Transit programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

### FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, sex, age, national origin, creed (religion) or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
  - The date of the alleged act of discrimination; or
  - The date when the person(s) became aware of the alleged discrimination; or
  - Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Washington County Riverlight Transit, Title VI Coordinator, PO Box 10, Plymouth, NC 27962, (252) 793-4041.**
  - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
  - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
  - **Federal Transit Administration**, Office of Civil Rights, ATTN: Title VI Program Coordinator, East Bldg. 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
  - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
4. **Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
  5. **Discrimination Complaint Form** – The Discrimination Complaint Form is consistent with the FTA Certifications & Assurances, "Nondiscrimination Assurance."
  6. **Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, creed (religion) or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
			FTA
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 49 U.S.C. 5332(b); FTA Circular 4702.1B
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Creed	Religion.	Muslim, Christian, Hindu, Atheist	49 U.S.C. 5332(b)

### Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

### Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

WASHINGTON COUNTY RIVERLIGHT TRANSIT  
DISCRIMINATION COMPLAINT FORM

<p><b>Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with Washington County Riverlight Transit, within 180 days after the discrimination occurred.</b></p>																			
Last Name:		First Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female															
Mailing Address:		City	State	Zip															
Home Telephone:	Work Telephone:	E-mail Address																	
<p>Identify the Category of Discrimination:</p> <p> <input type="checkbox"/> RACE                      <input type="checkbox"/> COLOR                      <input type="checkbox"/> NATIONAL ORIGIN                      <input type="checkbox"/> SEX  <input type="checkbox"/> CREED (RELIGION)                      <input type="checkbox"/> DISABILITY                      <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY                      <input type="checkbox"/> AGE         </p> <p><i>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications &amp; Assurances.</i></p>																			
<p>Identify the Race of the Complainant</p> <p> <input type="checkbox"/> Black                      <input type="checkbox"/> White                      <input type="checkbox"/> Hispanic                      <input type="checkbox"/> Asian American  <input type="checkbox"/> American Indian                      <input type="checkbox"/> Alaskan Native                      <input type="checkbox"/> Pacific Islander                      <input type="checkbox"/> Other _____         </p>																			
<p>Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.</p>																			
<p>Names of individuals responsible for the discriminatory action(s):</p>																			
<p>How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. <b>(Attach additional page(s), if necessary).</b></p>																			
<p>The law prohibits intimidation or <b>retaliation</b> against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.</p>																			
<p>Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Address</u></th> <th style="text-align: left;"><u>Telephone</u></th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>					<u>Name</u>	<u>Address</u>	<u>Telephone</u>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____
<u>Name</u>	<u>Address</u>	<u>Telephone</u>																	
1. _____	_____	_____																	
2. _____	_____	_____																	
3. _____	_____	_____																	
4. _____	_____	_____																	

**DISCRIMINATION COMPLAINT FORM**

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

NC Department of Transportation \_\_\_\_\_  
 Federal Transit Administration \_\_\_\_\_  
 US Department of Transportation \_\_\_\_\_  
 US Department of Justice \_\_\_\_\_  
 Federal or State Court \_\_\_\_\_  
 Other \_\_\_\_\_

Have you discussed the complaint with any Washington County Riverlight Transit representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

_____ <b>COMPLAINANT'S SIGNATURE</b>	_____ <b>DATE</b>
---	----------------------

**MAIL COMPLAINT FORM TO:**  
 Washington County Riverlight Transit  
 Attn: Clifton Hardison  
 209 East Main Street  
 Plymouth, NC 27962  
 EMAIL: cliftonh@wchs.org  
 PHONE: (252) 793-4041

**FOR OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to:  NCDOT     FTA    Date Referred: \_\_\_\_\_



## INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
  2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
  3. Applicable Law(s)
  4. Basis/(es)
  5. Allegation(s)/Issue(s)
  6. Background
  7. Name of Persons to be interviewed
    - a. Questions for the complainant(s)
    - b. Questions for the respondent(s)
    - c. Questions for witness(es)
  8. Evidence to be obtained during the investigation
    - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
      - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.



## **Investigative Report**

**I. COMPLAINANT(S) NAME** (or attorney for the complainant(s) – name and address if applicable  
Name, Address, Phone: 999-999-9999

**II. RESPONDENT(S)** (or attorney for the respondent(s) – name and address if applicable)  
Name, Address, Phone: 999-999-9999

**III. APPLICABLE LAW/REGULATION**  
[For example, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53)]

**IV. COMPLAINT BASIS/(ES)**  
[For example, Race, Color, National Origin, Creed (Religion), Sex, Age, Disability)]

**V. ISSUES/ALLEGATIONS**  
[Describe in logical sequence, each allegation including the prohibited basis for the alleged discriminatory conduct, (e.g., race, color, creed, sex, national origin, age, or disability) and the specific statutory or regulatory provision the allegation would violate, if proven to be true.]

Issue #1 – Complainant alleges that transit system failed to inform minority communities of rate increases.  
Issue #2 – Complainant alleges that transit system has not sufficiently publicized or held public meetings to share information regarding fare increases and route changes that impacts low-income and minority citizens.

**VI. BACKGROUND**  
[Provide detailed information regarding the complaint, including a historical overview of the case, including any activities or actions taken prior to accepting the complaint for investigation.]

**VII. INVESTIGATIVE PROCEDURE**  
[Describe in detail, methods used to conduct the investigation, such as document requests, interviews and site visits. Include witnesses' names and addresses, documents received and/or reviewed, emails sent and received.]

**VIII. ISSUES / FINDINGS OF FACT**  
[Provide a detailed description of the investigator's analysis of each allegation, based on clear and factual findings. Include specific evidence used to support your findings.]

**IX. CONCLUSION**  
[State whether discrimination did or did not occur. Conclusions must be evidence-based and defensible. Test conclusions by considering all possible rebuttal arguments from the respondent and complainant. Both respondent and the complainant should be given an opportunity to confirm or rebut the assertions of the other party and your findings, but all the evidence you've presented should speak for itself.]

**X. RECOMMENDED ACTIONS**  
[Outline what should be done to remedy the findings or, if necessary, provide justice for the complainant.]

### **APPENDIX**

[Include in the Appendix any supplemental materials that support your findings and conclusion.]

## 8.0 SERVICE AREA POPULATION CHARACTERISTICS

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

### 8.1 RACE AND ETHNICITY

The following table was completed using data from Census Table QT-P3, Race and Hispanic or Latino Origin: 2020:

Race and Ethnicity	Number	Percent
Total Population	11,183	100
White	4,999	45.0
Black or African American	5,375	49.0
American Indian or Alaska Native	23	0.2
Asian	37	0.3
Native Hawaiian and Other Pacific Islander	9	0.0
Some other Race	223	2.0
Two or More Races	337	3.0
HISPANIC OR LATINO (of any race)	646	5.9
Mexican	502	4.6
Puerto Rican	95	0.9
Cuban	1	0.0
Other Hispanic or Latino	4	0.0

### 8.2 AGE & SEX

The following table was completed using data from Census Table QT-P1, Age Groups and Sex: 2020:

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	11,183	5,524	5,659	100%	49%	51%
Under 5 years	176	81	95	1.6%	1.5%	1.7%
Under 18 years	2,279	1,406	873	20.4%	25.5%	15.4%
18 to 64 years	8,904	4118	4786	79.6%	74.5%	84.6%
65 years and over	2,806	1,265	1,541	25.1%	22.9%	27.2%
<b>Median Age</b>	<b>47.8</b>	<b>43.9</b>	<b>51.0</b>			

### 8.3 DISABILITY

The following table was completed using data from Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	11,051	92	2650	331	24%	3.0
Population under 5 years	176	109	0	21	0%	20.2
Population 5 to 17 years	2096	108	36	32	1.7%	1.6
Population 18 to 64 years	6,047	68	194	123	3.2%	2.0
Population 65 years and over	2,732	75	421	136	15.4	4.9
SEX						
Male	<b>5445</b>	<b>240</b>	<b>1397</b>	259	25.7%	5.1
Female	<b>5606</b>	<b>248</b>	<b>1253</b>	202	22.4%	3.7
RACE AND HISPANIC OR LATINO ORIGIN						
White	<b>4925</b>	<b>151</b>	<b>1206</b>	190	24.5%	3.9
Black or African American	<b>5422</b>	<b>181</b>	<b>1303</b>	240	24.0%	4.3
American Indian and Alaska Native	<b>58</b>	<b>72</b>	<b>46</b>	72	79.3%	53.8
Asian	<b>36</b>	<b>57</b>	<b>21</b>	34	58.3%	15.9
Native American and Other Pacific Islander	<b>0</b>	<b>21</b>	<b>0</b>	21		
Some other Race	<b>342</b>	<b>162</b>	<b>4</b>	9	1.2%	3.4
Two or more races	<b>268</b>	<b>168</b>	<b>70</b>	56	26.1%	17.6
Hispanic or Latino	<b>643</b>	<b>3</b>	<b>83</b>	64	12.9%	10.0

## 8.4 POVERTY

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	11,043	94	2675	516	24.2%	4.7
AGE						
Under 18	2,233	58	748	212	33.5%	9.6
18 to 64	6,078	65	1658	362	27.3%	6.0
65 years and over	2732	75	269	129	9.8%	4.7
SEX						
Male	<b>5437</b>	<b>234</b>	<b>1521</b>	320	28.0%	6.3
Female	<b>5606</b>	<b>248</b>	<b>1154</b>	325	20.6%	5.7
RACE AND HISPANIC OR LATINO ORIGIN						
White	4921	146	423	211	8.6%	4.3
Black or African American	5422	181	2100	428	<b>38.7%</b>	<b>8.0</b>
American Indian and Alaska Native	58	72	0	21	0%	43.2
Asian	36	57	0	21	0%	54.8
Native American and Other Pacific Islander	0	21	0	21		
Some other Race	342	162	135	188	39.5%	54.4
Two or more races	<b>264</b>	<b>167</b>	<b>17</b>	24	6.4%	8.8
Hispanic or Latino	<b>639</b>	<b>10</b>	<b>168</b>	190	26.3%	29.6
RACE AND HISPANIC OR LATINO ORIGIN						
All individuals below:						
50 percent of poverty level	<b>1205</b>	<b>438</b>				
125 percent of poverty level	<b>3345</b>	<b>546</b>				
150 percent of poverty level	<b>3877</b>	<b>557</b>				
185 percent of poverty level	<b>5202</b>	<b>608</b>				
200 percent of poverty level	<b>5533</b>	<b>610</b>				

## 8.5 HOUSEHOLD INCOME

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2013 Inflation-Adjusted Dollars):

Subject	Households	
	Estimate	Margin of Error +/-
Total		
Less than \$10,000	18.3%	5.8
\$10,000 to \$14,999	6.5%	3.1
\$15,000 to \$24,999	17.3%	5.0
\$25,000 to \$34,999	10.0%	3.0
\$35,000 to \$49,999	11.8%	3.3
\$50,000 to \$74,999	16.2%	4.2
\$75,000 to \$99,999	12.8%	3.7
\$100,000 to \$149,999	5.1%	2.2
\$150,000 to \$199,999	0.6%	0.6
\$200,000 or more	1.3%	1.1
Median income (dollars)	\$32,937	5,771
Mean income (dollars)	\$47,333	6,770

## 8.6 LIMITED ENGLISH PROFICIENCY POPULATIONS

A chart showing the Limited English Proficiency Populations is located at the end of this policy in **Appendix D**.

## 8.7 POPULATION LOCATIONS

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request.

## 9.0 TITLE VI EQUITY ANALYSES (AND ENVIRONMENTAL JUSTICE ASSESSMENTS)

**Title VI Equity Analyses.** In accordance with FTA Circular 4702.1B, a Title VI equity analysis will be conducted whenever we construct a facility, such as a vehicle storage facility, maintenance facility, or operation center. The equity analysis will be conducted during the planning stage, with regard to the location of the facility, to determine if the project could result in a disparate impact to minority communities based on race, color or national origin. Accordingly, we will look at various alternatives before selecting a site for the facility. Project-specific demographic data on potentially affected communities and their involvement in decision-making activities will be documented. Title VI Equity Analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

**Environmental Justice Analyses.** As required by FTA C 4703.1, environmental justice (EJ) analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our projects, such as when we construct or modify a facility, and our policies, such as when there will be a change in service, amenities or fares. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document their involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations.

## 10.0 PUBLIC INVOLVEMENT

### 10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Washington County Riverlight Transit will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods. Think outside the box: Go to hair salons, barbershops, street fairs, etc.
- Providing for early, frequent and continuous engagement by the public.
- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Hispanic Liaison, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

### 10.2 PUBLIC NOTIFICATION

Passengers and other interested persons will be informed of their rights under Title VI and related authorities with regard to our program. The primary means of achieving this will be posting and disseminating the policy statement and notice as stipulated in Sections 3.0 and 4.0, respectively. Additional measures may include verbally announcing our obligations and the public's rights at meetings, placing flyers at places frequented by targeted populations, and an equal opportunity tag-on at the end of radio announcements. The method of notification will be determined through an initial screening of the area.

### 10.3 DISSEMINATION OF INFORMATION

Information on Title VI and other programs will be crafted and disseminated to employees, contractors and subrecipients, stakeholders, and the general public. Public dissemination efforts may vary depending on factors present, but will generally include: posting public statements setting forth our nondiscrimination policy in eye-catching designs and locations; placing brochures in public places, such as government offices, transit facilities, and libraries; having nondiscrimination language within contracts; including nondiscrimination notices in meeting announcements and handouts; and displaying our Notice of Nondiscrimination at all our public meetings.

At a minimum, nondiscrimination information will be disseminated on our website and on posters in conspicuous areas at our office(s). Project-related information and our most current Title VI-related information will be maintained online.

### 10.4 MEETINGS AND OUTREACH

There is no one-size-fits-all approach to public involvement. A variety of comprehensive and targeted public participation methods will be used to facilitate meaningful public involvement. Methods for engaging

stakeholders and target audiences, including traditionally underserved and excluded populations (i.e., minorities, youth, low-income, the disabled, etc.) will include the following:

#### Public Relations and Outreach

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific “attention-grabbing” reasons to attend will be used, such as “Help us figure out how to relieve congestion on [corridor name]” or “How much should it cost to ride the bus? Let us know on [date].”
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

#### Public Meetings

“Public meeting” refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

#### Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner’s request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group’s choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.



Community Surveying

- Opinion surveys will occasionally be used to obtain input from targeted groups or the general public on their transportation needs, the quality or costs of our services, and feedback on our public outreach efforts.
- Surveys may be conducted via telephone, door-to-door canvassing, at community fairs, by placing drop boxes in ideal locations, or with assistance from other local agencies like social services.
- Surveys will be translated into languages other than English, when appropriate.

**10.5 LIMITED ENGLISH PROFICIENCY**

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT’s LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps we will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

**Four Factor Analysis**

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people’s lives; and
- (4) The resources available to the recipient and costs.

**Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.***

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
<b>Total (population 5 years and over):</b>	<b>11,935</b>	<b>+/- 102</b>	<b>100%</b>	<b>(X)</b>
Speak only English	11,556	+/- 183	97%	+/- %
Spanish or Spanish Creole:	350	+/- 113	3%	+/- %
Speak English "very well"	238	+/- 109	2%	+/- %
Speak English less than "very well"	112	+/- 77	.09%	+/- %
German	23	+/- 31	.002%	+/- %
Speak English "very well"	3	+/- 6	.0003%	+/- %
Speak English less than "very well"	20	+/- 30	.002%	+/- %
Other Indo-European languages:	2	+/- 3	.0002%	+/- %
Speak English "very well"	2	+/-3	.0002%	+/- %
Speak English less than "very well"	0	+/- 19	%	+/- %

Washington County, North Carolina has an estimate population of 11,935 with approximately 350 people have been identified as Spanish Speaking and 112 which is .09% that may speak English less than well. Two other language groups were identified; however, none met the threshold of above 5% or 1,000 persons. This means, at this time, the Riverlight Transit System is not required to provide written translation of vital documents in these languages. However, the transit systems brochure is published in Spanish. In addition, the Washington County Department of Social Services contracts with Pacific Interpreters. Every Limited English Proficiency (LEP) customer who enters into the agency requesting services will be given a Language Service Agreement for Limited English Proficiency (LEP) Customer Form (DSS 10001). This form offers the customer the services for an interpreter/translator at no cost to the customer.

**Factor #2: *The frequency with which LEP individuals come in contact with the program.***

The Riverlight Transit System will be trained on what to do when they encounter a person that speaks English less than well. The Riverlight Transit System will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the Riverlight Transits System's programs and services.

Riverlight Transit System has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Coordinator and the Riverlight Transit System, if needed to ensure the individual receives access to the transportation service.

**Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.***

The Riverlight Transit System understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services.

The Riverlight Transit System has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.

The Riverlight Transit System's assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

**Factor #4: *The resources available to the recipient and costs.***

Even though the Riverlight Transit System does not have a separate budget for LEP outreach, the brochures have been translated into Spanish. The transit system is a part of the local department of social services who contract with Pacific Interpreters to provide interpreter/translator services. The transit staff use this service to provide assistance to LEP persons.

## LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (LAP) was not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services.

### Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1**.
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor's offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
  - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

### Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

### Staff Support for Language Assistance

- Agency staff (including call center staff) will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer and any outside consultant contracted to provide language services. This list will be updated as needed to remain current.

- All main offices and vehicles will have on hand a supply of language assistance flashcards and materials translated into the languages of the largest LEP language groups. When encountered by an LEP person, staff (including drivers) should present the individual with an iSpeak flashcard and let them choose the language. Do not assume you know their preferred language. Drivers are permitted to seek volunteer assistance from other passengers before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements (Section 5.0) and basic Title VI trainings (Section 11.0).

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the LAP

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

**10.6 DEMOGRAPHIC REQUEST**

The following form was used to collect required data on Key Community Contacts and nonelected committee members.

Riverlight Transit System is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

<p><b>Race/Ethnicity:</b></p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> American Indian/Alaskan Native</p> <p><input type="checkbox"/> Native Hawaiian/Pacific Islander</p> <p><input type="checkbox"/> Hispanic/Latino</p> <p><input type="checkbox"/> Other (please specify): _____</p>	<p><b>National Origin:</b> (if born outside the U.S.)</p> <p><input type="checkbox"/> Mexican</p> <p><input type="checkbox"/> Central American: _____</p> <p><input type="checkbox"/> South American: _____</p> <p><input type="checkbox"/> Puerto Rican</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Other (please specify): _____</p>
<p><b>Gender:</b> <input type="checkbox"/> Male    <input type="checkbox"/> Female</p>	<p><b>Age:</b></p>

<b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
<b>I choose not to provide any of the information requested above:</b> <input type="checkbox"/>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact the Riverlight Transit at (252)-793-4041 or by email at [cliftonh@wcchs.org](mailto:cliftonh@wcchs.org)

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Implementation**

- Forms will be completed prior to NCDOT Title VI reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects *“I choose not to provide any of the information requested above,”* this will be accepted as a **completed** form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member’s race and gender, based on the Coordinator’s best guess.
- Data from these forms will be used to complete the Demographic Request Table.
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

**10.7 KEY COMMUNITY CONTACTS**

Contact Name	Community Name	Interest or Affiliation	Also a Committee Member? (Y/N)
Curtis Potter	Washington County	County Manager/ County Attorney	No
Clifton Hardison	Washington County	Director of County DSS	Yes
Dr. Zebedee Taylor	Washington County	Director of Roanoke Developmental Center	Yes
Dr. Linda Carr	Washington County	Superintendent WC Schools	No
Jennifer O’Neal	Washington County	EMS Director of Washington County	Yes
Ann Keyes	Washington County	Vice Chair of Board of Commissioners	Yes

Contact information for key community contacts is not public information and is maintained outside of this document. Any staff member who wishes to contact any individual listed above must request that information from the Title VI Coordinator.

## 10.8 SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

The following format is used to document URTS outreach efforts in reports to NCDOT. All meetings and disseminations of information capture information for the table below:

Meeting Date	Meeting Time	Meeting Purpose	Target Audience	Information Disseminated
02/08/2022	12:00 Noon	Presentation	Retired Teachers	Brochures and Promotional Items
08/08/2022	5:00 PM-8:00 PM	National Night Out	Washington County	Brochures and Promotional Items
10/31/2022	3:00 -5:00 PM	Halloween	Parents and Children of Wash. Co,	Brochures and Candy

## 11 STAFF TRAINING

All employees will receive basic Title VI training at least once every year. New hires will receive this training within 30 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

## 12 NONELECTED BOARDS AND COMMITTEES – BY RACE AND GENDER

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

Body	Male %	Female %	Caucasian %	African American %	Asian American %	Native American %	Other %	Hispanic %
Service Area Population	49%	51%	45%	49%	.3%	.0%	2%	5.9%
Transit Advisory Board	25%	75%	42%	58%	0%	0%	0%	0%

### Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.

- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

### 13 RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

#### Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings
- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

#### Complaint Investigations

- Investigative Reports
- Discrimination complaint, as filed
- List of interviewees (names and affiliations)
- Supporting Documentation (e.g., requested items, photos taken, dates and methods of contact, etc.)

## **Appendix A**

### **Applicable Nondiscrimination Authorities**

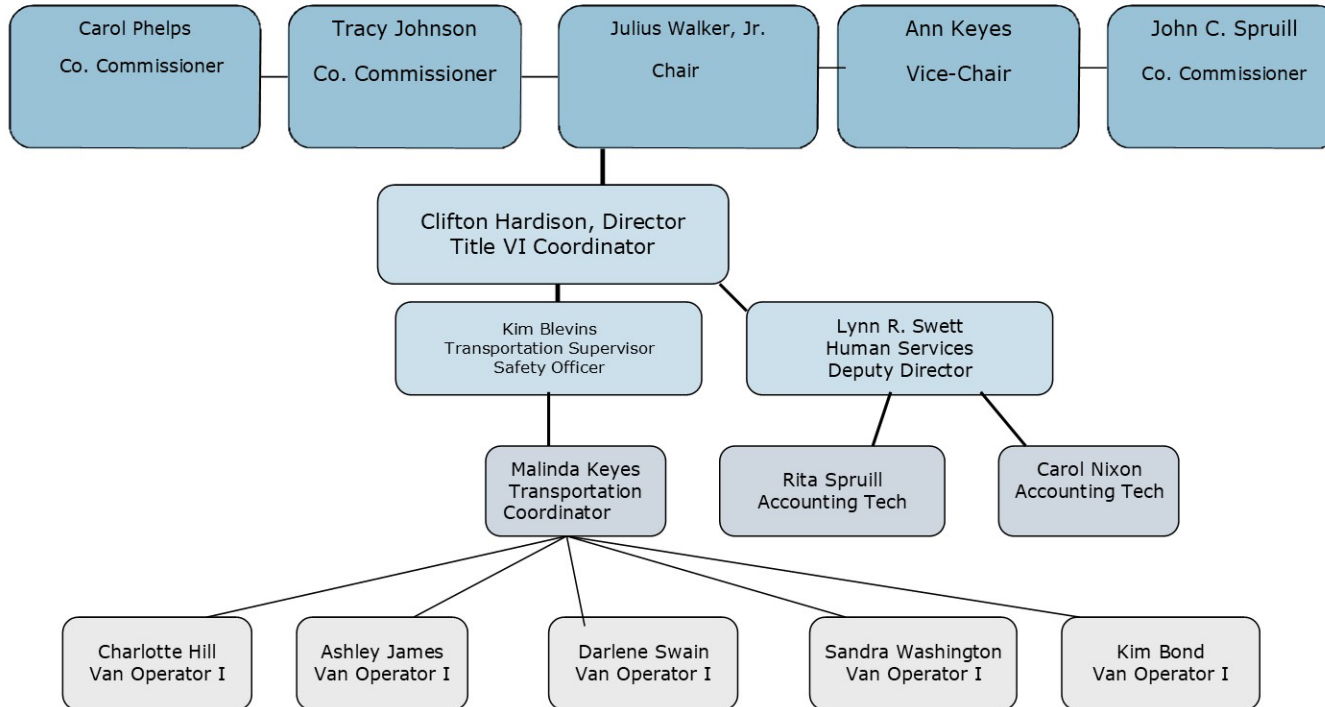
During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).



**Appendix B  
Organizational Chart**

**WASHINGTON COUNTY DSS  
Riverlight Transit**



**Appendix C**  
**NCDOT's Compliance Review Checklist for Transit**

<b>I. Program Administration (General Requirements)</b>	
<i>Requirement: FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.</i>	
<b>Note:</b> Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.	
<b>Requested Items</b> (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	<b>Completed</b>
1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement	<input type="checkbox"/>
2. Title VI Policy Statement ( <i>signed</i> )	<input type="checkbox"/>
3. Title VI Notice to the Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties <b>Name/Title:</b>	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions <b>reviewed and approved</b> the Title VI Program	<input type="checkbox"/>
12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. <b>If you pass through FTA funds to other organizations</b> , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions. ➤ <b>No Subrecipients</b> <input type="checkbox"/>	<input type="checkbox"/>
14. A Title VI equity analysis <b>if you have constructed or conducted planning for a facility</b> , such as a vehicle storage facility, maintenance facility, operation center, etc. ➤ <b>No Facilities Planned or Constructed</b> <input type="checkbox"/>	<input type="checkbox"/>
15. Copies of environmental justice assessments conducted for <b>any construction projects during the past three years</b> and, if needed based on the results, a description of the program or other	<input type="checkbox"/>

measures used or planned to mitigate any identified adverse impact on the minority or low-income communities ➤ <b>No Construction Projects</b> <input type="checkbox"/>	
16. If the recipient has undergone a Title VI Compliance Review in the last 3 years, please indicate the year of the last review and who conducted it. <b>Year/Agency:</b>	<input type="checkbox"/>
<b>II. Transit Providers</b>	
<i>Requirement: FTA C 4702.1B, Chapter IV – Requirements and Guidelines for Fixed Route Transit Providers.</i>	
<b>Note:</b> All NCDOT subrecipients that provide <b>fixed route</b> public transportation services (e.g., local, express or commuter bus; bus rapid transit; commuter rail; passenger ferry) must complete this section.	
➤ <b>Not Applicable</b> <input type="checkbox"/> (Check this box if you do not provide <b>fixed route</b> services, and skip questions 17 and 18. This section does not apply to you if you <b>only</b> provide demand response services.)	
<b>Requested Items</b> (Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)	<b>Completed</b>
17. Service standards ( <b>quantitative measures</b> ) developed for <i>each specific fixed route mode</i> that the recipient provides (standards may vary by mode) must be submitted for each of the following indicators:	
<ul style="list-style-type: none"> <li>• Vehicle load for each mode (Can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees.)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Vehicle headway for each mode (Measured in minutes (e.g., every 15 minutes), headway refers to the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Service frequency is measured in vehicles per hour (e.g., 4 buses per hour).)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• On time performance for each mode (Expressed as a percentage, this is a measure of runs completed as scheduled. The recipient must define what is considered to be “on time.” Performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along a route.)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Service availability for each mode (Refers to a general measure of the distribution of routes within a transit provider’s service area, such as setting the maximum distance between bus stops or train stations, or requiring that a percentage of all residents in the service area be within a one-quarter mile walk of bus service. )</li> </ul>	<input type="checkbox"/>
18. Service policies ( <b>system-wide policies</b> ) adopted to ensure that service design and operations practices do not result in discrimination on the basis of race, color or national origin, must be submitted for each of the following:	
<ul style="list-style-type: none"> <li>• Transit amenities for each mode (e.g., benches, shelters/canopies, printed materials, escalators/elevators, and waste receptacles. <b>NOTE:</b> Attach this information <u>only</u> if you have decision-making authority over siting transit amenities or you set policies to determine the siting of amenities.)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Vehicle assignment for each mode (Refers to the process by which transit vehicles are placed into service throughout a system. Policies for vehicle assignment may be based on the type or age of the vehicle, where age would be a proxy for condition, or on the type of service offered.)</li> </ul>	<input type="checkbox"/>

## Appendix D / Limited English Proficiency Populations

Table: ACSDT5Y2015.B16001

	Washington County, North Carolina	
Label	Estimate	Margin of Error
Total:	11,935	±102
Speak only English	11,556	±183
Spanish or Spanish Creole:	350	±113
Speak English "very well"	238	±109
Speak English less than "very well"	112	±77
French (incl. Patois, Cajun):	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
French Creole:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Italian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Portuguese or Portuguese Creole:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
German:	23	±31
Speak English "very well"	3	±6
Speak English less than "very well"	20	±30
Yiddish:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other West Germanic languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Scandinavian languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Greek:	0	±19
Speak English "very well"	0	±19

Table: ACSDT5Y2015.B16001

	Washington County, North Carolina	
Label	Estimate	Margin of Error
Speak English less than "very well"	0	±19
Russian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Polish:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Serbo-Croatian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other Slavic languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Armenian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Persian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Gujarati:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Hindi:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Urdu:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other Indic languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19

Table: ACSDT5Y2015.B16001

	Washington County, North Carolina	
Label	Estimate	Margin of Error
Other Indo-European languages:	2	±3
Speak English "very well"	2	±3
Speak English less than "very well"	0	±19
Chinese:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Japanese:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Korean:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Mon-Khmer, Cambodian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Hmong:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Thai:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Laotian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Vietnamese:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other Asian languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Tagalog:	0	±19
Speak English "very well"	0	±19

Table: ACSDT5Y2015.B16001

	Washington County, North Carolina	
Label	Estimate	Margin of Error
Speak English less than "very well"	0	±19
Other Pacific Island languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Navajo:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other Native North American languages:	4	±7
Speak English "very well"	4	±7
Speak English less than "very well"	0	±19
Hungarian:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Arabic:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Hebrew:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
African languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19
Other and unspecified languages:	0	±19
Speak English "very well"	0	±19
Speak English less than "very well"	0	±19



WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 ~ 209 E Main Street  
Plymouth, NC 27962  
Phone (252) 793-4041  
Fax (252) 793-3195

**MEMORANUM OF AGREEMENT**

This agreement is between Washington County Department of Social Services, Riverlight Transit and Roanoke Developmental Center (hereafter known as sub-recipient) to address the proper use and accountability for the Elderly and Disabled Transportation Assistance Program (EDTAP) funds in the Rural Operating Assistance Program (ROAP). The ROAP is a state-funded public transportation program administered by the North Carolina Department of Transportation Public Transportation Division.

EDTAP funds pays for transportation services for the elderly and disabled and assists them in residing for longer periods of time in their homes. Trip purposes include the following:

- ✓ Group field trips/tours to community special events
- ✓ Overnight trips to out-of-county destinations
- ✓ Purchase of service

See Appendix A- Eligible Transportation Expense Matrix for additional purposes. (Attached from the Program Administration Guide)

A Plan of Activities must be submitted to Kim Blevins, Transportation Supervisor by November 1, 2022 to outline how the EDTAP funds will be spent for this fiscal year.

Final expenditures must be submitted prior to June 15, 2023 to Lynn Swett, Administrative Officer of Washington County Department of Social Services.

As a Sub-recipient I agree to provide semi-annual reports of the spending of EDTAP funds by:

- February 1, 2023
- June 1, 2023

This agreement was entered into on this 2<sup>nd</sup> day of September the year of 2022.

  
Sub-Recipient





WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PO Box 10 ~ 209 E Main Street  
Plymouth, NC 27962  
Phone {252} 793-4041  
Fax {252} 793-3195

**MEMORANUM OF AGREEMENT**

This agreement is between Washington County Department of Social Services, Riverlight Transit and Washington County Senior Center (hereafter known as sub-recipient) to address the proper use and accountability for the Elderly and Disabled Transportation Assistance Program (EDTAP) funds in the Rural Operating Assistance Program (ROAP). The ROAP is a state-funded public transportation program administered by the North Carolina Department of Transportation Public Transportation Division.

EDTAP funds pays for transportation services for the elderly and disabled and assists them in residing for longer periods of time in their homes. Trip purposes include the following:

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Final expenditures must be submitted prior to June 15, 2023 to Lynn Swett, Human Services Deputy Director of Washington County Department of Social Services.

As a Sub-recipient I agree to provide semi-annual reports of the spending of EDTAP funds by:

- February 1, 2023
- June 1, 2023

This agreement was entered into on this 2 day of Sept in the year of 2022

\_\_\_\_\_  
Sub-Recipient

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

### COMMISSIONERS:

JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
JOHN C. SPRUILL  
CAROL V. PHELPS



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

### 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

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## LETTER OF SUPPORT

June 5, 2023

The Honorable Andy Berke  
Administrator, Rural Utilities Service  
U.S. Department of Agriculture  
1400 Independence Ave, S.W  
Washington, D.C. 20554

RE: Broadband Technical Assistance (BTA) program support for low-income, rural communities in Washington County, North Carolina.

Dear Administrator Berke:

I am writing to share my strong support for HarvestBeam Inc. to conduct the necessary due diligence needed to help the most rural, unserved portions of Washington County finally receive reliable and affordable high-speed broadband internet access services. We applaud the Rural Utilities Service (RUS) for making broadband technical assistance support available for local providers like HarvestBeam to help our communities in Washington County find a path out of poverty through digital connectivity.

The towns of Plymouth, Roper, and Creswell listed in this technical assistance application are some of the most economically distressed, unserved areas in Washington County and are in dire need of reliable and affordable high-speed broadband access. The families, businesses and local community anchor institutions in these towns have long been overlooked and left behind.

Technical assistance funding to HarvestBeam would be a major step forward to help these communities access the same distance learning, telework, job training, telehealth and precision farming opportunities as other communities in North Carolina.

The residents of these towns simply cannot access state or federal financial assistance benefits online or even live stream church services online due to the poor quality of connectivity in their area. Food insecurity is also prevalent throughout each of these communities.

Contrary to the results of the FCC's broadband maps for these communities, many rural portions of Washington County remain chronically unserved with speeds well below 25Mbps downstream and

Harvest Beam Letter of Support

3Mbps upstream. Far too many households and businesses throughout our county do not have any good option for internet access other than satellite or a mobile hotspot from their cell phone and many communities are still using DSL. These limited options are often cost prohibitive and deliver ineffective levels of connectivity.

The current FCC maps show most of Washington County as being well served with reliable high-speed internet access. This is simply not true, and the realities on the ground paint a far different picture. We believe additional broadband mapping analysis and outreach to correct the maps developed by the FCC is necessary to improve our chances for future broadband funding eligibility.

As residents and county officials who live and work in Washington County, we care deeply about improving the quality of life for these communities. Therefore, we welcome the opportunity for a local broadband provider like HarvestBeam to obtain the necessary resources from this program to help our communities receive reliable and affordable high-speed broadband access.

We very much look forward to continuing our partnership with HarvestBeam by conducting broadband coverage surveys and gathering other sources of data to accurately assess the level of broadband access in our areas. Doing so will help these areas improve their chances for being eligible for federal and state broadband funding to expand network connectivity to as many eligible homes and businesses as possible.

Thank you for your consideration of our support for HarvestBeam's important application to better provide for our long-term future.

Please do not hesitate to contact me if I can answer any questions or provide additional input regarding the challenges we face in Washington County with respect to broadband access and economic development.

Respectfully Yours,

Curtis S. Potter  
County Manager

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

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

### 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

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## LETTER OF SUPPORT

June 5<sup>th</sup>, 2023

Attn: Stephanie Hardison  
Area Specialist  
Kinston NC Area Office, Rural Development  
U.S. Department of Agriculture  
2044-C Hwy. 11/55 South  
PO Box 6189  
Kinston, NC 28501  
252-624-3430  
[stephanie.hardison@usda.gov](mailto:stephanie.hardison@usda.gov)

RE: Support for the Roper Volunteer Fire Department's Application for Renovation Funding

Dear Ms. Hardison:

Please accept this letter of support on behalf of Washington County pertaining to the recent application for USDA funding from the Roper Volunteer Fire Department. This funding is needed to help provide quality firefighting services to some of the most rural, economically distressed, and unserved portions of Washington County.

USDA funding for this project would be a major step forward helping our entire community which funds fire departments from our general ad-valorem tax base. For this reason, along with the fact that our fire departments frequently work together on calls throughout the county, funding received by any of our departments indirectly benefits all of them. As residents and county officials who live and work in Washington County, we care deeply about improving the quality of life for these communities. Therefore, we welcome the opportunity for this funding to help obtain the necessary resources from this USDA program to help serve our community's firefighting needs.

Thank you for your consideration of our support for the Roper Volunteer Fire Department's important application to better provide for our long-term future. Please do not hesitate to contact me if I can answer any questions or provide additional input regarding the challenges we face in Washington County with respect to funding firefighting services and economic development.

Respectfully Yours,

Curtis S. Potter  
County Manager

**COUNTY OF WASHINGTON**  
**BOARD OF COMMISSIONERS**

**COMMISSIONERS:**

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**AGENDA ITEM MEMO**

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<b>MEETING DATE:</b> June 5 <sup>th</sup> , 2023	<b>MEMO Date:</b> June 1 <sup>st</sup> , 2023	<b>ITEM:</b>
<hr/>		
<b>SUBJECT:</b> Pea Ridge Water Transmission Main – Engineering Services Agreement		
<hr/>		
<b>DEPARTMENT:</b> Water		
<hr/>		
<b>FROM:</b> Curtis S. Potter, County Manager/County Attorney (CM/CA)		

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**ATTACHMENTS:**

- A- Email from Richard Livingston dated 5/31/23 (1pg)
  - B- Rivers & Associates Letter Dated 5/31/23 (2pgs)
  - C- Modified E500 Agreement between Owner & Engineer for Professional Services (67pgs)
- 

**PURPOSE:** To approve the attached draft agreement, and authorize county staff to proceed with its execution subject to any final revisions or modifications recommended by the County Attorney.

**BACKGROUND/STAFF DISCUSSION & ANALYSIS:**

- A. The County identified the need almost a decade ago & more recently in its CIP, to expand the main water lines from Roper to Pea Ridge. Prior attempts to facilitate this project have been unsuccessful.
  - i. Washington County recently obtained a grant from NC DEQ to facilitate this project, including reimbursement for related engineering services (which are described in the attached agreement).
  - ii. Staff has been informed that completion of the initial preliminary engineering report (est. \$20k) is required prior to NC DEQ releasing grant contracts to grant recipients for use in obtaining grant reimbursements for eligible project expenses, including the preliminary engineering report itself.
  - iii. The County essentially must pay for the initial engineering report (est. \$20k) prior to being able to receive and enter into the formal grant reimbursement agreement with NC DEQ. The risk of not receiving the anticipated reimbursement agreement from NC DEQ is mitigated by limiting the initially authorized scope of work the engineer is permitted to provide under the larger agreement.

**STAFF RECOMMENDATION:** In order to keep this significant grant funded capital project moving forward in a timely manner, staff recommends that the Board:

**VOTE to APPROVE the attached agreement in principal, and authorize its execution by staff subject to any final revisions or modifications recommended by the County Attorney prior to execution.**

## Curtis Potter

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**From:** Richard Livingston  
**Sent:** Wednesday, May 31, 2023 2:55 PM  
**To:** Curtis Potter  
**Cc:** Missy Dixon  
**Subject:** ACTION REQUESTED: Review Agreement and Slate for Board Approval FW: Washington County Pea Ridge Water Transmission Main - Engineering Services Agreement  
**Attachments:** Ltr Richard Livingston\_053123.pdf; Washington County Pea Ridge WM ESA\_053123.pdf  
**Importance:** High

Curtis,

**BLUF: We need to review and place the attached agreement in front of the board as soon as possible. DEQ is requiring us to float some project costs before we have the grant agreement in place.**

I spoke with Greg on the phone today. He has been told by DEQ that grant agreements will not be sent out to local governments before they receive the preliminary engineering report (PER) which is due in early July. Meaning while we are tentatively funded for the Pea Ridge project, there are expenditures that need to be made before we even have the grant agreements that they would be reimbursable against in place. The total for the PER work is \$20,000. I was a bit dismayed hearing this from Greg, as I would have hoped (expected) DEQ to *at least* tell grant recipients this so that we wouldn't be waiting on them to get started, which we have been to date.

Once we have the PER submitted to DEQ we should then receive the grant agreements to return back to them, only then can we expect to start getting reimbursed. Because Washington County has VUR status, we can expect reimbursements once the agreements are in, which is atypical compared to most DEQ awards which require projects to be in the bidding stage before engineering services are eligible for reimbursement.

I've cc'd Missy as I know that this is potentially at issue with our spending cutoff.




Please let me know if you have any questions about this. I will be reviewing the service agreement today and will leave a hard copy in your inbox with my comments.

Thanks,



**Richard Livingston**

Senior Project Manager  
County Manager's Office | Washington County

 (252) 793-5823 | (919) 671-4596  
 [rlivingston@washconc.org](mailto:rlivingston@washconc.org)  
 [washconc.org](http://washconc.org)



May 31, 2023

Mr. Richard Livingston, Project Manager  
Washington County  
P.O. Box 1007  
Plymouth, North Carolina 27692

SUBJECT: Pea Ridge Water Transmission Main  
Engineering Services Agreement

Dear Richard:

Attached for the County's review, processing and approval is one (1) of the proposed Engineering Services Agreement to proceed with consulting services associated with the recently funded Pea Ridge Water Transmission Main project.

In general, the services required include preparation of the Engineering Report for NCDEQ DWI approval; preparation of Construction Plans, Specifications and Contract; Wetland/Stream Delineation & Permitting; Geotechnical Investigation; Easement Surveying & Mapping; Bidding and/or Negotiation; Construction Administration; Construction Observation; Preparation of Record Drawings; and Grant Administration Assistance. Grant administration assistance will be provided as required to facilitate proper documentation, reimbursement, and closeout.

The following is a summary of the recommended services and associated fees:

<b>Consulting Service</b>	<b>Est. Fee</b>	<b>Fee Basis</b>
Preparation of Engineering Report	\$ 20,000	Lump Sum
Preliminary and Final Design	\$200,000	Lump Sum
Bidding and/or Negotiation	\$ 20,000	Hourly plus reimb.
Construction Administration	\$100,000	Hourly plus reimb.
Construction Observation	\$180,000	Hourly plus reimb.
Wetland/Stream Delineation & Permitting	\$ 7,000	Hourly plus reimb.
Geotechnical Services	\$ 12,000	Hourly plus reimb.
Easement Surveying & Mapping	<u>\$ 15,000</u>	Hourly plus reimb.
Total Estimated Cost	\$554,000	

Please let me know if you have any questions. We will be happy to attend the Washington County Board of Commissioner's meeting to address any questions or provide any additional input that is desired.

May 31, 2023

Page 2

We appreciate the opportunity to work with Washington County, and look forward to assisting the County in making this project a reality.

With best regards,



Gregory J. Churchill, P.E.  
President

Cc: Fred Stowe, P.E.  
File

Encls.



**AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of June 12, 2023 (“Effective Date”) between  
Washington County (“Owner”) and  
Rivers & Associates, Inc. (“Engineer”).

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Pea Ridge Water Transmission Main ("Project").

Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows:

Preparation of Engineering Report; Field Detailing and Survey as required; Preliminary and Final Design;  
Preparation of Construction Plans, Specifications and Construction Contract; Wetland/Stream Delineation &  
Permitting; Geotechnical Investigation; Easement Surveying and Mapping; Bidding and/or Negotiation;  
Construction Administration; Construction Observation; Preparation of Record Drawings; Grant Administration  
Assistance; and additional phases or tasks as required and/or authorized in writing by Owner. Refer to Exhibit J for  
further Project Description.

Owner and Engineer further agree as follows:

**ARTICLE 1 – SERVICES OF ENGINEER**

1.01 *Scope*

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

**ARTICLE 2 – OWNER’S RESPONSIBILITIES**

2.01 *General*

- A. Owner shall have the responsibilities set forth herein and in Exhibit B.
- B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.
- C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

- D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:
1. any development that affects the scope or time of performance of Engineer's services;
  2. the presence at the Site of any Constituent of Concern; or
  3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

### **ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES**

#### **3.01 Commencement**

- A. Engineer is authorized to begin rendering services as of the Effective Date.

#### **3.02 Time for Completion**

- A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.
- E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

### **ARTICLE 4 – INVOICES AND PAYMENTS**

#### **4.01 Invoices**

- A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

#### 4.02 *Payments*

- A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:
  - 1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and
  - 2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.
- D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

### **ARTICLE 5 – OPINIONS OF COST**

#### 5.01 *Opinions of Probable Construction Cost*

- A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

#### 5.02 *Designing to Construction Cost Limit - Deleted*

- A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

### 5.03 *Opinions of Total Project Costs*

- A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

## **ARTICLE 6 – GENERAL CONSIDERATIONS**

### 6.01 *Standards of Performance*

- A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.
- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. *Compliance with Laws and Regulations, and Policies and Procedures:*
  - 1. Engineer and Owner shall comply with applicable Laws and Regulations.
  - 2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
  - 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:
    - a. changes after the Effective Date to Laws and Regulations;
    - b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;

- c. changes after the Effective Date to Owner-provided written policies or procedures.
- F. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.
- G. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 “Standard General Conditions of the Construction Contract” (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.
- H. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor’s work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor’s furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- I. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor’s, failure to furnish and perform the Work in accordance with the Construction Contract Documents.
- J. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.
- K. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- L. Engineer’s services do not include providing legal advice or representation.
- M. Engineer’s services do not include (1) serving as a “municipal advisor” for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
- N. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

## 6.02 *Design Without Construction Phase Services*

- A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor's payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

## 6.03 *Use of Documents*

- A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.
- B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.
- C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

#### 6.04 *Electronic Transmittals*

- A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer shall jointly develop such protocols.
- C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

#### 6.05 *Insurance*

- A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.
- B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.
- C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.
- E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

- F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

#### 6.06 *Suspension and Termination*

##### A. *Suspension:*

- 1. *By Owner:* Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.
- 2. *By Engineer:* Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.

##### B. *Termination:* The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
  - a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
  - b. by Engineer:
    - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
    - 2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.
    - 3) Engineer shall have no liability to Owner on account of such termination.
  - c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of



receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.
- C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. *Payments Upon Termination:*
1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.
  2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

#### 6.07 *Controlling Law*

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

#### 6.08 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this

Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- C. Unless expressly provided otherwise in this Agreement:
1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.
  2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
  3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

#### 6.09 *Dispute Resolution*

- A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Exhibit H or other provisions of this Agreement, or exercising their rights at law.
- B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

#### 6.10 *Environmental Condition of Site*

- A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.
- B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.
- C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.
- D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.

- E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.
- F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

#### 6.11 *Indemnification and Mutual Waiver*

- A. *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants. **This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."**
- B. *Indemnification by Owner:* Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants as required by Laws and Regulations **and to the extent (if any) required in Exhibit I, "Limitations of Liability."**
- C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages, actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the

other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

- F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

#### 6.12 *Records Retention*

- A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under this Agreement. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

#### 6.13 *Miscellaneous Provisions*

- A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.
- B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- E. *Accrual of Claims:* To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

## ARTICLE 7 – DEFINITIONS

### 7.01 *Defined Terms*

- A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:
1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.
  2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.
  3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.
  4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.
  5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.
  6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.
  7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.
  8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance,

resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.
10. *Construction Contract Documents*—Those items designated as “Contract Documents” in the Construction Contract, and which together comprise the Construction Contract.
11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.
12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.
13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner’s costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.
14. *Contractor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner’s work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer’s independent professional associates and consultants; subcontractors; or vendors.
16. *Contract*—The entity or individual with which Owner enters into a Construction Contract.
17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables, whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.
18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.

19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.
20. *Engineer*—The individual or entity named as such in this Agreement.
21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.
22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.
24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.
25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer as an Additional Service and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.
26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.
27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.
28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.

30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.
31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
- 33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner’s costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.
36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.
37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

B. *Day*:



1. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

## **ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS**

### **8.01 Exhibits Included:**

- A. Exhibit A, Engineer’s Services.
- B. Exhibit B, Owner’s Responsibilities.
- C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.
- D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.
- E. Exhibit E, Notice of Acceptability of Work.
- F. Exhibit F, ~~Construction Cost Limit.~~ **Not Used**
- G. Exhibit G, Insurance.
- H. Exhibit H, Dispute Resolution.
- I. Exhibit I, Limitations of Liability.
- J. Exhibit J, Special Provisions.
- K. Exhibit K, Amendment to Owner-Engineer Agreement.

### **8.02 Total Agreement**

- A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

### **8.03 Designated Representatives**

- A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer’s and Owner’s representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

#### 8.04 *Engineer's Certifications*

- A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;
  2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;
  3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Washington County

Engineer: Rivers & Associates, Inc.

By(Signature): \_\_\_\_\_

Print name: Curtis S. Potter

Title: County Manager

Date Signed: \_\_\_\_\_

Attest: \_\_\_\_\_

Name: Julie Bennett

Title: Clerk to the Board

(SEAL)

By(Signature): \_\_\_\_\_

Print name: Gregory Churchill, P.E.

Title: President

Date Signed: 5-31-23

Attest: \_\_\_\_\_

Name: J. Dwight Vernelson, P.E.

Title: Vice-President/Secretary

(SEAL)



Engineer License or Firm's Certificate No. (if required):

F-0334

State of: North Carolina

Address for Owner's receipt of notices:

116 Adams Street  
Plymouth, NC 27692

Address for Engineer's receipt of notices:

107 E. Second Street  
Greenville, N.C. 27858

Designated Representative (Paragraph 8.03.A):

Lee Sasser

Title: Public Utilities Director

Phone Number: 252-793-7545

E-Mail Address: lsasser@washconc.org

Designated Representative (Paragraph 8.03.A):

Fred Stowe, P.E.

Title: Project Manager

Phone Number: 252-752-4135

E-Mail Address: fstowe@riversandassociates.com

This instrument has been pre-audited in the Manner required by the Local Budget and Fiscal Control Act.

By (Signature): \_\_\_\_\_

Typed Name: Missy Dixon

Finance Officer

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

This is **EXHIBIT A**, consisting of 17 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Engineer's Services**

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

### **PART 1 – BASIC SERVICES**

#### **A1.01 Study and Report Phase (*Engineering Report Preparation*)**

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
  - a. If Owner has already identified one or more potential solutions to meet its Project requirements, then proceed with the study and evaluation of such potential solutions: (1) Do Nothing, (2) New Booster Pump Station, New Elevated Tank and 6" – 12" Water Mains, and (3) New Booster Pump Station and 6"/12" Water Mains for Transmission and Pressure Improvements.
  - ~~b. If Owner has not identified specific potential solutions for study and evaluation, then assist Owner in determining whether Owner's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Engineer's study and evaluation, or are such that it will be necessary for Engineer to identify, study, and evaluate multiple potential solutions.~~
  - ~~c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.~~
2. Identify potential solution(s) to meet Owner's Project requirements, as needed.
3. Study and evaluate the potential solution(s) to meet Owner's Project requirements.
4. Visit the Site, or potential Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.
5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project-related data and information, for Engineer's use in the study

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Exhibit A – Engineer's Services.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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and evaluation of potential solution(s) to Owner's Project requirements, and preparation of a related report.

6. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.
7. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.
8. Prepare a report (the "**Engineering Report**") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the ~~agreed-to~~ requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution Engineer will provide the following, which will be separately itemized: opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional, and related services to be provided by Engineer and its Consultants; and, on the basis of information furnished by Owner, a tabulation of other items and services included within the definition of Total Project Costs. **The Engineering Report will be prepared to conform to the requirements of NCDEQ Division of Water Infrastructure (DWI).**
9. Advise Owner of any need for Owner to provide data or services of the types described in Exhibit B, for use in Project design, or in preparation for Contractor selection and construction.
- ~~10. When mutually agreed, assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface site conditions; innovative design, contracting, or procurement strategies; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph shall be referred to in Exhibit A and B as "Project Strategies, Technologies, and Techniques."~~
- ~~11. If requested to do so by Owner, assist Owner in identifying opportunities for enhancing the sustainability of the Project, and pursuant to Owner's instructions plan for the inclusion of sustainable features in the design.~~
- ~~12. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner on a recommended scope of work and procedure for the identification and mapping of existing utilities.~~
- ~~13. Develop a scope of work and survey limits for any topographic and other surveys necessary for design.~~
14. Perform or provide the following other Study and Report Phase tasks or deliverables: **None known at this time.**
15. Furnish 2 review copies of the Report and any other Study and Report Phase deliverables to Owner within 45 days of the Effective Date and review it with Owner. Within 7 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.

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Exhibit A – Engineer's Services.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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16. Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and furnish 2 copies of the revised Report and any other Study and Report Phase deliverables to the Owner within 7 days of receipt of Owner's comments.
- B. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Report and any other Study and Report Phase deliverables.

#### A1.02 Preliminary Design Phase

- A. After acceptance by Owner of the Report and any other Study and Report Phase deliverables; selection by Owner of a recommended solution; ~~issuance by Owner of any instructions of for use of Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design;~~ and indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Project desired by Owner, (1) Engineer and Owner shall discuss and resolve any necessary revisions to Engineer's compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from the selected solution, ~~related Project Strategies, Technologies, or Techniques, sustainable design instructions,~~ or specific modifications to the Project, and (2) upon written authorization from Owner, Engineer shall:
1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
  2. ~~In preparing the Preliminary Design Phase documents, use any specific applicable Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions.~~
  3. Provide necessary field detailing, surveys and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as set forth in Paragraph A1.01.A.12 above. If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.
  4. Visit the Site as needed to prepare the Preliminary Design Phase documents.
  5. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.
  6. ~~Continue to assist Owner with Project Strategies, Technologies, and Techniques that Owner has chosen to implement.~~

7. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
  8. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Also obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable.
  9. Perform or provide the following other Preliminary Design Phase tasks or deliverables:  
**None at this time.**
  10. Furnish 2 review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner within 60 days of authorization to proceed with this phase, and review them with Owner. Within 7 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
  11. Revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner 2 copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables within 14 days after receipt of Owner's comments.
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

A1.03 *Final Design Phase*

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other Preliminary Design Phase deliverables, subject to any Owner-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from Owner, Engineer shall:
  1. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
  2. Visit the Site as needed to assist in preparing the final Drawings and Specifications.

3. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.
4. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
5. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
6. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
7. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
8. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.

Perform or provide the following other Final Design Phase tasks or deliverables:

**Update Final Design Memo**

9. Furnish for review by Owner, its legal counsel, and other advisors, 2 copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, within 120 days of authorization to proceed with the Final Design Phase, and review them with Owner. Within 7 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
10. Revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit 2 final copies of such documents to Owner within 21 days after receipt of Owner's comments and instructions.
11. **Perform or provide the following other Final Design Phase tasks or deliverables:**



### **Construction permitting**

- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables.
- C. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime contract, or if Engineer's services are to be separately sequenced with the work of one or more prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding or Negotiating, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable to the work under such separate prime contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such contracts is to proceed concurrently.
- D. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is 1. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

#### **A1.04 Bidding or Negotiating Phase**

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
  - 1. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
  - 2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.
  - 3. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
  - 4. Consult with Owner as to the qualifications of prospective contractors.
  - 5. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.

6. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.
7. Attend the bid opening, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts.
8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
9. Perform or provide the following other Bidding or Negotiating Phase tasks or deliverables:
  - DBE Bidding Assistance for the Owner**
  - DBE Bidding Review for the Bidders**
10. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors (except as may be required if Exhibit F is a part of this Agreement).

#### A1.05 *Construction Phase*

- A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:
  1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
  2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.

3. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in Exhibit B, Paragraph B2.01.
4. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
5. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.
6. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.
7. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
8. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
9. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
  - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.
  - b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during

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**Exhibit A – Engineer's Services.**

**EICDC® F-500, Agreement Between Owner and Engineer for Professional Services.**

the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

10. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
11. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
12. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
13. *Non-reviewable Matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
14. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.

15. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
16. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.
17. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
18. *Substitutes and "Or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.
19. *Inspections and Tests:*
  - a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
  - b. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
  - c. Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
20. *Change Proposals and Claims:* (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.

21. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
- a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).
  - b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
22. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

23. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.
  24. *Other Tasks:* Perform or provide the following other Construction Phase tasks or deliverables: **Grant Administration Assistance**  
**Preparation of Record Drawings**
  25. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the Work is acceptable (subject to the provisions of the Notice and Paragraph A1.05.A.21.b) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
  26. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the Project involves more than one prime contract as indicated in Paragraph A1.03.D, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

#### ~~A1.06 — Post Construction Phase~~

- ~~A. Upon written authorization from Owner during the Post Construction Phase, Engineer shall:~~
- ~~1. Together with Owner, visit the Project to observe any apparent defects in the Work, make recommendations as to replacement or correction of defective Work, if any, or the need to repair of any damage to the Site or adjacent areas, and assist Owner in consultations and discussions with Contractor concerning correction of any such defective Work and any needed repairs.~~

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#### Exhibit A – Engineer's Services.

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- ~~2. Together with Owner, visit the Project within one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.~~

~~Perform or provide the following other Post Construction Phase tasks or deliverables:~~

~~The Post Construction Phase services may commence during the Construction Phase and, if not otherwise modified in this Exhibit A, will terminate twelve months after the commencement of the Construction Contract's correction period.~~

## **PART 2 – ADDITIONAL SERVICES**

### *A2.01 Additional Services Requiring Owner's Written Authorization*

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.
  1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
  2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
  3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
  4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2.
  5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
  6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
  7. Undertaking investigations and studies including, but not limited to:



- a. detailed consideration of operations, maintenance, and overhead expenses;
  - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
  - c. preparation of appraisals;
  - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
  - e. detailed quantity surveys of materials, equipment, and labor; and
  - f. audits or inventories required in connection with construction performed or furnished by Owner.
8. Furnishing services of Consultants for other than Basic Services.
  9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.
  10. Providing the following services:
    - a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.
    - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
  11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).
  12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
  13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
  14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.

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**Exhibit A – Engineer's Services.**

**EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.**

15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
- ~~17. Preparing Record Drawings, and furnishing such Record Drawings to Owner.~~
18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.
19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
20. Preparation of operation, maintenance, and staffing manuals.
21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).
22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.
23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
25. Overtime work requiring higher than regular rates.
26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

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Exhibit A – Engineer's Services.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

**B. The following additional services are anticipated to be required and are part of this Agreement:**

- 1. Field Detailing and Survey as necessary**
- 2. Grant Administration Assistance**
- 3. Construction Permitting**
- 4. Wetland/Stream Delineation & Permitting**
- 5. Preparation of Record Drawings**

**A2.02 Additional Services Not Requiring Owner's Written Authorization**

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.
2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.
5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that

exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

This is **EXHIBIT B**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Owner's Responsibilities**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties.

B2.01 In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:

- A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
- B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
- C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
- D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:
  - 1. Property descriptions.
  - 2. Zoning, deed, and other land use restrictions.
  - 3. Utility and topographic mapping and surveys.

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**Exhibit B – Owner's Responsibilities.**

4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
  5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
  6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
  7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.
- F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:
1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
  2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.
  3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.
- G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.
- I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.

- J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.
- K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.
- L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.
- M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
- N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.
- O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.
- P. Place and pay for advertisement for Bids in appropriate publications.
- Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.
- R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
- S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.
- T. Perform or provide the following: **None known at this time.**

This is **EXHIBIT C**, consisting of 2 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated June 12, 2023.

**Payments to Engineer for Services and Reimbursable Expenses**  
**COMPENSATION PACKET BC-1: Basic Services – Lump Sum**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**ARTICLE 2 – OWNER’S RESPONSIBILITIES**

**C2.01 Compensation for Basic Services (other than Resident Project Representative) – Lump Sum Method of Payment**

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. A Lump Sum amount of \$220,000.00 based on the following estimated distribution of compensation:

a. Study and Report Phase	<u>\$20,000.00</u>
b. Preliminary <b>and Final</b> Design Phase	<u>\$200,000.00</u>
c. Final Design Phase	<u>\$ NA</u>
d. Bidding and Negotiating Phase	<u>\$ NA</u>
e. Construction Phase	<u>\$ NA</u>
f. Post-Construction Phase	<u>\$ NA</u>

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

3. The Lump Sum includes compensation for Engineer’s services and services of Engineer’s Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.

4. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses (see Appendix 1 for rates or charges): **Mileage, Meals, Printing, and Postage Charges**

5. The portion of the Lump Sum amount billed for Engineer’s services will be based upon Engineer’s estimate of the percentage of the total services actually completed during the



billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.

- B. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-1 is conditioned on a period of service not exceeding 12 months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.

This is **EXHIBIT C**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

**Payments to Engineer for Services and Reimbursable Expenses**  
**COMPENSATION PACKET BC-2: Basic Services – Standard Hourly Rates**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**ARTICLE 2 – OWNER’S RESPONSIBILITIES**

**C2.01 Compensation For Basic Services (other than Resident Project Representative) – Standard Hourly Rates Method of Payment**

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer’s personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer’s Consultants' charges, if any.
2. The Standard Hourly Rates charged by Engineer constitute full and complete compensation for Engineer’s services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Engineer’s Consultants’ charges.
3. Engineer’s Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit C as Appendices 1 and 2.
4. The total compensation for services under Paragraph C2.01 is estimated to be \$120,000.00 based on the following estimated distribution of compensation:

a. Study and Report Phase	\$ <u>NA</u>
b. Preliminary Design Phase	\$ <u>NA</u>
c. Final Design Phase	\$ <u>NA</u>
d. Bidding or Negotiating Phase	\$ <u>20,000.00</u>
e. Construction Phase	\$ <u>100,000.00</u>
f. Post-Construction ( <b>Warranty</b> ) Phase	\$ <u>NA</u>

5. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed

the total estimated compensation amount unless approved in writing by Owner. See also C2.03.C.2 below.

6. The total estimated compensation for Engineer's services included in the breakdown by phases as noted in Paragraph C2.01.A.3 incorporates all labor, overhead, profit, Reimbursable Expenses, and Engineer's Consultants' charges.
7. The amounts billed for Engineer's services under Paragraph C2.01 will be based on the cumulative hours charged to the Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultants' charges.
8. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of June 30th) to reflect equitable changes in the compensation payable to Engineer.

- B. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-2 is conditioned on a period of service not exceeding 12 months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.**

#### C2.02 *Compensation For Reimbursable Expenses*

- A. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 1 to this Exhibit C.
- B. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
- C. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of 1.15.

#### C2.03 *Other Provisions Concerning Payment*

- A. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.15.
- B. *Factors:* The external Reimbursable Expenses and Engineer's Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.

C. *Estimated Compensation Amounts:*

1. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
  2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
- D. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**COMPENSATION PACKET RPR-2:  
Resident Project Representative – Standard Hourly Rates**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**C2.04 Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment**

**A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:**

1. **Resident Project Representative Services:** For services of Engineer's Resident Project Representative under Paragraph A1.05.A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation under this paragraph is estimated to be \$180,000.00 based upon full-time RPR services on an eight-hour workday, Monday through Friday, over a 9 day month construction schedule.

**B. Compensation for Reimbursable Expenses:**

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01, and are directly related to the provision of Resident Project Representative or Post-Construction Basic Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representative and assistants; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be those internal expenses related to the Resident Project Representative Basic Services that are actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such services, the latter multiplied by a factor of 1.15.
4. The Reimbursable Expenses Schedule will be adjusted annually (as of June 30th) to reflect equitable changes in the compensation payable to Engineer.

**C. Other Provisions Concerning Payment Under this Paragraph C2.04:**

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Exhibit C – Compensation Packet RPR-2: Resident Project Representative Services—  
Standard Hourly Rates Method of Payment.

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1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.15.
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. *Estimated Compensation Amounts:*
  - a. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
  - b. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend Engineer's services during negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
4. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**COMPENSATION PACKET AS-1:  
Additional Services – Standard Hourly Rates**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment**

- A. Owner shall pay Engineer for Additional Services, if any, as follows:
1. *General:* For services of Engineer's personnel engaged directly on the Project pursuant to Paragraph A2.01 or A2.02 of Exhibit A, except for services as a consultant or witness under Paragraph A2.01.A.20, (which if needed shall be separately negotiated based on the nature of the required consultation or testimony) an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Additional Services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any.
- B. *Compensation For Reimbursable Expenses:*
1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01 and are directly related to the provision of Additional Services, Owner shall pay Engineer at the rates set forth in Appendix 1 to this Exhibit C.
  2. Reimbursable Expenses include the expenses identified in Appendix 1 and the following categories: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
  3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be the Additional Services-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such Additional Services, the latter multiplied by a factor of 1.15.
  4. The Reimbursable Expenses Schedule will be adjusted annually (as of June 30th) to reflect equitable changes in the compensation payable to Engineer.
- C. *Other Provisions Concerning Payment for Additional Services:*
1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of 1.15.

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**Exhibit C – Compensation Packet AS-1: Additional Services –  
Standard Hourly Rates Method of Payment.**

2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's Factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**D. The Total Compensation for Services under Paragraph C2.05 is estimated to be \$49,000.00 based on the following estimated distribution of compensation:**

1. Wetland/Stream Delineation & Permitting	<u>\$ 7,000.00</u>
2. Geotechnical Services	<u>\$12,000.00</u>
3. Easement Surveying & Mapping	<u>\$15,000.00</u>

**E. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner.**



This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Reimbursable Expenses Schedule**

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Reimbursable Expenses are subject to review and adjustment per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

8.5" x 11" Black & White Copies	<u>.06</u> /each
8.5" x 11" Black & White Scans	<u>.06</u> /each
8.5" x 14" Black & White Copies	<u>.10</u> /each
8.5" x 14" Black & White Scans	<u>.10</u> /each
11" x 17" Black & White Copies	<u>.25</u> /each
11" x 17" Black & White Scans	<u>.25</u> /each
All above listed sizes of Color Copies	<u>\$1.00</u> /each
All above listed sizes of Color Scans	<u>\$1.00</u> /each
Color Plot all sizes	<u>\$2.50</u> per square foot
18" x 24" Black & White Plan Prints	<u>\$1.50</u> /each
18" x 24" Black & White Plan Scans	<u>\$1.50</u> /each
24" x 36" Black & White Plan Prints	<u>\$2.50</u> /each
24" x 36" Black & White Plan Scans	<u>\$2.50</u> /each
30" x 42" Black & White Plan Prints	<u>\$5.00</u> /each
30" x 42" Black & White Plan Scans	<u>\$5.00</u> /each
36" x 48" Black & White Plan Prints	<u>\$7.50</u> /each
36" x 48" Black & White Plan Scans	<u>\$7.50</u> /each
24" x 36" Foam Board	<u>\$1.25</u> /each
Larger size Plan Prints	subject to square footage
Mylar Prints - 18" x 24"	<u>\$20.00</u> /each
Mylar Prints - 24" x 36"	<u>\$30.00</u> /each
Mylar Prints - 30" x 42"	<u>\$40.00</u> /each
CD of Scans	<u>\$5.00</u> /each
Long Distance Phone Calls	at cost
Meals and Lodging	at cost
Miscellaneous Expenses	at cost
External Reimbursable Expenses	at cost x 1.15
3 Ring Binders up to 2 inches	<u>\$10.00</u> / each
3 Ring Binders over 2 inches	<u>\$25.41</u> / each

This is **Appendix 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Standard Hourly Rates Schedule**

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A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 2 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2, **and are subject to annual review and adjustment as of June 30th.**

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

<b><u>EMPLOYEE CLASSIFICATION:</u></b>	<b><u>HOURLY RATES:</u></b>
Principal	\$185.00
Project Manager	\$140.00 to \$180.00
Project Engineer	\$110.00 to \$165.00
Design Engineer	\$85.00 to \$105.00
Landscape Architect	\$95.00 to \$135.00
Planner	\$75.00 to \$95.00
Designer	\$80.00 to \$125.00
CAD Technician	\$65.00 to \$75.00
Project Surveyor	\$90.00 to \$135.00
Party Chief	\$55.00 to \$110.00
Surveyor Technician	\$45.00 to \$65.00
1-Man Robotic	\$100.00 to \$135.00
Resident Project Representative	\$60.00 to \$105.00
Administrative Assistant	\$60.00 to \$70.00
Intern Tech	\$35.00
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expense	Cost

This is **Appendix 3 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Summary of Engineering Fees**

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**C2.01.1** *Compensation for Basic Services (other than Resident Project Representative) - Lump Sum Method of Payment*

A.1.a.	Study and Report Phase	<u>\$20,000.00</u>
A.1.b.	Preliminary and Final Design Phase	<u>\$200,000.00</u>

**C2.01.2** *Compensation for Basic Services (other than Resident Project Representative) – Standard Hourly Rates Method of Payment*

A.4.d.	Bidding or Negotiating Phase	<u>\$20,000.00</u>
A.4.e.	Construction Phase	<u>\$100,000.00</u>

**C2.04** *Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment*

A.1.	Resident Project Representative Services	<u>\$180,000.00</u>
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**C2.05** *Compensation for Additional Services – Standard Hourly Rates Method of Payment*

D.1.	Wetland/Stream Delineation & Permitting	<u>\$7,000.00</u>
D.2.	Geotechnical Services	<u>\$12,000.00</u>
D.3.	Easement Surveying & Mapping	<u>\$15,000.00</u>

**C2.01.1 through C2.05 TOTAL** \$554,000.00

This is **EXHIBIT D**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Duties, Responsibilities, and Limitations of Authority of Resident Project Representative**

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

### **ARTICLE 1 - SERVICES OF ENGINEER**

#### *D1.01 Resident Project Representative*

- A. Engineer shall furnish a Resident Project Representative (“RPR”) to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer’s representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR’s actions.
- B. Through RPR’s observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor’s work in progress, for the coordination of the Constructors’ work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor’s failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
  1. *General:* RPR’s dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR’s dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
  2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
  3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings

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**Exhibit D - Resident Project Representative.**

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**Page 1**

(but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
  - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
  - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
  - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
  - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
  - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
  - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*
  - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected,

removed and replaced, or accepted as provided in the Construction Contract Documents.

- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

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Exhibit D - Resident Project Representative.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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Page 3

- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
  - e. Maintain records for use in preparing Project documentation.
  - f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
12. *Reports:*
- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
  - b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
  - c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
  - d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.
13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
15. *Completion:*
- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
  - b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

D. Resident Project Representative shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.



This is **EXHIBIT E**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.



**NOTICE OF ACCEPTABILITY OF WORK**

---

**PROJECT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:** \_\_\_\_\_

**EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_

**NOTICE DATE:** \_\_\_\_\_

---

**To:** \_\_\_\_\_  
**Owner**

**And To:** \_\_\_\_\_  
**Contractor**

**From:** \_\_\_\_\_  
**Engineer**

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated \_\_\_\_\_, and the following terms and conditions of this Notice:

### CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

This is **EXHIBIT G**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Insurance**

---

Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

### G6.05 *Insurance*

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

- |  |              |
|--|--------------|
| a. Workers' Compensation:  | Statutory    |
| b. Employer's Liability --   |              |
| 1) Bodily injury, each accident:   | \$ 100,000   |
| 2) Bodily injury by disease, each employee:  | \$ 100,000   |
| 3) Bodily injury/disease, aggregate:   | \$ 500,000   |
| c. General Liability --  |              |
| 1) Each Occurrence (Bodily Injury and Property Damage):                              | \$ 1,000,000 |
| 2) General Aggregate:  | \$ 2,000,000 |
| d. Excess or Umbrella Liability --   |              |
| 1) Per Occurrence:   | \$ 2,000,000 |
| 2) General Aggregate:  | \$ 2,000,000 |
| e. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage): |              |
|  | \$ 1,000,000 |
| f. Professional Liability --   |              |
| 1) Each Claim Made   | \$ 2,000,000 |
| 2) Annual Aggregate  | \$ 2,000,000 |
| g. Other (specify):  | \$ _____     |

---

**Exhibit G – Insurance.**

2. By Owner:

- |  |              |
|--|--------------|
| a. Workers' Compensation:  | Statutory    |
| b. Employer's Liability --   |              |
| 1) Bodily injury, Each Accident  | \$ 100,000   |
| 2) Bodily injury by Disease, Each Employee   | \$ 100,000   |
| 3) Bodily injury/Disease, Aggregate  | \$ 500,000   |
| c. General Liability --  |              |
| 1) General Aggregate:  | \$ 2,000,000 |
| 2) Each Occurrence (Bodily Injury and Property Damage):                              | \$ 1,000,000 |
| d. Excess Umbrella Liability   |              |
| 1) Per Occurrence:   | \$ 2,000,000 |
| 2) General Aggregate:  | \$ 2,000,000 |
| e. Automobile Liability – Combined Single Limit (Bodily Injury and Property Damage): |              |
|  | \$ 1,000,000 |
| f. Other (specify):  | \$ _____     |

B. *Additional Insureds:*

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:
  - a. Rivers & Associates, Inc.  
Engineer
  - b. Dibble & Pledger  
Engineer's Consultant
  - c. Dixon Associates  
Engineer's Consultant
  - d. None at this time  
[other]
2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.
3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

This is **EXHIBIT H**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Dispute Resolution**

---

Paragraph 6.09 of the Agreement is supplemented to include the following agreement of the parties:

### H6.08 *Dispute Resolution*

- A. *Mediation*: Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof (“Disputes”) to mediation by a mutually agreeable mediator. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

This is **EXHIBIT I**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## Limitations of Liability

---

Paragraph 6.11 of the Agreement is supplemented to include the following agreement of the parties:

A. *Limitation of Engineer's Liability*

1. *Engineer's Liability Limited to Amount of Insurance Proceeds:* Engineer shall procure and maintain insurance as required by and set forth in Exhibit G to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by Laws and Regulations, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, members, partners, agents, employees, and Consultants to Owner and anyone claiming by, through, or under Owner for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied, of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants (hereafter "Owner's Claims"), shall not exceed the total insurance proceeds paid on behalf of or to Engineer by Engineer's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of Engineer's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement. If no such insurance coverage is provided with respect to Owner's Claims, then the total liability, in the aggregate, of Engineer and Engineer's officers, directors, members, partners, agents, employees, and Consultants to Owner and anyone claiming by, through, or under Owner for any and all such uninsured Owner's Claims shall not exceed \$10,000.00.
2. *Exclusion of Special, Incidental, Indirect, and Consequential Damages:* To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision in the Agreement, consistent with the terms of Paragraph 6.11, the Engineer and Engineer's officers, directors, members, partners, agents, Consultants, and employees shall not be liable to Owner or anyone claiming by, through, or under Owner for any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, including but not limited to:

- B. *Indemnification by Owner:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury

to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.



This is **EXHIBIT J**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

## **Special Provisions**

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The proposed project consists of planning, design and construction of approximately 37,250 LF of 12" water transmission main and a 550-gpm Booster Pump Station along Highway 32 between the Water Treatment Plant in Roper, NC, and the Pea Ridge community. In addition, two short sections of 6" water distribution main are proposed to close water main loops in the Pea Ridge area: (1) 5,200 LF of 6" water main on Breezy Banks Road between NC Hwy 32 and Pea Ridge Road and (2) 9,400 LF of 6" water main on Jones White Road/Davenport Forks Road to connect to the existing 6" main on Pea Ridge Road.

The primary goal of this project is to improve system hydraulics in the Pea Ridge area of the County. These proposed improvements will improve transmission and pressure within the Pea Ridge and adjacent areas, eliminate dead-end mains by completing loops, and improve the dependability of the system.

Consultant services are anticipated to include:

- Preparation of Engineering Report,
- Field Detailing and Survey as required,
- Preliminary and Final Design,
- Preparation of Construction Plans, Specifications and Contract,
- Wetland/Stream Delineation & Permitting,
- Geotechnical Investigation,
- Easement Surveying & Mapping
- Bidding and/or Negotiation,
- Construction Administration,
- Construction Observation,
- Preparation of Record Drawings,
- Grant Administration Assistance,
- Additional phases and/or tasks as authorized in writing by the Owner.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 12, 2023.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. \_\_\_\_\_**

The Effective Date of this Amendment is: \_\_\_\_\_.

Background Data

Effective Date of Owner-Engineer Agreement: \_\_\_\_\_

Owner: \_\_\_\_\_

Engineer: \_\_\_\_\_

Project: \_\_\_\_\_

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- \_\_\_\_ Additional Services to be performed by Engineer
- \_\_\_\_ Modifications to services of Engineer
- \_\_\_\_ Modifications to responsibilities of Owner
- \_\_\_\_ Modifications of payment to Engineer
- \_\_\_\_ Modifications to time(s) for rendering services
- \_\_\_\_ Modifications to other terms and conditions of the Agreement

Description of Modifications:

***Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.***

Agreement Summary:

Original agreement amount:	\$ _____
Net change for prior amendments:	\$ _____
This amendment amount:	\$ _____
Adjusted Agreement amount:	\$ _____

Change in time for services (days or date, as applicable): \_\_\_\_\_

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
Print  
name: \_\_\_\_\_

By: \_\_\_\_\_  
Print  
name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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# WASHINGTON COUNTY TOURISM DEVELOPMENT AUTHORITY

## BY-LAWS

### ARTICLE

#### THE AUTHORITY

##### **Section 1 ACT OF AUTHORIZATION**

The entity shall be established under the authority of NC House Bill 757, as ratified in the 2001 Session of the General Assembly of North Carolina (Session Law 2001-305). The Authority is a Public Authority under the Local Government Budget and Fiscal Control Act.

##### **Section II PURPOSE**

It shall have as its sole Purpose, the development of travel and tourism in Washington County through advertising and promotion, to sponsor tourist-oriented events and activities in Washington County, and to finance tourist-related capital events and activities in Washington County. The Authority shall use at least two-thirds of the funds remitted to it to promote travel and tourism in Washington County and shall use the remainder for tourism-related expenditures.

##### **Section III NAME**

The name of the Authority shall be the Washington County Travel & Tourism Authority.

##### **Section IV OFFICES**

The principle Office of the Authority shall be located in Washington County, North Carolina. The Authority shall have such offices in Washington County as determined by the members of the Authority.

##### **Section V FISCAL AND ADMINISTRATIVE YEAR**

The fiscal and administrative year shall be from July 1 through June 30 of each year.

## **ARTICLE II**

### **MEMBERS**

#### **Section I APPOINTMENT OF MEMBERS**

The authority shall consist of (5) members:

1. A Washington County Commissioner, appointed by the Washington County Board of Commissioners.
2. Two (2) owners or managers of a motel/hotel or other taxable accommodations in Washington County that has at least 5 units, appointed by the Washington County Board of Commissioners.
3. Two (2) at large members from the general public appointed by the Washington County Board of Commissioners who must be persons who are currently active in the promotion of travel and tourism in the County and who shall be County residents not residing within the same municipality with the intent to spread representation through the geographical areas of the County.

#### **Section II COMPENSATION**

All members shall serve without compensation but shall be entitled to reimbursement of expenses actually incurred in connection with carrying out their duties and responsibilities as representatives of the Authority.

#### **Section III TERMS OF OFFICE**

1. Members of the Authority shall serve a three-year (3) term, which will be on a staggered basis after the initial appointment. Term of office shall expire on June 30 and appointees shall take office the first regular meeting following their appointment.
2. Membership is not transferrable.
3. Faithful attendance at the meetings of the Authority is considered a pre-requisite for maintenance of membership on the Authority.

#### **Section IV VACANCIES AND TERMINATIONS**

1. All vacancies shall be filled by the Washington County Board of Commissioners in the same manner as the original appointment. Members appointed to fill vacancies shall serve for the remainder of the unexpired term of the member whom he or she replaces.
2. A member of the Authority may be removed for the following reasons:
  - a) A letter of resignation from appointee
  - b) For just cause by the majority vote of the appointing body

## **ARTICLE III**

### **ORGANIZATION**

#### **Section I      GENERAL POWERS**

The activities of the Authority shall be those as determined and enumerated in NC House Bill 757, Chapter 821, as ratified on the 2001 Session of the General Assembly of North Carolina, specifically, it shall promote travel, tourism, and conventions in the county, sponsor tourist-related activities in the county and finance tourist-related capital projects in the county. (“Promote Travel and Tourism” and “Tourism-Related expenditures” shall be as defined in House Bill 757, 2001 Session Laws 305 at Section One (e),(2) and (3), respectively). The Authority shall have expenditure control and authority over the quarterly deposited room occupancy tax proceeds in compliance with the aforesaid Session Law. All funds shall be deposited to the credit of the Authority in the Washington County General Fund and disbursed by the Treasury in compliance with these By-Laws and Session Law 2001-305 and other applicable laws including but not limited to the Local Government Budget and Fiscal Control Act. At least two-thirds of all funds deposited to the Authority's credit MUST be spent to “promote travel and tourism in Washington County.” The remaining one-third may be used for “tourism-related” expenditures.

The Board of County Commissioners shall designate one member of the Board as the Chairperson, annually as provided by Section 2 (a) of Session Law 2001-305.

The Authority, with the approval of the County Commissioners, may contract with any person, firm, or agency to assist in carrying out the purpose of development of tourism in Washington County.

#### **Section II      OFFICERS**

The officers of the Authority shall be the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer who is the Washington County Finance Officer. The Vice-Chairperson and the Secretary shall be elected annually at the first regularly scheduled meeting of the new administrative year.

#### **Section III     DUTIES OF OFFICERS:**

1. Chairperson: The Chairperson shall call and reside at all regular meetings and exercise any and all special duties as from time to time may be assigned to him/her by the Authority. He/she may also appoint any standing committee consisting of Authority members as is deemed necessary.
2. Vice-Chairperson: The Vice-Chairperson shall, at the request of the Chairperson or in his/her absence, perform all duties of the Chairperson with the same powers and restrictions. He/she may also perform any other duties as directed by the Authority.

3. Secretary: The Secretary, elected by members of the Authority, shall be responsible for the record keeping of all minutes of meetings and documents related to the business of the Authority and shall perform such other duties as are assigned by the Authority.
4. Treasurer: The Treasurer shall be the Washington County Finance Officer who shall disburse all funds upon approval of the Authority and upon her own determination in accord with law that such expenditures are in compliance with the Local Government Budget and Fiscal Control Act and in compliance with the expenditure restriction provisions of Session Law 2001-305, House Bill 757 of the 2001 Session Laws of the State of North Carolina. He/she shall keep concise, accurate records according to standard accounting practices and have such records up to date and available for review at each regularly scheduled meeting.

## **ARTICLE IV**

### **MEETINGS**

#### **Section I      REGULAR AND SPECIAL MEETINGS**

The Authority shall meet regularly on the third Tuesday of even numbered months at a time and place agreed upon by the membership. A notice of regular meetings will be sent to all members one week prior to the meeting. The Chairperson or two other members of the Authority may call special meetings with a notice given to all other members within 48 hours prior to the meeting.

#### **Section II      VOTING RIGHTS AND QUORUM**

All members of the Authority in good standing shall have one equal vote. A Quorum shall consist of three (3) members. All actions shall be determined by a majority vote of the quorum present. Except as otherwise provided by law or by these By-Laws, the Rules of Parliamentary Practices as contained in "Roberts Rules of Order" shall govern the Authority.

#### **Section III      OPEN MEETINGS**

All regular meetings shall be open to the public as specified in the "Open Meetings" Law of North Carolina.

#### **Section IV      REPORTS**

The Authority shall report quarterly and at the close of the fiscal year to the Board of County Commissioners on its receipts and expenditures for the preceding quarter and for the year in such detail as they may require.

**ARTICLE V**  
**AMENDMENTS**

An affirmative vote by the majority of the full Authority shall be required before these By-Laws may be amended. All proposed amendments shall be brought before the Board of County Commissioners at least one (1) meeting prior to the meeting in which the vote is to be taken and any amendment to these By-Laws must be allowed by the Board of County Commissioners.

**ADOPTED** this the 5<sup>th</sup> day of June, 2023.

---

Julius Walker, Jr. Chair  
Washington County Board of Commissioner

ATTEST:

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

**(COUNTY SEAL)**



# WASHINGTON COUNTY BOARD OF COMMISSIONERS

## AGENDA STATEMENT

**ITEM NO: 2**

**DATE: June 5, 2023**

**ITEM: Public Forum (3-5 minute limit per speaker)**

### **SUMMARY EXPLANATION:**

As is required by North Carolina General Statute §153A-52.1, time has been allotted for comments from the public.

#### Public Comment Statements

In December of 2015, the Washington County Board of Commissioners adopted a public comment period. Essentially this policy said that a public comment period shall be set aside at the beginning of each regular monthly Commissioners and it shall be limited to a maximum of thirty (30) minutes.

Additionally, this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet.

This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

1. Speakers shall be acknowledged by the Board Chairperson.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.
4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks of commissioners.
5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 3**

**DATE: June 5, 2022**

**ITEM: Employee of the Quarter, Chair Walker**

**SUMMARY EXPLANATION:**

Chair Walker will make a presentation to the Employee of the Quarter. The Employee of the Quarter will receive a Certificate and a check for \$50 and be recognized on the Employee Recognition Board in the County's Administrative Building.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 4**

**DATE: June 5, 2023**

**ITEM: Board of Equalization & Review, Ms. Sherri Wilkins, Tax Administrator**

**SUMMARY EXPLANATION:**

- a) Motion to convene as the Board of Equalization and Review (E & R)
- b) Hearing of Appeals  
As of the preparation of this agenda package, Sherri Wilkins, Tax Administrator, has informed the County Manager's Office that there are no appeals at this time.
- c) Motion to adjourn the Board of E & .

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 5**

**DATE: June 5, 2022**

**ITEM: Public Hearing on Eddie Smith Drainage District, Mr. Curtis Potter,  
CM/CA & Mr. Cameron Birtcher, LFNC**

**SUMMARY EXPLANATION:**

There will be a 2<sup>nd</sup> public hearing on the re-creation of the Eddie Smith Drainage District to the Eddie Smith Special Assessment District. See attached.

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

### COMMISSIONERS:

JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
JOHN C. SPRUILL  
CAROL V. PHELPS



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

### 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

## AGENDA ITEM MEMO

---

<b>MEETING DATE:</b>	June 5 <sup>th</sup> , 2023	<b>MEMO Date:</b>	June 1 <sup>st</sup> , 2023	<b>ITEM:</b>
<b>SUBJECT:</b>	Public Hearing & Approval of Preliminary Assessment Roll for Eddie Smith Special Assessment District			
<b>DEPARTMENT:</b>	Soil & Water/Drainage			
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney (CM/CA)			
<b>ATTACHMENTS:</b>	A- Eddie Smith Drainage Map (1pg - for informational purposes only) B- Certificate of Notice from Cameron Birtcher dated 5/23/23 (1pg) C- Preliminary Assessment Roll			

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**PURPOSE:** To hold a public hearing on, and subsequently consider approving the attached proposed assessment roll for a new Eddie Smith Special Assessment District.

### BACKGROUND/STAFF DISCUSSION & ANALYSIS:

- A. In 1995 a Special Assessment District known as the Eddie Smith Special Assessment District was created by the Board of Commissioners with a budget period of twenty (20) years which expired in 2015.
- B. Since that time, county staff together with the assistance of Attorney David Gadd have worked with local land owners in and around the Eddie Smith drainage canal area in eastern Washington County discussing a variety of best practices and possible alternative methods to accomplish the underlying goal of providing an equitable means to collect funding from impacted landowners, and pay for and administer the perpetual work required to maintain reasonably consistent and effective drainage in this canal.
- C. After a previous attempt to establish a "Service District" (recommended by staff as the best and most appropriate option) to accomplish that goal was rejected by local land owners, staff were directed by the Board to essentially revive the same type of special assessment district structure originally used in 1995 to accomplish the underlying goal without unnecessarily upsetting local land owners.
- D. Staff has worked steadily toward that end over the past year.
  - a. On 3/6/23 the Board approved a Preliminary Assessment Resolution No. 2023-011 describing the general terms of the proposed new district.

- b. On 5/1/23 the Board approved a Final Assessment Resolution No. 2023-019 establishing the new Eddie Smith Special Assessment District.
  - c. On 5/23/23 Notice of the Final Assessment Resolution and Preliminary Assessment Roll (including the basis for assessment being established as \$0.12 per acre of woodland, and \$0.35 per acre of cropland was provided to all impacted land owners per NCGS 153-194.
- E. Several of the more relevant statutes related to this process, and particularly to its finalization are pasted below for your reference and convenience.

**BEFORE THE PUBLIC HEARING:**

**a. § 153A-194. Preliminary assessment roll; publication.**

*When the total cost of a project has been determined, the board of commissioners shall cause a preliminary assessment roll to be prepared. The roll shall contain a brief description of each lot, parcel, or tract of land assessed, the basis for the assessment, the amount assessed against each, the terms of payment, including the schedule of discounts, if such a schedule is to be established and the name of the owner of each lot, parcel, or tract as far as this can be ascertained from the county tax records. A map of the project on which is shown each lot, parcel, or tract assessed, the basis of its assessment, the amount assessed against it, and the name of its owner as far as this can be ascertained from the county tax records is a sufficient assessment roll.*

*After the preliminary assessment roll has been completed, the board shall cause the roll to be filed in the clerk's office, where it shall be available for public inspection, and shall set the time and place for a public hearing on the roll. At least 10 days before the date set for the hearing, the board shall publish a notice that the preliminary assessment roll has been completed. The notice shall describe the project in general terms, note that the roll in the clerk's office is available for inspection, and state the time and place for the hearing on the roll. In addition, at least 10 days before the date set for the hearing, the board shall cause a notice of the hearing to be mailed by first-class mail to each owner of property listed on the roll. The mailed notice shall state the time and place of the hearing, note that the roll in the clerk's office is available for inspection, and state the amount as shown on the roll of the assessment against the property of the owner. The person designated to mail these notices shall file with the board a certificate stating that they were mailed by first-class mail and on what date. In the absence of fraud, the certificate is conclusive as to compliance with the mailing requirements of this section. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1; 1983, c. 381, s. 2.)*

**DURING THE PUBLIC HEARING:**

**b. § 153A-195. Hearing on preliminary assessment roll; revision; confirmation; lien.**

*At the public hearing the board of commissioners shall hear all interested persons who appear with respect to the preliminary assessment roll. At or after the hearing, the board shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or by cancelling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment. When the board confirms assessments for a project, the clerk shall enter in the minutes of the board the date, hour, and minute of confirmation. From the time of confirmation, each assessment is a lien on the property assessed of the same nature and to the same extent as the lien for county or city property taxes, under the priorities set out in G.S. 153A-200. After the assessment roll is confirmed, the board shall cause a copy of it to be delivered to the county tax collector for collection in the same manner (except as provided in this Article) as property taxes. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1.)*

**AFTER THE PUBLIC HEARING & APPROVAL:**

**c. § 153A-196. Publication of notice of confirmation of assessment roll.**

*No earlier than 20 days from the date the assessment roll is confirmed, the county tax collector shall publish once a notice that the roll has been confirmed. The notice shall also state that assessments may be paid without interest at any time before the expiration of 30 days from the date that the notice is published and that if they are not paid within this time, all installments thereof shall bear interest as determined by the board of commissioners. The notice shall also state the schedule of discounts, if one has been established, to be applied to assessments paid before the expiration date for payment of assessments without interest. (1963, c. 985, s. 1; 1965, c. 714; 1973, c. 822, s. 1; 1983, c. 381, s. 3.*

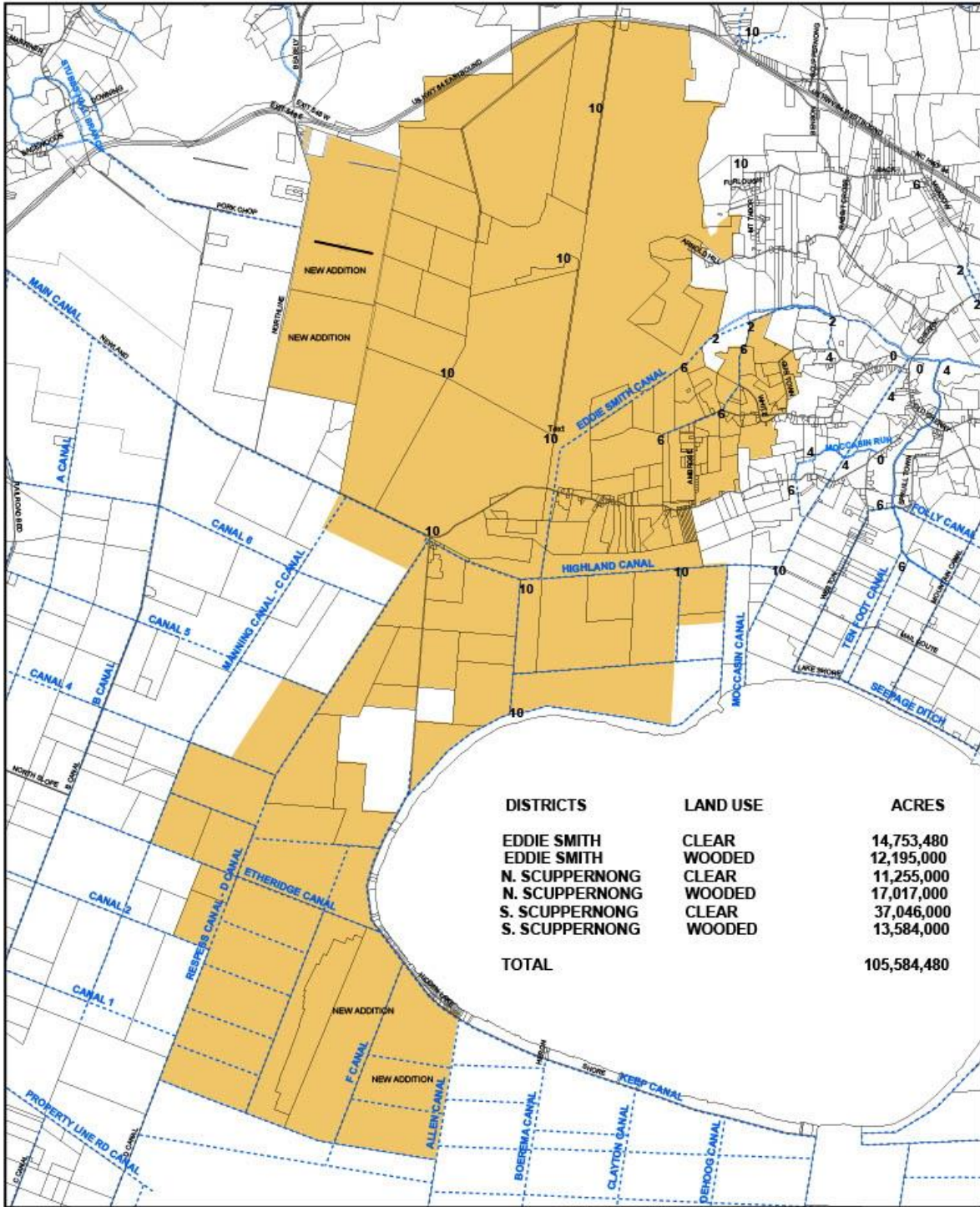
**d. § 153A-204.1. Maintenance assessments.**

*In order to pay for the costs of maintaining and operating a project, the board of commissioners may annually or at less frequent intervals levy maintenance and operating assessments for any project purpose set forth in G.S. 153A-185(3) on the same basis as the original assessment. The amount of these assessments shall be determined by the board of commissioners on the basis of the board's estimate of the cost of maintaining and operating a project during the ensuing budget period, and the board's decision as to the amount of the assessment is conclusive. In determining the total cost to be included in the assessment the board may include estimated costs of maintaining and operating the project, of necessary legal services, of interest payments, of rights-of-way, and of publishing and mailing notices and resolutions. References to "total costs" in provisions of this Article that apply to maintenance and operating assessments shall be construed to mean "total estimated costs." Within the meaning of this section a "budget period" may be one year or such other budget period as the board determines.*

*All of the provisions of this Article shall apply to maintenance and operating assessments, except for G.S. 153A-190 through G.S. 153A-193. (1983, c. 321, s. 4.)*

**STAFF RECOMMENDATION:** Staff recommends that the Board:

**VOTE to APPROVE & CONFIRM the attached Preliminary Assessment Roll, to be delivered to the Tax Administrator by the Clerk to the Board for collection in accordance with applicable law, in the same manner as property taxes.**



**EDDIE SMITH DRAINAGE MAP**







# WASHINGTON COUNTY

PLYMOUTH, NORTH CAROLINA

P.O. BOX 1007  
27962

State of North Carolina  
County of Washington

I, Cameron Birtcher, Lead for North Carolina Fellow for Washington County, depose and say:

On May 1<sup>st</sup>, 2023 Washington County adopted a final assessment resolution (the "Resolution") in order to re-establish the Eddie Smith Special Assessment District (the "District").

Pursuant to NC G.S. 153A-194, a Notice is required to be mailed to all property owners within the District, notifying them of the completion of the preliminary assessment roll as well as the time and location of the associated public hearing.

I certify that a Notice regarding the preliminary assessment roll and associated public hearing was mailed to all property owners within the District on May 23<sup>rd</sup>, 2023.

The mailing was made by first class mail and was addressed to the property owners at their respective addresses as they appear in County records.

I have personal knowledge that the mailing was made, and I am competent to testify to the fact of such mailing.

Executed on May 23<sup>rd</sup>, 2023 at Plymouth, North Carolina.

  
Cameron Birtcher, LFNC Fellow

~ Equal Opportunity Employer ~

## **Eddie Smith Special Assessment District**

### **Preliminary Assessment Roll**

#### **N.C.G.S. §153A-194**

The following Preliminary Assessment Roll is prepared and submitted pursuant to N.C.G.S. §153A-194 by the Board of Commissioners of Washington County, North Carolina. A public hearing will be held on the Preliminary Assessment Roll on June 5, 2023 at 6:00 PM in the County Commissioner's Room at 116 Adams Street, Plymouth, NC 27962

#### **Basis for Assessment**

Assessments shall be made as to cropland and forestland only, as it is deemed cropland and forestland will be the land benefitted by the project. All cropland will be assessed initially at a rate of \$0.35 per acre and all woodland will be assessed initially at a rate of \$0.12 per acre. These rates are based upon the average ad valorem tax assessed for one acre of cropland and one acre of woodland within the boundaries of the special assessment district, as reflected on the Washington County Tax records.

#### **Terms of Payment**

Assessments shall be billed to all landowners within the boundaries of the special assessment district together with the 2023 ad valorem tax bills, and shall be due on September 1, 2023. Assessments shall not be deemed overdue until January 6, 2024. No assessments shall be held in abeyance.

The attached roll reflects the Washington County PIN and the amount assessed to each parcel. The Washington County PIN may be used to locate the parcel on the Washington County tax map, which may be found online at <https://washconc.org/geographic-information-systems/> or in the office of the Washington County Geographic Information Office at 116 Adams Street, Plymouth, NC 27962 (County Manager's office).

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
295	ALEXANDER, A. W. III 15150 SHAMROCK DR FT MYERS, FL	7757.00-24-2534	8559	10.7	3.75	22.4	2.69	6.44	10393
		33912							
224	ALEXANDER, ALVAH W. III 15150 SHAMROCK DR FORT MYERS, FL	7746.00-25-1813	6933	19.9	6.97	7.3	.88	7.85	10402
		33912							
303	ALEXANDER, ALVAH W. III & WENDI C. 15150 SHAMROCK DR FT. MEYERS, FL	7746.00-47-5341	10579	12.6	4.41	.0	.00	4.41	10407
		33912							
371	ALEXANDER, BRADFORD D. & SHARON O. PO BOX 321 CRESWELL, NC	7756.00-37-5718	6478	1.2	.42	.0	.00	.42	2331
		27928							
3175	B 5, LLC 1458 MORRATTOCK RD PLYMOUTH, NC	7749.00-23-3762 7747.00-02-5324N01 7748.00-20-3388	5908 9995 9867	79.6 172.0 .0	27.86 60.20 .00	18.2 1,002.6 497.7	2.18 120.31 59.72	30.04 180.51 59.72	4063
		27962	TOTAL...	251.6	88.06	1,518.5	182.21	270.27	
3883	BARNES, JOHN S. 5735 SHORE DRIVE CRESWELL, NC	7735.00-21-7033	7614	229.6	80.36	.0	.00	80.36	2442
		27928							
5362	BELL, VERNON R & J B BELL, III 4138 RAILROAD BED RD PANTEGO, NC	7724.00-28-8829	9264	178.7	62.55	.0	.00	62.55	1612
		27860							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
57879	BLACK, REATTA WRIGHT; PETERIK, TONY 7100 NC HWY 99 N PANTEGO, NC	7724.00-57-2944	9250	189.6	66.36	.0	.00	66.36	1621
		27860							
7289	BOYD, DOUGLAS; JAMES; TAMMY; AMANDA 2142 RESPESS RD PINETOWN, NC	7724.00-88-1243 7735.00-02-9713 7735.00-27-9344 7723.00-84-6798	10316 6922 6930 6441	1,164.1 341.4 210.6 355.2	407.44 119.49 73.71 124.32	.0 1.1 24.3 347.8	.00 .13 2.92 41.74	407.44 119.62 76.63 166.06	1827
		27865	TOTAL...	2,071.3	724.96	373.2	44.79	769.75	
9036	BUNDY, CURTIS EARL 5544 JERDEN THICKET RD JAMESVILLE, NC	7735.00-46-9165	7617	.0	.00	81.1	9.73	9.73	1383
		27846							
10009	C CANAL FARMS, INC. 504 LILLIPUT DRIVE NEW BERN, NC	7737.00-66-1476	8758	191.6	67.06	125.6	15.07	82.13	10030
		28562							
11478	CLIFTON, TIMOTHY & KAREN 8770 NEWLAND RD CRESWELL, NC	7746.00-66-3902	8984	1.3	.46	.0	.00	.46	2601
		27928							
11880	COLUMBIA NC FARMS, INC PO BOX 1909 MANTEO, NC	7737.00-41-5850 7737.00-78-6574 7737.00-59-1572	10555 10504 10503	684.2 184.2 150.0	239.47 64.47 52.50	.0 .0 .0	.00 .00 .00	239.47 64.47 52.50	3802
		27954	TOTAL...	1,018.4	356.44	.0	.00	356.44	
12344	COOPER, DOUGLAS R. & TERESSA 2078 AMBROSE ROAD CRESWELL, NC	7757.00-52-1740	6907	12.5	4.38	4.5	.54	4.92	2616
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
13273	CUTHRELL, JAMES & BONITA 2083 AMBROSE RD CRESWELL, NC	7757.00-42-6074 7757.00-41-6761	7460 10259	1.0 .0 1.0	.35 .00 .35	.0 1.2 1.2	.00 .14 .14	.35 .14 .49	2634
				27928					
13991	DAVENPORT, DWIGHT ALSTON AND WIFE 9606 NEWLAND RD CRESWELL, NC	7756.00-17-5196 7756.00-05-8839	8770 6956	2.1 12.7 14.8	.74 4.45 5.19	.0 22.6 22.6	.00 2.71 2.71	.74 7.16 7.90	2694
				27928					
14079	DAVENPORT, MERIDA SPRUILL 145 WHITE ROAD CRESWELL, NC	7746.00-98-7714 7736.00-95-1270 7746.00-88-9548	6530 6925 6529	21.5 124.6 26.5 172.6	7.53 43.61 9.28 60.42	.0 63.8 .0 63.8	.00 7.66 .00 7.66	7.53 51.27 9.28 68.08	2741
				27928					
14836	DAVENPORT, MILTON A. 9656 NEWLAND RD CRESWELL, NC	7756.00-15-2859	6963	1.6	.56	3.9	.47	1.03	2744
				27928					
15733	DAY, BARBARA D. 1038 TORREY PINES PL CHAPEL HILL, NC	7757.00-31-7488	6910	26.0	9.10	1.1	.13	9.23	907
				27514					
16000	DINEEN, TIMOTHY SCOTT 8430 NEWLAND RD CRESWELL, NC	7746.00-47-7596 7746.00-46-3733	6934 10578	1.0 16.8 17.8	.35 5.88 6.23	.0 .0 .0	.00 .00 .00	.35 5.88 6.23	2765
				27928					
17415	ETHERIDGE, FRANKLIN L. & MARY 131 S. WATERLILY RD COINJOCK, NC	7757.00-23-4709	6537	4.0	1.40	4.0	.48	1.88	2233
				27923					

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
18058	FORBES, WILLIAM R. & SUSAN R. PO BOX 10 CRESWELL, NC	7757.00-02-0876 7757.00-52-7354	2948 6905	61.8 1.3 63.1	21.63 .46 22.09	.0 .0 .0	.00 .00 .00	21.63 .46 22.09	2792
				27928					
18051	FORBES, WILLIAM R. JR & SUSAN R & PO BOX 10 CRESWELL, NC	7757.00-13-4045	9517	15.7	5.50	25.0	3.00	8.50	2794
				27928					
18060	FORBES, WILLIAM R. JR. & SUSAN R. PO BOX 10 CRESWELL, NC	7757.00-53-7130	5929	34.8	12.18	14.9	1.79	13.97	2796
				27928					
18138	FOSTER, BRYAN C. 1215 RAILROAD BED RD ROPER, NC	7736.00-52-8096	9277	162.0	56.70	.0	.00	56.70	8281
				27970					
18172	FOWL HOOKED LODGE, LLC 1512 O'BRIEN CIRCLE WAKE FOREST, NC	7735.00-73-1540	7022	.0	.00	158.6	19.03	19.03	1005
				27587					
19295	GARCIA, MARIANA NEGRETE 9837 NEWLAND RD CRESWELL, NC	7756.00-17-9015	5534	.6	.21	.0	.00	.21	2814
				27928					
22447	HARRIS, MICHAEL DUANE 534 NORTH SLOPE RD ROPER, NC	7735.00-58-4406	9592	144.0	50.40	.0	.00	50.40	8408
				27970					

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
23501	HENRY, MELANIE & AMY DRYDEN 408 BLUEBIRD LANE NEWPORT NEWS, VA	7757.00-51-5869	7837	1.0	.35	.0	.00	.35	714
		23605							
24233	HOLLEY, TAMMY DAVENPORT 1557 AMBROSE RD CRESWELL, NC	7757.00-63-3389	6604	19.0	6.65	7.0	.84	7.49	2884
		7757.00-64-5159	6605	12.5	4.38	.0	.00	4.38	
		7757.00-54-7537	6601	.0	.00	13.0	1.56	1.56	
		7757.00-45-9243	6578	19.8	6.93	7.2	.86	7.79	
27928		7757.00-56-6245	7713	59.3	20.76	15.2	1.82	22.58	
		TOTAL...		110.6	38.72	42.4	5.08	43.80	
24449	HOLMES, GEORGE HEIRS 2773 AMBROSE ROAD CRESWELL, NC	7757.00-21-2167	6534	3.0	1.05	6.0	.72	1.77	2896
		7747.00-98-4101	8126	50.0	17.50	.0	.00	17.50	
		7758.00-11-0887	6523	39.5	13.83	33.5	4.02	17.85	
		7757.00-21-8690	6533	23.0	8.05	1.0	.12	8.17	
27928		7757.00-07-8999	6525	222.0	77.70	.0	.00	77.70	
		TOTAL...		337.5	118.13	40.5	4.86	122.99	
25357	HOWELL, WAYNE A 1457 RIPP HWY PLYMOUTH, NC	7724.00-60-6990	9240	1,635.2	572.32	.0	.00	572.32	5611
		27962							
26434	JACKSON, LINWOOD PO BOX 91 PLYMOUTH, NC	7736.00-74-6831	6092	.8	.28	.0	.00	.28	5704
		27962							
26667	JAMES, JEREMY P. & KELLY W.; TERRI 878 AMBROSE RD CRESWELL, NC	C7746.00-71-1897	10452	158.9	55.62	.0	.00	55.62	2937
		27928							
26662	JAMES, JEREMY P. & SCOTT A. DBA: TRIPLE J FARM 878 AMBROSE RD CRESWELL, NC	7756.00-19-3534	10438	3.4	1.19	.0	.00	1.19	2938
		27928							

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
26661	JAMES, JEREMY P. & TERRIE C. 878 AMBROSE RD CRESWELL, NC	7755.00-29-2641	9889	38.0	13.30	.0	.00	13.30	2940
		7756.00-22-3289	9891	159.1	55.69	.0	.00	55.69	
		TOTAL...		197.1	68.99	.0	.00	68.99	
27928									
26713	JAMES, ROY H & JOYCE W 4999 SHORE DR CRESWELL, NC	7735.00-96-9461	9892	249.4	87.29	1.9	.23	87.52	2942
27928									
26723	JAMES, RUTH A. 3656 NC HWY 32 SOUTH PLYMOUTH, NC	7746.00-63-4316	9309	404.8	141.68	6.4	.77	142.45	5727
		7746.00-90-7704	9890	317.2	111.02	.0	.00	111.02	
		TOTAL...		722.0	252.70	6.4	.77	253.47	
27962									
26722	JAMES, SCOTT A. 1550 GUS TOWN RD CRESWELL, NC	7756.00-15-4972	6962	2.8	.98	2.0	.24	1.22	2946
		7756.00-15-5974	6961	2.9	1.02	2.0	.24	1.26	
		7756.00-15-6979	6960	2.8	.98	2.0	.24	1.22	
		7756.00-15-7987	6959	2.9	1.02	2.0	.24	1.26	
		7756.00-16-1942	8899	.3	.11	.0	.00	.11	
		7756.00-16-8083	6958	2.8	.98	2.0	.24	1.22	
		7756.00-15-3884	6967	1.9	.67	1.9	.23	.90	
		7736.00-72-8831	7270	106.8	37.38	2.3	.28	37.66	
TOTAL...		123.2	43.14	14.2	1.71	44.85			
27928									
26721	JAMES, SCOTT A. & DEBBIE P. 1550 GUS TOWN ROAD CRESWELL, NC	7735.00-78-4377	9893	157.0	54.95	1.3	.16	55.11	2952
27928									
26726	JAMES, SCOTT A. & JAMES, JEREMY 1359 AMBROSE RD CRESWELL, NC	7756.00-19-5571	7540	3.7	1.30	.0	.00	1.30	2953
27928									



DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
26724	JAMES, SCOTT ASHLEY 1550 GUSTOWN RD CRESWELL, NC	7757.00-62-9828N02 7757.00-62-5769	7406 8381	5.9 .4	2.07 .14	.7 .0	.08 .00	2.15 .14	2956
		TOTAL...		6.3	2.21	.7	.08	2.29	
		27928							
26727	JAMES, SELVIE K. 1359 AMBROSE ROAD CRESWELL, NC	7746.00-50-7495 7756.00-08-3761 7756.00-18-2513	9310 3190 1273	480.3 34.9 88.4	168.11 12.22 30.94	.0 .0 5.7	.00 .00 .68	168.11 12.22 31.62	2959
		TOTAL...		603.6	211.27	5.7	.68	211.95	
		27928							
26250	JCT, LLC PO BOX 596 ROSE HILL, NC	7738.00-21-0741	3026	3.5	1.23	.0	.00	1.23	9968
		28458							
29868	LINDEN CAROLINA, LLC PO BOX 1909 MANTEO, NC	7738.00-76-6916 7739.00-80-6182 7749.00-33-0066	8581 8508 7925	248.7 197.7 124.9	87.05 69.20 43.72	.3 3.4 .0	.04 .41 .00	87.09 69.61 43.72	3827
		TOTAL...		571.3	199.97	3.7	.45	200.42	
		27954							
29870	LINDEN CAROLINA, LLC P.O. BOX 1909 MANTEO, NC	7736.00-25-8242	6929	281.6	98.56	2.6	.31	98.87	3823
		27954							
29868	LINDEN CAROLINA, LLC PO BOX 1909 MANTEO, NC	7738.00-64-9513	8601	302.0	105.70	.0	.00	105.70	3826
		27954							
30267	LOOKER, TRINA R. 2881 AMBROSE RD. CRESWELL, NC	7757.00-20-0489	5353	1.0	.35	.0	.00	.35	3027
		27928							

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
30719	MALPASS, GREGORY S. 8703 NEWLAND RD CRESWELL, NC	7746.00-67-4067	9303	.3	.11	.0	.00	.11	3048
		27928							
30721	MALPASS, GREGORY SCOTT & LINDA A. 8703 NEWLAND RD CRESWELL, NC	7746.00-67-2576	7420	2.3	.81	.0	.00	.81	3049
		27928							
31376	MATTHEWS, PAUL E. 9048 NEWLAND RD CRESWELL, NC	7746.00-75-8793 7746.00-77-9006	10707 6944	11.8 12.4 24.2	4.13 4.34 8.47	9.1 11.3 20.4	1.09 1.36 2.45	5.22 5.70 10.92	3056
		27928							
31980	MCGOWAN, AARON R. JR & CAROLYN M. 9584 NEWLAND RD CRESWELL, NC	7746.00-95-1658 7756.00-06-3023 7756.00-05-3225N01	6954 8903 6952	18.0 3.1 18.4 39.5	6.30 1.09 6.44 13.83	.3 .0 19.1 19.4	.04 .00 2.29 2.33	6.34 1.09 8.73 16.16	3071
		27928							
31958	MCGOWAN, ANTONINA D. & MARIA A. 9397 NEWLAND RD CRESWELL, NC	7746.00-97-3583	6948	25.0	8.75	1.0	.12	8.87	3072
		27928							
31972	MCGOWAN, CELESTE (PHILLIPS) 9576 NEWLAND ROAD CRESWELL, NC	7756.00-06-4627	5531	1.2	.42	.0	.00	.42	3073
		27928							
31969	MCGOWAN, CHRISTOPHER WORTH 8341 NEWLAND RD CRESWELL, NC	7746.00-47-3935 7746.00-47-6847 7746.00-47-9891	8455 9500 10514	1.1 1.4 1.1 3.6	.39 .49 .39 1.27	.0 .0 .0 .0	.00 .00 .00 .00	.39 .49 .39 1.27	3074
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
32028	MCINTIRE, WALTER BRYAN 3062 AMBROSE RD CRESWELL, NC	7756.00-19-8612 7756.00-19-8726	8633 2523	1.1 1.1	.39 .39	.0 .0	.00 .00	.39 .39	3084
		TOTAL...		2.2	.78	.0	.00	.78	
		27928							
34427	MURPHY-BROWN LLC 2822 NC HWY 24W WARSAW, NC	7736.00-75-0192 7736.00-73-2427N01	9581 5500	.5 17.6	.18 6.16	.4 .0	.05 .00	.23 6.16	9927
		TOTAL...		18.1	6.34	.4	.05	6.39	
		28398							
34421	MURRAY, JAMES J. III & SHELI L. 2314 AMBROSE RD CRESWELL, NC	7757.00-32-5754	6536	2.1	.74	.0	.00	.74	3103
		27928							
34444	MYERS, VALERIE 524 ELLIS CV BELHAVEN, NC	7724.00-45-7741	7177	80.0	28.00	.0	.00	28.00	1253
		27810							
34592	NAYLOR, WANDA/SUSAN/OLEN/CHRISTOPHE C/O WANDA NAYLOR P.O. BOX 99 CONETOE, NC	7746.00-17-3009	6924	14.0	4.90	43.4	5.21	10.11	1281
		27819							
34667	NEWLAND FAMILY FARM II, LLC 63 WHITE RD CRESWELL, NC	7757.00-50-4971N02	6608	43.5	15.23	15.0	1.80	17.03	3112
		27928							
34656	NEWLAND FAMILY FARM II, LLC 63 WHITE RD CRESWELL, NC	7738.00-52-6224	8733	160.9	56.32	.0	.00	56.32	3131
		27928							

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
34667	NEWLAND FAMILY FARM II, LLC 63 WHITE RD CRESWELL, NC	7757.00-64-9868	6602	5.0	1.75	.0	.00	1.75	3110
		7757.00-75-4065	6595	17.0	5.95	2.0	.24	6.19	
		7746.00-85-2921	6945	15.7	5.50	8.8	1.06	6.56	
		7736.00-91-3741	9293	350.8	122.78	.0	.00	122.78	
		27928 7745.00-09-1072	9385	123.5	43.23	.0	.00	43.23	
		7746.00-13-9452	6928	90.7	31.75	.0	.00	31.75	
		7757.00-33-6687	6908	40.8	14.28	3.0	.36	14.64	
		7746.00-79-2219	6527	164.2	57.47	40.8	4.90	62.37	
		7747.00-72-0919	6535	45.0	15.75	85.8	10.30	26.05	
		7736.00-74-0243	9350	4.6	1.61	.0	.00	1.61	
		7746.00-78-4101	6528	.0	.00	53.0	6.36	6.36	
	TOTAL...		857.3	300.07	193.4	23.22	323.29		
34669	NEWLAND FAMILY FARM II, LLC 63 WHITE RD CRESWELL, NC	7738.00-81-1186	10057	147.6	51.66	.0	.00	51.66	3130
		27928							
34667	NEWLAND FAMILY FARM II, LLC 63 WHITE RD CRESWELL, NC	7747.00-71-4679	6526	.9	.32	69.1	8.29	8.61	3120
		27928							
36501	OLIVER, ANDREW CARSON JR. 110 FIELDSTONE LANE BONNEAU, SC	7746.00-85-4975	6946	4.5	1.58	2.0	.24	1.82	10137
		7746.00-96-1677	6950	24.4	8.54	13.1	1.57	10.11	
			TOTAL...	28.9	10.12	15.1	1.81	11.93	
	29431								
37540	PATRICK, BECKY 41 SHORE DRIVE CRESWELL, NC	7746.00-77-2400	7882	.1	.04	.9	.11	.15	3164
		27928							
37710	PATRICK, MIKE HEIRS 41 SHORE DR CRESWELL, NC	7736.00-74-3975	6436	1.0	.35	.0	.00	.35	3167
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
38775	PHELPS, BOBBY MITCHELL 8960 NEWLAND RD CRESWELL, NC	7746.00-75-5831	6943	.0	.00	27.5	3.30	3.30	3208
		27928							
32935	PHELPS, JAMES B. 89 SHORE DR CRESWELL, NC	7736.00-74-0751	5507	.9	.32	.0	.00	.32	3246
		27928							
39229	PHELPS, JAMES BRADFORD 89 SHORE DRIVE CRESWELL, NC	7736.00-74-2754 7736.00-74-1837	8751 7600	.8 .5 1.3	.28 .18 .46	.0 .0 .0	.00 .00 .00	.28 .18 .46	3247
		27928							
39510	PHELPS, LARRY W. & CINDY 649 WHITE ROAD CRESWELL, NC	7757.00-43-7124	6615	6.0	2.10	.0	.00	2.10	3266
		27928							
39223	PHELPS, MATTHEW NEIL 21347 NC HWY 94 FAIRFIELD, NC	7746.00-45-5281	6932	.0	.00	90.0	10.80	10.80	1289
		27826							
39789	PHELPS, RICKY D. & DENISE 11220 NEWLAND ROAD CRESWELL, NC	7746.00-65-3612	6938	60.1	21.04	.0	.00	21.04	3287
		27928							
39793	PHELPS, RICKY D. & DENISE D. 11220 NEWLAND RD CRESWELL, NC	7746.00-56-2783	6936	17.4	6.09	40.2	4.82	10.91	3294
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
39790	PHELPS, RICKY D. & DENISE P. 11220 NEWLAND ROAD CRESWELL, NC	7738.00-23-1163	9460	986.2	345.17	.0	.00	345.17	3295
		27928							
39837	PHELPS, ROBERT WAYNE 7490 NEWLAND ROAD CRESWELL, NC	7746.00-05-7880	9100	12.3	4.31	43.1	5.17	9.48	3300
		27928							
39860	PHELPS, SAMUEL EDWIN AND WIFE 2041 AMBROSE RD CRESWELL, NC	7757.00-41-9888N02	6612	8.7	3.05	.0	.00	3.05	3301
		27928							
39928	PHELPS, TEDDY C. & VIRGINIA 1672 AMBROSE RD CRESWELL, NC	7757.00-62-5442 7757.00-62-8515	6603 8382	5.6 .4 6.0	1.96 .14 2.10	.0 .0 .0	.00 .00 .00	1.96 .14 2.10	3308
		27928							
42645	RIDDICK, GEORGE B. 49 SHORE DRIVE CRESWELL, NC	7736.00-84-2428	6369	.0	.00	5.1	.61	.61	3346
		27928							
44097	SANTIAGO, ELIGIO 3891 S GEMINI HOMOSASSA, FL	7746.00-67-8461	5524	2.4	.84	.0	.00	.84	10428
		34448							
44255	SAWYER, CASEY DONALD & ANGELA 1065 AMBROSE RD CRESWELL, NC	7757.00-20-2707 7757.00-20-4325	5354 7786	1.5 11.1 12.6	.53 3.89 4.42	.0 6.2 6.2	.00 .74 .74	.53 4.63 5.16	3367
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
44294	SAWYER, DONALD J & DIANE B 2249 AMBROSE RD CRESWELL, NC	7757.00-22-9464	9760	1.4	.49	.0	.00	.49	3368
		27928							
44296	SAWYER, DONALD JARVIS 2249 AMBROSE RD CRESWELL, NC	7757.00-32-7287	3415	1.0	.35	.0	.00	.35	3369
		27928							
44681	SAWYER, RONALD D PO BOX 38 CRESWELL, NC	7757.00-32-9026	6909	3.4	1.19	.0	.00	1.19	3377
		27928							
44663	SAWYER, RONALD D. & DONALD J. PO BOX 219 CRESWELL, NC	7757.00-30-0437	4718	25.8	9.03	8.9	1.07	10.10	3380
		27928							
44931	SEITZER, TIMOTHY AND WIFE, 299 SAM ALLEN RD. ROPER, NC	7757.00-12-6367	9916	46.1	16.14	.0	.00	16.14	9235
		27970							
45361	SHOAF, CRAIG & JAMIE CARLA 90 LAKE SHORE RD CRESWELL, NC	7737.00-06-7085	10480	448.3	156.91	203.1	24.37	181.28	3398
		27928							
47542	SPEAR, JOSHUA C. 4968 FRYING PAN RD COLUMBIA, NC	7756.00-29-5115	10520	4.3	1.51	.0	.00	1.51	2307
		27925							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
47955	SPRUILL, ARTHUR R. III & JESSE T. 85 BLAIR SHORES EXT. ROPER, NC	7739.00-71-3012	7273	31.0	10.85	.0	.00	10.85	9355
		27970							
48071	SPRUILL, CHARLES S. HEIRS C/O CHARLIE SPRUILL PO BOX 384 CRESWELL, NC	7746.00-67-5437	6830	2.1	.74	.0	.00	.74	3463
		27928							
49756	STAUDE, JACK W 2249 AMBROSE ROAD CRESWELL, NC	7757.00-42-2979	5359	.0	.00	2.8	.34	.34	3494
		27928							
50658	SUTER, FRED D. & TERRY D. 5723 SHORE DRIVE CRESWELL, NC	7757.00-30-9458 7756.00-38-2311	8379 6911	20.0 85.8 TOTAL...	7.00 30.03 37.03	.0 .0 .0	.00 .00 .00	7.00 30.03 37.03	3512
		27928							
50659	SUTER, FREDERICK DEAN 5723 SHORE DR CRESWELL, NC	7756.00-29-1097	6532	4.6	1.61	.0	.00	1.61	3514
		27928							
51446	TARKINGTON, IRENE S. 1234 GUS TOWN RD CRESWELL, NC	7757.00-64-4802N01	6903	11.3	3.96	2.8	.34	4.30	3549
		27928							
51619	TARKINGTON, SAMUEL B. III 1408 W MAIN ST WILLIAMSTON, NC	7757.00-22-4793	8652	1.1	.39	7.4	.89	1.28	2102
		27892							



DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

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ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
51622	TARKINGTON, SAMUEL N. 687 WHITE RD CRESWELL, NC	7757.00-45-1110 7757.00-43-3362	6575 6616	30.0 5.0 TOTAL... 35.0	10.50 1.75 12.25	3.0 .0 3.0	.36 .00 .36	10.86 1.75 12.61	3554
		27928							
52312	THE NICHOLAS WYATT PHELPS REV. TRUS TRUSTEE:HARRY T. PHELPS, JR. 250 ALBEMARLE SHORES COLUMBIA, NC	7756.00-48-3165	3416	3.0	1.05	.0	.00	1.05	2316
		27925							
52595	TOMMY PHELPS, LLC 250 ALBEMARLE SHORES EXT COLUMBIA, NC	7745.00-97-2714	9280	549.3	192.26	.6	.07	192.33	2317
		27925							
55049	WEST, ROGER DALE 77 SHORE DR. CRESWELL, NC	7736.00-74-0808	5508	.9	.32	.0	.00	.32	3594
		27928							
55165	WEYERHAEUSER COMPANY 205 PERRY LANE RD BRUNSWICK, GA	7747.00-66-8106	6154	6.3	2.21	3,026.0	363.12	365.33	10248
		31525							
52286	WHITE, CHARLES A, TRUSTEE 48032 INDIAN HILLS CT SIOUX FALLS, SD	7746.00-75-0766	6942	9.8	3.43	15.8	1.90	5.33	10541
		57108							
55388	WHITE, JACK WILLARD JR. 1193 AMBROSE RD CRESWELL, NC	7757.00-73-4900	6597	13.0	4.55	5.0	.60	5.15	3608
		27928							

DATE 5/09/23

DRAINAGE TAX SCROLL FOR EDDIE SMITH

ACCOUNT NUMBER	NAME & ADDRESS	PIN NUMBER	REVAL. NUMBER	CLEARED ACRES	RATE @ .35 ACRE	WOODED ACRES	RATE @ .12 ACRE	TOTAL ASSESSED	TICKET #
55486	WHITE, JEAN W. 2147 AMBROSE RD CRESWELL, NC	7757.00-41-4914	3414	4.5	1.58	.0	.00	1.58	3612
		27928							
57324	WOODLEY, LAWRENCE 2702 AMBROSE ROAD CRESWELL, NC	7757.00-11-7466	5352	3.7	1.30	.0	.00	1.30	3642
		7757.00-11-4281	8377	1.8	.63	.0	.00	.63	
		7757.00-11-4319	8385	4.1	1.44	.0	.00	1.44	
		27928	TOTAL...	9.6	3.37	.0	.00	3.37	
53796	WOODLEY, LAWRENCE W. 2702 AMBROSE RD CRESWELL, NC	7757.00-10-5655	3465	6.8	2.38	7.6	.91	3.29	3644
		27928							
17	3 BARNES, LLC 1458 MORATTOCK RD PLYMOUTH, NC	7748.00-59-5190	6926	488.1	170.84	1.7	.20	171.04	7630
		7748.00-36-0981	6153	880.6	308.21	4.2	.50	308.71	
		7748.00-30-7357	9994	40.1	14.04	5.4	.65	14.69	
		7747.00-16-8154	9993	959.1	335.69	8.0	.96	336.65	
		27962	7738.00-92-9901	9992	22.3	7.81	.0	7.81	
			7749.00-66-6062	5814	4.7	1.65	.0	1.65	
			TOTAL...	2,394.9	838.24	19.3	2.31	840.55	
			GRAND TOTAL...	16,602.0	5,811.05	6,439.6	772.76	6,583.81	

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 6**

**DATE: June 5, 2023**

**ITEM: Public Hearing: Washington County FY24 Budget Recommendation**

**SUMMARY EXPLANATION:**

Mr. Curtis Potter, CM/CA presented the Commissioners with the Washington County FY24 Budget recommendation. By statute, there has to be a public hearing on the recommended budget before it can be approved.

There will need to be a motion to open the Public Hearing and once finished with the Public Hearing, there will need to be a motion to close the Public Hearing.

Mr. Potter will then ask the Board to approve the attached FY24 Budget Ordinance.



			into and inadvertently included in the original total revenue formula.
10-4140-260	Tax Dept Supplies	+13,000	Value was left blank (0) in recommended column and missed in original review process.
10-5380-410 (New Line)	DSS Gen Assistance Foster	+9,500	This newly created line was not being picked up in the previous departmental totals formula.
10-8300-321	Central Services Telecom	+18,500	The annual cost of VOIP Phone Services was underbudgeted. This will be partially offset by savings in departmental communications lines, but it is too early to provide a reliable estimate of those savings at this time.

- D. COLA Implementation: Typically, countywide COLAs are implemented with the start of a specific pay period. If funding for the proposed 2.5% COLA is included in the approved budget, staff recommends implementing the COLA on July 16<sup>th</sup>, 2023 to provide additional time for staff to obtain the necessary certifications and prepare a more fully updated Salary Schedule.

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 final adoption.

Respectfully Yours,



Curtis S. Potter

**STAFF RECOMMENDATION: VOTE to:**

- i. Approve the attached FY24 Budget Ordinance (including the additional modifications recommended by the Budget Officer in this Memo) subject to any final modifications or adjustments made by the Board prior to its approval; and**
- ii. Authorize and direct the Board Chair to execute the Budget Ordinance once finalized in accordance with any final modifications or adjustments made by the Board prior to its approval; and**
- iii. Authorize and direct staff to prepare and implement an updated Salary Schedule/Pay Table effective July 16<sup>th</sup>, 2023, reflecting both the**
  - a. recommended 2.5% COLA for all positions (other than County Manager), &**
  - b. all personnel reclassification recommendations made by the Budget Officer in the Budget Message dated 5/15/23, unless otherwise directed by the Board.**

# Washington County Budget Ordinance

Fiscal Year Beginning July 1, 2023 & Ending June 30th, 2024 (FY24)

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:

<b>1</b>	<b>GENERAL FUND (10)</b>	<b>\$17,734,638</b>
	Taxes Ad-Valorem Current Year	\$7,437,184
	Tax Discounts	(\$55,000)
	Ad-Valorem Taxes-Motor Vehicle	\$940,800
	NCVTS, Contra, Refunds	(\$30,000)
	Prior Year Taxes	\$384,000
	Tax Penalties & Interest Current Year	\$30,500
	Tax Penalties & Interest Prior Years	\$71,000
	Prepayment Property Taxes	\$52,000
	Article 39 One Cent Sales Tax	\$1,100,000
	Article 40 1/2 Cent Sales Tax (Unrestricted 70%)	\$778,000
	Article 42 1/2 Cent Sales Tax (Unrestricted 60%)	\$235,000
	SL 2015-241 Sales Tax Redistribution	\$400,000
	ABC Taxes & Profit Distribution	\$63,800
	Leased Vehicles Gross Tax	\$500
	Detention Fees & Concessions	\$144,000
	Fees & Licenses	\$180,600
	Rents & Concessions	\$12,600
	Interest Earned on Investments	\$250,000
	Misc Revenues & Sale of Fixed Assets	\$0
	Public Assistance Grants & Reimbursements	\$3,091,013
	Emergency Management Grants & Reimbursements	\$40,000
	DOT Grants & Reimbursements	\$417,848
	Other Misc Grants (Drug Recovery & Rec Volkswagen)	\$199,336
	Other Intergovernmental	\$79,845
	JCPC	\$88,940
	SRO Reimbursement	\$151,241
	Cost Allocation from Water/Sanitation	\$100,000
	Loan Proceeds - Installment Financing Vehicles	NA
	Appropriated Fund Balance	\$1,571,431

<b>2</b>	<b>SCHOOL CAPITAL OUTLAY FUND (21)</b>	<b>\$69,734,777</b>
	Article 40 1/2 Cent Sales Tax (Restricted 30%)	\$320,000
	Article 42 1/2 Cent Sales Tax (Restricted (40%))	\$335,000
	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	\$49,140,219
	TRUIST PK12 FINANCING 4.02%	\$19,763,500
	Transfer from General Fund	\$0
	Appropriated Fund Balance	\$176,058
<b>3</b>	<b>DRAINAGE FUND (30)</b>	<b>\$123,000</b>
	Watershed Improvement Tax	\$87,000
	Watershed Improvement Tax Prior Yrs/Penalties/Interest	\$7,775
	Tax Discounts	(\$750)
	Appropriated Watershed Reserve/Fund Balance	\$22,828
	Eddie Smith Drainage Assessment	\$6,147
	Stream Debris Removal Allocation from State	\$0
<b>4</b>	<b>SANITATION FUND (33)</b>	<b>\$1,663,189</b>
	Construction Contractor Disposal Fees	\$75,000
	Metal/White Goods	\$5,000
	Electronics Mgmt. Fund	\$0
	NC DENR GRANT	\$3,500
	Solid Waste User Fee County	\$1,258,099
	Rural Solid Waste Tipping Fees Billed	\$50,000
	White Goods Disposal Fee/Grants	\$6,000
	Solid Waste Disposal Tax	\$7,200
	State Tire Tax Revenues	\$17,500
	State Tire Tax Revenues Billed	\$0
	Town Solid Waste Availability Fee Billed	\$125,974
	TRANSFER FROM GENERAL FUND	\$50,000
	FUND BALANCE APPROPRIATION*	\$64,916
<b>5</b>	<b>WATER FUND (35)</b>	<b>\$8,542,228</b>
	Interest Earned on Investments	\$7,500
	Utility Base Charges	\$900,000
	Utility Consumption Charges	\$530,000
	TAP & Connection Fees	\$8,500
	Reconnection Fees	\$18,000
	Penalties & Interest Utility Bills	\$5,000
	NC DOT Utility Relocation Reimbursements	\$0
	NC DEQ Grants	\$6,679,000
	Allocated Fund Balance	\$394,228
	Transfer from General Fund	\$0

<b>6</b>	<b>EMS FUND (37)</b>	<b>\$2,360,811</b>
	NCACC Cost Reimbursements	\$150,000
	EMS Revenues	\$675,000
	Transport Revenues	\$330,000
	EMS Standby Revenues	\$0
	Tyrrell County EMS Contract	\$675,000
	Transfer from General Fund	\$398,952
	Appropriated Fund Balance	\$131,859
	Sale of Fixed Assets & Donations	\$0
<b>7</b>	<b>AIRPORT GRANTS FUND (38)</b>	<b>\$666,668</b>
<b>8</b>	<b>AIRPORT OPERATIONS FUND (39)</b>	<b>\$265,693</b>
	Fuel Sales	\$100,000
	Hangar Rentals	\$16,000
	Timber Sales	\$0
	Transfer from General Fund	\$99,738
	CRF/ARP Grant Funds	\$0
	Appropriated Fund Balance	\$49,955
<b>9</b>	<b>WC HOSP PENSION FUND (40)</b>	<b>\$450,000</b>
<b>10</b>	<b>OPIOID SETTLEMENT FUND (50)</b>	<b>\$89,201</b>
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
<b>11</b>	<b>DSS TRUST &amp; FC DEPOSITS FUND (51)</b>	<b>\$180,000</b>
<b>12</b>	<b>ARPA - AMERICAN RESCUE PLAN ACT FUND (55)</b>	<b>\$0</b>
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
<b>13</b>	<b>SPECIAL PROJECTS/GRANTS FUND (58)</b>	<b>\$4,473,423</b>
<b>14</b>	<b>TRAVEL &amp; TOURISM FUND (63)</b>	<b>\$278,635</b>
	Motel Occupancy Tax	\$160,000
	Interest Earned on Investments	\$0
	Appropriated Fund Balance	\$118,635
<b>15</b>	<b>EMERGENCY 911 FUND (69)</b>	<b>\$118,952</b>
	911 Surcharge	\$118,952
	Appropriated Fund Balance	\$0



16

<b>TAX REVALUATION FUND (70)</b>	<b>\$40,000</b>
Transfer from General Fund	\$40,000
Appropriated Fund Balance	\$0
Interest on Investments	\$0

<b>TOTAL REVENUES - ALL FUNDS</b>	<b>\$106,182,013</b>
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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

<b>GENERAL FUND (10)</b>	<b>\$17,734,638</b>
Governing Board	\$145,372
Manager's Office	\$526,851
Finance	\$468,486
Tax Administration	\$659,069
Professional Services	\$0
Board of Elections	\$176,704
Register of Deeds	\$162,997
Information Technology	\$171,395
Buildings	\$245,652
Facility Services	\$643,450
Sheriff's Office	\$1,669,552
Washington Union SRO	\$79,051
Creswell SRO	\$71,727
Plymouth High SRO	\$78,375
Pines SRO	\$0
Detention Center	\$1,218,987
Emergency Management	\$131,353
COVID-19 CRF Funds	\$0
Fire Protection	\$398,952
Forestry	\$94,891
Planning	\$239,118
GIS	\$11,017

Health Department	\$308,519
Senior Center	\$231,617
Veteran Services	\$600
Social Services Admin	\$3,969,038
Social Services Economic Support	\$602,564
Social Services Transportation	\$458,834
JCPC/Juvenile Service	\$96,743
Board of Education Current Exp	\$1,735,000
Communications	\$577,629
Mental Health	\$43,240
Medical Examiner	\$10,000
Cooperative Extension	\$161,804
Soil & Water	\$76,551
Library	\$205,000
Recreation	\$339,753
Community Alternative	\$5,000
Central Services	\$631,057
Debt Service	\$0
<b>Transfers</b>	
Sanitation Fund (33)	\$50,000
Water Fund (35)	\$0
EMS Fund (37)	\$398,952
Airport Grant Fund (38)	\$0
Airport Operations Fund (39)	\$99,738
Drainage Fund (30)	\$0
TRANSFER TO WCH PENSION FUND	\$450,000
Transfer to Spec. Projects & Grants Fund (58)	\$10,000
Tax Re-Valuation Fund (70)	\$40,000
School System Capital Outlay Fund (21)	\$0
Sales Tax Redistribution	\$0
Contingency	\$40,000

2	<b>SCHOOL CAPITAL OUTLAY FUND (21)</b>	<b>\$69,734,777</b>
	Capital Outlay	\$400,000
	NBPSC Grant (PK12 School)	\$49,140,219
	Truist Funding (PK12 School)	\$19,763,500
	TRUIST INTEREST (Starts in FY24)	\$431,058
	Designated for Future Appropriation	\$0
3	<b>DRAINAGE FUND (30)</b>	<b>\$123,000</b>
4	<b>SANITATION FUND (33)</b>	<b>\$1,663,190</b>
5	<b>WATER FUND (35)</b>	<b>\$8,542,228</b>
	Water Operations Expenses	\$950,469.71
	NC DEQ Grants	\$6,679,000
	Water Treatment Expenses	\$588,043
	Water Debt Expenses	\$324,715
6	<b>EMS FUND (37)</b>	<b>\$2,360,811</b>
	EMS Expenses	\$2,019,204
	Transport Expenses	\$341,607
	Debt Service	\$0
7	<b>AIRPORT GRANTS FUND (38)</b>	<b>\$666,668</b>
8	<b>AIRPORT OPERATIONS FUND (39)</b>	<b>\$265,693</b>
9	<b>WC HOSP PENSION FUND (40)</b>	<b>\$450,000</b>
10	<b>OPIOID SETTLEMENT FUND (50)</b>	<b>\$89,201</b>
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
11	<b>DSS TRUST &amp; FC DEPOSITS FUND (51)</b>	<b>\$180,000</b>
12	<b>ARPA - AMERICAN RESCUE PLAN ACT FUND (55)</b>	<b>\$0</b>
	^(Provided for informational purposes only, see Project Ordinance/Budget)	
13	<b>SPECIAL PROJECTS/GRANTS FUND (58)</b>	<b>\$4,473,423</b>
	AvEOC Bldg	\$4,150,000
	Econ Dev Motorsports Grant	\$179,153
	DPS-WCSO DIR APPROP SL 2021-180	\$84,270
	HB103 LPR DIR APPROPRIATION	\$10,000
	PARTF GRANT LOCAL MATCH*	\$50,000

<b>14</b>	<b>TRAVEL &amp; TOURISM FUND (63)</b>	<b>\$278,635</b>
	TTA Operations	\$173,060
	TTA Admin	\$105,575
<b>15</b>	<b>EMERGENCY 911 FUND (69)</b>	<b>\$118,952</b>
	PSAP Expenses	\$83,094
	Capital Outlay (Backup PSAP)	\$35,858
<b>16</b>	<b>TAX REVALUATION FUND (70)</b>	<b>\$40,000</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>		<b>106,182,014</b>

**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, 2023 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, 2023 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 6, 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	\$112,000,000.00	100.00%
Public Utilities	\$82,800,000.00	95.36%
All other Real & Personal Property	\$845,659,553.00	95.36%
Total Value/Combined Rate:	\$1,040,459,555.91	95.86%

**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, or the Finance Officer without limitation.
- c. To otherwise make transfers within any individual fund of up to \$10,000 between individual departments, including contingency/designated for future purposes lines. In emergency or special circumstances warranting a larger immediate transfer for good cause approved by both the Budget Officer and Finance Officer, this standard monetary cap may be exceeded, subject to subsequent Board ratification/approval.

- 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 \$30,000 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 first conducted a public hearing in accordance with applicable law, prior to the adoption of its annual budget ordinance (this Budget Ordinance) for the upcoming fiscal year; which hearing was held at: \_\_\_\_\_ on or about the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, does hereby adopt this Budget Ordinance this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

***Julius Walker Jr., Chair of the Board of County Commissioners***

**ATTEST:**

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

*WASHINGTON COUNTY*  
**FEE SCHEDULE**  
 (Revised/Effective: July 1<sup>st</sup>, 2023)

**ANIMAL CONTROL FEE SCHEDULE:**

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

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
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**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

<b>SECTION 15. BEER/WINE</b>	\$ 100.00
<i>(FIRE / BUILDING INSPECTIONS)</i>	
<b>SECTION 16. DAYCARE INSPECTION</b>	\$ 75.00
<b>SECTION 17. PLUMBING PERMITS</b>	
New construction	\$ .08 per square foot
Alterations	\$ 75.00
<b>SECTION 18. COURTESY OR CHANGE OF OCCUPANCY INSP</b>	\$ 75.00
<b>SECTION 19. DEMOLITIONS</b>	\$ 50.00
<b>SECTION 20. COMMUNICATIONS TOWER</b>	\$ 6.00 per foot of height
	<i>(plus building permit, if required)</i>
<b>SECTION 21. RE-INSPECTIONS (per re-inspections)</b>	\$ 25.00
<b>SECTION 22. G.S. 87-15.6</b>	
(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.	
<b>SECTION 23. FEMA DEVELOPMENT PERMIT</b>	
RESIDENTIAL AND COMMERCIAL	\$ 25.00
<b>SECTION 24. GAS PERMIT</b>	\$ 35.00
<b>SECTION 25. SUBDIVISION DEVELOPMENT FEE</b>	\$ 200.00
<b>SECTION 26. ASBESTOS (Base Rate including 3 samples)</b>	\$ n/a
Additional samples \$n/a each	
<b>SECTION 27. MOLD INSPECTION</b>	\$ n/a
Additional samples \$n/a each	
<b>SECTION 28. ZONING FEES</b>	
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

**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**

<b>CHARGE LIST</b>	<b>FEE</b>
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	Gymnastics	\$ 30.00
Baseball	\$ 30.00	Karate	\$ 20.00
Basketball	\$ 30.00	Line dancing	\$ 5.00
Boys softball	\$ 30.00	Swimming	\$ 60.00
Cheerleading	\$ 15.00	Tennis	\$ 30.00
Football	\$ 35.00	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                  |
| 3. Other activities:                             | \$TBD/As Advertised             |

## **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: \$335**

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: \$56.60\***

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 different, plus any applicable taxes/fees charged by BCLF/incurred by County)*

**b. LOCAL LANDFILL AVAILABILITY FEE:** **Per Account: \$44.00**

Billed to per household/account for availability of in-county C&D landfill for Town of Plymouth residents. DOES NOT include residential curbside pickup/hauling services.

**5. 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 & demolition debris otherwise normally accepted by the landfill weighing up to ONE (1) combined ton per account/parcel, per fiscal year at no charge.

- i. The debris must originate from the specific parcel/account to which the account credit is associated, and customers may not combine credits from multiple parcels/accounts to avoid paying applicable charges related to such debris in excess of the single credit associated with each specific account/parcel.
- ii. 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.
- iii. 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.
- iv. 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	\$ 26.00
1 inch	\$ 38.00
1 ½ inch	\$ 63.00
2 inch	\$ 101.00
3 inch	\$ 171.00
4 inch	\$ 249.00
6 inch	\$ 488.00
8 inch	\$ 728.00

**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

**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.**

<b>TAP FEES (NO BORE)</b>	<b>5/8"-3/4"</b>	<b>1"</b>	<b>2"</b>
Connection	\$1,016.00	\$1,100.00	\$1,745.00

<b>TAP FEES (WITH BORE)</b>	<b>5/8"-3/4"</b>	<b>1"</b>	<b>2"</b>
Connection	\$1,266.00	\$1,350.00	\$1,995.00

### **HYDRANT METER**

Connection	\$ 705.00
Deposit	\$1,000.00

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

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 7**

**DATE: June 5, 2023**

**ITEM: Boards & Committees, Ms. Julie Bennett, Clerk to the Board**

**SUMMARY EXPLANATION:**

**WASHINGTON COUNTY DSS BOARD**

The Washington County DSS Board had requested that the Board of Commissioners appoint Ann Keyes to the DSS Board.

Ms. Keyes has agreed to serve if appointed.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 8**

**DATE: June 5, 2023**

**ITEM: Finance Officer's Report**

**SUMMARY EXPLANATION:**

Ms. Missy Dixon, Finance Officer will discuss the enclosed budget amendments/transfers to the Board for approval/disapproval and information.

See attached.

Also attached is RESO 2023-020 Removing Certain Obsolete General Fund Balance Designations. Mr. Potter will talk about this and ask for a motion to approve it.



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2023 - 157**

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

**Date:** May 18, 2023

**RE:** Detention

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

Account Code	Description	Old	+ or (-)	New
10-4320-550	Detention - Capital Outlay-Equipment	70,000.00	(500.00)	69,500.00
10-4320-290	Detention - Supplies & Material-Hygiene	3,000.00	500.00	3,500.00
<b>Detention</b>		<b>73,000.00</b>	<b>-</b>	<b>73,000.00</b>

**Justification:**

This transfer is to move monies within the Detention Center Budget to cover the costs of the purchase of hygiene supplies needed to carry the center through fiscal year end.

Budget Officer's Initials CSA

Approval Date: 5/18/23

Initials: MD  
Batch #: 2023-157  
Date: 5/18/2023

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 18, 2023  
**RE:** Buildings/Central Services

**BT #: 2023 - 158**

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

Account Code	Description	Old	+ or (-)	New
10-4260-560	Capital Outly-Paving	90,000.00	(90,000.00)	-
10-8300-141	Copier Purchase/Lease	20,000.00	90,000.00	110,000.00
<b>Buildings/Central Services</b>		<b>110,000.00</b>	<b>-</b>	<b>110,000.00</b>

**Justification:**

This transfer is to move monies from the Buildings Budget to the Central Services Budget to cover the cost to purchase copiers for the County. Bids have gone out and a vendor has been selected. The County is ready to move forward on the purchase of copiers once the contract is finalized. Staff is trying to complete this purchase prior to year end. The paving has temporarily been put on hold to allow staff to rebid the project due to the price coming in well over the original budget.

Budget Officer's Initials CSF

Approval Date: 5/18/23

Initials:	<u>CSF</u>
Batch #:	<u>2023-158</u>
Date:	<u>5/18/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 22, 2023  
**RE:** SS Admin/Central Services/IT

**BT #: 2023 - 159**

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin-Travel	8,500.00	(1,000.00)	7,500.00
10-5310-315	SS Admin-Training	13,000.00	(1,000.00)	12,000.00
10-5310-181	SS Admin-Group Insurance	491,974.00	(4,000.00)	487,974.00
10-5310-260	SS Admin-Departmental Supplies	52,682.00	4,000.00	56,682.00
10-5310-550	SS Admin-Capital Outlay-Equipment	106,500.00	2,000.00	108,500.00
<b>SS Admin</b>				
10-4210-180	Info Tech-Contracted Services	22,471.00	(8,000.00)	14,471.00
10-4210-550	Info Tech-Capital Outlay Equipment	25,608.00	(3,500.00)	22,108.00
10-8300-391	Central Services-Software Licenses	5,900.00	11,500.00	17,400.00
<b>IT/Central Services</b>				
		<b>726,635.00</b>	<b>-</b>	<b>726,635.00</b>

**Justification:**

This transfer is to move monies within SS Admin to make the purchase of the two DSS Copiers. By purchasing the DSS copiers out of their budget, we are able to get a 50% reimbursement on them. Also, this transfer is to move monies from the Information Technology budget to the Central Services budget to purchase the needed software licenses to migrate the County over to Microsoft Office 365 and VoIP Telephone Services.

Budget Officer's Initials OSP

Approval Date: 5/23/23

Initials:	<u>MD</u>
Batch #:	<u>2023-159</u>
Date:	<u>5/23/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 23, 2023  
**RE:** SS Admin

**BT #: 2023 - 160**

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS-Administration Reimbursement	(2,804,702.00)	120,680.00	(2,684,022.00)
10-3490-001	Medicaid Expansion Admin Costs	-	(120,680.00)	(120,680.00)
<b>SS Admin</b>		<b>(2,804,702.00)</b>	<b>-</b>	<b>(2,804,702.00)</b>

**Justification:**

This transfer is to reduce expected revenues in the regular DSS Administration Reimbursement line and move those monies to a new Medicaid Expansion Admin Cost line. We have been notified that the NC Department of Health and Human Services will be sending monies to counties to help offset the administrative costs associated with implementing Medicaid Expansion.

Budget Officer's Initials CSF

Approval Date: 5/23/23

Initials: CSF  
Batch #: 2023-160  
Date: 5/23/2023

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2023 - 161

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

Date: May 25, 2023

RE: Airport

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

Account Code	Description	Old	+ or (-)	New
39-4530-250	Airport-AV Gas and Jet Fuel	90,000.00	(7,885.00)	82,115.00
39-4530-351	Airport-Maintenance & Repair Equipment	7,000.00	7,885.00	14,885.00
<b>Airport</b>		<b>97,000.00</b>	<b>-</b>	<b>97,000.00</b>

**Justification:**

This transfer is move monies within the Airport Operations budget from the Fuel line to the Maintenance and Repair line. This move is necessary to pay for the costs associated with the fuel farm work done by Campbell Oil to allow the Airport to be branded. This will also cover the costs of a battery that is needed for the tractor.

Budget Officer's Initials CSL

Approval Date: 5/25/23

Initials:	<u>CSL</u>
Batch #:	<u>2023-161</u>
Date:	<u>5/26/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2023 - 162**

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

**Date:** May 25, 2023

**RE:** Projects and Grants Fund

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

Account Code	Description	Old	+ or (-)	New
58-4300-001	EM Bldg Direct Approp S.L. 2021-180	3,900,000.00	(3,900,000.00)	-
58-4301-001	EM Bldg Direct Approp S.L. 2021-180	-	3,900,000.00	3,900,000.00
58-4300-002	CAP Proj Dir Approp SL 2021-180 Sec 40.8	250,000.00	(250,000.00)	-
58-4301-002	CAP Proj Dir Approp SL 2021-180 Sec 40.8	-	250,000.00	250,000.00
<b>Airport</b>		<b>4,150,000.00</b>	<b>-</b>	<b>4,150,000.00</b>

**Justification:**

This transfer is move monies within the Projects and Grants Fund. This movement is to transfer budgets from two previously created account lines to two new lines in order to allow space for separation and growth within this fund as we take on new grant projects.

**Budget Officer's Initials** CPD

**Approval Date:** 5/25/23

<b>Initials:</b>	CPD
<b>Batch #:</b>	2023-162
<b>Date:</b>	5/26/2023

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 30, 2023  
**RE:** Governing Board

**BT #: 2023 - 163**

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

Account Code	Description	Old	+ or (-)	New
10-4110-200	Governing Board-Departmental Supplies	2,000.00	(2.00)	1,998.00
10-4110-443	Governing Board-Contracted Services-Lobbying	17,004.00	2.00	17,006.00
<b>Governing Board</b>		<b>19,004.00</b>	<b>-</b>	<b>19,004.00</b>

**Justification:**

This transfer is to move monies within the Governing Board Budget from Departmental Supplies to Contracted Services. This move is necessary to pay the additional \$1.00 electronic filing fee for each of the 2 Lobbying Registration Reports that had to be filed earlier this year. The county was unaware that they were paying and filing electronically which generated the additional cost.

Budget Officer's Initials CPD

Approval Date: 5/31/23

Initials:	<u>MD</u>
Batch #:	<u>2023-163</u>
Date:	<u>5/31/2023</u>

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2023- 164**

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

**Date:** June 5, 2023

**RE:** Sheriff/Emergency Management/EMS

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	(6,540.00)	(505.00)	(7,045.00)
10-4310-611	Gun Permits Discretionary-County Portion	41,400.00	505.00	41,905.00
10-3540-030	Gun Permits-State Portion	(7,820.00)	(580.00)	(8,400.00)
10-4310-612	Gun Permits-State Portion	8,955.00	580.00	9,535.00
10-3540-040	Finger Printing	(1,300.00)	(70.00)	(1,370.00)
10-4310-613	Finger Printing	5,505.00	70.00	5,575.00
10-3541-010	Sheriff-Donations	(1,511.00)	(27.00)	(1,538.00)
10-4310-650	Sheriff-Donations	2,277.00	27.00	2,304.00
<b>Sheriff</b>				
10-3480-081	Donations-Emergency Management	(1,000.00)	(450.00)	(1,450.00)
10-4330-401	Donations-Emergency Management	1,000.00	450.00	1,450.00
<b>Emergency Management</b>				
37-3490-020	DUKE Race-Cars Grant	(5,875.00)	(50.00)	(5,925.00)
37-4330-652	DUKE Race-Cars Grant	12,975.00	50.00	13,025.00
<b>EMS</b>				
<b>Balanced:</b>		<b>48,066.00</b>	<b>-</b>	<b>48,066.00</b>

**Justification:**

This amendment is to budget for additional monies that have been collected in the following: Sheriff-Gun Permitting and Finger Printing; Emergency Management-Donations and EMS-DUKE Race Cars Grant.

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

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

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



Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2023- 165

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

Date: June 5, 2023

RE: General Fund/Sanitation

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(3,710,598.00)	(35,000.00)	(3,745,598.00)
10-9800-033	Transfer to Sanitation	-	35,000.00	35,000.00
33-3980-000	Transfer from General Fund	-	(35,000.00)	(35,000.00)
33-8100-601	Designated for Future Appropriation	-	35,000.00	35,000.00
<b>General Fund/Sanitation</b>				
<b>Balanced:</b>		<b>(3,710,598.00)</b>	<b>-</b>	<b>(3,710,598.00)</b>

**Justification:**

This amendment is to transfer monies from the General Fund to the Sanitation Fund in order to provide some cushion to avoid a net negative balance at year-end after the Landfill Postclosure Liability is booked.

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2023- 166**

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

**Date:** June 5, 2023

**RE:** General Fund/Hospital Pension Fund (new)

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(3,745,598.00)	(500,571.00)	(4,246,169.00)
10-4155-215	Professional Services-Hospital	30,000.00	(28,542.00)	1,458.00
10-4155-999	Professional Services-Hospital Pension	2,000,000.00	(2,000,000.00)	-
10-9800-040	Transfer to WCH Pension Fund	-	2,529,113.00	2,529,113.00
40-3960-000	Transfer from General Fund	-	(2,529,113.00)	(2,529,113.00)
40-4155-215	Professional Services-Hospital	-	28,542.00	28,542.00
40-4155-999	Professional Services-Hospital Pension	-	2,000,000.00	2,000,000.00
40-4155-997	Designated for Future Appropriation	-	500,571.00	500,571.00
<b>General Fund/Hospital Pension Fund</b>				
		<b>Balanced:</b>	<b>(1,715,598.00)</b>	<b>(1,715,598.00)</b>

**Justification:**

This amendment is to transfer all funds pertaining to the Hospital Pension out of the General Fund into a newly created WCH Pension Fund (Fund 40). The County Manager and Finance Officer agree that it is important to separate the Hospital Pension monies in order to more responsibly and transparently track the plans assets from other governmental operations in the General Fund.

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

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

**Initials:**

**Batch #:**

**Date:**

# COUNTY OF WASHINGTON

## BOARD OF COMMISSIONERS

COMMISSIONERS:  
JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
CAROL V. PHELPS  
JOHN C. SPRUILL



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

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

## RESOLUTION 2023-020

### REMOVING CERTAIN OBSOLETE GENERAL FUND BALANCE DESIGNATIONS

**WHEREAS**, during its review and reconciliation of older financial records and accounts, management has identified several separate North Carolina Capital Management Trust (NCCMT) bank accounts holding certain county funds which were opened long ago to apparently hold their respective funds in those separate accounts for certain projects/purposes previously designated by the Board including the following specific accounts:

- i. Public Building Capital Reserve (Opened June 1990)
- ii. Recreation Land Reserve (Opened July 1990)
- iii. Water Works Debt Service Reserve (Opened June 1991)
- iv. Economic Development Reserve (Opened June 2001)

**WHEREAS**, management discussed its research of, and known history about these accounts with the Board at its FY24 Budget Planning Workshop in January of 2023, and recommended that due to the mostly obsolete purpose of these separate accounts, that they be closed and the funds transferred to and consolidated with the other main accounts of the county to the fullest extent possible, in order to greatly reduce and simplify the administrative burden associated with otherwise having to continue tracking, reconciling, booking interest, and auditing each of these four separate bank accounts (in addition to the other ten separate bank accounts the county currently maintains) on a monthly, quarterly, and annual basis as applicable; and

**WHEREAS**, staff was directed to prepare a resolution for the Board of Commissioners to authorize such closure and consolidation subject to certain restrictions on where the funding in each account would be transferred.

#### **NOW THEREFORE, BE IT RESOLVED THAT,**

1. **The Public Building Capital Reserve Account** which had a balance of \$118,003.19 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be transferred into the county's primary NCCMT account already holding other unrestricted general fund balance monies.
2. **The Recreation Land Reserve Account** which had a balance of \$9,116.37 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall initially be transferred into the county's primary NCCMT and considered undesignated fund balance.

- a. Thereafter, staff shall prepare a budget amendment for the Board to approve the transfer of the same full amount from its General Fund to its Special Projects & Grants (Fund 58) in order to hold and budget the transferred funds together with other funding already held there to be used in the future for PARTF/recreational grant purposes.
3. **The Water Works Debt Service Reserve Account** which had a balance of approximately \$73,577.98 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be transferred into the county's primary water account currently held at Southern Bank.
4. **The Economic Development Reserve Account** which had a balance of approximately \$209,964.46 earlier this year but continues to accrue interest, shall be closed. The full account balance at the time of closure shall be undesignated for any specific purposes, and shall be considered part of the General Fund's unrestricted fund balance, and shall be transferred into the county's primary NCCMT account already holding other unrestricted general fund balance monies.
5. The County Manager and Finance Officer are hereby authorized to execute any and all instruments deemed reasonably necessary to give effect to this Resolution and to facilitate the closing and transferring of the foregoing funds as directed herein by the Board.

Adopted this the 5<sup>th</sup> day of June, 2023.

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Julius Walker, Jr. Chair  
Washington County Board of Commissioner

ATTEST:

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

(COUNTY SEAL)

## Monthly Financial Summary

### as of May 30, 2023

	Budget	YTD Activity
<b>General Fund (10):</b>		
Revenues	20,083,411.00	14,498,204.02
Expenditures	(20,083,411.00)	(13,847,918.41)
<b>Balance:</b>	<b>-</b>	<b>650,285.61</b>
<i>*Fund Balance Appropriation</i>		<i>3,710,598.00</i>
<b>Capital Outlay-Washington Co Schools (21):</b>		
Revenues	71,416,000.00	1,309,426.31
Expenditures	(71,416,000.00)	(2,172,529.56)
<b>Balance:</b>	<b>-</b>	<b>(863,103.25)</b>
<i>*Fund Balance Appropriation</i>		<i>1,000,000.00</i>
<b>Drainage Fund (30):</b>		
Revenues	124,161.00	87,419.09
Expenditures	(124,161.00)	(41,742.35)
<b>Balance:</b>	<b>-</b>	<b>45,676.74</b>
<i>*Fund Balance Appropriation</i>		<i>18,733.00</i>
<b>Sanitation Fund (33):</b>		
Revenues	1,481,906.00	1,451,430.17
Expenditures	(1,481,906.00)	(1,192,722.41)
<b>Balance:</b>	<b>-</b>	<b>258,707.76</b>
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>
<b>Water Fund (35):</b>		
Revenues	2,163,700.00	1,191,118.26
Expenditures	(2,163,700.00)	(1,210,377.65)
<b>Balance:</b>	<b>-</b>	<b>(19,259.39)</b>
<i>*Transfer from General Fund</i>		<i>525,000.00</i>
<b>EMS Fund (37):</b>		
Revenues	2,781,677.00	2,066,479.35
Expenditures	(2,781,677.00)	(2,217,081.53)
<b>Balance:</b>	<b>-</b>	<b>(150,602.18)</b>
<i>*Fund Balance Appropriation</i>		<i>524,336.00</i>
<i>*Transfer from General Fund</i>		<i>468,066.00</i>
<b>Airport TaxiLane Grant Fund (38):</b>		
Revenues	963,334.00	-
Expenditures	(963,334.00)	(466,666.00)
<b>Balance:</b>	<b>-</b>	<b>(466,666.00)</b>
<i>*Fund Balance Appropriation</i>		<i>330,000.00</i>

	Budget	YTD Activity
<b>Airport Fund (39):</b>		
Revenues	209,976.00	203,533.68
Expenditures	(209,976.00)	(180,178.86)
<b>Balance:</b>	<b>-</b>	<b>23,354.82</b>
<i>*Fund Balance Appropriation</i>		<i>40,000.00</i>
<i>*Transfer from General Fund</i>		<i>92,016.00</i>
<b>Opioid Settlement Distribution Fund (50):</b>		
Revenues	62,429.10	62,444.94
Expenditures	(62,429.10)	(5,000.00)
<b>Balance:</b>	<b>-</b>	<b>57,444.94</b>
<b>DSS Trust Fund Accounts (51):</b>		
Revenues	180,000.00	143,405.41
Expenditures	(180,000.00)	(156,443.92)
<b>Balance:</b>	<b>-</b>	<b>(13,038.51)</b>
<i>*Fund Balance Appropriation</i>		<i>-</i>
<b>American Rescue Plan Act (ARPA) of 2021 (55):</b>		
Revenues	622,391.11	622,391.11
Expenditures	(622,391.11)	(550,096.97)
<b>Balance:</b>	<b>-</b>	<b>72,294.14</b>
<b>Projects/Grants Fund (58):</b>		
Revenues	4,734,357.00	4,506,152.82
Expenditures	(4,734,357.00)	(142,271.27)
<b>Balance:</b>	<b>-</b>	<b>4,363,881.55</b>
<i>*Fund Balance Appropriation</i>		<i>49,936.00</i>
<i>*Transfer from General Fund</i>		<i>610,000.00</i>
<i>*Transfer from Airport Fund</i>		<i>300,000.00</i>
<b>Travel &amp; Tourism Fund (63):</b>		
Revenues	207,504.00	131,375.64
Expenditures	(207,504.00)	(149,696.58)
<b>Balance:</b>	<b>-</b>	<b>(18,320.94)</b>
<i>*Fund Balance Appropriation</i>		<i>62,504.00</i>
<b>E-911 Fund (69):</b>		
Revenues	209,020.00	60,898.41
Expenditures	(209,020.00)	(145,207.08)
<b>Balance:</b>	<b>-</b>	<b>(84,308.67)</b>
<i>*Fund Balance Appropriation</i>		<i>127,823.00</i>
<b>Revaluation Fund (70):</b>		
Revenues	40,000.00	43,447.71
Expenditures	(40,000.00)	-
<b>Balance:</b>	<b>-</b>	<b>43,447.71</b>
<i>*Transfer from General Fund</i>		<i>40,000.00</i>

Washington County  
Statement of Revenue and Expenditures

Revenue Account Range: First to Last      Include Non-Anticipated: Yes      Year To Date As Of: 05/30/23  
 Expend Account Range: First to Last      Include Non-Budget: No      Current Period: 05/01/23 to 05/30/23  
 Print Zero YTD Activity: No      Prior Year As Of: 05/30/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,164,743.05	6,889,383.00	68,751.12	6,790,342.03	0.00	99,040.97-	99
10-3010-010	CURRENT YEAR TAX DISCOUNTS	63,252.11-	62,000.00-	0.00	50,042.26-	0.00	11,957.74	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	168,147.12	210,000.00	20,501.91-	214,761.09	0.00	4,761.09	102
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	142,270.79	133,596.00	4,085.35	112,192.92	0.00	21,403.08-	84
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	952,972.37	840,000.00	86,682.81	779,157.92	0.00	60,842.08-	93
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	31,858.11-	30,000.00-	0.00	0.00	0.00	30,000.00	0
10-3018-002	NCVTS-WASH CO REFUNDS-CONTRA REVENUE	5,502.45-	0.00	0.00	0.00	0.00	0.00	0
10-3018-003	NCVTS-WASH CO INTEREST	7,226.74	0.00	0.00	0.00	0.00	0.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	78,479.33	42,000.00	7,101.08	48,453.11	0.00	6,453.11	115
10-3080-000	GROSS TAX REC LEASED VEHICLES	688.69	800.00	0.00	360.97	0.00	439.03-	45
10-3090-000	PAYMENTS IN LIEU OF TAXES	12,704.00	13,000.00	0.00	0.00	0.00	13,000.00-	0
10-3120-000	REFUNDS-AD VALOREM TAXES	13,046.59-	0.00	0.00	591.13-	0.00	591.13-	0
10-3170-000	CURRENT YEAR TAX PENALTIES	7,540.44	7,500.00	2,312.37	12,411.97	0.00	4,911.97	165
10-3170-010	PRIOR YEAR TAX PENALTIES	747.78	1,000.00	109.50	2,043.02	0.00	1,043.02	204
10-3180-000	CURRENT YEAR TAX INTEREST	24,926.64	22,000.00	3,124.62	21,461.81	0.00	538.19-	98
10-3180-010	PRIOR YEAR TAX INTEREST	76,889.66	70,000.00	6,460.84	65,857.01	0.00	4,142.99-	94
10-3250-000	PRIVILEGE AND BEER LICENSES	705.00	600.00	195.00	865.00	0.00	265.00	144
10-3260-000	ANIMAL ADOPTION FEES & FINES	53.00	0.00	0.00	80.00	0.00	80.00	0
10-3270-000	MOTEL OCCUPANCY TAX -6%	162,692.60	0.00	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	10,198.03	10,000.00	0.00	4,648.09	0.00	5,351.91-	46
10-3290-000	INTEREST EARNED ON INVESTMENTS	29,797.13	250,685.00	1.84	303,315.18	0.00	52,630.18	121
10-3310-000	RENTS AND CONCESSIONS	12,499.20	12,000.00	985.00	11,899.20	0.00	100.80-	99
10-3312-000	JAIL CONCESSIONS	37,708.49	25,000.00	8,082.48	22,813.66	0.00	2,186.34-	91
10-3350-000	MISCELLANEOUS REVENUES	64,777.78	11,385.00	0.00	11,611.14	0.00	226.14	102
10-3350-001	JURY DUTY PAY	138.00	0.00	12.00	44.00	0.00	44.00	0
10-3352-000	ELECTIONS-TOWN REIMB & FILING	20,330.78	0.00	0.00	3,313.00	0.00	3,313.00	0
10-3352-004	2020 HAVA FUNDS-NC CFDA# 90-404	34,574.00	0.00	0.00	0.00	0.00	0.00	0
10-3353-000	INSURANCE PROCEEDS	19,128.01	60,554.00	0.00	60,553.57	0.00	0.43-	100
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	4,037.48	4,000.00	0.00	0.00	0.00	4,000.00-	0
10-3360-000	RECREATION-DONATIONS	2,072.34	1,275.00	0.00	1,275.00	0.00	0.00	100
10-3360-013	RECREATION-VENDOR RENTS AND CONCESSIONS	200.00	250.00	0.00	400.00	0.00	150.00	160
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	0.00	110,098.00	0.00	0.00	0.00	110,098.00-	0
10-3410-000	WINE AND BEER TAX	27,567.28	40,000.00	0.00	0.00	0.00	40,000.00-	0
10-3415-000	ABC PROFIT DISTRIBUTION	0.00	25,000.00	0.00	103,117.00	0.00	78,117.00	412
10-3420-000	SALES TAX-ONE HALF CENT-ART 44	46.31-	0.00	0.00	0.00	0.00	0.00	0
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	229,332.86	220,000.00	18,502.58	155,922.57	0.00	64,077.43-	71

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	733,471.73	700,000.00	49,496.59	503,442.88	0.00	196,557.12-	72
10-3450-000	SALES TAX ONE CENT LOCAL	1,070,649.43	1,020,000.00	90,420.96	734,807.32	0.00	285,192.68-	72
10-3460-000	SALES TAX - REDISTRIBTUION	350,720.55	345,000.00	33,349.98	266,777.04	0.00	78,222.96-	77
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,867.22	3,800.00	302.54	3,215.22	0.00	584.78-	85
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	0.00	0.00	0.00	0.00	0.00	0
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,285.88	39,000.00	0.00	39,031.77	0.00	31.77	100
10-3480-027	HAZARD MITIGATION-GENERATOR GRANT	0.00	0.00	33,700.00	33,700.00	0.00	33,700.00	0
10-3480-028	EMPG-ARPA	0.00	11,068.00	0.00	11,067.51	0.00	0.49-	100
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	0.00	77,812.00	0.00	0.00	0.00	77,812.00-	0
10-3480-081	DONATIONS - EMERGENCY MANAGEMENT	0.00	1,000.00	450.00	1,450.00	0.00	450.00	145
10-3480-087	ARPA REVENUE REPLACEMENT	1,361,099.67	450,096.00	0.00	500,096.97	0.00	50,000.97	111
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,640,199.34	2,684,022.00	162,515.59	1,910,316.88	0.00	773,705.12-	71
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	0.00	120,680.00	0.00	0.00	0.00	120,680.00-	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	102,972.71	146,128.00	0.00	98,757.74	0.00	47,370.26-	68
10-3500-080	DSS-COMMUNITY DONATIONS-MEDICAL	188.00	0.00	0.00	0.00	0.00	0.00	0
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	942.00	2,065.00	0.00	2,065.00	0.00	0.00	100
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	0.00	509.00	0.00	509.01	0.00	0.01	100
10-3500-090	DSS-CERTIFICATION FEES	0.00	2,500.00	0.00	0.00	0.00	2,500.00-	0
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	45,350.46	19,593.00	15,136.12	40,999.62	0.00	21,406.62	209
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	48,237.87	78,133.00	4,486.64	42,240.08	0.00	35,892.92-	54
10-3500-140	DSS-TYRRELL IV-D CONTRACT	60,000.00	60,000.00	5,000.00	55,000.00	0.00	5,000.00-	92
10-3500-190	DSS-MEDICAID CAP	234,828.00	150,000.00	11,484.00	176,220.00	0.00	26,220.00	117
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	3,436.14	3,600.00	979.87	4,712.37	0.00	1,112.37	131
10-3500-200	DOT - ROAP & CTS GRANTS	160,190.00	117,288.00	0.00	168,885.00	0.00	51,597.00	144
10-3500-202	DSS-RDC CONTRACT/TRANSPORTATION	0.00	500.00	0.00	0.00	0.00	500.00-	0
10-3500-270	SHIIP-SENIOR HEALTH INS INF	3,700.00	5,129.00	0.00	5,129.00	0.00	0.00	100
10-3500-271	SHIIP-SEN HLTH INS-PROG INC/SERV DELIV	100.00	0.00	0.00	0.00	0.00	0.00	0
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	3,106.00	2,500.00	0.00	2,500.00	0.00	0.00	100
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	0.00	7,882.00	0.00	0.00	0.00	7,882.00-	0
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	10,693.00	10,963.00	0.00	0.00	0.00	10,963.00-	0
10-3508-002	ALB COMM TITLE III D GRANT	482.00	2,421.00	0.00	0.00	0.00	2,421.00-	0
10-3509-000	SENIOR CITIZENS FUNDS	1,648.50	1,500.00	130.00	1,080.00	0.00	420.00-	72
10-3509-010	SENIOR CENTER TRIPS	3,347.00	185.00	0.00	184.78	0.00	0.22-	100
10-3509-020	SENIOR CENTER DONATIONS	1,989.00	751.00	0.00	751.50	0.00	0.50	100
10-3510-010	COURT COST, FEES AND CHARGES	15,367.61	20,000.00	1,362.97	14,469.25	0.00	5,530.75-	72
10-3510-020	OFFICERS FEES	7,842.45	9,000.00	1,386.81	11,576.93	0.00	2,576.93	129
10-3540-000	SHERIFF FEES	2,447.64	3,500.00	60.27	2,171.53	0.00	1,328.47-	62
10-3540-010	DRUG/DONATIONS/GRANT LEO	807.51	0.00	40.12	459.71	0.00	459.71	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PORTION	7,790.00	6,540.00	365.00	7,045.00	0.00	505.00	108
10-3540-030	GUN PERMITS-STATE PORTION	9,430.00	7,820.00	415.00	8,400.00	0.00	580.00	107

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
10-3540-040	FINGER PRINTING	2,170.00	1,300.00	60.00	1,370.00	0.00	70.00	105
10-3540-061	SHERIFF GRANT - ICAC	0.00	19,286.00	0.00	18,683.73	0.00	602.27-	97
10-3540-070	DONATIONS-ANIMAL CONTROL	122.00	2,564.00	0.00	2,563.43	0.00	0.57-	100
10-3540-080	SHERIFF GRANT - BODY CAMS	21,326.44	0.00	0.00	0.00	0.00	0.00	0
10-3540-081	SHERIFF JAG GRANTS	0.00	0.00	0.00	19,609.95	0.00	19,609.95	0
10-3540-082	SHERIFF ANKLE MONITORING FEES	1,037.25	0.00	0.00	0.00	0.00	0.00	0
10-3541-000	SHERIFF'S SERVICE FEES	13,803.19	12,000.00	1,112.00	9,641.55	0.00	2,358.45-	80
10-3541-010	SHERIFF-DONATIONS	1,547.50	1,511.00	27.00	1,538.35	0.00	27.35	102
10-3542-000	SHERIFF-ABC BOARD FUNDING	12,360.00	3,800.00	0.00	3,200.00	0.00	600.00-	84
10-3550-000	BUILDING PERMIT FEES - (GC)	42,401.42	42,500.00	3,560.00	31,428.50	0.00	11,071.50-	74
10-3550-010	PLANNING CONTRACTED SERVICES-BLDG INSP	8,294.50	0.00	0.00	0.00	0.00	0.00	0
10-3550-030	ZONING FEES	1,225.00	1,500.00	100.00	950.00	0.00	550.00-	63
10-3560-000	REGISTER OF DEEDS FEES	74,986.89	70,000.00	1,790.80	81,433.50	0.00	11,433.50	116
10-3560-010	MARRIAGE LICENSES	2,640.00	2,500.00	420.00	2,700.00	0.00	200.00	108
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	6,229.31	5,000.00	173.79	2,752.73	0.00	2,247.27-	55
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	87,218.84	50,000.00	0.00	109,965.23	0.00	59,965.23	220
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	0.00	85,564.00	0.00	0.00	0.00	85,564.00-	0
10-3830-000	SALE OF FIXED ASSETS	53,252.34	625,000.00	4,183.77	538,237.88	0.00	86,762.12-	86
10-3830-001	SALE OF FORECLOSED PROPERTIES	40,237.39	0.00	0.00	12,600.00	0.00	12,600.00	0
10-3850-001	OTHER FINANCING SOURCE: LEASE FINANCING	33,085.51	0.00	0.00	0.00	0.00	0.00	0
10-3970-020	M-T-W COURT COORDINATOR GRANT	69,390.72	87,011.00	6,494.03	50,773.27	0.00	36,237.73-	58
10-3970-030	STATE AID VETERANS OFFICE	2,108.69	2,000.00	0.00	2,083.33	0.00	83.33	104
10-3970-040	JCPC-ROANOKE AREA YOUTH	53,124.00	66,816.00	5,568.00	61,248.00	0.00	5,568.00-	92
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	23,182.00	19,124.00	1,593.00	17,531.00	0.00	1,593.00-	92
10-3970-042	JCPC-ADMINISTRATION	3,188.00	3,000.00	250.00	2,750.00	0.00	250.00-	92
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	77,914.87	120,590.00	11,756.56	78,403.43	0.00	42,186.57-	65
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOOLS	2,023.00	0.00	0.00	2,716.00	0.00	2,716.00	0
10-3970-090	CONTRI FROM SOIL & WATER DIST	23,562.00	21,136.00	0.00	11,196.16	0.00	9,939.84-	53
10-3970-120	COST ALLOCATION-WATERWORKS	90,000.00	108,000.00	0.00	108,000.00	0.00	0.00	100
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00	100
10-3980-061	TRANSFER FROM SINGLE FAMILY REHAB (SFR)	25,293.12	0.00	0.00	0.00	0.00	0.00	0
10-3990-000	APPROPRIATED FUND BALANCE	0.00	3,710,598.00	0.00	0.00	0.00	3,710,598.00-	0
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	1,393.00	0.00	0.00	0.00	0.00	0.00	0
<b>10 GENERAL FUND Revenue Total</b>		<b>16,881,249.71</b>	<b>20,083,411.00</b>	<b>634,076.09</b>	<b>14,498,204.02</b>	<b>0.00</b>	<b>5,585,206.98-</b>	<b>72</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-0000-000	GENERAL FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4110-000	GOVERNING BOARD:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4110-010	SALARIES & WAGES-BOARD	35,399.60	35,400.00	2,950.00	32,450.00	0.00	2,950.00	92



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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEND	14,099.80	14,100.00	1,175.00	12,925.00	0.00	1,175.00	92
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	3,000.00	250.00	2,750.00	0.00	250.00	92
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,059.38	4,076.00	338.12	3,719.28	0.00	356.72	91
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,360.00	1,540.00	0.00	1,357.00	0.00	183.00	88
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	5,551.94	2,000.00	227.35	1,701.03	0.00	298.97	85
10-4110-310	GOVERNING BOARD- TRAVEL	7,646.17	12,000.00	1,913.36	11,645.94	0.00	354.06	97
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	600.00	50.00	550.00	0.00	50.00	92
10-4110-350	POSTAGE	0.00	50.00	0.00	0.00	0.00	50.00	0
10-4110-370	GOVERNING BOARD- PRINTING	75.00	500.00	0.00	150.00	0.00	350.00	30
10-4110-380	ADVERTISING	757.50	1,750.00	0.00	755.75	0.00	994.25	43
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	4,043.58	10,000.00	0.00	5,341.43	0.00	4,658.57	53
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTIONS	5,773.00	6,000.00	0.00	5,866.07	0.00	133.93	98
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	4,000.00	8,000.00	0.00	6,000.00	0.00	2,000.00	75
10-4110-442	CONTRACTED SERVICES	5,495.52	2,200.00	0.00	2,200.00	0.00	0.00	100
10-4110-443	CONTRACTED SERVICES - LOBBYING	0.00	17,004.00	3,000.00	12,506.00	0.00	4,498.00	74
<b>4110 GOVERNING BOARD:</b>		<b>91,861.49</b>	<b>118,220.00</b>	<b>9,903.83</b>	<b>99,917.50</b>	<b>0.00</b>	<b>18,302.50</b>	<b>85</b>
10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	217,455.50	284,135.00	23,995.50	260,048.35	0.00	24,086.65	92
10-4120-040	SALARIES & WAGES-LONGEVITY	2,065.63	2,325.00	0.00	2,324.50	0.00	0.50	100
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	16,427.24	21,424.00	1,798.82	19,630.42	0.00	1,793.58	92
10-4120-100	MANAGERS OFFICE- RETIREMENT	39,179.87	54,558.00	4,571.14	49,981.99	0.00	4,576.01	92
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	6,523.75	8,524.00	719.87	7,801.47	0.00	722.53	92
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0
10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	680.00	1,586.00	0.00	1,586.00	0.00	0.00	100
10-4120-180	MANAGERS OFFICE- GROUP INS.	32,014.20	43,014.00	3,340.06	38,627.66	0.00	4,386.34	90
10-4120-190	LEGAL SERVICES	26.00	10,000.00	0.00	4,994.50	0.00	5,005.50	50
10-4120-191	MANAGERS OFFICE-UNCSOG LFNC INTERN PROG	12,100.00	10,000.00	2,500.00	7,500.00	0.00	2,500.00	75
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPLIES	9,597.79	11,500.00	285.01	9,097.71	0.00	2,402.29	79
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	0.00	75.00	0.00	75.00	0.00	0.00	100
10-4120-310	MANAGERS OFFICE- TRAVEL	678.19	2,500.00	0.00	383.05	0.00	2,116.95	15
10-4120-315	TRAINING	2,813.68	9,140.00	335.00	6,298.13	0.00	2,841.87	69
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	1,321.97	3,500.00	225.03	2,534.48	0.00	965.52	72
10-4120-330	POSTAGE	29.78	100.00	1.68	29.09	0.00	70.91	29
10-4120-355	MAINT & REPAIR-VEHICLE	260.69	1,500.00	0.00	253.45	0.00	1,246.55	17
10-4120-370	MANAGERS OFFICE- PRINTING	0.00	250.00	0.00	0.00	0.00	250.00	0
10-4120-380	ADVERTISING	3,015.50	3,500.00	477.75	2,599.00	0.00	901.00	74
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTIONS	5,497.22	2,000.00	0.00	1,575.85	0.00	424.15	79
10-4120-440	CONTRACTED SERVICES-ECONOMIC DEVELOPMENT	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
<b>4120 MANAGERS OFFICE:</b>		<b>349,687.01</b>	<b>481,031.00</b>	<b>38,249.86</b>	<b>415,340.65</b>	<b>0.00</b>	<b>65,690.35</b>	<b>86</b>
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	178,370.21	184,800.00	15,517.33	169,273.88	0.00	15,526.12	92
10-4130-040	SALARIES & WAGES-LONGEVITY	1,506.68	2,069.00	0.00	2,068.37	0.00	0.63	100
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	13,001.66	13,973.00	1,132.60	12,463.41	0.00	1,509.59	89
10-4130-100	FINANCE OFFICE- RETIREMENT	32,079.44	35,604.00	2,956.05	32,640.67	0.00	2,963.33	92
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	5,351.12	5,545.00	465.53	5,078.28	0.00	466.72	92
10-4130-130	FINANCE OFFICE- UNEMPLOYMENT INS.	0.00	120.00	0.00	0.00	0.00	120.00	0
10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,044.00	1,060.00	0.00	1,060.00	0.00	0.00	100
10-4130-150	FINANCE OFFICE-BANK FEES	8,113.69	0.00	0.00	0.00	0.00	0.00	0
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	81,989.96	94,175.00	4,022.80	84,288.83	0.00	9,886.17	90
10-4130-181	FINANCE OFFICE- GROUP INS.	30,620.29	32,646.00	2,532.18	29,409.42	0.00	3,236.58	90
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	4,860.45	7,500.00	1,116.28	6,161.81	0.00	1,338.19	82
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	50.00	175.00	0.00	175.00	0.00	0.00	100
10-4130-280	FINANCE OFFICE- POSTAGE	1,849.36	2,500.00	105.59	1,837.25	0.00	662.75	73
10-4130-310	FINANCE OFFICE- TRAVEL	28.00	200.00	0.00	143.96	0.00	56.04	72
10-4130-315	TRAINING	1,018.08	1,000.00	0.00	355.00	0.00	645.00	36
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,497.70	2,500.00	119.18	1,242.15	0.00	1,257.85	50
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	1,047.76	700.00	0.00	678.00	0.00	22.00	97
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	554.76	600.00	0.00	416.34	0.00	183.66	69
<b>4130 FINANCE OFFICE:</b>		<b>362,983.16</b>	<b>385,167.00</b>	<b>27,967.54</b>	<b>347,292.37</b>	<b>0.00</b>	<b>37,874.63</b>	<b>90</b>
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	182,741.24	185,245.00	15,275.58	166,117.00	0.00	19,128.00	90
10-4140-030	TAX ADMIN.- S & W PARTTIME	0.00	6,031.00	0.00	1,698.60	0.00	4,332.40	28
10-4140-040	SALARIES & WAGES-LONGEVITY	2,130.18	2,071.00	0.00	2,070.06	0.00	0.94	100
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	13,071.63	14,807.00	1,087.96	12,092.83	0.00	2,714.17	82
10-4140-100	TAX ADMIN.- RETIREMENT	32,970.46	35,000.00	2,909.99	32,039.60	0.00	2,960.40	92
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	4,524.40	4,860.00	373.49	4,075.08	0.00	784.92	84
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	0.00	1,400.00	0.00	0.00	0.00	1,400.00	0
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	6,285.00	3,349.00	0.00	2,946.00	0.00	403.00	88
10-4140-180	TAX ADMIN.- GROUP INS.	40,137.00	45,835.00	3,330.33	37,126.27	0.00	8,708.73	81
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	7,356.27	9,000.00	1,481.39	6,665.49	0.00	2,334.51	74
10-4140-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0.00	0
10-4140-310	TAX ADMIN.- TRAVEL	0.00	500.00	0.00	262.40	0.00	237.60	52
10-4140-315	TRAINING	1,052.44	4,000.00	527.59	1,651.59	0.00	2,348.41	41
10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,905.74	2,000.00	169.36	1,545.81	0.00	454.19	77

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4140-325	TAX ADMIN-POSTAGE	9,328.42	13,000.00	207.40	9,566.24	0.00	3,433.76	74
10-4140-341	ADVERTISING	2,452.50	3,000.00	1,573.25	2,608.25	0.00	391.75	87
10-4140-355	TAX ADMIN-MAINTENANCE & REPAIR-VEHICLE	1,295.89	1,500.00	0.00	37.98	0.00	1,462.02	3
10-4140-370	PRINTING	4,651.34	7,000.00	0.00	4,693.59	0.00	2,306.41	67
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	4,690.08	5,000.00	421.67	4,830.79	0.00	169.21	97
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	19,512.50	25,000.00	675.00	9,600.00	0.00	15,400.00	38
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	9,625.77	6,500.00	4,621.68	5,824.62	0.00	675.38	90
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STORAGE	480.00	480.00	0.00	480.00	0.00	0.00	100
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	0.00	195,000.00	0.00	0.00	0.00	195,000.00	0
<b>4140 TAX ADMIN:</b>		<b>344,310.86</b>	<b>570,578.00</b>	<b>32,654.69</b>	<b>305,932.20</b>	<b>0.00</b>	<b>264,645.80</b>	<b>54</b>
10-4155-000	PROFESSIONAL SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4155-190	PROF SERVICE-HOSPITAL PENSION-LEGAL	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
10-4155-215	PROFESSIONAL SERVICES- HOSPITAL	28,214.00	30,000.00	8,150.00	28,542.00	0.00	1,458.00	95
10-4155-999	PROFESSIONAL SERVICE- HOSPITAL PENSION -	300,000.00	2,000,000.00	0.00	240,000.00	0.00	1,760,000.00	12
<b>4155 PROFESSIONAL SERVICE:</b>		<b>328,214.00</b>	<b>2,050,000.00</b>	<b>8,150.00</b>	<b>268,542.00</b>	<b>0.00</b>	<b>1,781,458.00</b>	<b>13</b>
10-4170-000	BOARD OF ELECTIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	43,346.75	44,900.00	3,748.50	41,142.00	0.00	3,758.00	92
10-4170-011	SALARIES & WAGES-BOARD	5,280.00	4,360.00	0.00	3,720.00	0.00	640.00	85
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIME	25,304.48	21,351.00	908.30	17,757.32	0.00	3,593.68	83
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	7,545.26	5,009.00	0.00	5,008.03	0.00	0.97	100
10-4170-040	SALARIES & WAGES-LONGEVITY	856.20	900.00	0.00	899.64	0.00	0.36	100
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	6,249.28	5,765.00	350.57	5,189.57	0.00	575.43	90
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPENSE	9,221.25	9,671.00	714.09	8,951.54	0.00	719.46	93
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,528.13	1,496.00	112.46	1,382.74	0.00	113.26	92
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	603.00	437.00	0.00	437.00	0.00	0.00	100
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENSE	7,654.80	8,272.00	633.85	7,349.75	0.00	922.25	89
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	12,015.28	17,121.00	2,003.42	15,655.74	0.00	1,465.26	91
10-4170-310	BOARD OF ELECTIONS- TRAVEL	1,267.00	2,000.00	0.00	1,322.37	0.00	677.63	66
10-4170-315	TRAINING	550.00	2,810.00	0.00	553.00	0.00	2,257.00	20
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	954.80	2,610.00	188.62	2,369.45	0.00	240.55	91
10-4170-330	POSTAGE	1,138.89	2,500.00	41.85	1,065.08	0.00	1,434.92	43
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQUI	462.20	1,500.00	214.80	752.20	0.00	747.80	50
10-4170-360	CONTRACTED SERVICES	0.00	16,858.00	0.00	16,857.50	0.00	0.50	100
10-4170-370	BOARD OF ELECTIONS- PRINTING	9,545.01	7,000.00	0.00	6,012.51	0.00	987.49	86
10-4170-380	ADVERTISING	955.50	1,000.00	0.00	643.50	0.00	356.50	64

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10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTIONS	93.00	180.00	0.00	60.00	0.00	120.00	33
10-4170-550	CAPITAL OUTLAY-EQUIPMENT	59,622.00	0.00	0.00	0.00	0.00	0.00	0
10-4170-700	2020 HAVA FUNDS-NC CFDA# 90-404	34,574.00	0.00	0.00	0.00	0.00	0.00	0
<b>4170 BOARD OF ELECTIONS:</b>		<b>228,766.83</b>	<b>156,020.00</b>	<b>8,916.46</b>	<b>137,128.94</b>	<b>0.00</b>	<b>18,891.06</b>	<b>88</b>
10-4180-000	REGISTER OF DEEDS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	77,518.92	79,971.00	6,731.25	73,239.06	0.00	6,731.94	92
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	0.00	8,000.00	0.00	3,558.33	0.00	4,441.67	44
10-4180-040	SALARIES & WAGES-LONGEVITY	1,007.78	1,034.00	0.00	1,033.74	0.00	0.26	100
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	5,790.07	6,318.00	498.06	5,768.43	0.00	549.57	91
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	14,007.11	15,432.00	1,282.30	14,148.94	0.00	1,283.06	92
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,325.48	2,406.00	201.94	2,197.19	0.00	208.81	91
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMENTAL R	744.78	1,000.00	61.87	670.27	0.00	329.73	67
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	0.00	560.00	0.00	0.00	0.00	560.00	0
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	503.00	502.00	0.00	502.00	0.00	0.00	100
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	15,255.93	16,029.00	1,264.30	14,662.10	0.00	1,366.90	91
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPPLIES	2,625.63	5,500.00	812.14	5,121.74	0.00	378.26	93
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4180-315	TRAINING	1,039.21	3,000.00	0.00	547.00	0.00	2,453.00	18
10-4180-320	REGISTER- OF- DEEDS- COMMUNICATIONS	525.32	600.00	44.47	398.73	0.00	201.27	66
10-4180-330	POSTAGE	59.37	200.00	6.61	109.17	0.00	90.83	55
10-4180-350	REGISTER- OF- DEEDS- MAINT AND REPAIR EQ	203.38	2,500.00	120.30	481.20	0.00	2,018.80	19
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRIPTI	422.68	425.00	0.00	375.00	0.00	50.00	88
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVICES	11,500.00	13,000.00	0.00	12,875.00	0.00	125.00	99
10-4180-611	ROD AUTOMATION FUND - CAPITAL OUTLAY	6,209.00	0.00	0.00	0.00	0.00	0.00	0
<b>4180 REGISTER OF DEEDS:</b>		<b>139,737.66</b>	<b>156,677.00</b>	<b>11,023.24</b>	<b>135,687.90</b>	<b>0.00</b>	<b>20,989.10</b>	<b>87</b>
10-4210-000	INFORMATION TECHNOLOGY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4210-010	INFO. TECH- S & W- REGULAR	52,596.00	53,896.00	4,492.58	49,308.80	0.00	4,587.20	91
10-4210-040	SALARIES & WAGES-LONGEVITY	1,577.88	1,618.00	0.00	1,617.33	0.00	0.67	100
10-4210-090	INFO. TECH- FICA TAX EXPENSE	3,522.35	3,645.00	291.86	3,325.79	0.00	319.21	91
10-4210-100	INFO. TECH- RETIREMENT	9,665.74	10,563.00	855.84	9,701.46	0.00	861.54	92
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,577.88	1,625.00	134.78	1,479.29	0.00	145.71	91
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4210-140	INFO. TECH- WORKMAN'S COMP	314.00	314.00	0.00	314.00	0.00	0.00	100
10-4210-180	INFO. TECH- CONTRACTED SERVICES	0.00	14,471.00	0.00	1,179.20	0.00	13,291.80	8
10-4210-181	INFO. TECH- GROUP INS.	9,666.25	10,062.00	803.20	9,212.60	0.00	849.40	92
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,326.96	1,500.00	652.37	1,012.33	0.00	487.67	67

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10-4210-310	INFO. TECH- TRAVEL	36.50	100.00	91.50	91.50	0.00	8.50	92
10-4210-315	TRAINING	0.00	2,000.00	789.12	789.12	0.00	1,210.88	39
10-4210-320	INFO. TECH- COMMUNICATIONS	2,865.01	3,200.00	239.86	2,641.14	0.00	558.86	83
10-4210-330	POSTAGE	46.00	100.00	0.00	50.22	0.00	49.78	50
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	24,577.70	32,000.00	1,417.12	24,181.40	0.00	7,818.60	76
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	48,816.50	22,108.00	7,397.99	7,224.05	0.00	14,883.95	33
	<b>4210 INFORMATION TECHNOLOGY:</b>	<b>156,588.77</b>	<b>157,482.00</b>	<b>2,370.24</b>	<b>112,128.23</b>	<b>0.00</b>	<b>45,353.77</b>	<b>71</b>
10-4260-000	BUILDINGS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4260-440	CONTRACT SERVICES-COURTHOUSE SECURITY	63,009.14	67,000.00	6,528.00	56,489.55	0.00	10,510.45	84
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	4,452.00	4,452.00	4,452.00	0.00	0.00	100
10-4260-554	PROBATION & PAROLE-FORBES	1,753.93	16,900.00	1,250.00	16,689.33	0.00	210.67	99
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	4,200.00	0.00	3,150.00	0.00	1,050.00	75
10-4260-556	CIP ROOF REPAIRS/REPLACEMENT RESERVE	0.00	80,000.00	0.00	0.00	0.00	80,000.00	0
10-4260-557	CAPITAL OUTLAY-ROOF REPAIRS/REPLACEMENT	166,534.41	0.00	0.00	0.00	0.00	0.00	0
10-4260-558	CIP HVAC REPAIRS/REPLACEMENTS RESERVES	0.00	14,314.00	0.00	0.00	0.00	14,314.00	0
10-4260-561	CAPITAL OUTLAY - GENERATORS	0.00	34,474.00	0.00	0.00	0.00	34,474.00	0
10-4260-563	EXPENDITURE: LEASE	33,085.51	0.00	0.00	0.00	0.00	0.00	0
10-4260-564	EXPENDITURE: LEASE FINANCING PRINCIPAL	14,484.36	0.00	0.00	0.00	0.00	0.00	0
10-4260-565	EXPENDITURE: INTEREST	140.64	0.00	0.00	0.00	0.00	0.00	0
	<b>4260 BUILDINGS:</b>	<b>287,659.99</b>	<b>221,340.00</b>	<b>12,230.00</b>	<b>80,780.88</b>	<b>0.00</b>	<b>140,559.12</b>	<b>36</b>
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	161,858.50	194,346.00	16,171.32	167,191.57	0.00	27,154.43	86
10-4265-040	SALARIES & WAGES-LONGEVITY	2,127.55	2,608.00	0.00	2,607.44	0.00	0.56	100
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	11,248.80	13,504.00	1,218.15	12,239.04	0.00	1,264.96	91
10-4265-100	FACILITY SERVICES- RETIREMENT	29,219.85	37,067.00	3,080.64	32,346.77	0.00	4,720.23	87
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	3,601.85	5,296.00	368.82	3,766.22	0.00	1,529.78	71
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,446.00	0.00	0.00	0.00	1,446.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	6,804.00	12,467.00	0.00	9,735.00	0.00	2,732.00	78
10-4265-181	FACILITY SERVICES- GROUP INS.	45,165.04	50,393.00	3,796.29	43,366.73	0.00	7,026.27	86
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATER	17,192.16	22,000.00	5,564.49	21,656.09	0.00	343.91	98
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIES	2,016.98	1,700.00	46.56	1,600.67	0.00	99.33	94
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	354.49	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4265-203	CLERK OF COURT-CAPITAL OUTLAY	0.00	7,647.00	0.00	7,258.00	0.00	389.00	95
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLDG	82,258.65	61,879.00	2,810.74	49,897.75	0.00	11,981.25	81
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFETY	1,441.50	4,000.00	125.00	1,746.05	0.00	2,253.95	44
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	2,765.55	4,000.00	168.30	1,707.10	0.00	2,292.90	43

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	4,995.69	74,187.00	0.00	55,823.71	0.00	18,363.29	75
10-4265-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	7,560.74	8,000.00	387.90	4,744.36	0.00	3,255.64	59
10-4265-325	POSTAGE	0.00	50.00	0.00	0.00	0.00	50.00	0
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	95,262.80	110,000.00	3,923.68	78,320.04	0.00	31,679.96	71
10-4265-331	UTILITIES-FUEL/GAS	11,861.30	16,000.00	103.52	9,176.78	0.00	6,823.22	57
10-4265-332	UTILITIES-WATER	29,748.24	36,000.00	3,238.44	30,414.19	0.00	5,585.81	84
10-4265-355	MAINT & REPAIR-VEHICLES	197.40	2,000.00	0.00	685.37	0.00	1,314.63	34
10-4265-390	FACILITY SERVICES- DUES AND SUBSCRIPTION	201.00	0.00	0.00	0.00	0.00	0.00	0
10-4265-440	CONTRACTED SERVICES-MOWING	22,987.00	24,500.00	3,154.25	16,794.50	0.00	7,705.50	69
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	22,834.44	34,240.00	0.00	18,240.00	0.00	16,000.00	53
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWARE	1,533.00	1,533.00	0.00	1,533.00	0.00	0.00	100
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	1,895.19	2,300.00	185.40	1,816.39	0.00	483.61	79
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	6,684.80	7,144.00	125.00	7,109.00	0.00	35.00	100
10-4265-603	CONTRACTED SERVICES-ELEVATOR	12,625.00	51,146.00	0.00	51,143.00	0.00	3.00	100
10-4265-604	CONTRACTED SERVICES-REPUBLIC	9,083.70	11,571.00	708.77	7,282.57	0.00	4,288.43	63
10-4265-605	CONTRACTED SERVICES-FIRE EXT	3,126.85	5,709.00	210.00	3,888.10	0.00	1,820.90	68
10-4265-606	CONTRACTED SERVICES-HOUSE KEEPING	1,675.00	0.00	0.00	0.00	0.00	0.00	0
<b>4265 FACILITY SERVICES:</b>		<b>598,427.07</b>	<b>805,233.00</b>	<b>45,387.27</b>	<b>642,089.44</b>	<b>0.00</b>	<b>163,143.56</b>	<b>80</b>
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	699,757.77	776,213.00	48,092.99	640,449.26	0.00	135,763.74	83
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	6,399.25	13,000.00	1,059.34	11,808.88	0.00	1,191.12	91
10-4310-031	SALARIES & WAGES-OVERTIME	128.30	6,500.00	0.00	5,825.57	0.00	674.43	90
10-4310-040	SALARIES & WAGES-LONGEVITY	2,870.04	3,403.00	0.00	3,384.66	0.00	18.34	99
10-4310-090	SHERIFF- FICA TAX EXPENSE	50,833.78	61,012.00	3,549.28	47,879.45	0.00	13,132.55	78
10-4310-100	SHERIFF- RETIREMENT	127,126.63	145,257.00	9,350.96	126,904.53	0.00	18,352.47	87
10-4310-101	SHERIFF- 401K CONTRIB.	32,534.86	37,501.00	2,228.65	30,342.68	0.00	7,158.32	81
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	1,745.93	2,400.00	0.00	644.91	0.00	1,755.09	27
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	4,988.12	5,600.00	0.00	0.00	0.00	5,600.00	0
10-4310-140	SHERIFF- WORKMAN'S COMP	41,262.00	50,996.00	0.00	44,882.00	0.00	6,114.00	88
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	4,296.76	12,000.00	2,049.00	7,176.00	0.00	4,824.00	60
10-4310-181	SHERIFF- GROUP INS.	144,261.55	177,416.00	7,727.51	111,670.54	0.00	65,745.46	63
10-4310-210	SHERIFF- UNIFORMS	12,329.00	8,740.00	264.71	5,850.07	0.00	2,889.93	67
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	72,114.24	65,000.00	4,078.51	52,973.11	0.00	12,026.89	82
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	37,312.32	13,000.00	698.27	11,971.64	0.00	1,028.36	92
10-4310-270	SERVICE AWARDS	50.00	50.00	0.00	50.00	0.00	0.00	100
10-4310-310	SHERIFF- TRAVEL	6,654.41	5,074.00	1,894.04	4,134.84	0.00	939.16	81
10-4310-315	TRAINING	911.00	1,426.00	0.00	1,425.23	0.00	0.77	100

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4310-320	SHERIFF- COMMUNICATIONS	11,752.76	13,400.00	1,057.24	10,236.19	0.00	3,163.81	76
10-4310-330	POSTAGE	1,644.23	2,500.00	190.26	1,824.37	0.00	675.63	73
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	1,076.36	1,000.00	26.79	232.16	0.00	767.84	23
10-4310-355	SHERIFF- MAINT.- VEHICLE	30,815.92	30,000.00	488.43	18,861.16	0.00	11,138.84	63
10-4310-370	SHERIFF- PRINTING	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4310-380	ADVERTISING	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	370.07	400.00	0.00	218.01	0.00	181.99	54
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	0.00	3,000.00	0.00	3,000.00	0.00	0.00	100
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	3,473.00	3,750.00	0.00	3,647.00	0.00	103.00	97
10-4310-413	LEASE-BUILDING	825.00	840.00	0.00	825.00	0.00	15.00	98
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,298.00	1,298.00	0.00	1,298.00	0.00	0.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,878.00	0.00	4,878.00	0.00	0.00	100
10-4310-417	LEASE - ANKLE MONITORING DEVICES	3,968.50	3,000.00	117.75	1,372.25	0.00	1,627.75	46
10-4310-540	CAPITAL OUTLAY VEHICLES	195,429.12	125,000.00	0.00	0.00	0.00	125,000.00	0
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	9,224.64	172,400.00	0.00	0.00	0.00	172,400.00	0
10-4310-600	SHERIFF- ANIMAL CONTROL	3,351.72	9,000.00	1,418.38	7,790.76	0.00	1,209.24	87
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,375.00	0.00	0.00	0.00	3,375.00	0
10-4310-602	SHERIFF-ABC BOARD FUNDING	0.00	21,288.00	960.00	960.00	0.00	20,328.00	5
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	0.00	3,601.00	0.00	2,826.76	0.00	774.24	78
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF K-9	874.90	1,500.00	84.99	537.27	0.00	962.73	36
10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PORTION	0.00	41,400.00	0.00	0.00	0.00	41,400.00	0
10-4310-612	GUN PERMITS-STATE PORTION	9,565.00	8,955.00	615.00	8,115.00	0.00	840.00	91
10-4310-613	FINGERPRINTING	0.00	5,505.00	0.00	0.00	0.00	5,505.00	0
10-4310-650	SHERIFF-DONATIONS	3,412.00	2,277.00	0.00	465.25	0.00	1,811.75	20
10-4310-899	GRANT - ICAC	0.00	19,286.00	0.00	18,683.73	0.00	602.27	97
10-4310-902	FY 22 SHERIFF JAG GRANT	20,869.94	0.00	0.00	0.00	0.00	0.00	0
<b>4310 SHERIFF:</b>		<b>1,548,405.12</b>	<b>1,862,641.00</b>	<b>85,952.10</b>	<b>1,193,144.28</b>	<b>0.00</b>	<b>669,496.72</b>	<b>64</b>
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	35,618.39	40,194.00	3,714.33	36,399.92	0.00	3,794.08	91
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	2,678.91	3,091.00	280.32	2,742.52	0.00	348.48	89
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPENSE	6,568.84	8,024.00	740.27	7,254.51	0.00	769.49	90
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	1,780.94	2,025.00	185.72	1,819.99	0.00	205.01	90
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP EXPEN	2,330.00	2,388.00	0.00	2,388.00	0.00	0.00	100
10-4311-180	SRO- WASH CO UNION- GROUP INS.	7,641.49	8,069.00	633.55	7,346.45	0.00	722.55	91
10-4311-210	SRO- WASH CO UNION- UNIFORMS	275.56	500.00	0.00	0.00	0.00	500.00	0
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	3,516.10	3,500.00	134.13	2,292.93	0.00	1,207.07	66
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	182.86	0.00	17.14	91

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4311-310	SRO- WASH CO UNION- TRAVEL	0.00	2,552.00	0.00	2,296.55	0.00	255.45	90
10-4311-315	TRAINING	0.00	33.00	0.00	0.00	0.00	33.00	0
<b>4311 SRO - WASHINGTON COUNTY UNION:</b>		<b>60,410.23</b>	<b>70,856.00</b>	<b>5,688.32</b>	<b>62,723.73</b>	<b>0.00</b>	<b>8,132.27</b>	<b>89</b>
10-4313-000	SRO- CRESWELL:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4313-010	SRO- CRESWELL-S & W- REGULAR	0.00	33,460.00	0.00	0.00	0.00	33,460.00	0
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	0.00	2,560.00	0.00	0.00	0.00	2,560.00	0
10-4313-100	SRO- CRESWELL- RETIREMENT	0.00	6,303.00	0.00	0.00	0.00	6,303.00	0
10-4313-101	SRO- CRESWELL- 401K CONTRIB.	0.00	1,673.00	0.00	0.00	0.00	1,673.00	0
10-4313-130	SRO - CRESWELL- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4313-140	SRO- CRESWELL- WORKMAN'S COMP	2,390.00	2,487.00	0.00	2,388.00	0.00	99.00	96
10-4313-180	SRO- CRESWELL- GROUP INS.S	0.00	8,759.00	0.00	0.00	0.00	8,759.00	0
10-4313-210	SRO- CRESWELL- UNIFORMS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4313-250	MAINTENANCE & REPAIR-VEHICLE	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
10-4313-260	SRO- CRESWELL- DEPARTMENTAL SUPPLIES	0.00	200.00	0.00	0.00	0.00	200.00	0
10-4313-310	SRO- CRESWELL- TRAVEL	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4313-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
<b>4313 SRO- CRESWELL:</b>		<b>2,390.00</b>	<b>60,722.00</b>	<b>0.00</b>	<b>2,388.00</b>	<b>0.00</b>	<b>58,334.00</b>	<b>4</b>
10-4314-000	SRO- PLYMOUTH HIGH:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4314-010	SRO - PLYMOUTH HIGH-S & W- REGULAR	31,807.75	40,194.00	0.00	36,525.34	0.00	3,668.66	91
10-4314-090	SRO - PLYMOUTH HIGH- FICA TAX	2,384.56	3,091.00	0.00	2,755.94	0.00	335.06	89
10-4314-100	SRO - PLYMOUTH HIGH- RETIREMENT MATCH	5,855.51	8,024.00	0.00	7,279.50	0.00	744.50	91
10-4314-101	SRO - PLYMOUTH HIGH- 401K CONTRIBUTIONS	1,590.40	2,025.00	0.00	1,826.25	0.00	198.75	90
10-4314-130	SRO - PLYMOUTH HIGH- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4314-140	SRO - PLYMOUTH HIGH- WORKMAN'S COMP	2,274.00	2,189.00	0.00	2,189.00	0.00	0.00	100
10-4314-180	SRO - PLYMOUTH HIGH- GROUP INS.	7,075.82	8,069.00	0.00	6,712.90	0.00	1,356.10	83
10-4314-210	SRO - PLYMOUTH HIGH- UNIFORMS	0.00	500.00	0.00	0.00	0.00	500.00	0
10-4314-250	MAINT & REPAIR - VEHICLE	3,356.65	3,500.00	39.72	1,728.47	0.00	1,771.53	49
10-4314-260	DEPARTMENTAL SUPPLIES	0.00	190.00	0.00	167.38	0.00	22.62	88
10-4314-310	SRO- TRAVEL	0.00	1,595.00	150.00	1,286.48	0.00	308.52	81
<b>4314 SRO- PLYMOUTH HIGH:</b>		<b>54,344.69</b>	<b>69,657.00</b>	<b>110.28</b>	<b>60,471.26</b>	<b>0.00</b>	<b>9,185.74</b>	<b>87</b>
10-4320-000	DETENTION CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4320-010	DETENTION CENTER- S & W - REGULAR	283,250.41	347,027.00	23,062.80	256,763.58	0.00	90,263.42	74
10-4320-030	SALARIES & WAGE - OVERTIME	50,061.91	64,000.00	6,244.65	56,319.17	0.00	7,680.83	88
10-4320-031	DETENTION CENTER - S&W PARTTIME	34,343.21	27,000.00	1,817.01	21,752.39	0.00	5,247.61	81



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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4320-040	SALARIES & WAGES - LONGEVITY	1,807.25	2,349.00	0.00	2,348.65	0.00	0.35	100
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	27,233.99	32,834.00	2,280.35	24,738.56	0.00	8,095.44	75
10-4320-100	DETENTION CENTER- RETIREMENT	58,885.65	72,261.00	5,613.71	60,120.32	0.00	12,140.68	83
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	6,085.93	10,730.00	506.26	6,006.12	0.00	4,723.88	56
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	368.64	3,640.00	0.00	0.00	0.00	3,640.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	29,931.00	29,846.00	0.00	21,634.00	0.00	8,212.00	72
10-4320-181	DETENTION CENTER- GROUP INS.	71,607.58	103,633.00	5,048.44	64,623.02	0.00	39,009.98	62
10-4320-185	TRAVEL	0.00	1,000.00	35.50	502.43	0.00	497.57	50
10-4320-190	DETENTION CENTER- TRAINING	936.65	7,000.00	0.00	2,462.16	0.00	4,537.84	35
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPPLIES	11,039.31	15,000.00	1,807.26	14,117.58	0.00	882.42	94
10-4320-210	DETENTION CENTER- UNIFORMS	5,600.24	3,500.00	1,706.35	1,706.35	0.00	1,793.65	49
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALTH PART	125,030.76	140,000.00	10,731.81	128,781.72	0.00	11,218.28	92
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	74,495.85	85,000.00	8,783.43	64,662.50	0.00	20,337.50	76
10-4320-270	SERVICE AWARDS	0.00	125.00	0.00	125.00	0.00	0.00	100
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	1,090.58	3,500.00	903.96	3,363.73	0.00	136.27	96
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEANING	6,344.00	6,500.00	714.00	5,719.42	0.00	780.58	88
10-4320-320	DETENTION CENTER- COMMUNICATIONS	681.45	1,000.00	72.97	595.31	0.00	404.69	60
10-4320-330	POSTAGE	121.06	200.00	6.25	84.08	0.00	115.92	42
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUIP	5,733.50	20,000.00	0.00	12,960.92	0.00	7,039.08	65
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQUIPM	0.00	69,500.00	0.00	19,347.36	0.00	50,152.64	28
10-4320-600	DETENTION CENTER- CONTRACTED SERVICES	58,498.40	127,000.00	26,641.95	123,164.53	0.00	3,835.47	97
10-4320-601	CONTRACTED SERVICES-OPTUM	3,199.68	2,938.00	0.00	2,937.60	0.00	0.40	100
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SOFTWARE	3,742.00	3,800.00	0.00	3,778.00	0.00	22.00	99
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	100.00	0.00	99.00	0.00	1.00	99
10-4320-900	GRANT-DHHS CORRECTIONS COVID19	0.00	85,564.00	0.00	7,034.92	0.00	78,529.08	8
<b>4320 DETENTION CENTER:</b>		<b>860,188.05</b>	<b>1,265,047.00</b>	<b>95,976.70</b>	<b>905,748.42</b>	<b>0.00</b>	<b>359,298.58</b>	<b>72</b>
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	54,272.04	55,522.00	4,635.67	50,879.37	0.00	4,642.63	92
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	3,403.08	3,652.00	292.24	3,205.99	0.00	446.01	88
10-4330-100	EMERGENCY MGMT - RETIREMENT	9,678.75	10,601.00	883.10	9,692.57	0.00	908.43	91
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,628.16	1,678.00	139.07	1,526.38	0.00	151.62	91
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,596.00	2,641.00	0.00	2,073.00	0.00	568.00	78
10-4330-180	EMERGENCY MGMT - GROUP INS.	7,687.09	8,128.00	638.27	7,398.37	0.00	729.63	91
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	238.10	1,300.00	0.00	1,096.91	0.00	203.09	84
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPLIES	7,571.78	6,950.00	4,250.70	6,215.45	0.00	734.55	89
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	0.00	2,584.00	0.00	2,559.01	0.00	24.99	99
10-4330-310	EMERGENCY MGMT - TRAVEL	3,354.64	2,850.00	114.30	2,346.73	0.00	503.27	82

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4330-315	TRAINING	1,258.77	1,150.00	0.00	780.46	0.00	369.54	68
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	2,686.93	3,100.00	148.12	1,900.69	0.00	1,199.31	61
10-4330-330	POSTAGE	93.53	150.00	39.69	85.70	0.00	64.30	57
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	3,121.12	4,700.00	26.79	4,441.93	0.00	258.07	95
10-4330-370	EMERGENCY MGMT - PRINTING	297.54	300.00	0.00	235.52	0.00	64.48	79
10-4330-380	ADVERTISING	220.41	300.00	0.00	155.53	0.00	144.47	52
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTIONS	2,083.53	2,800.00	0.00	2,142.00	0.00	658.00	76
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BANQUET	0.00	5,442.00	0.00	0.00	0.00	5,442.00	0
10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	0.00	1,000.00	617.50	772.50	0.00	227.50	77
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHIC	0.00	6,550.00	0.00	6,515.98	0.00	34.02	99
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVICES	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0
10-4330-705	HAZARD MITIGATION - GENERATOR GRANT	33,700.00	0.00	0.00	0.00	0.00	0.00	0
10-4330-706	EMPG-ARPA	0.00	11,068.00	0.00	11,068.00	0.00	0.00	100
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE GRT	0.00	77,812.00	5,766.25	76,791.30	0.00	1,020.70	99
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REACH	1,945.00	1,945.00	0.00	1,945.00	0.00	0.00	100
10-4330-996	MAINT AGREEMENTS - GENERATOR	852.87	875.00	0.00	0.00	0.00	875.00	0
<b>4330 EMERGENCY MANAGEMENT:</b>		<b>136,689.34</b>	<b>214,578.00</b>	<b>17,551.70</b>	<b>193,828.39</b>	<b>0.00</b>	<b>20,749.61</b>	<b>90</b>
10-4340-000	FIRE PROTECTION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4340-991	PLYMOUTH VFD-OPERATIONAL	122,182.00	122,182.00	10,181.83	112,000.13	0.00	10,181.87	92
10-4340-992	ROPER VFD-OPERATIONAL	78,170.00	78,170.00	6,514.17	71,655.87	0.00	6,514.13	92
10-4340-993	CRESWELL VFD-OPERATIONAL	50,909.00	50,909.00	4,242.42	46,666.62	0.00	4,242.38	92
10-4340-994	MCVFD-OPERATIONAL	58,270.00	58,270.00	4,855.83	53,414.13	0.00	4,855.87	92
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	45,996.00	45,996.00	3,833.00	42,163.00	0.00	3,833.00	92
10-4340-996	PUNGO VFD-OPERATIONAL	20,282.00	20,282.00	1,690.17	18,591.87	0.00	1,690.13	92
10-4340-997	PINETOWN/LONG ACRE VFD	8,178.00	8,178.00	681.50	7,496.50	0.00	681.50	92
10-4340-998	CRESWELL VFD-WELL-CIP	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
<b>4340 FIRE PROTECTION:</b>		<b>383,987.00</b>	<b>423,987.00</b>	<b>31,998.92</b>	<b>351,988.12</b>	<b>0.00</b>	<b>71,998.88</b>	<b>83</b>
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	77,015.53	107,700.00	15,030.71	88,089.14	0.00	19,610.86	82
10-4350-000	INSPECTIONS & PLANNING:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4350-121	SALARIES & WAGES-REGULAR	97,545.00	99,950.00	8,352.34	91,550.45	0.00	8,399.55	92
10-4350-127	SALARIES & WAGES-LONGEVITY	690.18	708.00	0.00	707.43	0.00	0.57	100
10-4350-181	FICA TAX	6,101.88	6,515.00	522.33	5,767.60	0.00	747.40	89
10-4350-182	RETIREMENT	17,521.02	19,286.00	1,591.12	17,575.10	0.00	1,710.90	91
10-4350-183	GROUP INSURANCE	17,270.14	18,599.00	1,431.44	16,506.32	0.00	2,092.68	89

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-4350-184	401(K) CONTRIBUTIONS	2,926.32	3,000.00	250.57	2,746.51	0.00	253.49	92
10-4350-185	UNEMPLOYMENT INSURANCE	0.00	560.00	0.00	0.00	0.00	560.00	0
10-4350-186	WORKMAN'S COMP	4,183.00	4,520.00	0.00	274.00	0.00	4,246.00	6
10-4350-260	DEPARTMENTAL SUPPLIES	8,178.37	4,000.00	415.93	3,322.40	0.00	677.60	83
10-4350-311	TRAVEL	904.54	1,000.00	64.74	667.46	0.00	332.54	67
10-4350-320	COMMUNICATIONS	1,817.96	2,500.00	26.15	1,492.24	0.00	1,007.76	60
10-4350-330	INSPECTIONS - POSTAGE	0.00	250.00	0.00	0.00	0.00	250.00	0
10-4350-341	PRINTING	434.98	800.00	0.00	577.63	0.00	222.37	72
10-4350-352	MAINT & REPAIR-EQUIPMENT	0.00	700.00	0.00	0.00	0.00	700.00	0
10-4350-353	MAINT & REPAIR-VEHICLE	70.14	1,000.00	0.00	72.45	0.00	927.55	7
10-4350-370	ADVERTISING	183.00	1,000.00	0.00	175.50	0.00	824.50	18
10-4350-395	TRAINING	932.00	3,000.00	0.00	2,454.44	0.00	545.56	82
10-4350-491	DUES & SUBSCRIPTIONS	822.41	0.00	0.00	0.00	0.00	0.00	0
10-4350-500	DECOMMISSIONING BOND-SOLAR FARMS	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0
10-4350-540	CAPITAL OUTLAY-VEHICLE	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
10-4350-601	CONTRACTED SERVICES-BUILDING INSPECTOR	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
10-4350-602	CONTRACTED SERVICES-LEGAL	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
<b>4350 INSPECTIONS &amp; PLANNING:</b>		<b>159,580.94</b>	<b>238,388.00</b>	<b>12,654.62</b>	<b>143,889.53</b>	<b>0.00</b>	<b>94,498.47</b>	<b>60</b>
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4915-010	GEOGRAPHIC INFO SYST-S & W- REGULAR	40,101.50	4,446.00	0.00	4,445.11	0.00	0.89	100
10-4915-040	GEOGRAPHIC INFO SYST - LONGEVITY	508.63	232.00	0.00	231.96	0.00	0.04	100
10-4915-090	GEOGRAPHIC INFO SYST- FICA TAX EXPENSE	3,052.75	355.00	0.00	354.95	0.00	0.05	100
10-4915-100	GEOGRAPHIC INFO SYST- RETIREMENT EXPENSE	7,295.39	896.00	0.00	895.74	0.00	0.26	100
10-4915-101	GEOGRAPHIC INFO SYST- 401(K) CONTRIB.	1,214.00	142.00	0.00	141.06	0.00	0.94	99
10-4915-140	GEOGRAPHIC INFO SYST- WORKMAN'S COMP	1,519.00	0.00	0.00	0.00	0.00	0.00	0
10-4915-180	GEOGRAPHIC INFO SYST- GROUP INS.	7,649.89	698.00	0.00	697.63	0.00	0.37	100
10-4915-190	GEOGRAPHIC INFO SYST- TRAINING	94.41	860.00	0.00	859.55	0.00	0.45	100
10-4915-260	DEPARTMENTAL SUPPLIES	123.82	1,000.00	146.79	631.70	0.00	368.30	63
10-4915-320	GIS- COMMUNICATIONS	603.43	630.00	0.00	78.11	0.00	551.89	12
10-4915-350	MAINT AGREEMENTS-ESRI SOFTWARE	1,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0
10-4915-351	MAINT AGREEMENTS-ATLAS DATA WEBSITE	4,800.00	4,800.00	0.00	4,800.00	0.00	0.00	100
<b>4915 GEOGRAPHIC INFORMATION SYSTEMS:</b>		<b>68,462.82</b>	<b>16,559.00</b>	<b>146.79</b>	<b>13,135.81</b>	<b>0.00</b>	<b>3,423.19</b>	<b>79</b>
10-5110-000	DISTRICT HEALTH	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5110-990	2ND JUDICIAL DIST DRUG RECOVERY COURT	5,000.00	0.00	0.00	0.00	0.00	0.00	0
10-5110-991	MTW HEALTH DEPARTMENT	219,281.00	219,281.00	18,273.42	201,007.62	0.00	18,273.38	92
10-5110-993	2ND DIST DRUG COURT COORDINATOR POSITION	69,390.72	87,011.00	6,494.03	50,773.27	0.00	36,237.73	58

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
<b>5110 DISTRICT HEALTH</b>		<b>293,671.72</b>	<b>306,292.00</b>	<b>24,767.45</b>	<b>251,780.89</b>	<b>0.00</b>	<b>54,511.11</b>	<b>82</b>
10-5150-000	SENIOR CITIZENS CENTER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	84,214.07	91,711.00	7,958.75	83,484.21	0.00	8,226.79	91
10-5150-040	SALARIES & WAGES-LONGEVITY	1,005.19	1,060.00	0.00	1,059.88	0.00	0.12	100
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	6,290.88	6,979.00	587.50	6,236.65	0.00	742.35	89
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	15,206.23	18,010.00	1,516.15	16,105.67	0.00	1,904.33	89
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,526.44	2,752.00	238.76	2,504.52	0.00	247.48	91
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	472.00-	2,004.00	0.00	1,869.00	0.00	135.00	93
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	699.00	0.00	0.00	0.00	699.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	21,103.57	24,289.00	1,891.81	21,247.43	0.00	3,041.57	87
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	0.00	35,855.25	0.00	11,951.75	75
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	998.92	2,106.00	164.86	1,513.19	0.00	592.81	72
10-5150-260	DEPARTMENTAL SUPPLIES	1,474.33	2,200.00	44.32	1,831.18	0.00	368.82	83
10-5150-280	POSTAGE	56.54	300.00	0.00	86.07	0.00	213.93	29
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	1,117.67	4,000.00	56.99	3,235.10	0.00	764.90	81
10-5150-315	TRAINING	411.06	1,000.00	0.00	358.95	0.00	641.05	36
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	906.07	1,000.00	71.99	745.90	0.00	254.10	75
10-5150-330	UTILITIES-GAS	7,710.72	8,500.00	1,161.00	6,492.78	0.00	2,007.22	76
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	153.00	500.00	0.00	0.00	0.00	500.00	0
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	1,295.90	1,000.00	0.00	501.00	0.00	499.00	50
10-5150-370	TRAVEL-SENIOR GAMES	300.00	300.00	0.00	0.00	0.00	300.00	0
10-5150-380	SENIOR CENTER TRIPS	493.94	3,861.00	0.00	3,069.24	0.00	791.76	79
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	1,343.65	4,094.00	0.00	3,596.74	0.00	497.26	88
10-5150-550	CAPITAL OUTLAY-EQUIPMENT	0.00	8,500.00	0.00	0.00	0.00	8,500.00	0
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVICES	3,378.50	4,300.00	306.00	2,764.00	0.00	1,536.00	64
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYSTEM	0.00	900.00	0.00	900.00	0.00	0.00	100
10-5150-650	SENIOR CENTER DONATIONS	0.00	5,046.00	0.00	432.57	0.00	4,613.43	9
10-5150-651	SUBARU DONATIONS-MEALS ON WHEELS	2,248.00	0.00	0.00	0.00	0.00	0.00	0
<b>5150 SENIOR CITIZENS CENTER:</b>		<b>199,569.68</b>	<b>242,918.00</b>	<b>13,998.13</b>	<b>193,889.33</b>	<b>0.00</b>	<b>49,028.67</b>	<b>80</b>
10-5155-000	VETERAN SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5155-030	SALARIES & WAGES-PARTTIME	7,887.37	9,963.00	0.00	0.00	0.00	9,963.00	0
10-5155-090	VETERAN SERVICE OFFC- FICA TAX EXPENSE	621.58	750.00	0.00	0.00	0.00	750.00	0
10-5155-130	VETERAN SERVICE OFF- UNEMPLOYMENT INS.	0.00	100.00	0.00	0.00	0.00	100.00	0
10-5155-140	WORKMAN'S COMP	58.00	75.00	0.00	58.00	0.00	17.00	77
10-5155-260	DEPARTMENTAL SUPPLIES	61.04	500.00	0.00	0.00	0.00	500.00	0
10-5155-310	VETERAN SERVICE OFFC- TRAVEL	50.00	600.00	0.00	0.00	0.00	600.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATIONS	677.69	900.00	21.18	211.80	0.00	688.20	24
	<b>5155 VETERAN SERVICE:</b>	<b>9,355.68</b>	<b>12,888.00</b>	<b>21.18</b>	<b>269.80</b>	<b>0.00</b>	<b>12,618.20</b>	<b>2</b>
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,250.00	1,500.00	125.00	1,175.00	0.00	325.00	78
10-5310-011	SS ADMIN.- S & W- REGULAR	2,002,383.39	2,129,479.00	161,952.47	1,853,681.43	0.00	275,797.57	87
10-5310-013	SALARIES & WAGES-LONGEVITY	16,237.13	16,847.00	0.00	16,846.25	0.00	0.75	100
10-5310-030	LEGAL - IV-D	21,785.41	25,000.00	402.00	14,506.50	0.00	10,493.50	58
10-5310-090	SS ADMIN.- FICA TAX	147,372.51	164,430.00	11,839.73	136,951.39	0.00	27,478.61	83
10-5310-100	SS ADMIN.- RETIREMENT	358,727.43	391,064.00	30,851.96	356,274.76	0.00	34,789.24	91
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	50,658.99	64,271.00	4,605.54	50,684.00	0.00	13,587.00	79
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	0.00	15,944.00	0.00	0.00	0.00	15,944.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	48,907.00	50,705.00	0.00	43,634.00	0.00	7,071.00	86
10-5310-180	LEGAL-PROTECTIVE SERVICES	46,986.91	44,000.00	675.00	23,488.38	0.00	20,511.62	53
10-5310-181	SS ADMIN.- GROUP INS.	407,133.43	487,974.00	31,419.33	380,489.05	0.00	107,484.95	78
10-5310-250	MAINT & REPAIR - VEHICLE	12,852.66	12,000.00	700.47	9,085.90	0.00	2,914.10	76
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	8,603.75	15,000.00	763.17	8,116.76	0.00	6,883.24	54
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	2,050.88	3,084.00	0.00	1,296.25	0.00	1,787.75	42
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHILDREN	36.00	707.00	0.00	294.83	0.00	412.17	42
10-5310-260	DEPARTMENTAL SUPPLIES	53,681.96	56,682.00	3,783.96	49,908.02	0.00	6,773.98	88
10-5310-268	FOOD STAMPS DIRECT CHARGE	2,463.73	5,500.00	358.75	3,402.63	0.00	2,097.37	62
10-5310-270	SERVICE AWARDS	670.00	885.00	0.00	885.00	0.00	0.00	100
10-5310-310	TRAVEL	5,394.68	7,500.00	1,075.72	4,278.55	0.00	3,221.45	57
10-5310-311	SS ADMIN - VEHICLE FUEL	7,725.78	10,000.00	489.96	6,787.28	0.00	3,212.72	68
10-5310-315	TRAINING	5,162.30	12,000.00	1,557.30	11,310.02	0.00	689.98	94
10-5310-320	SS ADMIN.- COMMUNICATIONS	21,128.28	25,000.00	1,722.04	18,238.33	0.00	6,761.67	73
10-5310-330	UTILITITES	23,063.40	25,000.00	1,716.37	20,568.88	0.00	4,431.12	82
10-5310-340	SS ADMIN.- POSTAGE	9,741.76	12,000.00	20.60	11,706.14	0.00	293.86	98
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	38,464.99	37,000.00	533.64	17,650.81	0.00	19,349.19	48
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	2,260.15	2,500.00	0.00	2,163.29	0.00	336.71	87
10-5310-370	SS ADMIN.- ADVERTISING	2,718.30	3,250.00	92.93	2,121.49	0.00	1,128.51	65
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	16,143.69	14,500.00	178.61	9,006.90	0.00	5,493.10	62
10-5310-410	LEASE-EQUIPMENT	2,338.80	3,000.00	234.32	2,455.28	0.00	544.72	82
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPMEN	0.00	108,500.00	0.00	37,342.13	0.00	71,157.87	34
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	101,208.23	118,542.00	10,870.18	111,128.61	0.00	7,413.39	94
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,217.00	1,300.00	0.00	0.00	0.00	1,300.00	0
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,328.40	4,589.00	0.00	4,588.08	0.00	0.92	100
10-5310-605	SS ADMIN - SECURITY CONTRACT	0.00	25,000.00	0.00	4,202.19	0.00	20,797.81	17
10-5310-610	SS ADMIN.- VENDOR FEES	2,039.00	8,000.00	66.00	2,232.00	0.00	5,768.00	28

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	4,280.66	10,000.00	0.00	3,738.50	0.00	6,261.50	37
<b>5310 SOCIAL SERVICES- ADMINISTRATION:</b>		<b>3,429,016.60</b>	<b>3,912,753.00</b>	<b>266,035.05</b>	<b>3,220,238.63</b>	<b>0.00</b>	<b>692,514.37</b>	<b>82</b>
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5380-011	IN-HOME SERVICES (100%)	57,544.00	81,922.00	4,860.00	57,870.50	0.00	24,051.50	71
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVENTION	30,945.66	68,837.00	0.00	63,704.88	0.00	5,132.12	93
10-5380-190	WF EMPLOYMENT SERVICES	1,601.22	20,000.00	394.80	5,836.94	0.00	14,163.06	29
10-5380-370	TANF-EMERGENCY ASSISTANCE	14,794.70	25,000.00	4,200.00	24,800.00	0.00	200.00	99
10-5380-375	DSS COMMUNITY DONATIONS-MEDICAL SUPPORT	689.95	380.00	0.00	63.97	0.00	316.03	17
10-5380-376	TITLE IV-FOSTER CARE	107,339.58	140,385.00	7,348.20	53,952.19	0.00	86,432.81	38
10-5380-377	STATE FOSTER HOME CARE	42,782.08	45,000.00	14,067.60	28,003.22	0.00	16,996.78	62
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTANCE	71,280.50	80,000.00	6,491.50	70,522.50	0.00	9,477.50	88
10-5380-381	TITLE IV-E ADOPTION	14,774.39	17,876.00	1,259.16	13,656.07	0.00	4,219.93	76
10-5380-383	SPECIAL LINKS (100%)	40,706.17	5,500.00	0.00	3,982.40	0.00	1,517.60	72
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	18,736.69	5,000.00	0.00	2,892.00	0.00	2,108.00	58
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSION	1,902.51	2,100.00	0.00	2,005.16	0.00	94.84	95
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER ASSIST	49,267.38	66,808.00	15,234.01	66,208.00	0.00	600.00	99
10-5380-406	LIEAP PAYMENTS	356,929.54	52,745.00	600.00-	44,000.00	0.00	8,745.00	83
10-5380-407	ADOPTION PROMOTIONS	10.00	74,057.00	157.50	1,412.98	0.00	72,644.02	2
10-5380-408	SS ECON SUPPORT - MEDICAID PAYBACKS	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
10-5380-409	SS ECON SUPPORT - STATE PROGRAM RETURNS	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
<b>5380 SOCIAL SERVICES-ECONOMIC SUPPORT:</b>		<b>809,304.37</b>	<b>710,610.00</b>	<b>53,412.77</b>	<b>438,910.81</b>	<b>0.00</b>	<b>271,699.19</b>	<b>62</b>
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5400-200	DOT GRANT - OFFICE SUPPLIES (85% REIMB)	3,688.38	13,171.00	0.00	5,326.35	0.00	7,844.65	40
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (85%)	4,215.04	7,500.00	549.23	3,361.27	0.00	4,138.73	45
10-5400-250	MAINT & REPAIR-VEHICLE	29,230.37	35,000.00	6,669.82	13,523.80	0.00	21,476.20	39
10-5400-260	- TRANSIT ADVERTISING	3,082.13	6,248.00	0.00	4,054.18	0.00	2,193.82	65
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATION	2,037.00	9,040.00	0.00	8,958.30	0.00	81.70	99
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	39,899.47	34,000.00	3,043.50	27,056.88	0.00	6,943.12	80
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB)	2,093.96	3,250.00	0.00	1,161.25	0.00	2,088.75	36
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	10,854.38	7,700.00	604.17	6,179.05	0.00	1,520.95	80
10-5400-347	GRANT-RDC TRANSPORTATION	3,941.00	6,000.00	4,314.28	4,314.28	0.00	1,685.72	72
10-5400-372	VOLUNTEER TRANSPORTATION-MEDICAID	30,214.89	40,000.00	1,304.39	16,164.49	0.00	23,835.51	40
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIMB)	400.00	750.00	0.00	580.00	0.00	170.00	77
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	1,995.98	3,354.00	0.00	3,354.00	0.00	0.00	100
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	10,095.00	10,930.00	908.25	9,990.75	0.00	939.25	91
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	0.00	1,000.00	0.00	404.00	0.00	596.00	40

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5400-610	SENIOR CENTER TRANSPORTATION	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
10-5400-998	SS TRANS- PR YR CARES GRANT REIMBURSEMEN	14,635.00	960.00	0.00	960.00	0.00	0.00	100
<b>5400 SOCIAL SERVICES TRANSPORTATION:</b>		<b>156,382.60</b>	<b>184,903.00</b>	<b>17,393.64</b>	<b>105,388.60</b>	<b>0.00</b>	<b>79,514.40</b>	<b>57</b>
10-5830-000	JUVENILE SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5830-200	JCPC-WASHINGTON COUNTY YOUTH	24,997.11	21,036.00	623.43	3,299.09	0.00	17,736.91	16
10-5830-250	JCPC - CBA	3,188.00	3,000.00	192.52	626.96	0.00	2,373.04	21
10-5830-299	JCPC - ROANOKE AREA YOUTH	58,436.14	73,498.00	5,263.24	50,123.19	0.00	23,374.81	68
<b>5830 JUVENILE SERVICE:</b>		<b>86,621.25</b>	<b>97,534.00</b>	<b>6,079.19</b>	<b>54,049.24</b>	<b>0.00</b>	<b>43,484.76</b>	<b>55</b>
10-5910-000	EDUCATION-SCHOOLS/COMMUNITY COLLEGE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5910-991	CURRENT EXPENSE - BOE	1,735,000.00	1,735,000.00	144,583.33	1,590,416.63	0.00	144,583.37	92
10-5910-995	PURCHASE OF EQUIPMENT-COMMUNITY COLLEGE	0.00	13,299.00	0.00	13,298.40	0.00	0.60	100
<b>5910 EDUCATION-SCHOOLS/COMMUNITY COLLEGE:</b>		<b>1,735,000.00</b>	<b>1,748,299.00</b>	<b>144,583.33</b>	<b>1,603,715.03</b>	<b>0.00</b>	<b>144,583.97</b>	<b>92</b>
10-5911-000	COMMUNICATIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5911-010	COMMUNICATIONS-S & W- REGULAR	186,267.32	221,516.00	14,434.08	174,657.67	0.00	46,858.33	79
10-5911-030	SALARIES & WAGES-OVERTIME	47,587.38	57,000.00	3,911.66	47,825.29	0.00	9,174.71	84
10-5911-031	SALARIES & WAGES-PARTTIME	47,019.30	55,000.00	5,568.63	40,975.82	0.00	14,024.18	74
10-5911-040	SALARIES & WAGES-LONGEVITY	292.90	308.00	0.00	307.77	0.00	0.23	100
10-5911-090	COMMUNICATIONS- FICA TAX	21,116.95	25,537.00	1,811.65	19,930.90	0.00	5,606.10	78
10-5911-100	COMMUNICATIONS- RETIREMENT	42,168.67	55,034.00	3,933.26	44,360.68	0.00	10,673.32	81
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	3,893.42	4,415.00	313.76	3,132.79	0.00	1,282.21	71
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	2,016.00	2,240.00	0.00	0.00	0.00	2,240.00	0
10-5911-140	COMMUNICATIONS- WORKERS' COMP	1,910.00	2,201.00	0.00	1,483.00	0.00	718.00	67
10-5911-180	COMMUNICATIONS- GROUP INS.	36,153.16	66,425.00	2,665.83	33,109.35	0.00	33,315.65	50
10-5911-210	UNIFORMS	2,414.23	1,500.00	332.50	682.76	0.00	817.24	46
10-5911-260	DEPARTMENTAL SUPPLIES	5,833.54	10,000.00	733.21	4,968.01	0.00	5,031.99	50
10-5911-270	SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0.00	0
10-5911-310	TRAVEL	0.00	2,000.00	270.00	471.00	0.00	1,529.00	24
10-5911-315	TRAINING	567.58	5,000.00	159.00	526.50	0.00	4,473.50	11
10-5911-320	COMMUNICATIONS	14,576.10	17,000.00	150.53	1,609.25	0.00	15,390.75	9
10-5911-330	POSTAGE	29.54	100.00	1.20	28.48	0.00	71.52	28
10-5911-412	MAINT AGREEMENTS-DCI/OMINIX	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	100
10-5911-413	MAINT AGREEMENTS-SOUTHERN SOFTWARE	2,166.00	2,187.00	0.00	2,187.00	0.00	0.00	100
10-5911-414	MAINT & REPAIR-EQUIPMENT	10,921.47	0.00	0.00	0.00	0.00	0.00	0
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-5911-540	CAPITAL OUTLAY EQUIPMENT-PRIMARY PSAP	57,151.00	57,151.00	0.00	57,151.00	0.00	0.00	100
	<b>5911 COMMUNICATIONS:</b>	<b>483,634.56</b>	<b>601,114.00</b>	<b>34,285.31</b>	<b>434,907.27</b>	<b>0.00</b>	<b>166,206.73</b>	<b>72</b>
10-5940-000	REHABILITATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-5940-991	TRILLIUM-LOCAL FUNDING	27,000.00	27,000.00	0.00	20,250.00	0.00	6,750.00	75
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	0.00	2,250.00	0.00	750.00	75
10-5940-993	ALBEMARLE TIDELAND RET OPEB	0.00	13,240.00	0.00	13,239.97	0.00	0.03	100
	<b>5940 REHABILITATION:</b>	<b>30,000.00</b>	<b>43,240.00</b>	<b>0.00</b>	<b>35,739.97</b>	<b>0.00</b>	<b>7,500.03</b>	<b>83</b>
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6000-180	CONTRACT-MEDICAL EXAMINER	15,500.00	8,000.00	400.00	5,700.00	0.00	2,300.00	71
10-6050-000	COOPERATIVE EXT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	88,680.45	92,050.00	5,702.65	74,771.91	0.00	17,278.09	81
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENSE	6,481.43	7,042.00	426.63	5,504.79	0.00	1,537.21	78
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	20,297.80	24,855.00	1,397.15	18,319.18	0.00	6,535.82	74
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT INS.	0.00	922.00	0.00	0.00	0.00	922.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COMP	0.00	110.00	0.00	0.00	0.00	110.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	13,413.76	16,200.00	810.78	10,808.47	0.00	5,391.53	67
10-6050-260	DEPARTMENTAL SUPPLIES	1,775.50	1,927.00	156.47	1,865.85	0.00	61.15	97
10-6050-310	TRAVEL	0.00	200.00	0.00	175.00	0.00	25.00	88
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATIONS	1,182.29	1,550.00	91.16	917.77	0.00	632.23	59
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	75.00	23.00	0.00	22.80	0.00	0.20	99
10-6050-350	MAINT & REPAIR-EQUIPMENT	39.97	250.00	0.00	250.00	0.00	0.00	100
10-6050-390	DUES & SUBSCRIPTIONS	440.75	875.00	0.00	606.59	0.00	268.41	69
10-6050-410	LEASE-EQUIPMENT	2,125.00	2,125.00	0.00	2,125.00	0.00	0.00	100
10-6050-996	SHIIP-SEN HLTH INS-PROG INC/SERV DELIV	100.00	0.00	0.00	0.00	0.00	0.00	0
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOR PAT	3,106.00	2,500.00	528.41	2,484.69	0.00	15.31	99
10-6050-999	GRANT - SHIIP	3,700.00	5,129.00	0.00	5,129.00	0.00	0.00	100
	<b>6050 COOPERATIVE EXT SERVICE:</b>	<b>141,417.95</b>	<b>155,758.00</b>	<b>9,113.25</b>	<b>122,981.05</b>	<b>0.00</b>	<b>32,776.95</b>	<b>79</b>
10-6060-000	SOIL & WATER:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6060-030	SALARIES & WAGES-REGULAR	33,660.00	32,085.00	2,604.25	18,780.61	0.00	13,304.39	59
10-6060-090	SOIL & WATER- FICA TAX	2,574.96	2,633.00	199.22	1,434.73	0.00	1,198.27	54
10-6060-100	SOIL & WATER- RETIREMENT	6,002.88	6,268.00	496.11	3,577.70	0.00	2,690.30	57
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	1,009.80	1,033.00	78.13	563.44	0.00	469.56	55
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0



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10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,281.00	1,487.00	0.00	1,309.00	0.00	178.00	88
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	7,641.49	8,761.00	632.96	4,748.17	0.00	4,012.83	54
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	1,101.28	3,000.00	439.95	756.49	0.00	2,243.51	25
10-6060-310	SOIL & WATER- TRAVEL	730.63	1,100.00	122.54	229.70	0.00	870.30	21
10-6060-315	TRAINING	220.00	2,400.00	464.00	464.00	0.00	1,936.00	19
10-6060-320	SOIL & WATER- COMMUNICATIONS	1,918.42	1,900.00	163.04	1,568.69	0.00	331.31	83
10-6060-330	SOIL & WATER - POSTAGE	8.61	250.00	1.80	3.49	0.00	246.51	1
10-6060-350	MAINT & REPAIR - EQUIPMENT	433.16	750.00	31.75	96.75	0.00	653.25	13
10-6060-380	SOIL & WATER - ADVERTISING	91.00	841.00	0.00	751.50	0.00	89.50	89
10-6060-390	DUES & SUBSCRIPTIONS	761.00	800.00	0.00	294.00	0.00	506.00	37
<b>6060 SOIL &amp; WATER:</b>		<b>57,434.23</b>	<b>63,588.00</b>	<b>5,233.75</b>	<b>34,578.27</b>	<b>0.00</b>	<b>29,009.73</b>	<b>54</b>
10-6110-000	CULTURAL/LIBRARY:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6110-991	REGIONAL LIBRARY	192,479.00	199,183.00	16,598.58	182,584.38	0.00	16,598.62	92
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	43,059.96	44,722.00	3,769.83	40,867.88	0.00	3,854.12	91
10-6120-030	SALARIES & WAGES-PARTTIME	12,442.63	14,400.00	717.75	11,555.75	0.00	2,844.25	80
10-6120-040	SALARIES & WAGES-LONGEVITY	1,076.50	1,104.00	0.00	1,103.41	0.00	0.59	100
10-6120-090	RECREATION- FICA TAX EXPENSE	4,119.20	4,520.00	325.87	3,903.15	0.00	616.85	86
10-6120-100	RECREATION- RETIREMENT	7,874.31	8,716.00	718.15	7,987.88	0.00	728.12	92
10-6120-101	RECREATION- 401(K) CONTRIB.	1,291.80	1,341.00	113.09	1,224.80	0.00	116.20	91
10-6120-130	RECREATION- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
10-6120-140	RECREATION- WORKMAN'S COMP	30.00	4,136.00	0.00	3,222.00	0.00	914.00	78
10-6120-180	RECREATION- GROUP INS.	7,622.33	8,079.00	631.57	7,324.67	0.00	754.33	91
10-6120-200	SUPPLIES & MATERIALS	4,957.48	5,000.00	226.55	3,597.11	0.00	1,402.89	72
10-6120-250	SUPPLIES - VEHICLES	3,216.26	5,000.00	477.20	2,154.42	0.00	2,845.58	43
10-6120-260	OFFICE SUPPLIES	2,543.93	2,500.00	78.61	2,330.32	0.00	169.68	93
10-6120-270	SPORTS EQUIPMENT	6,856.30	7,500.00	4,901.75	6,516.42	0.00	983.58	87
10-6120-310	TRAVEL	5,890.79	5,000.00	0.00	0.00	0.00	5,000.00	0
10-6120-315	TRAINING	0.00	500.00	0.00	0.00	0.00	500.00	0
10-6120-320	RECREATION- COMMUNICATIONS	2,416.62	3,000.00	335.04	2,666.33	0.00	333.67	89
10-6120-325	POSTAGE	48.52	100.00	0.00	17.05	0.00	82.95	17
10-6120-330	RECREATION- COUNTY RECREATION- UTILITIES	14,633.21	15,000.00	439.34	13,412.65	0.00	1,587.35	89
10-6120-350	MAINT & REPAIR - BUILDINGS	7,398.77	16,000.00	41.75	11,107.55	0.00	4,892.45	69
10-6120-355	MAINT & REPAIR - VEHICLE	1,814.36	4,000.00	599.84	1,997.24	0.00	2,002.76	50
10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	1,406.38	1,500.00	0.00	1,082.39	0.00	417.61	72
10-6120-450	INSURANCE AND BONDS	2,202.00	2,202.00	0.00	2,202.00	0.00	0.00	100
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEES	1,458.70	1,500.00	0.00	1,149.00	0.00	351.00	77

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	0.00	80,000.00	0.00	0.00	0.00	80,000.00	0
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	3,900.00	4,000.00	3,850.00	3,850.00	0.00	150.00	96
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICIALS	3,100.00	7,500.00	195.00	6,335.00	0.00	1,165.00	84
10-6120-650	RECREATION-DONATIONS	696.43	4,187.00	633.80	2,374.65	0.00	1,812.35	57
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON SETTLE	0.00	110,098.00	0.00	0.00	0.00	110,098.00	0
	<b>6120 RECREATION:</b>	<b>140,056.48</b>	<b>361,885.00</b>	<b>18,055.14</b>	<b>137,981.67</b>	<b>0.00</b>	<b>223,903.33</b>	<b>38</b>
10-6180-000	COMMUNITY ALTERNATIVE:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-6180-600	CONTRACTED SERVICES - IN HOME (100%)	2,714.88	5,000.00	452.48	2,432.08	0.00	2,567.92	49
10-8300-000	CENTRAL SERVICES:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP STUDY	0.00	196,802.00	0.00	0.00	0.00	196,802.00	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	0.00	4,550.00	0.00	0.00	0.00	4,550.00	0
10-8300-140	TOSHIBA COPIER MAINTENANCE AGREEMENT	8,576.00	9,900.00	859.23	9,003.21	0.00	896.79	91
10-8300-141	COPIER PURCHASE/LEASE	0.00	110,000.00	0.00	0.00	0.00	110,000.00	0
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TELECOM	0.00	23,921.00	7,397.99	7,397.99	0.00	16,523.01	31
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	0.00	17,400.00	46.90	4,467.40	0.00	12,932.60	26
10-8300-451	INSURANCE-PROPERTY & LIABILITY	183,660.00	212,950.00	0.00	210,471.00	0.00	2,479.00	99
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENGER)	9,504.00	11,420.00	0.00	11,420.00	0.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	11,513.30	12,487.00	0.00	9,683.00	0.00	2,804.00	78
	<b>8300 CENTRAL SERVICES:</b>	<b>213,253.30</b>	<b>599,430.00</b>	<b>8,304.12</b>	<b>252,442.60</b>	<b>0.00</b>	<b>346,987.40</b>	<b>42</b>
10-9800-000	TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0.00	0
10-9800-035	TRANSFER TO WATER	0.00	0.00	525,000.00	0.00	0.00	0.00	0
10-9800-039	TRANSFER TO AIRPORT FUND	95,997.00	92,016.00	0.00	92,016.00	0.00	0.00	100
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	30,000.00	610,000.00	0.00	610,000.00	0.00	0.00	100
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00	100
10-9800-982	TRANSFER TO WASH CO EMS	45,904.64	468,066.00	0.00	468,066.00	0.00	0.00	100
	<b>9800 TRANSFERS:</b>	<b>211,901.64</b>	<b>1,210,082.00</b>	<b>525,000.00</b>	<b>1,210,082.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
10-9990-000	CONTINGENCY	0.00	188,051.00	0.00	0.00	0.00	188,051.00	0
10-9999-999	OCCUPANCY TAXES REMITTED TO TTA-EXPEND	162,692.60	0.00	0.00	0.00	0.00	0.00	0
	<b>10 GENERAL FUND Expend Total</b>	<b>14,609,717.10</b>	<b>20,083,411.00</b>	<b>555,476.08</b>	<b>13,847,918.41</b>	<b>0.00</b>	<b>6,235,492.59</b>	<b>69</b>

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	10 GENERAL FUND							
		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
	Revenues:	16,881,249.71	634,076.09	14,498,204.02				
	Expended:	<u>14,609,717.10</u>	<u>555,476.08</u>	<u>13,847,918.41</u>				
	Net Income:	2,271,532.61	78,600.01	650,285.61				

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
21-3230-320	SALES TAX-ARTICLE 40 (30%)/\$735,000	314,345.03	300,000.00	21,212.83	215,761.25	0.00	84,238.75-	72
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	343,999.29	320,000.00	27,753.86	233,883.84	0.00	86,116.16-	73
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP FUND	0.00	50,000,000.00	0.00	859,781.22	0.00	49,140,218.78-	2
21-3230-401	TRUIST PK-12 FINANCING (4.02%)	0.00	19,796,000.00	0.00	0.00	0.00	19,796,000.00-	0
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOOLS CO	0.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00-	0
	<b>21 CAPITAL OUTLAY-WASHINGT Revenue Total</b>	<b>658,344.32</b>	<b>71,416,000.00</b>	<b>48,966.69</b>	<b>1,309,426.31</b>	<b>0.00</b>	<b>70,106,573.69-</b>	<b>2</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:	0.00	0.00	0.00	0.00	0.00	0.00	0
21-5912-690	CAPITAL OUTLAY-LEGAL SERVICES	4,905.50	55,000.00	0.00	9,758.00	0.00	45,242.00	18
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCHOOLS	400,000.00	400,000.00	33,333.33	366,666.63	0.00	33,333.37	92
21-5912-693	CAPITAL OUTLAY-ENGINEERING SERVICES	83,150.00	49,993.00	0.00	1,426.08	0.00	48,566.92	3
21-5912-694	CAPITAL OUTLAY-PURCHASE OF PROPERTY/LAND	0.00	494,629.00	0.00	494,628.03	0.00	0.97	100
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DESIGN	0.00	5,228,200.00	0.00	0.00	0.00	5,228,200.00	0
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTION	0.00	44,388,154.00	371,444.10	1,214,178.32	0.00	43,173,975.68	3
21-5912-697	GRANT-NEED BASED PUB SC-LEGAL SERV/ADMIN	0.00	43,450.00	0.00	18,252.50	0.00	25,197.50	42
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERING	0.00	340,196.00	1,465.00	67,620.00	0.00	272,576.00	20
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	0.00	19,796,000.00	0.00	0.00	0.00	19,796,000.00	0
	<b>5912 CAPITAL OUTLAY-WASHINGTON CO SCHOOLS:</b>	<b>488,055.50</b>	<b>70,795,622.00</b>	<b>406,242.43</b>	<b>2,172,529.56</b>	<b>0.00</b>	<b>68,623,092.44</b>	<b>3</b>
21-8000-600	DESIGNATED FOR FUTURE APPROP-BOE CO	0.00	620,378.00	0.00	0.00	0.00	620,378.00	0
	<b>21 CAPITAL OUTLAY-WASHINGT Expend Total</b>	<b>488,055.50</b>	<b>71,416,000.00</b>	<b>406,242.43</b>	<b>2,172,529.56</b>	<b>0.00</b>	<b>69,243,470.44</b>	<b>3</b>

21 CAPITAL OUTLAY-WASHINGTON CO SCHOOLS			
	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	658,344.32	48,966.69	1,309,426.31
Expended:	488,055.50	406,242.43	2,172,529.56
Net Income:	170,288.82	357,275.74-	863,103.25-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRENT YR	84,739.59	92,016.00	577.98	80,252.52	0.00	11,763.48-	87
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOUNT	744.39-	725.00-	0.00	597.78-	0.00	127.22	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENALTIES	86.27	80.00	0.19	135.88	0.00	55.88	170
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTEREST	1,248.13	1,000.00	605.10	1,007.69	0.00	7.69	101
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	2,156.50	2,400.00	91.65	1,970.26	0.00	429.74-	82
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YEARS	949.02	1,000.00	93.42	1,058.50	0.00	58.50	106
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENALTIE	8.12	10.00	1.25	12.58	0.00	2.58	126
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTEREST	3,850.29	3,500.00	348.80	3,579.44	0.00	79.44	102
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	0.00	6,147.00	0.00	0.00	0.00	6,147.00-	0
30-3990-000	APPROP WATERSHED RESERVE	0.00	18,733.00	0.00	0.00	0.00	18,733.00-	0
	<b>30 DRAINAGE Revenue Total</b>	<b>92,293.53</b>	<b>124,161.00</b>	<b>1,718.39</b>	<b>87,419.09</b>	<b>0.00</b>	<b>36,741.91-</b>	<b>71</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
30-0000-000	DRAINAGE FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-7140-000	EDDIE SMITH CANAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-7140-040	PROFESSIONAL SERVICES-EDDIE SMITH CANAL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
30-7140-280	EDDIE SMITH CANAL-POSTAGE	0.00	200.00	0.00	74.85	0.00	125.15	37
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	0.00	400.00	280.00	280.00	0.00	120.00	70
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC PR	260.00	15,000.00	0.00	0.00	0.00	15,000.00	0
30-7140-995	DESIGNATED FOR FUTURE APPR-EDDIE SMITH	0.00	5,561.00	0.00	0.00	0.00	5,561.00	0
	<b>7140 EDDIE SMITH CANAL:</b>	<b>260.00</b>	<b>23,161.00</b>	<b>280.00</b>	<b>354.85</b>	<b>0.00</b>	<b>22,806.15</b>	<b>2</b>
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0
30-8000-340	BEAVER CONTROL	27,070.00	30,000.00	1,590.00	29,560.00	0.00	440.00	99
30-8000-600	AQUATIC WEED SPRAYING	11,970.00	30,000.00	0.00	11,827.50	0.00	18,172.50	39
30-8000-610	CLEARING & SNAGGING	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0
	<b>8000 WATERSHED IMPROVEMENT:</b>	<b>39,040.00</b>	<b>101,000.00</b>	<b>1,590.00</b>	<b>41,387.50</b>	<b>0.00</b>	<b>59,612.50</b>	<b>41</b>
	<b>30 DRAINAGE Expend Total</b>	<b>39,300.00</b>	<b>124,161.00</b>	<b>1,870.00</b>	<b>41,742.35</b>	<b>0.00</b>	<b>82,418.65</b>	<b>34</b>

30 DRAINAGE

	Prior	Current	YTD
Revenues:	92,293.53	1,718.39	87,419.09
Expended:	39,300.00	1,870.00	41,742.35
Net Income:	52,993.53	151.61-	45,676.74

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Statement of Revenue and Expenditures

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BILLED)	61,040.36	125,000.00	8,671.82	146,185.14	0.00	21,185.14	117
33-3400-000	METAL/WHITE GOODS REVENUE	0.00	5,000.00	0.00	0.00	0.00	5,000.00-	0
33-3400-001	NCDENR GRANT	3,723.00	2,500.00	0.00	1,423.08	0.00	1,076.92-	57
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,151,358.68	1,127,232.00	21,536.16	1,126,989.70	0.00	242.30-	100
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLED)	57,815.71	65,000.00	2,936.85	35,598.92	0.00	29,401.08-	55
33-3503-000	WHITE GOODS DISP FEE & GRANTS	5,772.44	6,000.00	1,161.83	4,074.63	0.00	1,925.37-	68
33-3504-000	SOLID WASTE DISPOSAL TAX	6,968.89	7,200.00	1,755.32	5,558.71	0.00	1,641.29-	77
33-3670-010	STATE TIRE TAX REVENUES	18,284.68	17,500.00	4,681.85	15,173.19	0.00	2,326.81-	87
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	0.00	500.00	0.00	0.00	0.00	500.00-	0
33-3970-075	TOWN SOLID WASTE	125,973.63	125,974.00	10,497.80	115,475.80	0.00	10,498.20-	92
33-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	0.00	0.00	0.00	951.00	0.00	951.00	0
	<b>33 SANITATION Revenue Total</b>	<b>1,430,937.39</b>	<b>1,481,906.00</b>	<b>51,241.63</b>	<b>1,451,430.17</b>	<b>0.00</b>	<b>30,475.83-</b>	<b>98</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
33-0000-000	SANITATION FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
33-7400-000	LANDFILL & COLLECTION:	0.00	0.00	0.00	0.00	0.00	0.00	0
33-7400-010	LANDFILL & COLLECT-S & W- REGULAR	41,603.31	59,634.00	4,824.49	52,226.22	0.00	7,407.78	88
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	11,935.20	7,000.00	288.00	2,871.00	0.00	4,129.00	41
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERVICE	15,725.75	22,500.00	0.00	13,101.90	0.00	9,398.10	58
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	4,039.75	4,776.00	386.38	4,160.43	0.00	615.57	87
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENSE	5,087.83-	10,993.00	919.06	9,949.08	0.00	1,043.92	90
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	351.23	1,263.00	67.19	727.11	0.00	535.89	58
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT INS.	0.00	560.00	0.00	0.00	0.00	560.00	0
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	3,178.00	7,062.00	0.00	6,146.00	0.00	916.00	87
33-7400-180	LANDFILL & COLLECT- GROUP INS.	4,320.56	13,481.00	674.73	7,799.43	0.00	5,681.57	58
33-7400-200	MAINTENANCE SUPPLIES & MATERIALS	4,030.34	1,700.00	0.00	727.29	0.00	972.71	43
33-7400-210	LANDFILL & COLLECT - UNIFORMS	0.00	900.00	0.00	394.93	0.00	505.07	44
33-7400-250	SUPPLIES & MATERIALS-VEHICLE	4,103.84	9,000.00	440.89	6,085.46	0.00	2,914.54	68
33-7400-260	DEPARTMENTAL SUPPLIES	1,455.77	1,200.00	16.58	907.99	0.00	292.01	76
33-7400-310	TRAVEL	109.29	250.00	0.00	0.00	0.00	250.00	0
33-7400-315	TRAINING	563.00	0.00	0.00	0.00	0.00	0.00	0
33-7400-320	LANDFILL & COLLECT- COMMUNICATIONS	1,722.32	3,000.00	210.11	2,305.74	0.00	694.26	77
33-7400-330	LANDFILL & COLLECT- UTILITIES	1,323.46	1,800.00	86.24	1,138.35	0.00	661.65	63
33-7400-340	LANDFILL & COLLECT- POSTAGE	133.96	225.00	19.72	165.47	0.00	59.53	74
33-7400-350	MAINTENANCE AND REPAIR-EQUIPMENT	11,803.40	15,000.00	612.00	8,736.18	0.00	6,263.82	58
33-7400-370	LANDFILL & COLLECT- ADVERTISING	26.00	1,500.00	0.00	197.24	0.00	1,302.76	13
33-7400-390	LANDFILL & COLLECT-DUES & SUBSCRIPTIONS	0.00	6,000.00	25.00	5,838.00	0.00	162.00	97
33-7400-600	CONTRACTED SERVICES	74,850.16	15,188.00	0.00	960.00	0.00	14,228.00	6
33-7400-991	LANDFILL & COLLECTIO- NC DOR ASSESSMENT	1,772.12	4,600.00	0.00	3,284.62	0.00	1,315.38	71

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
33-7400-999	LANDFILL POSTCLOSURE COSTS	151,720.53	0.00	0.00	0.00	0.00	0.00	0
	<b>7400 LANDFILL &amp; COLLECTION:</b>	<b>329,680.16</b>	<b>187,632.00</b>	<b>8,570.39</b>	<b>127,722.44</b>	<b>0.00</b>	<b>59,909.56</b>	<b>68</b>
33-7401-600	CONTRACT-SCRAP TIRE	50,662.37	131,077.00	10,560.10	98,075.45	0.00	33,001.55	75
33-7402-600	CONTRACT-GARBAGE COLLECTIONS	824,575.44	859,320.00	71,586.40	728,695.20	0.00	130,624.80	85
33-7402-606	ARSWMA ADM FEES	3,782.00	3,877.00	0.00	3,877.00	0.00	0.00	100
33-7402-610	CONTRACT-REGIONAL LANDFILL	278,662.01	300,000.00	23,631.77	234,352.32	0.00	65,647.68	78
	<b>7402 Total</b>	<b>1,107,019.45</b>	<b>1,163,197.00</b>	<b>95,218.17</b>	<b>966,924.52</b>	<b>0.00</b>	<b>196,272.48</b>	<b>83</b>
33-7500-000	LANDFILL - DEPRECIATION	6,348.00	0.00	0.00	0.00	0.00	0.00	0
	<b>33 SANITATION Expend Total</b>	<b>1,493,709.98</b>	<b>1,481,906.00</b>	<b>114,348.66</b>	<b>1,192,722.41</b>	<b>0.00</b>	<b>289,183.59</b>	<b>80</b>

33 SANITATION

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	1,430,937.39	51,241.63	1,451,430.17
Expended:	1,493,709.98	114,348.66	1,192,722.41
Net Income:	62,772.59-	63,107.03-	258,707.76



Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
35-3290-000	INTEREST EARNED ON INVESTMENTS	7,223.50	2,000.00	0.00	8,918.38	0.00	6,918.38	446
35-3710-000	UTILITY BASE CHARGES	843,203.23	835,000.00	0.00	705,088.69	0.00	129,911.31-	84
35-3710-010	UTILITY CONSUMPTION CHARGES	521,408.30	535,000.00	0.00	449,057.31	0.00	85,942.69-	84
35-3730-000	TAP & CONNECTION FEES	10,478.00	7,200.00	0.00	6,596.00	0.00	604.00-	92
35-3750-000	RECONNECTION FEES	18,340.00	18,000.00	0.00	16,415.00	0.00	1,585.00-	91
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,250.49	4,500.00	0.00	4,617.00	0.00	117.00	103
35-3790-020	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	0.00	237,000.00	0.00	0.00	0.00	237,000.00-	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	10.00	0.00	229.34	229.34	0.00	229.34	0
35-3830-000	SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	450.00	0.00	450.00	0
35-3980-000	TRANSFER FROM GENERAL FUND	0.00	0.00	525,000.00-	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	525,000.00	0.00	0.00	0.00	525,000.00-	0
35-9999-001	OVERPAYMENTS	0.56	0.00	164.10	253.46-	0.00	253.46-	0
	<b>35 WATER Revenue Total</b>	<b>1,405,914.08</b>	<b>2,163,700.00</b>	<b>524,606.56-</b>	<b>1,191,118.26</b>	<b>0.00</b>	<b>972,581.74-</b>	<b>55</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-0000-000	WATER WORKS:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7130-000	OPERATIONS & MAINTENANCE:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	205,378.10	216,670.00	16,620.33	185,000.82	0.00	31,669.18	85
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVICES	3,346.66	82,000.00	0.00	23,287.81	0.00	58,712.19	28
35-7130-050	SALARIES & WAGES-LONGEVITY	1,290.31	1,122.00	0.00	1,121.19	0.00	0.81	100
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	14,898.11	15,912.00	1,197.95	13,572.62	0.00	2,339.38	85
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	15,669.69-	40,400.00	3,156.75	35,580.46	0.00	4,819.54	88
35-7130-101	OPERATION- 401(K) CONTRIB.	5,253.57	5,740.00	497.13	5,013.43	0.00	726.57	87
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	1,680.00	0.00	0.00	0.00	1,680.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	13,281.00	11,254.00	0.00	11,254.00	0.00	0.00	100
35-7130-180	OPERATION&MAINT.- GROUP INS.	44,925.59	50,575.00	3,944.59	42,051.74	0.00	8,523.26	83
35-7130-200	SUPPLIES & MATERIALS	9,968.47	27,500.00	4,307.18	23,831.39	0.00	3,668.61	87
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,323.07	2,000.00	0.00	1,616.16	0.00	383.84	81
35-7130-250	VEHICLE SUPPLIES	15,672.86	21,500.00	1,481.62	17,066.21	0.00	4,433.79	79
35-7130-260	DEPARTMENTAL SUPPLIES	945.98	1,400.00	231.66	549.30	0.00	850.70	39
35-7130-298	MAINT & REPAIR-TANK	61,230.36	64,300.00	0.00	62,761.12	0.00	1,538.88	98
35-7130-315	TRAINING	526.48	4,000.00	0.00	335.00	0.00	3,665.00	8
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	2,719.50	3,800.00	50.00	1,513.57	0.00	2,286.43	40
35-7130-330	UTILITIES-ELECTRICITY	9,964.36	13,000.00	2,698.54	11,648.59	0.00	1,351.41	90
35-7130-340	OPERATION&MAINT.- POSTAGE	19,533.14	22,000.00	1,970.23	19,574.80	0.00	2,425.20	89
35-7130-350	MAINT & REPAIR-EQUIPMENT	17,814.64	19,900.00	0.00	12,139.68	0.00	7,760.32	61
35-7130-370	OPERATION&MAINT.- ADVERTISING	208.00	800.00	104.00	156.00	0.00	644.00	20
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTIONS	1,047.98	8,250.00	100.17	5,066.00	0.00	3,184.00	61
35-7130-410	LEASE COPIER FEES-CUSTOMER SERVICES	779.60	900.00	78.11	818.45	0.00	81.55	91

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	0.00	250,000.00	0.00	0.00	0.00	250,000.00	0
35-7130-580	DEBT SERVICE-NCDENR	0.00	27,993.00	0.00	27,992.45	0.00	0.55	100
35-7130-600	CONTRACTS-MOWING	15,427.00	25,542.00	3,450.00	16,606.00	0.00	8,936.00	65
35-7130-690	NCDEQ GRANT-ASSET INVENTORY ASSESSMENT	0.00	237,000.00	0.00	0.00	0.00	237,000.00	0
35-7130-800	DEPRECIATION-OTHER EQUIPMENT	258,924.12	0.00	0.00	0.00	0.00	0.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	60,000.00	72,000.00	0.00	72,000.00	0.00	0.00	100
<b>7130 OPERATIONS &amp; MAINTENANCE:</b>		<b>748,789.21</b>	<b>1,227,238.00</b>	<b>39,888.26</b>	<b>590,556.79</b>	<b>0.00</b>	<b>636,681.21</b>	<b>48</b>
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	74,751.92	68,557.00	3,364.58	41,746.17	0.00	26,810.83	61
35-7135-040	SALARIES & WAGES-LONGEVITY	667.44	16.00	0.00	0.00	0.00	16.00	0
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	5,272.79	5,830.00	262.64	3,162.26	0.00	2,667.74	54
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	13,450.48	13,873.00	650.37	8,037.42	0.00	5,835.58	58
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	2,242.57	2,286.00	102.42	1,265.74	0.00	1,020.26	55
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	560.00	0.00	0.00	0.00	560.00	0
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	5,373.00	5,426.00	0.00	5,426.00	0.00	0.00	100
35-7135-180	TREATMENT PLANT- GROUP INS.	17,233.76	19,525.00	639.53	9,119.87	0.00	10,405.13	47
35-7135-200	SUPPLIES & MATERIALS	9,815.44	9,000.00	0.00	3,066.30	0.00	5,933.70	34
35-7135-210	TREATMENT PLANT- UNIFORMS	1,022.94	2,000.00	0.00	1,429.22	0.00	570.78	71
35-7135-250	TREATMENT PLANT- FUEL	2,931.48	5,000.00	143.06	2,291.44	0.00	2,708.56	46
35-7135-270	SERVICE AWARDS	0.00	100.00	0.00	100.00	0.00	0.00	100
35-7135-298	CONTRACTS	18,026.86	23,000.00	994.17	18,016.50	0.00	4,983.50	78
35-7135-299	WATER TREATMENT CHEMICALS	30,062.32	45,000.00	4,122.00	34,748.19	0.00	10,251.81	77
35-7135-315	TRAINING	1,210.00	2,000.00	0.00	1,388.00	0.00	612.00	69
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	2,178.54	2,700.00	303.16	2,522.61	0.00	177.39	93
35-7135-330	TREATMENT PLANT- UTILITIES	26,287.63	30,000.00	552.75	21,713.52	0.00	8,286.48	72
35-7135-340	TREATMENT PLANT- POSTAGE	49.50	250.00	0.00	0.00	0.00	250.00	0
35-7135-350	MAINT & REPAIR-EQUIPMENT	18,499.09	28,096.00	9,211.50	17,945.07	0.00	10,150.93	64
35-7135-370	TREATMENT PLANT- ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTIONS	759.65	3,200.00	6.70	2,562.00	0.00	638.00	80
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	0.00	271,904.00	0.00	84,152.94	0.00	187,751.06	31
35-7135-600	DESIGNATED FOR FUTURE APPROPRIATION	0.00	36,511.00	0.00	0.00	0.00	36,511.00	0
35-7135-998	COST ALLOCATION-GENERAL FUND	30,000.00	36,000.00	0.00	36,000.00	0.00	0.00	100
<b>7135 TREATMENT PLANT:</b>		<b>259,835.41</b>	<b>611,334.00</b>	<b>20,352.88</b>	<b>294,693.25</b>	<b>0.00</b>	<b>316,640.75</b>	<b>48</b>
35-9100-000	DEBT PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCIPAL	0.00	259,000.00	259,000.00	259,000.00	0.00	0.00	100

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
35-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
35-9200-020	OPERATION&MAINT.- '00 REV BOND INT	10,113.69	0.00	0.00	0.00	0.00	0.00	0
35-9200-030	2021 WATER REV REFUNDING BOND-INTEREST	63,268.13	66,128.00	66,127.61	66,127.61	0.00	0.39	100
35-9200-900	AMORTIZATION ON DEFERRED CHARGES	4,127.87	0.00	0.00	0.00	0.00	0.00	0
	<b>9200 DEBT INTEREST:</b>	<b>77,509.69</b>	<b>66,128.00</b>	<b>66,127.61</b>	<b>66,127.61</b>	<b>0.00</b>	<b>0.39</b>	<b>100</b>
	<b>35 WATER Expend Total</b>	<b>1,086,134.31</b>	<b>2,163,700.00</b>	<b>385,368.75</b>	<b>1,210,377.65</b>	<b>0.00</b>	<b>953,322.35</b>	<b>56</b>

35 WATER

	Prior	Current	YTD
Revenues:	1,405,914.08	524,606.56-	1,191,118.26
Expended:	1,086,134.31	385,368.75	1,210,377.65
Net Income:	319,779.77	909,975.31-	19,259.39-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
37-3290-000	INTEREST	2,072.85	0.00	0.00	2,344.74	0.00	2,344.74	0
37-3350-000	NCACC WASHINGTON EMS	0.00	150,000.00	0.00	13,341.00	0.00	136,659.00-	9
37-3490-000	EMS REVENUE	640,952.63	601,000.00	2,902.66	685,205.44	0.00	84,205.44	114
37-3490-020	DUKE RACE-CARS GRANT	7,100.00	5,875.00	50.00	5,925.00	0.00	50.00	101
37-3490-021	UNC PECC+ PROGRAM GRANT	3,000.00	2,400.00	0.00	2,400.00	0.00	0.00	100
37-3491-001	ARPA REVENUE REPLACEMENT	338,082.36	0.00	0.00	0.00	0.00	0.00	0
37-3500-000	TRANSPORT SERVICE REVENUE	384,490.20	355,000.00	0.00	270,447.17	0.00	84,552.83-	76
37-3833-840	EMS DONATIONS	200.00	0.00	0.00	0.00	0.00	0.00	0
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	618,750.00	0.00	56,250.00-	92
37-3902-000	FUND BALANCE APPROPRIATED	0.00	524,336.00	0.00	0.00	0.00	524,336.00-	0
37-3980-010	TRANSFER FROM GENERAL FUND	45,904.64	468,066.00	0.00	468,066.00	0.00	0.00	100
	<b>37 EMS Revenue Total</b>	<b>2,096,802.68</b>	<b>2,781,677.00</b>	<b>59,202.66</b>	<b>2,066,479.35</b>	<b>0.00</b>	<b>715,197.65-</b>	<b>74</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-0000-000	WASHINGTON COUNTY EMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4330-000	WASHINGTON COUNTY EMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4330-010	SALARIES & WAGES-REGULAR	704,007.29	697,144.00	55,899.42	603,923.78	0.00	93,220.22	87
37-4330-030	SALARIES & WAGES-OVERTIME	309,305.26	300,000.00	22,760.34	260,350.08	0.00	39,649.92	87
37-4330-040	SALARIES & WAGES-PARTTIME	32,128.31	36,000.00	608.55	17,468.26	0.00	18,531.74	49
37-4330-050	SALARIES & WAGES-LONGEVITY	3,512.12	4,396.00	0.00	4,395.13	0.00	0.87	100
37-4330-090	FICA TAXES	74,483.03	79,364.00	5,761.14	63,644.88	0.00	15,719.12	80
37-4330-100	- RETIREMENT EXPENSE	181,069.28	182,333.00	14,984.68	165,474.80	0.00	16,858.20	91
37-4330-101	- 401K CONTRIB.	25,407.87	30,043.00	2,143.79	23,096.96	0.00	6,946.04	77
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	0.00	5,600.00	0.00	0.00	0.00	5,600.00	0
37-4330-140	- WORKMAN COMP	75,865.00	98,030.00	0.00	84,822.00	0.00	13,208.00	87
37-4330-180	GROUP INSURANCE	147,920.60	162,162.00	10,221.93	114,849.70	0.00	47,312.30	71
37-4330-190	TRAINING	3,945.20	6,000.00	845.79	4,386.51	0.00	1,613.49	73
37-4330-200	SUPPLIES & MATERIALS	44,956.76	55,000.00	2,575.74	39,563.34	0.00	15,436.66	72
37-4330-210	UNIFORMS	4,616.63	4,000.00	152.94	2,529.83	0.00	1,470.17	63
37-4330-250	FUEL	66,130.37	85,000.00	4,737.26	61,654.14	0.00	23,345.86	73
37-4330-260	DEPARTMENTAL SUPPLIES	9,949.51	15,000.00	753.69	7,065.50	0.00	7,934.50	47
37-4330-270	SERVICE AWARDS	0.00	425.00	0.00	425.00	0.00	0.00	100
37-4330-295	PORTABLE COMM HARDWARE	430.73	5,000.00	0.00	0.00	0.00	5,000.00	0
37-4330-320	- COMMUNICATIONS	5,244.69	5,100.00	318.83	4,337.76	0.00	762.24	85
37-4330-350	POSTAGE	24.17	100.00	0.00	28.80	0.00	71.20	29
37-4330-355	MAINT & REPAIR-EQUIPMENT	26,495.52	43,670.00	1,157.69	31,815.95	0.00	11,854.05	73
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	6,786.40	8,000.00	473.67	6,192.67	0.00	1,807.33	77
37-4330-396	EMS-MEDICAID COST REPORT	21,820.00	12,000.00	0.00	1,000.00	0.00	11,000.00	8
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSFER FEE	0.00	44,000.00	0.00	5,967.96	0.00	38,032.04	14

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-4330-540	CAPITAL OUTLAY-VEHICLES	0.00	203,792.00	0.00	203,791.05	0.00	0.95	100
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMENT	0.00	140,885.00	0.00	137,907.74	0.00	2,977.26	98
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	21,312.50	0.00	1,937.50	92
37-4330-610	CONTRACTS-BILLING	36,349.98	50,459.00	3,458.90	37,171.55	0.00	13,287.45	74
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	0.00	5,180.00	0.00	0.00	0.00	5,180.00	0
37-4330-650	EMS DONATIONS	22.00	328.00	0.00	0.00	0.00	328.00	0
37-4330-652	DUKE RACE-CARS GRANT	0.00	12,975.00	0.00	0.00	0.00	12,975.00	0
37-4330-653	UNC PECC+ PROGRAM GRANT	0.00	5,400.00	0.00	275.00	0.00	5,125.00	5
<b>4330 WASHINGTON COUNTY EMS:</b>		<b>1,803,718.72</b>	<b>2,320,636.00</b>	<b>128,791.86</b>	<b>1,903,450.89</b>	<b>0.00</b>	<b>417,185.11</b>	<b>82</b>
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	67,897.46	102,472.00	2,533.71	46,375.13	0.00	56,096.87	45
37-4376-030	SALARIES & WAGES-OVERTIME	14,418.30	18,000.00	71.90	11,322.85	0.00	6,677.15	63
37-4376-040	SALARIES & WAGES-PARTTIME	20,738.80	18,000.00	1,004.98	12,535.92	0.00	5,464.08	70
37-4376-090	FICA TAXES	7,560.51	10,593.00	271.92	5,288.98	0.00	5,304.02	50
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPENSE	14,387.58	21,934.00	496.37	10,989.75	0.00	10,944.25	50
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	2,424.24	3,614.00	78.17	1,730.66	0.00	1,883.34	48
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,120.00	0.00	0.00	0.00	1,120.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	12,478.00	14,230.00	0.00	5,598.00	0.00	8,632.00	39
37-4376-180	GROUP INSURANCE	22,240.27	34,934.00	631.78	13,558.65	0.00	21,375.35	39
37-4376-200	SUPPLIES & MATERIALS	17,363.33	20,000.00	1,134.11	14,156.45	0.00	5,843.55	71
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,347.60	2,000.00	95.95	716.18	0.00	1,283.82	36
37-4376-250	FUEL	14,657.65	15,000.00	1,123.23	9,131.22	0.00	5,868.78	61
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	2,471.72	6,000.00	974.80	1,142.43	0.00	4,857.57	19
37-4376-295	PORTABLE COMM HARDWARE	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,663.79	1,700.00	254.96	1,682.31	0.00	17.69	99
37-4376-355	MAINT & REPAIR-EQUIPMENT	9,612.62	6,330.00	0.00	2,346.51	0.00	3,983.49	37
37-4376-370	ADVERTISING	0.00	2,500.00	0.00	2,000.99	0.00	499.01	80
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,575.60	4,700.00	247.80	4,010.85	0.00	689.15	85
37-4376-540	CAPITAL OUTLAY-VEHICLE	0.00	110,276.00	0.00	110,275.74	0.00	0.26	100
37-4376-610	CONTRACTS-BILLING	23,168.70	20,946.00	2,403.64	16,582.92	0.00	4,363.08	79
<b>4376 TRANSPORT SERVICE:</b>		<b>237,006.17</b>	<b>416,849.00</b>	<b>11,323.32</b>	<b>269,445.54</b>	<b>0.00</b>	<b>147,403.46</b>	<b>65</b>
37-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9100-002	DEBT PRINCIPLE - 2017 BB&T AMBULANCES	28,983.61	0.00	0.00	0.00	0.00	0.00	0
37-9100-003	DEBT PRINC - 2017 HEART MONITORS(LGFCU)	42,261.52	43,216.00	0.00	43,215.42	0.00	0.58	100
<b>9100 DEBT PRINCIPAL:</b>		<b>71,245.13</b>	<b>43,216.00</b>	<b>0.00</b>	<b>43,215.42</b>	<b>0.00</b>	<b>0.58</b>	<b>100</b>

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Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
37-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0.00	0
37-9200-002	DEBT INTEREST - 2017 BB&T AMBULANCES	657.92	0.00	0.00	0.00	0.00	0.00	0
37-9200-003	DEBT INT - 2017 HEART MONITORS (LGFCU)	1,923.16	976.00	0.00	969.68	0.00	6.32	99
	<b>9200 DEBT INTEREST:</b>	<b>2,581.08</b>	<b>976.00</b>	<b>0.00</b>	<b>969.68</b>	<b>0.00</b>	<b>6.32</b>	<b>99</b>
	<b>37 EMS Expend Total</b>	<b>2,114,551.10</b>	<b>2,781,677.00</b>	<b>140,115.18</b>	<b>2,217,081.53</b>	<b>0.00</b>	<b>564,595.47</b>	<b>80</b>

37 EMS

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	2,096,802.68	59,202.66	2,066,479.35
Expended:	2,114,551.10	140,115.18	2,217,081.53
Net Income:	17,748.42-	80,912.52-	150,602.18-

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Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
38-3800-000	APPROPRIATED FUND BALANCE	0.00	330,000.00	0.00	0.00	0.00	330,000.00-	0
38-3800-082	PARALLEL TAXIWAY CA/RPR PROJ 4313	0.13	0.00	0.00	0.00	0.00	0.00	0
38-3800-090	NPE FEDERAL GRANT-FY 19-20	0.00	166,667.00	0.00	0.00	0.00	166,667.00-	0
38-3800-091	NPE FEDERAL GRANT-FY 20-21	0.00	166,667.00	0.00	0.00	0.00	166,667.00-	0
38-3800-092	NPE FEDERAL GRANT-FY 21-22	0.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
38-3800-093	NPE FEDERAL GRANT-FY 22-23	0.00	150,000.00	0.00	0.00	0.00	150,000.00-	0
	<b>38 AIRPORT PROJECTS Revenue Total</b>	<b>0.13</b>	<b>963,334.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>963,334.00-</b>	<b>0</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
38-8135-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
38-8135-670	NPE FEDERAL GRANT-FY 19-20	0.00	166,667.00	166,666.00	166,666.00	0.00	1.00	100
38-8135-671	NPE FEDERAL GRANT FY 20-21	0.00	166,667.00	0.00	0.00	0.00	166,667.00	0
38-8135-672	NPE FEDERAL GRANT FY 21-22	0.00	165,000.00	0.00	0.00	0.00	165,000.00	0
38-8135-673	NPE FEDERAL GRANT FY 22-23	0.00	165,000.00	0.00	0.00	0.00	165,000.00	0
	<b>8135 AIRPORT:</b>	<b>0.00</b>	<b>663,334.00</b>	<b>166,666.00</b>	<b>166,666.00</b>	<b>0.00</b>	<b>496,668.00</b>	<b>25</b>
38-9800-058	TRANSFER TO PROJECTS/GRANT FUND	0.00	300,000.00	0.00	300,000.00	0.00	0.00	100
	<b>38 AIRPORT PROJECTS Expend Total</b>	<b>0.00</b>	<b>963,334.00</b>	<b>166,666.00</b>	<b>466,666.00</b>	<b>0.00</b>	<b>496,668.00</b>	<b>48</b>

38 AIRPORT PROJECTS

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.13	0.00	0.00
Expended:	0.00	166,666.00	466,666.00
Net Income:	0.13	166,666.00-	466,666.00-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
39-3300-000	CARES ACT FUNDING - AIRPORT	0.00	0.00	0.00	31,000.00	0.00	31,000.00	0
39-3310-000	TIMBER SALES-AVIATION FUNDS	0.00	10,000.00	0.00	0.00	0.00	10,000.00-	0
39-3570-000	AIRPORT FUEL SALES	53,014.70	55,000.00	5,985.57	65,317.68	0.00	10,317.68	119
39-3600-000	HANGER RENTAL	12,000.00	12,960.00	0.00	15,200.00	0.00	2,240.00	117
39-3980-010	TRANSFER FROM GENERAL FUND	95,997.00	92,016.00	0.00	92,016.00	0.00	0.00	100
39-3990-000	APPROPRIATED FUND BALANCE	0.00	40,000.00	0.00	0.00	0.00	40,000.00-	0
<b>39 AIRPORT OPERATIONS Revenue Total</b>		<b>161,011.70</b>	<b>209,976.00</b>	<b>5,985.57</b>	<b>203,533.68</b>	<b>0.00</b>	<b>6,442.32-</b>	<b>82</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
39-0000-000	AIRPORT OPERATIONS:	0.00	0.00	0.00	0.00	0.00	0.00	0
39-4530-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0.00	0
39-4530-010	AIRPORT-S & W- REGULAR	40,001.04	41,001.00	3,416.75	37,500.92	0.00	3,500.08	91
39-4530-030	SALARIES & WAGES-LONGEVITY	600.02	616.00	0.00	615.02	0.00	0.98	100
39-4530-031	SALARIES & WAGES - OVERTIME	600.00	0.00	0.00	0.00	0.00	0.00	0
39-4530-032	SALARIES & WAGES - PARTTIME	5,000.00	4,382.00	0.00	0.00	0.00	4,382.00	0
39-4530-090	FICA TAX	3,504.47	4,023.00	259.47	2,878.76	0.00	1,144.24	72
39-4530-100	AIRPORT - RETIREMENT	7,242.46	8,442.00	650.89	7,261.08	0.00	1,180.92	86
39-4530-101	AIRPORT - 401K	1,200.00	1,293.00	102.50	1,125.00	0.00	168.00	87
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	0.00	280.00	0.00	0.00	0.00	280.00	0
39-4530-140	AIRPORT- WORKMAN'S COMP	3,382.00	3,596.00	0.00	2,580.00	0.00	1,016.00	72
39-4530-180	AIRPORT - GROUP INSURANCE	7,577.10	8,781.00	626.89	7,273.19	0.00	1,507.81	83
39-4530-190	CONTRACTED SERVICES	0.00	2,535.00	0.00	2,535.00	0.00	0.00	100
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	1,488.68	2,869.00	65.80	358.27	0.00	2,510.73	12
39-4530-250	AIRPORT- AV GAS AND JET FUEL	48,479.75	82,115.00	0.00	79,420.05	0.00	2,694.95	97
39-4530-310	AIRPORT- TRAVEL	1,620.60	2,500.00	50.00	652.00	0.00	1,848.00	26
39-4530-320	AIRPORT- COMMUNICATIONS	1,539.51	1,700.00	98.16	1,185.35	0.00	514.65	70
39-4530-330	AIRPORT- UTILITIES	6,912.32	9,000.00	470.14	6,207.51	0.00	2,792.49	69
39-4530-331	POSTAGE	0.00	50.00	0.00	10.20	0.00	39.80	20
39-4530-350	MAINT & REPAIR-BUILDING	1,862.75	3,000.00	414.00	1,843.14	0.00	1,156.86	61
39-4530-351	MAINT & REPAIR-EQUIPMENT	4,950.10	14,885.00	6,507.06	12,435.01	0.00	2,449.99	84
39-4530-352	MAINT & REPAIR - FUELMATER	550.00	550.00	0.00	550.00	0.00	0.00	100
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	279.32	381.00	13.40	354.00	0.00	27.00	93
39-4530-450	INSURANCE	3,850.00	3,850.00	0.00	3,850.00	0.00	0.00	100
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	0.00	7,127.00	7,126.33	7,126.33	0.00	0.67	100
39-4530-998	AIRPORT- SALES TAX ON FUEL	2,949.69	7,000.00	260.83	4,418.03	0.00	2,581.97	63
<b>4530 AIRPORT:</b>		<b>143,589.81</b>	<b>209,976.00</b>	<b>20,062.22</b>	<b>180,178.86</b>	<b>0.00</b>	<b>29,797.14</b>	<b>86</b>
<b>39 AIRPORT OPERATIONS Expend Total</b>		<b>143,589.81</b>	<b>209,976.00</b>	<b>20,062.22</b>	<b>180,178.86</b>	<b>0.00</b>	<b>29,797.14</b>	<b>86</b>



Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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39 AIRPORT OPERATIONS

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	161,011.70	5,985.57	203,533.68
Expended:	<u>143,589.81</u>	<u>20,062.22</u>	<u>180,178.86</u>
Net Income:	17,421.89	14,076.65-	23,354.82

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
50-3000-001	OPIOID SETTLEMENT DISTRIBUTION	0.00	62,428.43	0.00	62,428.43	0.00	0.00	100
50-3290-000	INTEREST EARNED	0.00	0.67	0.00	16.51	0.00	15.84	***
	<b>50 OPIOID SETTLEMENT FUND: Revenue Total</b>	<b>0.00</b>	<b>62,429.10</b>	<b>0.00</b>	<b>62,444.94</b>	<b>0.00</b>	<b>15.84</b>	<b>100</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
50-0000-000	OPIOID SETTLEMENT FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
50-4100-000	OPIOID SETTLEMENT FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
50-4100-001	2ND JUDICIAL DIST DRUG REC COURT CONTRIB	0.00	5,000.00	0.00	5,000.00	0.00	0.00	100
50-9990-000	CONTINGENCY	0.00	57,429.10	0.00	0.00	0.00	57,429.10	0
	<b>50 OPIOID SETTLEMENT FUND: Expend Total</b>	<b>0.00</b>	<b>62,429.10</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>57,429.10</b>	<b>8</b>

50 OPIOID SETTLEMENT FUND:

	Prior	Current	YTD
Revenues:	0.00	0.00	62,444.94
Expended:	0.00	0.00	5,000.00
Net Income:	0.00	0.00	57,444.94

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
51-3100-001	DSS TRUST FUND ACCOUNTS	257,102.67	180,000.00	13,421.00	143,405.41	0.00	36,594.59-	80
	<b>51 TRUSTEES Revenue Total</b>	<b>257,102.67</b>	<b>180,000.00</b>	<b>13,421.00</b>	<b>143,405.41</b>	<b>0.00</b>	<b>36,594.59-</b>	<b>80</b>
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
51-0000-000	DSS TRUST FUND ACCOUNTS:	0.00	0.00	0.00	0.00	0.00	0.00	0
51-4000-000	DSS TRUST FUND ACCOUNTS:	0.00	0.00	0.00	0.00	0.00	0.00	0
51-4100-001	DSS TRUST ACCOUNTS	183,573.18	180,000.00	21,426.53	156,443.92	0.00	23,556.08	87
	<b>51 TRUSTEES Expend Total</b>	<b>183,573.18</b>	<b>180,000.00</b>	<b>21,426.53</b>	<b>156,443.92</b>	<b>0.00</b>	<b>23,556.08</b>	<b>87</b>

51 TRUSTEES

	Prior	Current	YTD
Revenues:	257,102.67	13,421.00	143,405.41
Expended:	183,573.18	21,426.53	156,443.92
Net Income:	73,529.49	8,005.53-	13,038.51-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
52-3100-001	COLLECTIONS ON BEHALF OF INMATES	77,103.32	0.00	0.00	0.00	0.00	0.00	0
	<b>52 Fund 52 Revenue Total</b>	<b>77,103.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
52-4100-000	DETENTION TRUST ACCOUNT:	0.00	0.00	0.00	0.00	0.00	0.00	0
52-4100-001	PAYMENTS ON BEHALF OF INMATES	83,009.28	0.00	0.00	0.00	0.00	0.00	0
	<b>52 Fund 52 Expend Total</b>	<b>83,009.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

52 Fund

	Prior	Current	YTD
Revenues:	77,103.32	0.00	0.00
Expended:	83,009.28	0.00	0.00
Net Income:	5,905.96-	0.00	0.00

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
55-3000-001	AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	1,699,182.03	550,096.97	0.00	550,096.97	0.00	0.00	100
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	0.00	72,294.14	0.00	72,294.14	0.00	0.00	100
	<b>55 Fund 55 Revenue Total</b>	<b>1,699,182.03</b>	<b>622,391.11</b>	<b>0.00</b>	<b>622,391.11</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 2021:	0.00	0.00	0.00	0.00	0.00	0.00	0
55-4100-002	FIRST RESPONDER SERVICES	401,737.10	0.00	0.00	0.00	0.00	0.00	0
55-4100-003	GENERAL ADMINISTRATION SERVICES	1,297,444.93	500,096.97	0.00	500,096.97	0.00	0.00	100
55-4100-004	GREAT GRANT	0.00	50,000.00	50,000.00	50,000.00	0.00	0.00	100
	<b>4100 AMERICAN RESCUE PLAN ACT (ARPA) OF 20</b>	<b>1,699,182.03</b>	<b>550,096.97</b>	<b>50,000.00</b>	<b>550,096.97</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LACTF)	0.00	72,294.14	0.00	0.00	0.00	72,294.14	0
	<b>55 Fund 55 Expend Total</b>	<b>1,699,182.03</b>	<b>622,391.11</b>	<b>50,000.00</b>	<b>550,096.97</b>	<b>0.00</b>	<b>72,294.14</b>	<b>88</b>

55 Fund

	Prior	Current	YTD
Revenues:	1,699,182.03	0.00	622,391.11
Expended:	1,699,182.03	50,000.00	550,096.97
Net Income:	0.00	50,000.00-	72,294.14

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
58-3101-000	DEPT OF COMM-AGAPE GRANT #2587	358,769.89	41,231.00	0.00	41,230.11	0.00	0.89-	100
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	0.00	272,920.00	0.00	93,766.86	0.00	179,153.14-	34
58-3290-000	INTEREST EARNED	0.18	0.00	0.00	886.19	0.00	886.19	0
58-3300-000	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,000,000.00	0.00	3,000,000.00	0.00	0.00	100
58-3300-001	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	0.00	250,000.00	0.00	250,000.00	0.00	0.00	100
58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	0.00	84,270.00	0.00	84,269.66	0.00	0.34-	100
58-3300-004	HB103 LPR DIR APPROPRIATION	0.00	126,000.00	0.00	126,000.00	0.00	0.00	100
58-3980-010	TRANSFER FROM GENERAL FUND	30,000.00	610,000.00	0.00	610,000.00	0.00	0.00	100
58-3980-038	TRANSFER FROM AIRPORT GRANTS FUND	0.00	300,000.00	0.00	300,000.00	0.00	0.00	100
58-3990-000	APPROPRIATED FUND BALANCE	0.00	49,936.00	0.00	0.00	0.00	49,936.00-	0
<b>58 PROJECTS/GRANTS FUND Revenue Total</b>		<b>388,770.07</b>	<b>4,734,357.00</b>	<b>0.00</b>	<b>4,506,152.82</b>	<b>0.00</b>	<b>228,204.18-</b>	<b>95</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0.00	0
58-4201-001	AGAPE - LOCAL MATCH	64.00	19,936.00	0.00	0.00	0.00	19,936.00	0
58-4201-002	AGAPE CLINIC PROJECT #2587	358,769.89	41,231.00	0.00	41,230.11	0.00	0.89	100
<b>4201 Total</b>		<b>358,833.89</b>	<b>61,167.00</b>	<b>0.00</b>	<b>41,230.11</b>	<b>0.00</b>	<b>19,936.89</b>	<b>67</b>
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRANT	0.00	272,920.00	19,700.00	19,700.00	0.00	253,220.00	7
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	0.00	84,270.00	0.00	0.00	0.00	84,270.00	0
58-4300-004	HB103 LPR DIR APPROPRIATION	0.00	126,000.00	20,350.00	81,341.16	0.00	44,658.84	65
<b>4300 Total</b>		<b>0.00</b>	<b>210,270.00</b>	<b>20,350.00</b>	<b>81,341.16</b>	<b>0.00</b>	<b>128,928.84</b>	<b>39</b>
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	0.00	3,900,000.00	0.00	0.00	0.00	3,900,000.00	0
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	0.00	250,000.00	0.00	0.00	0.00	250,000.00	0
<b>4301 Total</b>		<b>0.00</b>	<b>4,150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,150,000.00</b>	<b>0</b>
58-6200-001	PARTF GRANT LOCAL MATCH	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
<b>58 PROJECTS/GRANTS FUND Expend Total</b>		<b>358,833.89</b>	<b>4,734,357.00</b>	<b>40,050.00</b>	<b>142,271.27</b>	<b>0.00</b>	<b>4,592,085.73</b>	<b>3</b>

58 PROJECTS/GRANTS FUND

	Prior	Current	YTD
Revenues:	388,770.07	0.00	4,506,152.82
Expended:	358,833.89	40,050.00	142,271.27

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	Net Income:	29,936.18	40,050.00-	4,363,881.55				

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	169,192.77	0.00	13,093.26	126,802.85	0.00	126,802.85	0
59-3010-212	PLYMOUTH NCVTS CONTRA REVENUE ACCOUNT	8,284.13-	0.00	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	20,770.79	0.00	2,193.95	17,826.76	0.00	17,826.76	0
59-3010-222	ROPER NCVTS CONTRA REVENUE ACCOUNT	711.56-	0.00	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	12,153.61	0.00	564.87	9,242.57	0.00	9,242.57	0
59-3010-242	CRESWELL NCVTS CONTRA REVENUE ACCOUNT	599.72-	0.00	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	82,282.26	0.00	1,106.86	107,544.05	0.00	107,544.05	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	35,782.98	0.00	15.13	34,280.68	0.00	34,280.68	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	114,086.96	0.00	636.47	112,710.86	0.00	112,710.86	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	40,613.01	0.00	0.00	40,482.27	0.00	40,482.27	0
<b>59 DMV MUNICIPAL TAXES Revenue Total</b>		<b>465,286.97</b>	<b>0.00</b>	<b>17,610.54</b>	<b>448,890.04</b>	<b>0.00</b>	<b>448,890.04</b>	<b>0</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	35,782.98	0.00	25.30	34,265.55	0.00	34,265.55-	0
59-6900-404	CRESWELL TAX LEVY	76,711.92	0.00	1,744.20	101,115.33	0.00	101,115.33-	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	160,908.64	0.00	15,397.99	113,706.33	0.00	113,706.33-	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	20,059.23	0.00	2,507.19	15,632.81	0.00	15,632.81-	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,553.89	0.00	1,370.48	8,677.70	0.00	8,677.70-	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	114,086.96	0.00	569.31	112,074.39	0.00	112,074.39-	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	40,613.01	0.00	469.76	40,482.27	0.00	40,482.27-	0
<b>6900 Total</b>		<b>459,716.63</b>	<b>0.00</b>	<b>22,084.23</b>	<b>425,954.38</b>	<b>0.00</b>	<b>425,954.38-</b>	<b>0</b>
<b>59 DMV MUNICIPAL TAXES Expend Total</b>		<b>459,716.63</b>	<b>0.00</b>	<b>22,084.23</b>	<b>425,954.38</b>	<b>0.00</b>	<b>425,954.38-</b>	<b>0</b>

59 DMV MUNICIPAL TAXES

	Prior	Current	YTD
Revenues:	465,286.97	17,610.54	448,890.04
Expended:	459,716.63	22,084.23	425,954.38
Net Income:	5,570.34	4,473.69-	22,935.66



Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
60-3000-001	CRF FUNDS FROM SL 2020-4	419.53	0.00	0.00	0.00	0.00	0.00	0
	<b>60 CRF PANDEMIC RECOVERY Revenue Total</b>	<b>419.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
60-0000-000	CRF PANDEMIC RECOVERY:	0.00	0.00	0.00	0.00	0.00	0.00	0
60-4000-000	CRF PANDEMIC RECOVERY:	0.00	0.00	0.00	0.00	0.00	0.00	0
60-4000-003	PUBLIC HEALTH EXPENSES	419.53	0.00	0.00	0.00	0.00	0.00	0
	<b>60 CRF PANDEMIC RECOVERY Expend Total</b>	<b>419.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

60 CRF PANDEMIC RECOVERY

	Prior	Current	YTD
Revenues:	419.53	0.00	0.00
Expended:	419.53	0.00	0.00
Net Income:	0.00	0.00	0.00

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
61-8300-000	SFR:	0.00	0.00	0.00	0.00	0.00	0.00	0
61-8300-900	TRANSFER TO GENERAL FUND	25,293.12	0.00	0.00	0.00	0.00	0.00	0
	<b>61 COMMUNITY DEVELOPMENT B Expend Total</b>	<b>25,293.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

61 COMMUNITY DEVELOPMENT BLOCK GRANTS	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	25,293.12	0.00	0.00
Net Income:	25,293.12-	0.00	0.00

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
63-3270-000	MOTEL OCCUPANCY TAX	162,692.60	145,000.00	12,728.11	131,375.64	0.00	13,624.36-	91
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	62,504.00	0.00	0.00	0.00	62,504.00-	0
<b>63 TRAVEL AND TOURISM Revenue Total</b>		<b>162,692.60</b>	<b>207,504.00</b>	<b>12,728.11</b>	<b>131,375.64</b>	<b>0.00</b>	<b>76,128.36-</b>	<b>63</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
63-0000-000	FUND 63:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4960-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	14,000.00	1,166.67	12,833.37	0.00	1,166.63	92
63-4960-040	LIVING HISTORY	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0
63-4960-100	BILLBOARD ADVERTISEMENTS	17,297.88	20,000.00	935.00	16,071.62	0.00	3,928.38	80
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	1,400.00	0.00	1,000.00	0.00	400.00	71
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	0.00	1,000.00	0.00	175.00	0.00	825.00	18
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	100
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	25,000.00	30,000.00	0.00	30,000.00	0.00	0.00	100
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	0.00	2,244.00	0.00	1,575.50	0.00	668.50	70
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	10,000.00	833.33	9,166.63	0.00	833.37	92
63-4960-343	TOWN OF PLYMOUTH BOAT RACES	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
63-4960-344	RUMBLE ON THE ROANOKE	16,553.70	0.00	0.00	0.00	0.00	0.00	0
63-4960-345	LASER LIGHT SHOW	3,630.47	5,000.00	0.00	5,000.00	0.00	0.00	100
63-4960-346	AFRICAN AMERIC EXPERIENCE OF NE NC DUES	0.00	2,000.00	0.00	2,000.00	0.00	0.00	100
63-4960-348	REHOBOTH CHURCH PRESERVATION SOCIETY	0.00	2,000.00	0.00	1,500.00	0.00	500.00	75
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,200.00	1,200.00	0.00	1,000.00	0.00	200.00	83
63-4960-401	TRAVEL- BROCHURE REPRINT	0.00	10,000.00	0.00	8,776.92	0.00	1,223.08	88
<b>4960 TRAVEL &amp; TOURISM:</b>		<b>90,182.05</b>	<b>113,844.00</b>	<b>2,935.00</b>	<b>90,599.04</b>	<b>0.00</b>	<b>23,244.96</b>	<b>80</b>
63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	15,000.00	25,000.00	2,083.33	22,499.97	0.00	2,500.03	90
63-4970-090	TRAVEL- FICA TAX	607.08	1,750.00	114.96	1,227.73	0.00	522.27	70
63-4970-100	TRAVEL- RETIREMENT	2,675.07	4,750.00	396.87	4,286.20	0.00	463.80	90
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	250.00	0.00	0.00	0.00	250.00	0
63-4970-140	TRAVEL- WORKER'S COMP	87.00	160.00	0.00	87.00	0.00	73.00	54
63-4970-180	TRAVEL- GROUP INS.S	9,562.06	11,500.00	791.32	9,081.92	0.00	2,418.08	79
63-4970-310	TRAVEL- TRAVEL & TRAINING	0.00	1,300.00	0.00	0.00	0.00	1,300.00	0
63-4970-340	TRAVEL- POSTAGE	0.00	200.00	0.00	0.00	0.00	200.00	0
63-4970-370	MARKETING & ADVERTISING-ADMIN	19,335.79	40,000.00	1,427.75	13,989.72	0.00	26,010.28	35
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	175.00	1,000.00	0.00	175.00	0.00	825.00	18
63-4970-600	ADMIN FEE 3%- GENERAL FUND	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00	100
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,250.00	4,250.00	0.00	4,250.00	0.00	0.00	100

Washington County  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	4970 TRAVEL & TOURISM:	<u>55,192.00</u>	<u>93,660.00</u>	<u>4,814.23</u>	<u>59,097.54</u>	<u>0.00</u>	<u>34,562.46</u>	<u>63</u>
	63 TRAVEL AND TOURISM Expend Total	<u>145,374.05</u>	<u>207,504.00</u>	<u>7,749.23</u>	<u>149,696.58</u>	<u>0.00</u>	<u>57,807.42</u>	<u>72</u>

63 TRAVEL AND TOURISM

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	162,692.60	12,728.11	131,375.64
Expended:	<u>145,374.05</u>	<u>7,749.23</u>	<u>149,696.58</u>
Net Income:	17,318.55	4,978.88	18,320.94-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	93,614.23	81,197.00	0.00	60,898.41	0.00	20,298.59-	75
69-3990-000	APPROPRIATED PRIOR YR BALANCE	0.00	127,823.00	0.00	0.00	0.00	127,823.00-	0
	<b>69 EMERGENCY TELECOMMUNICA Revenue Total</b>	<b>93,614.23</b>	<b>209,020.00</b>	<b>0.00</b>	<b>60,898.41</b>	<b>0.00</b>	<b>148,121.59-</b>	<b>29</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0.00	0
69-9100-200	DEPARTMENTAL SUPPLIES	22,835.31	15,675.00	161.97	611.02	0.00	15,063.98	4
69-9100-310	TRAINING	1,800.00	4,100.00	0.00	1,510.00	0.00	2,590.00	37
69-9100-320	COMMUNICATIONS	8,110.06	12,000.00	569.94	6,161.26	0.00	5,838.74	51
69-9100-350	MAINT & REPAIR-EQUIPMENT	153.00	2,100.00	0.00	452.00	0.00	1,648.00	22
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	12,600.00	13,000.00	0.00	12,978.00	0.00	22.00	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE CAD	7,643.00	7,719.00	0.00	7,719.00	0.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPPING	3,216.00	3,248.00	0.00	3,248.00	0.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGING	798.00	805.00	0.00	805.00	0.00	0.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	0.00	5,500.00	0.00	5,300.00	0.00	200.00	96
69-9100-357	MAINT AGREEMENT-WIRELESS COMMUNICATIONS	14,603.78	15,000.00	0.00	0.00	0.00	15,000.00	0
69-9100-358	MAINT AGREEMENT-ESRI	1,500.00	2,800.00	0.00	0.00	0.00	2,800.00	0
69-9100-361	MAINT AGREEMENT-EMD	3,600.00	3,700.00	0.00	3,600.00	0.00	100.00	97
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	168,169.80	123,373.00	0.00	102,822.80	0.00	20,550.20	83
	<b>9100 911:</b>	<b>245,028.95</b>	<b>209,020.00</b>	<b>731.91</b>	<b>145,207.08</b>	<b>0.00</b>	<b>63,812.92</b>	<b>69</b>
	<b>69 EMERGENCY TELECOMMUNICA Expend Total</b>	<b>245,028.95</b>	<b>209,020.00</b>	<b>731.91</b>	<b>145,207.08</b>	<b>0.00</b>	<b>63,812.92</b>	<b>69</b>

69 EMERGENCY TELECOMMUNICATIONS

	Prior	Current	YTD
Revenues:	93,614.23	0.00	60,898.41
Expended:	245,028.95	731.91	145,207.08
Net Income:	151,414.72-	731.91-	84,308.67-

Washington County  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
70-3290-000	INTEREST ON INVESTMENTS	135.26	0.00	0.00	3,447.71	0.00	3,447.71	0
70-3980-010	TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00	100
	<b>70 REAPPRAISAL Revenue Total</b>	<b>40,135.26</b>	<b>40,000.00</b>	<b>0.00</b>	<b>43,447.71</b>	<b>0.00</b>	<b>3,447.71</b>	<b>100</b>

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
70-0000-000	FUND 70:	0.00	0.00	0.00	0.00	0.00	0.00	0
70-8600-000	RESERVE FOR REAPPRAISAL	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0
	<b>70 REAPPRAISAL Expend Total</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0</b>

70 REAPPRAISAL

	Prior	Current	YTD
Revenues:	40,135.26	0.00	43,447.71
Expended:	0.00	0.00	0.00
Net Income:	40,135.26	0.00	43,447.71

Grand Totals

	Prior	Current	YTD
Revenues:	25,910,860.22	320,344.12	26,826,616.96
Expended:	23,175,488.46	1,932,191.22	22,903,886.97
Net Income:	2,735,371.76	1,611,847.10	3,922,729.99

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**  
**AGENDA STATEMENT**

**ITEM NO: 9**

**DATE: June 5, 2023**

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,  
Finance Officer or Clerk**

**SUMMARY EXPLANATION:**

- Department Head Reports from May 2023 (see attached)
  - Statistics Reports from April 2023 (see attached)
  
  - a) Pre-K – 12 Building/Funding Agreement Update, Mr. Curtis Potter, CM/CA
  - b) Cancellation of July 3, 2023 Board of County Commissioners’ Meeting, Mr. Curtis Potter, CM/CA
- In years past, the Board has opted to cancel the July Commissioners’ meeting due to so many additional meetings in the previous months in budget preparation, and this year, for the new Pre-K-12 school. With that being said, if the July 3 meeting is cancelled, the Board may opt to call a Special Called meeting later in the month if the need arises.

Department Head Reports to the Commissioners  
June 5, 2023  
Board of Commissioners' In Person & Facebook Livestreamed Meeting

Geographic Information Systems & Other Projects

Richard Livingston

I. Introduction

I am pleased to present the GIS Departmental report for the month of May 2023. This report provides an overview of my activities, including the number of customers served, the status of the transition of services to third-party partners, and special projects undertaken during the month.

II. Number of Customers Served

In May 2023, the Washington County GIS Department served a total of 27 customers in person. I worked diligently to address their needs and provide high-quality geospatial solutions and services.

III. Transition of Services

During May, significant progress was made in the transition of services to third-party partners. This transition allows the county to leverage the expertise and resources of the third-party providers, leading to improved service delivery, consistency across personnel, and cost-effectiveness.

The process of identifying suitable partners and negotiating agreements has been completed. The transition plan has been developed, and I have been actively involved in coordinating the handover of responsibilities. Training and knowledge transfer sessions are underway to ensure a seamless transition for our citizens. I expect the transition to be finalized by my departure in the beginning portion of the next fiscal year.

IV. Special Projects

Website Updates:

During May, I focused on updating the GIS department's website to enhance its functionality and user experience. Notable updates include the inclusion of directly linked property record cards into the GIS website, providing users with detailed property information and assessments. This addition will improve public access to property data and streamline the research process for citizens. You can access the website at [washingtoncountygis.com](http://washingtoncountygis.com) 24/7, 365.

Online 911 Addressing Maintenance:

As part of our commitment to public safety, I implemented an online 911 addressing maintenance system. This system allows staff to submit address changes and updates directly through a GIS website with minimal GIS expertise. This streamlined process ensures accurate data entry and upload and accordingly, improved emergency response which enhances the county's overall public safety efforts.



#### Internal Parcel Viewer:

To improve internal workflows and efficiency, I developed an internal parcel viewer application. This tool provides tax department staff with quick access to all parcel data, allowing for easier analysis and decision-making. The internal parcel viewer streamlines processes and enhances collaboration within the department.

#### V. Conclusion

May has been a productive month for the Washington County GIS Department. While transitioning services to third-party partners, I have maintained a high level of service to our customers. The website updates, including the property record cards, online 911 addressing maintenance, and the internal parcel viewer, demonstrate our commitment to improving accessibility and efficiency. I remain dedicated to ensuring a seamless transition and providing valuable GIS services to Washington County until my departure.

EMS

Jennifer O'Neal

**EMS STAFFING:**

The EMS Division has (2) Full Time Paramedic positions and (1) Basic EMT position available. The Transport Division has two Full Time EMT positions available. We are also accepting applications for part time positions. We have 3 applications in hand for the open Basic EMT positions and once backgrounds are completed we plan to interview soon. Beginning 6/8/2023, we will have a Full Time Paramedic out of work for a minimum of 6-8 weeks following surgery.

**EMPLOYEE SAFETY:**

PPE remains at a comfortable level and is sufficient to absorb a peak in call volume for approximately 90 days. EMS and Transport Providers continue to manage the daily disinfecting practices inside the bases and ambulances with intermittent deep decon of EMS units. We are seeing a downward trend in COVID positive patients.

**OTHER SYSTEM BUSINESS:**

UNC PECC+ Program : PECC coordinator Jessica Howery has recently started a training program for use of the Carter Kits and general Autism Awareness.

Duke RACE-CARS Trial Program: Washington County EMS hosted a regional meeting with Duke University this month.



4-Life Training continues to be successful in our communities with continued requests for the training at school events, churches and even a family reunion.

**HOSPITAL:** WRMC continues to be on very frequent CT/X-Ray diversion, with the highest percentage of time after 5pm and on weekends and holidays. ECU Health Chowan has also been experiencing outages of their CT. This is significantly impacting our units turn-around time, fuel consumption and maintenance costs. Most concerning is the increase in hours that our units are outside of the county and not available or delayed from answering calls for service by our citizens. These diversions depending on the need of the patient (Dialysis, Cardiac Intervention, Trauma Services) could mean that local 911 patients are being transported as far as Sentara

Albemarle, ECU Health Greenville or ECU Health Edgecombe for an ER that can/will accept them.

1<sup>st</sup> Quarter 2023 our 911 and Transport Divisions handled 1029 calls for service. This volume increased from 4<sup>th</sup> Quarter 2022 when 1016 calls for service were handled. Prior to 4<sup>th</sup> Quarter 2022 we handled on average 900 calls per quarter.

**Did You Know?**



EMS is dealing with more and more mental and behavioral health emergencies as the services available for these patients continue to decrease. These patients many times require a delicate combination of Law Enforcement, EMS, Mobile Crisis and Hospital services to get through their crisis.

**ON A POSITIVE NOTE!**



Join us in congratulating EMT Sidney Andrews. She recently graduated from BCCC with two Associate's Degrees in Science and Arts.

Thank you for your continued support of EMS.

Recreation

Randy Fulford

Our basketball teams are still getting prepared for our tournaments in June State games. We are also signing up for blitzball, pickleball, football and flag football. Our football camp will be on June 24, if all goes well. God Bless.

Elections  
Dora Bell

All is quiet this month in Elections. I am still waiting for the completion of the bathrooms and kitchen. Also, I am waiting on a new board to be selected.

Library  
Brandy Goodwin

Staffing:

- Amanda Roberson has been hired as our new part-time Library Technician; began employment 05/11/2023.
- We are still in need of a part-time Financial Officer; see Beacon for advertisement.

**Programming:**

- Our Summer Reading Schedule has been posted online on our Facebook page and hardcopies are available at the front desk; runs June 21<sup>st</sup> – August 2<sup>nd</sup> (Wednesdays).
- Our Grassroots Arts Series is wrapping up and we have a BUSY month ahead!  
**June 2<sup>nd</sup> and 3<sup>rd</sup> – John Brown Entertainment Jazz Ensemble at FF and BB Festival**  
**June 16<sup>th</sup> – Storyteller Willa Brigham at Washington County Library (1:00 PM)**  
**June 22<sup>nd</sup> – Puppeteer Tarish Pipkins at Washington County Library (1:00 PM)**
- Virtual Storytime sessions will take a summer hiatus; last video will be posted 05/31/23 and will resume on 08/02/23 – F2F sessions ongoing (Wednesday's at 10:30 AM)
- The Roanoke Beacon will be running advertisements for these events.

**Library and Community Happenings:**

- Faxing services have resumed through alternate faxing method.
- 3 out of 4 have been successfully installed; still waiting on approval from Senior Center.
- Downtown Mini-Park Little Library is performing extremely well!
- Barnyard Betsy's (Creswell) is 2<sup>nd</sup> best performing.
- Circulation low in Roper; museum undergoing renovations will access to LL cut off from street view – we hope this improves!
- Ongoing book sale and receiving of donations.



## May - County Commissioner Report

**Rebecca Liverman**

County Extension Director



- ✓ Our office hosted the 65th Annual 4-H Livestock Show. This event brought in \$65K+ for youth livestock projects.

- ✓ Meetings:
  1. Scuppernong River Drainage Study
  2. Hosted Regional SHIIP Meeting
  3. Attended Community Meal Events - I hope to teach this safety class to churches and nonprofits soon.
  4. Title Promotion - Raleigh (2 days)



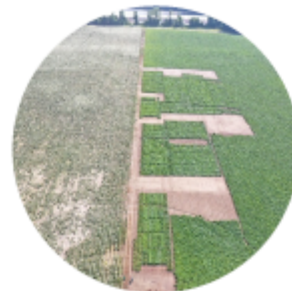
- ✓ Taught a Strawberry Jam Class to the ladies of the First Christian Church.

**Jalynne Ward**

Agriculture Agent



- ✓ Attended Scuppernong Study Steering Committee meeting and met with local Soil & Water to learn more about drainage in the canals pertaining to this study
- ✓ Planted the 2nd corn hybrid trial in the county. The plot vacuum pictured was purchased with grant money from the Corn Growers Association of NC!
- ✓ Used new drone to take pictures of potato test plots
- ✓ Scouted fields, pulled samples, and consulted with growers about issues in corn



Veteran's Service Officers Report  
Vacant

No report submitted

Tax Office  
Sherri Wilkins

1. The staff continues to work on the Business Personal Property and Personal Property listings, each one is reviewed, additions and deletions are made and values are added.
2. The tax clerks – Christal and Hollie - are handling the day to day processing of payments, handling phone calls and emails as they can but also work is being delegated to them. They continue assist Darlene and Felesha.
3. Felesha and Darlene Harrison continue to review and enter the data from the Business Personal Property forms and the Individual Personal Property forms.
4. We continue to work every day with Zacchaeus Legal Services.
5. Darlene continues to process enforced collections – wage garnishments, bank attachments, debt set-off.
6. Assisted the taxpayers with the Tag & Tax program, handling adjustments, refunds, releases, and general questions in regards to motor vehicles.
7. Continue to verify PINs for various reasons – usually for the filing of deeds – if Richard is out of the office. Corresponding with him, as needed, if there is a question or issue with a property or properties that includes GIS.
8. We continue to get calls for Republic Services, we direct the taxpayer to the county's website and Landfill. At times, the landfill calls us for verification of ownership of a property, for example, there is a new owner for a property and that person is going into the landfill but before they are allowed to dump their debris or trash, the landfill calls us to make sure they own the property at the address they have given.
9. Christal is contacting delinquent taxpayers in an effort to get delinquent taxes paid.
10. The Statistical report has been submitted.
11. Darlene Harrison attended a Personal Property Appraisal & Assessment course the week of the 22<sup>nd</sup>.
12. The data entry for the new construction has been completed this month. New Construction letters will be mailed notifying the taxpayers of their assessment changes.

Planning/Inspections/Floodplain Management  
Allen Pittman

Permits Issued	29
Inspections	53
(Annual for Detention Center, 4 Daycares, 1 Restaurant included in number above)	
Flood Plain consults	5

Consults for demolition 2

Plan reviews

- \*Consult and research information for Smithfield Foods re: fire suppression and water supply
- \*Worked with Dennis Brown on project in floodplain within town limits
- \*Worked directly with contractor at Food Lion for Washington and Tyrrell County
- \*Consulted with Washington County School maintenance on greenhouse project
- \*Public Hearing with Planning Board for Special Use Permit application re: cell tower
- \*Tyrrell County Inspections mutual aid for inspections and plan reviews while Joie is out
- \*Continue receiving and reviewing project documents and plans for Washington Co School

**Education:**

May 3 Floodplain workshop

May 9 – 11 National Floodplain Manager’s Conference (virtual):  
Flood Adaptation- nature based solutions  
Resiliency in Planning  
Ethics  
Mitigation challenges  
Dams and Levees  
Environmental Equity

May 24 Disaster Recovery Assistance Workshop with FEMA/NCEM

Assisted EM with:

- Public Safety Team meeting
- Statewide communication exercise
- Fire Department –paperwork for live burn (asbestos and DEQ)

Emergency Management

Lance Swindell

May 1<sup>st</sup> – Structure fire, Folly and Martin Luther, contained to panel box EM-1 responded w/ Roper VFD

May 2<sup>nd</sup>- Bear Fest Planning, EM responsibilities and IAP for Emergency Operations

May 3<sup>rd</sup> – Structure Fire @ 0730 Northline rd. False Alarm/Dept. Head Meeting

May 4<sup>th</sup> EHPC Communications Exercise/Kenwood radio installation in EM-1 truck

May 5<sup>th</sup>- DAWG Meeting

May 8<sup>th</sup> Zonehaven Demonstration/Zoom

May 9<sup>th</sup>- (2) MVC’s assisted VFD’s

May 10<sup>th</sup> – WebEOC EM Statewide exercise

May 15<sup>th</sup>- HAZMAT Training at Pitt CC/EBO Training week

May 18<sup>th</sup>- US Army Corp of Engineers Coastal Hazards System Training

May 19<sup>th</sup>- MVC involving mail carrier on Meadow Lane

May 22<sup>nd</sup>- Bear Fest Meeting, Public Safety Team Meeting

May 23<sup>rd</sup> – (2) MV incidents, 18 wheeler stuck on RR crossing and rollover crash on 32 South, Water Shuttle Training @ Roper VFD

May 27<sup>th</sup> – Structure Fire/Wilson St.

### Soil and Water

Chris Respass

1. Attended Basics of Conservation Planning Training May 8-12, 2023
2. Got up to date on all the LGC-203 forms for budget
3. Worked on Strategic Plan to put before the board
4. Got the DOT to remove debris in culverts on Holly Neck Road in Roper and Hwy 32 by Beach Bay Road in Roper that had been clogged by beavers.
5. Investigated water build up on Mallard Drive in Roper NC caused by beaver. Affecting a significant amount of wood and farmland.
6. Got RFPs on CS2 signed and sent out. (Don Small, Scott James, David A. Davenport)
7. Took a course at UNC school of government online on Basic Principles of Local Gov. Purchasing
8. Spoke with 4H Extension office about possible quarterly meetings, where I cook or we cater and have a presentation put together to inform the farmers on contracts and our goals. (For outreach purposes)
9. Created a draft budget for May meeting.
10. Went to Public Hearing on Eddie Smith drainage district.(5/1/23)
11. Cancelled Dwight Davenport AGWRAP contract.
12. Contacted Beaufort County about a copy of their contract agreement for snagging and aquatic weed spraying.
13. Attended Scuppernong Steering Committee Meeting May 18(10am to 3pm)
14. Called and attempted to encumber funds for 2023 contracts, cooperators not interested at this time and would rather just sign up next year, main statement was there wasn't enough time to do these practices. I proceeded to tell them they had a year to do a 1/3 of the work when approved some still not interested working on Eric Bells only able to contact Father at this time(Vernon Bell), Casey Bell is indisposed at this time, Casey Sawyer hasn't returned phone calls, and Trevor Eason is not interested at this time.
15. Attempting to diagnose 2022 contracts and what has to be done to follow through with them. Chair and I must attend Commission Meeting on July 19,2023 at 9am in Raleigh at James G. Martin Building for post approval on these 2022 contracts.



Register of Deeds  
Tim Esolen

Ledger Summary Report - Roll-up

Printed 05/31/2023

Timothy J. Esolen, REGISTER OF DEEDS  
Washington, NC  
31212-31349

Category	Receipt Code	Count	Total	Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts
<b>DEED</b>														
ADMIN	ADMINISTRATIVE NOTICE	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AFFT	AFFIDAVIT	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
AMEND	AMENDMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
ASGMT	ASSIGNMENT	7	\$257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.87	\$20.96	\$0.00	\$43.40	\$188.77
C/INST	CORRECTION INSTRUMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
CAN	CANCELLATION	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERT	CERTIFICATION	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
D/T	DEED OF TRUST	10	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.60	\$62.00	\$0.00	\$62.00	\$506.40
DEED	DEED	26	\$3,095.00	\$0.00	\$0.00	\$0.00	\$2,419.00	\$0.00	\$0.00	\$10.14	\$50.44	\$0.00	\$161.20	\$454.22
GIFT/D	DEED OF GIFT	6	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.34	\$11.64	\$0.00	\$37.20	\$104.82
N/FOR	NOTICE OF FORECLOSURE NO 2	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
P/A	POWER OF ATTORNEY	7	\$182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.73	\$13.58	\$0.00	\$43.40	\$122.29
QCD	QUITCLAIM DEED	3	\$98.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
S/TR	SUBSTITUTION TRUSTEE	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
TR/D	TRUSTEE'S DEED	1	\$167.00	\$0.00	\$0.00	\$0.00	\$141.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
UCC	UCC 1 TO 2 PAGES	1	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.57	\$3.74	\$0.00	\$0.00	\$33.69
<b>Category Totals</b>		<b>92</b>	<b>\$4,919.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,580.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35.10</b>	<b>\$191.46</b>	<b>\$0.00</b>	<b>\$440.20</b>	<b>\$1,672.24</b>
<b>MARR</b>														
				<b>Fee</b>	<b>NCCTF</b>	<b>DVCF</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>County Receipts</b>					
ML	MARRIAGE LICENSE	7	\$420.00	\$0.00	\$35.00	\$210.00	\$6.30	\$16.87	\$151.83					
<b>Category Totals</b>		<b>7</b>	<b>\$420.00</b>	<b>\$0.00</b>	<b>\$35.00</b>	<b>\$210.00</b>	<b>\$6.30</b>	<b>\$16.87</b>	<b>\$151.83</b>					
<b>NO BOOK</b>														
				<b>Fee</b>	<b>Special</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>County Receipts</b>						
B	BIRTH CERTIFICATE	15	\$190.00	\$0.00	\$0.00	\$2.85	\$18.78	\$168.37						
COPIES	COPIES	1	\$3.00	\$0.00	\$0.00	\$0.04	\$0.30	\$2.66						
DC	DEATH CERTIFICATE	14	\$420.00	\$0.00	\$0.00	\$6.30	\$41.41	\$372.29						
MC	MARRIAGE CERTIFICATE	3	\$40.00	\$0.00	\$0.00	\$0.60	\$3.95	\$35.45						
NSTP	NOTARY STAMP	1	\$10.00	\$0.00	\$0.00	\$0.15	\$9.85	\$0.00						

*Timothy J. Esolen*  
Submitted 5/31/2023 by Timothy J. Esolen, Reg. of Deeds

Ledger Summary Report - Roll-up

Timothy J. Esolen, REGISTER OF DEEDS

Washington, NC  
31212-31349

Printed 05/31/2023

Category	Receipt Code	Count	Total											
<b>Category Totals</b>		34	\$963.00	\$0.00	\$0.00	\$9.94	\$74.29	\$578.77						
<b>NOTARY</b>														
				<b>Recording</b>	<b>Special</b>	<b>Floodplain Mapping</b>	<b>Excise Tax</b>	<b>Land Transfer</b>	<b>Dept Cultural Res</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>State General Fund</b>	<b>State Treasurer Amt</b>	<b>County Receipts</b>
NOTARY	NOTARY	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.15	\$0.99	\$0.00	\$0.00	\$8.86
<b>Category Totals</b>		1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.15	\$0.99	\$0.00	\$0.00	\$8.86
<b>PLAT CABINET</b>														
				<b>Recording</b>	<b>Special</b>	<b>Floodplain Mapping</b>	<b>Excise Tax</b>	<b>Land Transfer</b>	<b>Dept Cultural Res</b>	<b>Pension Fund</b>	<b>Automation Fund</b>	<b>State General Fund</b>	<b>State Treasurer Amt</b>	<b>County Receipts</b>
MAP	MAP	4	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.28	\$8.28	\$0.00	\$0.00	\$74.44
<b>Category Totals</b>		4	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.28	\$8.28	\$0.00	\$0.00	\$74.44
<b>Report Totals</b>		138	\$6,096.00											
Automation Fund Total:			\$291.89											
County Receipts Total:			\$2,486.14											
DVCF Total:			\$210.00											
Excise Tax Total:			\$2,580.00											
NCCTF Total:			\$35.00											
Pension Fund Total:			\$52.77											
State Treasurer Amount Total:			\$440.20											
Cash Total:			\$1,141.00											
Check Total:			\$4,955.00											
ACH Total:			\$0.00											
Card Total:			\$0.00											
Escrow Account Total:			\$0.00											
Overpayment Total:			\$0.00											

Public Utilities

Lee Sasser

No report submitted.

Landfill

Mike Gray

1. Land Clearing (L.C.) --- 76.43
2. Const. & Demo. (C&D) --- 87.47
3. Inert Debris (I.D.) ---- 26.22
4. Scrap Metal --- 0
5. Tires --- 4.86

Total for the month is 389, 960 lbs. = 194.98 Tons.

Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Anna Johnson

Detention:

- 01. MAINTENANCE CAME TO CHECK AIR CONDITION UNIT FOR A AND B-BLOCK ON 05/03/2023.**
- 02. MAINTENANCE WORKED ON A-BLOCK SHOWER, CELL 1, 5 AND 4**
- 03. JAIL INPECTOR CAME 05/11/2023**
- 04. PAYTELL ARRIVED TO FIX PHONE IN B AND C-BLOCK ON 05/22/2023.**
- 05. ELEVATOR MAINTENANCE CAME TO SERVICE ELEVATORSON 05/23/2023.**

No other report submitted.

### Information Technology

Darlene Fikes

1. Compare pricing for VC3 & SSG for network upgrades required for VoIP. SSG approximately \$7,000 less.
2. Review copier proposals with Missy & Curtis. Select lowest bid from CopyPro. Contact CopyPro and request contract to be sent asap for Curtis to review.
3. Refresh quotes for Network Upgrades and O365 through SSG.
4. Submit request to BrightSpeed for additional phone line installation to be used for 911 admin line. Installed April 27. Contact NMAC to install line on 911 phone. Contact EdgeOne to add new line to recorder. Tentative date scheduled June 1.
5. Contact BrightSpeed to check audio on extension 252 at block. 911 phone extension not recording. Had several conversations with NCDIT, Specialty Underwriters and BrightSpeed. BrightSpeed said they will send tech to do this job, but will no longer support our phone system due to age even if we agree to pay time and materials. Contact Specialty Underwriters to have phone system removed from agreement for FY23-24.
6. Missy ordered two digital door locks. One for Water Dept and one for storage room. Have Facilities install. Review codes with Missy and program door locks.
7. Order all supplies needed in IT and review that all subscriptions for FY22-23 have been ordered.
8. Review budget FY22-23 and reconcile with Finance records. Create summary sheet of any accounts with money remaining and explanation. Email to County Manager and Finance.
9. List BTU's of equipment in 911 server room and email to Ricky Young as requested.
10. Submit feedback to Dell for seed program for Emergency Management technology cart in order to receive cart free of charge. Savings of \$1,589.68.
11. Get laptop quote for Facilities and place order. Receive laptop and setup. Apply all security Updates and Dell updates, create profiles & configurations, install antivirus, setup Office/email/sync folder with server, setup Edmunds with permissions.
12. Troubleshoot why all phone calls to Town of Plymouth are being routed to 911 Center. Phones are down at Town. Request that they activate a voice mailbox instead of all calls going to 911 Center.
13. Troubleshoot issue with credit card machine not making connection in Co-op Extension office. Rebecca said she needed connection asap due to collecting money for the Livestock show. Will need to install another line through BrightSpeed. Meantime, Rebecca and

Christie tried to resolve issue through the State and was informed they were not allowed to use credit card machine.

14. Troubleshoot issue with Landfill phone. Discover internet service through BrightSpeed was not disconnected when hotspot was installed. Disconnect BrightSpeed internet service.
15. Contact BrightSpeed concerning billing for ANI and new admin line 252-791-1700.
16. Document remaining surplus items from EM/Planning and send to Renee.
17. Complete Department Head Survey and submit.
18. Troubleshoot issue with printer in Jail.
19. Refurbish Veterans desktop and update for ECU intern Braxton Kilby. Setup Braxton on network.
20. Review Motorola quotes for upgrading consolettes in server room and fire radio/antenna/repeater with Martin Chriscoe. Email info to Anna with my notes for applying for 911 grant to cover costs.
21. Troubleshoot issue with docking station on Facilities laptop. Dell will send out new one.
22. Discuss with Sharon Stevens (District Manager for Probation/Parole) cabling in building they will be moving in. County is not responsible for the running cables.
23. SOG 2023 NCLGISA Spring Symposium – May 24-26
24. Attend Departmental meeting.
25. Attend County Manager group meeting.
26. Attend Commissioners meeting.
27. Check postage machine during the month to determine when postage is needed.
28. Stamp, sign & copy invoices & take to Finance.
29. Reconcile Budget Statement.

### Senior Center

Vanessa Joyner

**Overall:** We had a good month of activities for April. The seniors are coming on a regular basis. They enjoy coming and participating in our events.

**Senior Games Practice – April 3, 2023** – The seniors were outside practicing for the senior games with football toss, softball throw and discus throw.

**Fitness Workout – April 3, 2023** – Martha Carter teaches fitness workout in the evenings. This class is more cardio than the chair exercise class. The class is really growing. The participants really like the class.

**Senior Games – April 4, 2023** – We carried the seniors to opening day of the Senior Games. We had twenty-three (23) seniors to attend. They had a lot of fun and brought back many medals. I am so proud of them.

**Beginner's Line Dance – April 4, 2023** – Linda Brannon teaches beginner's line dance. This is a fun class. We are practicing for participant in the Senior Games Showcase.

**Senior Games Celebration – April 5, 2023** – All the seniors came back with their medals and we celebrated their success. We served cake and ice cream. We took a group picture with their medals.

**Sewing with Geraldine – April 5, 2023** – Ms. Davenport is teaching the seniors to make different items. They are working on making a skirt from neckties. It is different and very attractive.

**Inspirational Studies – April 5, 2023** – Teresa McNair comes and share great information with the seniors. This is one of our largest activity. She is doing a great job.

**Craft with Sandra – April 5, 2023** – Sandra Lee comes on Wednesday and provide a craft for the seniors to make. She comes up with so many brilliant ideas for them to make. They enjoy the crafts with Sandra.

**Pickle Ball – April 5, 2023** – We go to Recreation’s Gym to play pickle ball. We have 6-8 seniors that participate. They really enjoy pickle ball.

**Bridge – April 5, 2023** – We have of group of seniors that love to play bridge. They come every week to play.

**Chair Exercise – April 6, 2023** – Maria Johnson teaches chair exercise. They use bands, weights, do some walking and cardio.

**Line Dance with Linda – April 6, 2023** – This is for the more advanced line dancers. The beginner line dancers are also coming and really doing a great job.

**Memory Games with Lois – April 11, 2023** – The seniors really look forward to Ms. Lois Davis and her group come to play games with them. Ms. Davis comes up with unique games to play with them. She also gives out prizes and they really love that.

**Hangman – April 12, 2023** – We have a computer program that we can play different games with the seniors. They are getting better with these games.

**Movie Day – April 13, 2023** – We pick out a movie for the seniors to watch and pop popcorn to eat while watching the movie. They like that a lot.

**Activity with Pre-K – April 18, 2023** – We carried the seniors to visit Pre-K students to read to them. All the classes came together and the seniors read stories to the kids and interacted with them. The children enjoyed the visit and the seniors did a great job reading to them. It was so much fun.

**Chair volleyball – April 19, 2023** – We have an indoor volleyball net and use a beach ball to play volleyball. They are sitting at the net. They seniors can get very competitive with sports. They have fun playing.

**Bingo with Annette - April 20, 2023** – Ms. Annett Davis comes and play bingo with the seniors. They seniors loves bingo. That day has a large turnout as well.

**Bowling – April 25, 2023** – We carried the seniors to Williamston to bowl. We sometimes do indoor bowling at the center. They wanted to really bowl and they had a lot of fun. They were better than I imagined.

**Coffee Break – April 27, 2023** – This is a time for the seniors to talk to the director and express their concerns and wishes. We get ideas of what they want to do. They come up with many things they want to do. We try to accommodate as many of them as we can.

**Nutrition Presentation – April 27, 2023** – Martha Carter our Nutrition Site Manager gives the seniors different ideas of ways to cut back on certain foods or choose better foods that has less fat or less calories.

#### **Exercise Classes offered at the Center:**

Fitness Workout – Monday/Wednesday 5:30 – 6:30 cost \$5.00 monthly

Yoga – Monday 7:00 – 8:00 cost \$5.00 monthly

Chair Exercise – Tuesday/Thursday 1:00 – 2:00 cost \$5.00 monthly

Beginner’s Line Dance – Tuesday 5:30 – 6:30 cost \$5.00 monthly

Line Dance – Thursday 5:30 – 6:30 cost \$5.00 monthly

Classes after 4:00 are opened to all citizens regardless of age.

## Airport

Knapp Brabble

1. Replaced 2 runway lights
2. Old woods mower ready for surplus, it was sold on govdeals and picked up on Friday the 28<sup>th</sup>.
3. QT POD working with good comments to date.
4. Requirements to be branded by Phillips Aviation has been accomplished.
5. Future Projects:
  - Replace Av/gas hose and jet fuel hose.
  - Clean debris around perimeter of airport.
  - Clean logging road overgrowth.  
Replace fuel pump night light at fueling station, about 20' tall.
  - Have to add fill dirt in spots around runway lights, and fixtures that has sunken in or washed away to meet FAA safety standards.
  - Runway: Need to put weed killer in cracks on runway and taxiway.
  - Need to cut grass north end, south end of runway, entire airport.  
Need to cut around runway and taxiway lights.
  - Will have to remove trees north end and south end of runway RPZ zone to meet FAA safety standards.
  - Remove rocks/stones around taxiway to improve mowing and save wear and tear on airport equipment.
  - Repair Beacon
  - Repair/replace PAPI lights (precision approach path indicator)
  - Repair/replace REIL (runway end identifier lights)
  - Replace underground phone line to FMU at refueling station.

And other items that are not on this list.

## Facility Services

Ricky Young

### Unfinished Business:

- The 911 HVAC is to be installed the first week of June(weather permitting)
- The Emergency Management Building is about 85% complete

### Maintenance:

- The Courthouse and the Emergency Management Building parking lots have been restriped
- Some signage around the Courthouse has been replaced
- We have completed 95 out of 102 work order

### Upcoming Projects:

- Continue with signage replacement
- Complete undone work orders
- Continue compiling the PM schedule

MTW Health District  
Wes Gray

No report submitted.

Surplus Report  
Renee' Collier

## Surplus Update for June 2023 BOC Meeting

### Currently At Auction or Advertising

Asset	List Price	End Date
<a href="#">Lot of Wooden Desks</a>	\$9.00	02 Jun 2023 03:35 PM ET
<a href="#">Proxima Projector PROAV9500 (condition unkown)</a>	\$25.00	02 Jun 2023 12:50 PM ET
<a href="#">Lot of 3 File Cabinets</a>	\$15.00	02 Jun 2023 01:26 PM ET
<a href="#">Lot of 11 Hexagonal Desks</a>	\$55.00	02 Jun 2023 02:40 PM ET
<a href="#">Lot of 3 File Cabinets</a>	\$9.00	02 Jun 2023 08:34 AM ET
<a href="#">Apple iPad 2 (working)</a>	\$50.00	02 Jun 2023 01:40 PM ET
<a href="#">Wooden desk</a>	\$50.00	02 Jun 2023 02:06 PM ET
<a href="#">PVC/Metal Easel</a>	\$10.00	02 Jun 2023 02:28 PM ET
<a href="#">1991 CAT D7H Dozer (NO TITLE AVAILABLE)</a>	\$5,000.00	15 Jun 2023 03:12 PM ET

### Sold ( or pending sale)

Asset	Price	Status
2010 Ford Explorer	(\$1,500.00)	SELLER ERROR- DID NOT PU
ARGO Conquest 8x8 Customized	\$14,100.00	Awaiting Payment
Surplus Lot Computers/Monitors/Printers, etc.- HDS removed- for parts	\$20.00	PU
Small Book Shelf and Side Table	\$3.00	NPU
20' Batwing Rotary Mower	\$3,850.00	PU

### Preparing to be Listed

Asset	Status
Ford E350 Passenger Van	Begins 6/5
Single Metal Desk	Begins 6/5
Metal Desk with Separate Hutch (WITHOUT CREDENZA)	Begins 6/5
Medium Conference Table	Begins 6/5
Large Conference Table	Begins 6/5
Work Table	Begins 6/5
Lot of 6 Chairs (group 1)	Begins 6/5
Lot of 6 Chairs (group 2)	Begins 6/5
Lot of 6 Chairs (group 3)	Begins 6/5

Lot of 2 Chairs (group 1)  
Lot of 2 Chairs (group 2)  
Lot of 2 Chairs (group 3)  
Lot of 2 Chairs (group 4)  
Onan 150 KW Generator

Begins 6/5  
Begins 6/5  
Begins 6/5  
Begins 6/5  
Begins 6/5

DSS

Clifton Hardison



Washington County Board of Social Services  
Regular Meeting Minutes  
Tuesday, April 18, 2023

Attendance

- Board of Social Services: Julius Walker and Harry White
- By Zoom: Wendy Furlough and Paulique Horton
- By Phone: Rona Norman
- Staff: Clifton Hardison, Cathy Ange, Tammy Mixon and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, April 18, 2023 at 9:00 AM. Mr. Walker, Chairman, called the meeting to order and welcomed everyone.

Additions/Deletions to the Agenda

Mr. Walker asked for any additions or deletions to the agenda. None were added.

Public Comments

None were given.

Consent Agenda

Rona Norman moved to approve the consent agenda that included the March 21, 2023 regular board meeting minutes. Mr. White gave a second to the motion and the vote in favor of the motion was unanimous.

Medicaid presentation: Tammy Mixon made a presentation to the Board regarding updates in Medicaid. Regarding the REDA audit we are starting round 2 for cycle 2. They will pull records each month for 10 months. The cases will be reviewed monthly to determine county DSS cases are in compliance. The next update is on the PHE (Public Health Emergency). It was announced from the white house on January 30, 2023 that the PHE will end on May 11, 2023. The Division of Health Benefits ceased any continued work in regards to Medicaid under the pandemic rules. The unwinding period started April 1, 2023 and will last until May 31, 2024. This gives counties time to work on all recertifications using special policy moving forward with getting back to normal policy in determining eligibility. Voice signature for Medicaid regardless if it's an application or recertification is now a permanent option as it was a temporary way to conduct business during COVID. This allowed clients to electronically sign the necessary consent forms for applications or recertifications.

Director's Report/Informational Items

Administration: We have five vacancies at this time: A Child Support Supervisor I position, a Permanency Planning Supervisor III position, two Social Worker III positions and a Social Worker IA&T position. All positions have been posted. We had an interview for the Child Support Supervisor I position however the applicant turned down the position due to salary. We also had an application for the Social Worker III position but the applicant only qualified as a Social Work Trainee and withdrew her application due to salary.

Food and Nutrition Services: Food Stamp statistics were reviewed.

Child Care: Child Care statistics were reviewed. We are continuing to pull children off the waiting list. We have 13 children on the waiting list at this time.

Medicaid: Medicaid and Program Integrity statistics were reviewed.

Children Services: Child Protective Services and Foster Care statistics were reviewed. We are currently working with a total of 24 children, 22 of them are in our custody.

Adult Services: Adult Services and Work First statistics were reviewed.

Child Support: Child Support statistics were reviewed. Lynn continues to manage the unit until we can get a new Child Support Supervisor hired.

Energy Program: Energy Programs were reviewed.

Riverlight Transit: Riverlight Transit statistics were reviewed.

Director's PowerPoint presentation and spreadsheet reports are attached.

Other items: The next meeting for the Board is May 16, 2023 at 9 a.m. It was announced that there are two board appointments that will expire June 30, 2023. One is the appointment by the Board of Commissioners and the other is the appointment by the Social Services Commission. For the Social Services Commission applications should be submitted to Gwendolyn Waller with the Social Services Commission. For the Commissioner appointment recommendations are to be emailed to Julie Bennett by the end of May, 2023.

Adjournment

Ms. Norman made a motion to adjourn and Mr. White gave a second to the motion. There being no further business to come before the Board, Mr. Walker adjourned the meeting.

Respectively submitted,  
Julius Walker, Chairman

Submitted by Cathy Ange



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor  
KODY H. KINSLEY • Secretary  
SUSAN G. OSBORNE • Assistant Secretary for Human Services

April 28, 2023

Clifton Hardison, Director  
Washington County Department of Social Services  
PO Box 10  
209 E. Main Street  
Plymouth, NC 27962  
[cliftonh@wcchs.org](mailto:cliftonh@wcchs.org)

Dear Mr. Hardison

I have evaluated the progress you have made in your 2021 FNS Performance Improvement Plan.

- I find that you have made significant improvement in all areas cited and I am releasing you from Performance Improvement upon receipt of this letter.
- I find that you have made significant improvement in the area(s) of \_\_\_\_\_ and can be removed from Performance Improvement in those area(s) upon receipt of this letter. However, I find that you have not made the improvement necessary to be removed from Program Improvement in the area(s) of \_\_\_\_\_.
- Please submit a revised plan to me by \_\_\_\_\_ at \_\_\_\_\_. I will conduct an additional monitoring six (6) months from submission and approval of your new plan.
- No new plan is necessary at this time continue to work under your current plan and I will monitor your progress again in the month of \_\_\_\_\_.

Thank you and your staff for the service your agency provides to the citizens of Washington County.

Sincerely,

*Deborah M. Brown*

Deborah M. Brown  
FNS Rep, Continuous Quality Improvement Specialist

Reviewed by:

Emma L. Burgy, Program Manager, Economic and Family Services

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2420 Mail Service Center, Raleigh, NC 27699-2420  
[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6300 • FAX: 919-334-1265

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

**WASHINGTON COUNTY  
BOARD OF SOCIAL SERVICES MEETING  
TUESDAY, MAY 16, 2023  
9:00 AM**

**BOARD ROOM**

**WASHINGTON COUNTY  
DEPARTMENT OF SOCIAL  
SERVICES**

**209 EAST MAIN ST  
PLYMOUTH, NC 27962**



**WASHINGTON COUNTY BOARD OF SOCIAL SERVICES MEETING  
AGENDA  
TUESDAY, MAY 16, 2023  
9:00 AM**

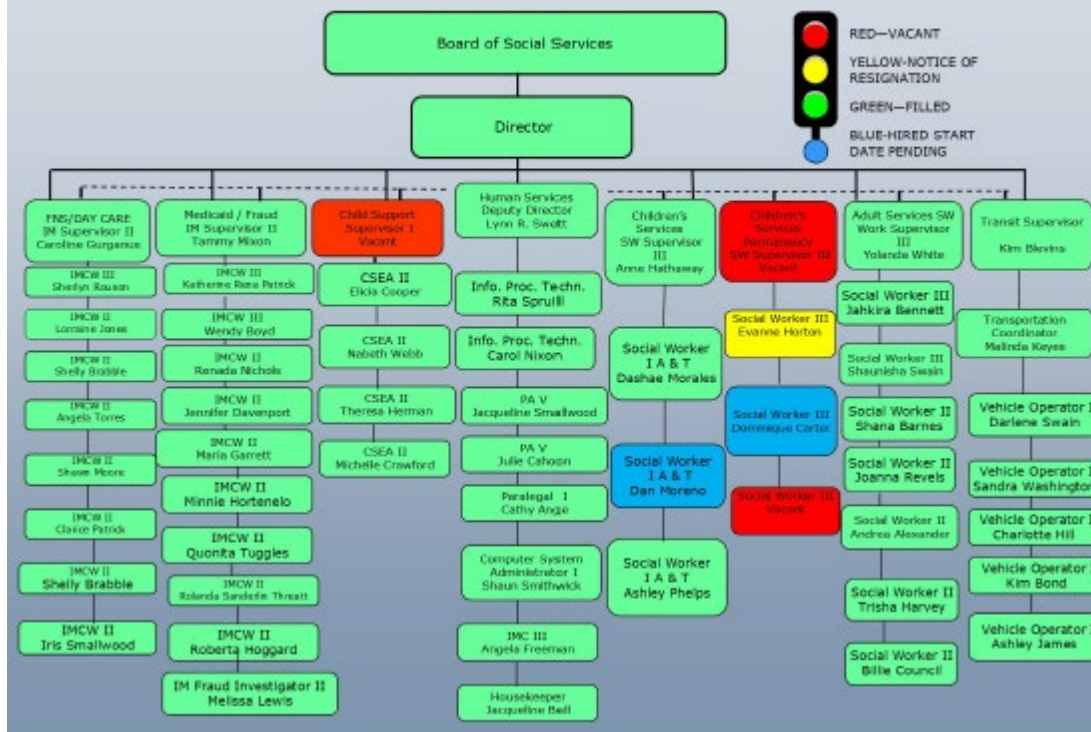
- 1. WELCOME AND CALL TO ORDER –CHAIR, JULIUS WALKER**
- 2. ADDITIONS OR DELETIONS TO THE AGENDA  
– CHAIR, JULIUS WALKER**
- 3. PUBLIC COMMENTS – CHAIR, JULIUS WALKER**
- 4. CONSENT AGENDA – CHAIR, JULIUS WALKER**
  - A. OPEN MEETING MINUTES – April 18, 2023**
- 5. BUDGET PRESENTATION – LYNN SWETT**
- 6. IN-HOME SERVICES BIDS – JULIUS WALKER**
- 7. BOARD OF SOCIAL SERVICES APPOINTMENT– JULIUS WALKER**
- 8. DIRECTOR’S REPORT – CLIFTON HARDISON**
- 9. OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-  
NEXT MEETING – Tuesday, JUNE 20, 2023 at 9:00 AM**
- 10. ADJOURN – CHAIR, JULIUS WALKER**

## Agenda Item 7: Consent Agenda

The consent agenda contains items that may be considered at one time and can be approved with one motion. These items may include the minutes of previous open meetings and closed meetings, budget amendments or other items that board members may deem to be approved with little or no discussion.

- Board members may add, delete or change any items that appear on the consent agenda. If any board member desires to discuss or vote separately on any item placed on the consent agenda, the item may be removed and placed on the regular agenda.
- If board members agree with the items placed on the consent agenda and they do not desire to discuss or remove any of the items, all of the items on the consent agenda may be approved with one vote. The consent agenda may be approved as presented with one motion. A second to the motion is required and the board will need to vote on the motion.
- If corrections must be made to Closed Session meeting minutes, a Closed Session will be needed to discuss them. If there are no corrections, the motion approving the minutes of the Regular Session minutes will also include the Closed Session minutes.
- Items on the consent agenda may be acted and voted upon individually also. The board will decide whether or not to consider consent agenda items individually.

## WASHINGTON COUNTY DSS ORGANIZATIONAL CHART



## DIRECTOR'S REPORT

- \* ADMINISTRATION/FINANCE
- \* FOOD & NUTRITION SERVICES
- \* CHILD CARE
- \* MEDICAID
- \* PROGRAM INTEGRITY
- \* CHILD WELFARE
- \* ADULT PROTECTIVE SERVICES
- \* IN-HOME SERVICES
- \* WORK FIRST EMPLOYMENT SERVICES
- \* WORK FIRST CASH ASSISTANCE
- \* ENERGY PROGRAMS
- \* CHILD SUPPORT SERVICES
- \* RIVERLIGHT TRANSIT

## Upcoming Audits / Monitorings

- Washington County SCCA (CHILD CARE) Monitoring begins November 22, 2022—an exit interview was held December 13, 2022, and results will not arrive no later than 90 days from that date.
  - Findings for Child Care Monitoring have been received, and rebuttals must be submitted to DCDEE no later than April 2023.
  - Rebuttals have been submitted and accepted. Calculations are now being completed for the Monitoring findings.
- HCCBG Monitoring occurred March 1, 2023. No results received as of this date.

## Audit/Monitoring Findings

- FNS M&E Program Improvement Plan has been satisfied. Letter in your packet.

COMMENTS? QUESTIONS?



DIRECTOR'S TRAVEL  
May 26, 2023 – Vacation  
June 2, 2023 - Vacation

ADMIN. Fy		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
22-23													
Staff Level	58	56	55	55	55	56	57	53	52	53	55		
Vacancies		2	3	3	3	2	1	5	6	5	3		
Front Desk Visits		246	213	201	236	193	195	456	229	256	183		
<b>FINANCIAL</b>													
Expenditures from 1571	\$3,401,526	\$381,904	\$342,334	\$316,642	\$342,939	\$356,643	\$321,315	\$324,032	\$350,339	\$302,446	\$362,932		
Percentage of total budget Remaining		86.00%	79.00%	72.00%	65.00%	57.00%	50.00%	43.00%	37.00%	31.00%	24.00%		

FNS FY 22-23	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		3,054	3,087	3,094	3,131	3,161	3,198	3,242	3,200	3,198	3,127		
Benefits	\$7,644,206	\$812,555	\$740,429	\$748,665	\$845,114	\$856,637	\$870,055	\$872,337	\$864,194	\$523,630	\$510,590		
Applications Taken	701	97	84	59	81	68	53	69	52	65	73		
Reviews Completed	785	142	55	55	39	42	43	41	127	119	122		

CHILD CARE FY 22-23	YTD TOTALS	June Service Month	July Service Month	August Service Month	Sept Service Month	Oct Service Month	Nov Service Month	Dec Service Month	Jan Service Month	Feb Service Month	March Service Month	April Service Month	May Service Month
Children Served		197	197	194	194	186	186	184	192	198	184	175	
Waiting List		25	25	27	36	39	19	25	18	18	13	14	
Benefit Amount	\$1,049,862	\$82,773	\$83,989	\$78,962	\$74,082	\$71,116	\$70,333	\$102,845	\$89,670	\$90,658	\$92,362	\$89,104	
Total Benefit Issued	\$ 925,894												
Benefit Remaining	\$123,968												

\*\*April numbers are preliminary

MEDICAID FY 22-23	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,281	4,294	4,320	4,336	4,326	4,380	4,425	4,415	4,396	4,356		
Applications Taken		407	28	28	49	34	49	54	40	47	38	40	
Reviews Completed		1,773	216	225	184	241	168	206	250	204	8	71	



PROGRAM INTEGRITY FY 22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
		Claims-On Going											
	FNS	21	21	23	21	21	7	9	12	12	14		
	Medicaid	2	2	2	2	3	1	1	1	1	1		
	WFFA	0	0	0	0	0	0	0	0	0	0		
	Child Care	12	12	12	12	12	12	12	12	12	12		

DUE TO COVID-19 PANDEMIC SUSPENSION OF CLAIM COLLECTIONS, CASES HAVE MOVED FROM (CO) PLC IN COLLECTIONS STATUS TO (TE)

CHILD PROTECTIVE SERVICES FY 22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
		Total Children involved with Foster Care		30	29	28	19	19	17	23	23	24	26
Total Children in DSS Custody		23	23	22	19	19	17	22	22	22	25		
Total Children not in DSS Custody		7	6	6	0	0	0	1	1	2	1		
Reports Received		13	8	6	4	3	3	6	5	4	6		
Children in Assessments/ Investigations		28	33	28	27	26	44	23	25	27	29		

ADULT PROTECTIVE SERVICES FY '22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
		Reports Received		5	5	5	6	11	5	5	3	12	8
Total Active Cases		10	6	10	7	10	8	5	3	10	10		
Guardianship Cases		5	5	5	5	5	5	5	5	5	6		

IN HOME SERVICES FY 22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
In Home Aid Clients		10	10	10	9	9	10	10	10	10	10		
In Home Aid Inquiry List		0	22	22	20	22	22	22	18	24	25		
Special Assist In Home Aid Clients		0	1	1	1	1	1	1	1	2	1		
Community Alternatives Program for Disabled Adult Clients (CAP)		52	54	51	50	50	50	49	49	51	51		
CAP Waiting List		0	0	0	0	0	0	0	0	0	0		

Work First Employment & Cash Assistance FY 22-23	ytd Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cash Benefits Issued		\$4,822	\$30,225	\$5,303	\$4,734	\$4,650	\$5,079	\$5,461	\$5,274	\$5,219	\$5,091		
Emergency Assist Issued		\$964	\$0	\$1,983	\$6,404	\$5,862	\$3,432	\$1,355	\$600	\$0	\$0		
Employment Assist Issued		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Community Med Suppt		\$0	\$0	\$0	\$64	\$0	\$0	\$0	\$0	\$0	\$0		
Applications Taken		1	0	0	2	2	1	5	0	1	2		
Single Parent Caseload		11	11	12	12	12	13	14	12	9	12		
Two Parent Caseload		0	0	0	0	0	0	0	1	0	0		
Child Only Cases		13	13	11	11	11	12	12	13	13	12		
200% of Poverty Cases		4	4	4	4	5	4	7	6	6	6		
TOTAL OPEN CASES		29	29	29	28	28	28	34	30	28	29		

ENERGY PROGRAMS FY 22-23	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	332	20	35	49	57	48	49	42	3	16	13		
CIP Paid	\$ 63,712	\$ 2,975	\$ 10,248	\$ 8,760	\$ 13,479	\$ 13,102	\$ 12,220	\$ 743	\$ 2,184	\$ 0	\$ 0		
CIP remaining balance	\$ 5,125												
LIEAP Apps		0	0	0	0	0	35	189	67	66	5		
LIEAP paid	\$ 44,600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,100	\$ 6,000	\$ 14,800	\$ 600	\$ 20,100		
LIEAP remaining balance	\$ 8,145												
LIHWAP Apps		15	17	22	17	18	12	19	10	14	28		
LIHWAP paid	\$ 50,974	\$ 2,499	\$ 7,324	\$ 9,466	\$ 7,016	\$ 3,409	\$ 827	\$ -	\$ 2,936	\$ 7,325	\$ 10,173		
LIHWAP remaining balance	\$ 15,834												

CHILD SUPPORT- WASHINGTON CO. FY 22-23		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads		1,140	1,136	1,128	1,131	1,114	1,109	1,052	1,063	1,049	1,043		
Paternity Established	37	4	1	8	0	4	8	3	3	1	5		
Total Collections	\$1,117,935	\$125,060	\$116,925	\$120,670	\$106,259	\$104,828	\$97,524	\$102,440	\$86,095	\$140,442	\$ 117,692		
Orders Established	29	6	1	5	3	2	6	2	1	2	1		
CHILD SUPPORT- TYRRELL CO.													
Total Caseload		190	189	187	186	188	190	190	188	183	182		
Paternity Tests Performed	2	0	0	0	1	0	0	0	1	0	0		
Total Collections	\$291,794	\$29,253	\$30,800	\$29,684	\$28,331	\$27,856	\$30,092	\$26,175	\$26,646	\$34,839	\$ 28,118		

RIVERLIGHT TRANSIT FY 22-23	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly Unduplicated Riders	70	72	57	66	67	62	70	93	80	75		
Medicaid Transportation	39	41	36	41	35	31	29	44	35	33		
MODIVCARE	10	8	4	5	3	3	6	7	8	5		
ONE CALL	0	0	0	0	0	0	0	0	0	0		
Roanoke Development Center	0	0	0	0	0	0	0	0	0	0		
Senior Center	6	0	0	8	9	8	9	8	8	9		
Rural General Public	9	12	10	8	12	8	15	19	14	13		
Other (DDS, WF, EDTAP)	6	11	7	4	8	12	11	15	15	15		

RIVERLIGHT TRANSIT FY 22-23	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly One-Way Passenger Trips	311	376	290	423	406	311	469	582	671	612		
Roanoke Development Center	0	0	0	0	0	0	0	0	0	0		
Medicaid Transportation	205	265	207	236	189	135	159	205	229	186		
MODIVCARE	0	0	0	0	0	0	0	0	0	0		
ONE CALL	0	0	0	0	0	0	0	0	0	0		
Senior Center	12	0	0	102	105	71	156	205	238	227		
Other (DDS, WF, EDTAP)	45	70	48	58	76	85	98	92	120	117		
Rural General Public	49	41	35	27	36	20	56	80	84	82		

WASHINGTON COUNTY

# STATISTIC REPORT



Reporting Period:

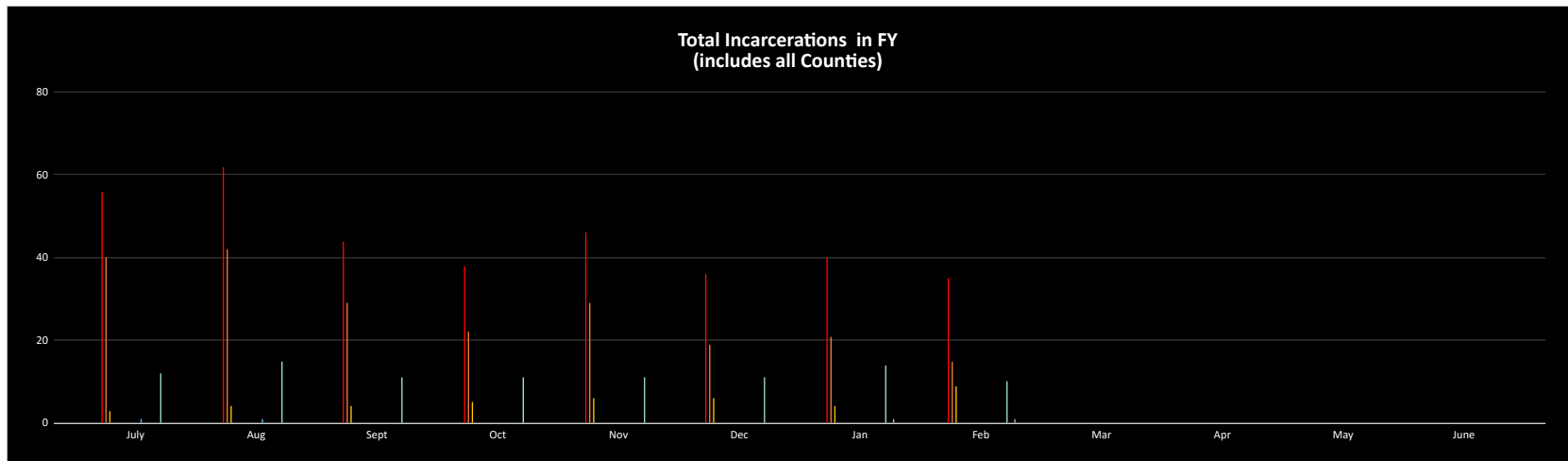
**MAY 2023**

# DETENTION

## FY22-23

### Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		56	62	44	38	46	36	40	35	0	0	0	0	357	357
WASHINGTON	Male	40	42	29	22	29	19	21	15					217	258
	Female	3	4	4	5	6	6	4	9					41	
CHOWAN	Male	0	0	0	0	0	0	0	0					0	0
	Female	0	0	0	0	0	0	0	0					0	
HYDE	Male	0	0	0	0	0	0	0	0					0	0
	Female	0	0	0	0	0	0	0	0					0	
MARTIN	Male	0	0	0	0	0	0	0	0					0	0
	Female	0	0	0	0	0	0	0	0					0	
BEAUFORT	Male	0	0	0	0	0	0	0	0					0	2
	Female	1	1	0	0	0	0	0	0					2	
PITT	Male	0	0	0	0	0	0	0	0					0	0
	Female	0	0	0	0	0	0	0	0					0	
HERTFORD	Male	0	0	0	0	0	0	0	0					0	0
	Female	0	0	0	0	0	0	0	0					0	
SMCP	Male	12	15	11	11	11	11	14	10					95	95
	Female	0	0	0	0	0	0	0	0					0	
NORTHAMPTON	Male	0	0	0	0	0	0	1	1						2
US PRISON TRANSPORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	



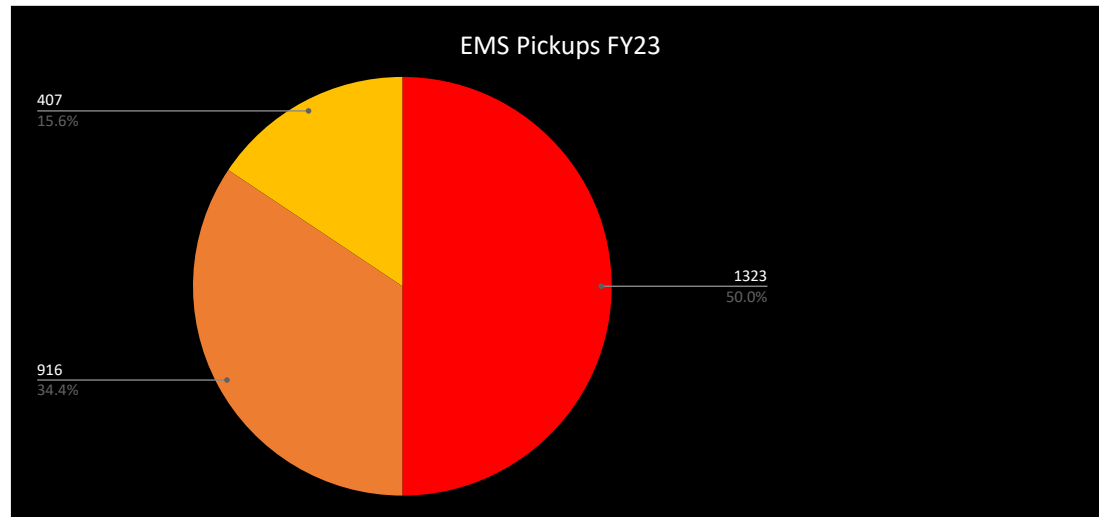
## EMERGENCY MEDICAL SERVICES (EMS) FY22-23

### Washington County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	138	134	130	151	144	166	151	146	163				1323
WC Transported	98	101	91	106	98	104	113	95	110				916
WC Refusals	40	33	39	45	46	62	38	51	53				407
<b>Transport Washington</b>													
Hospital to Hospitals	6	2	3	1	1	0	0	1	0				14
SNF to Doctors	85	65	98	136	88	95	87	108	131				893
Hospital Discharges	10	21	12	19	10	6	14	7	12				111
EMS Back Up	1	6	6	3	1	7	10	3	7				44

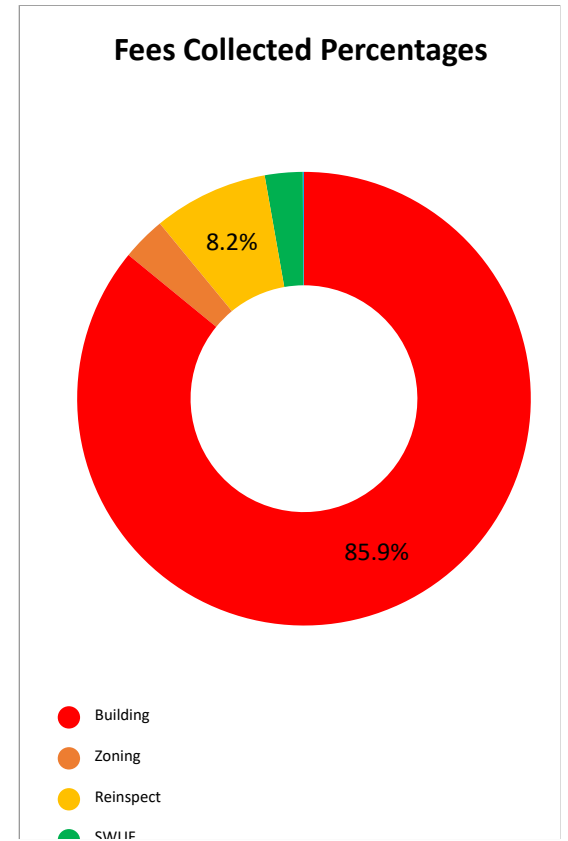
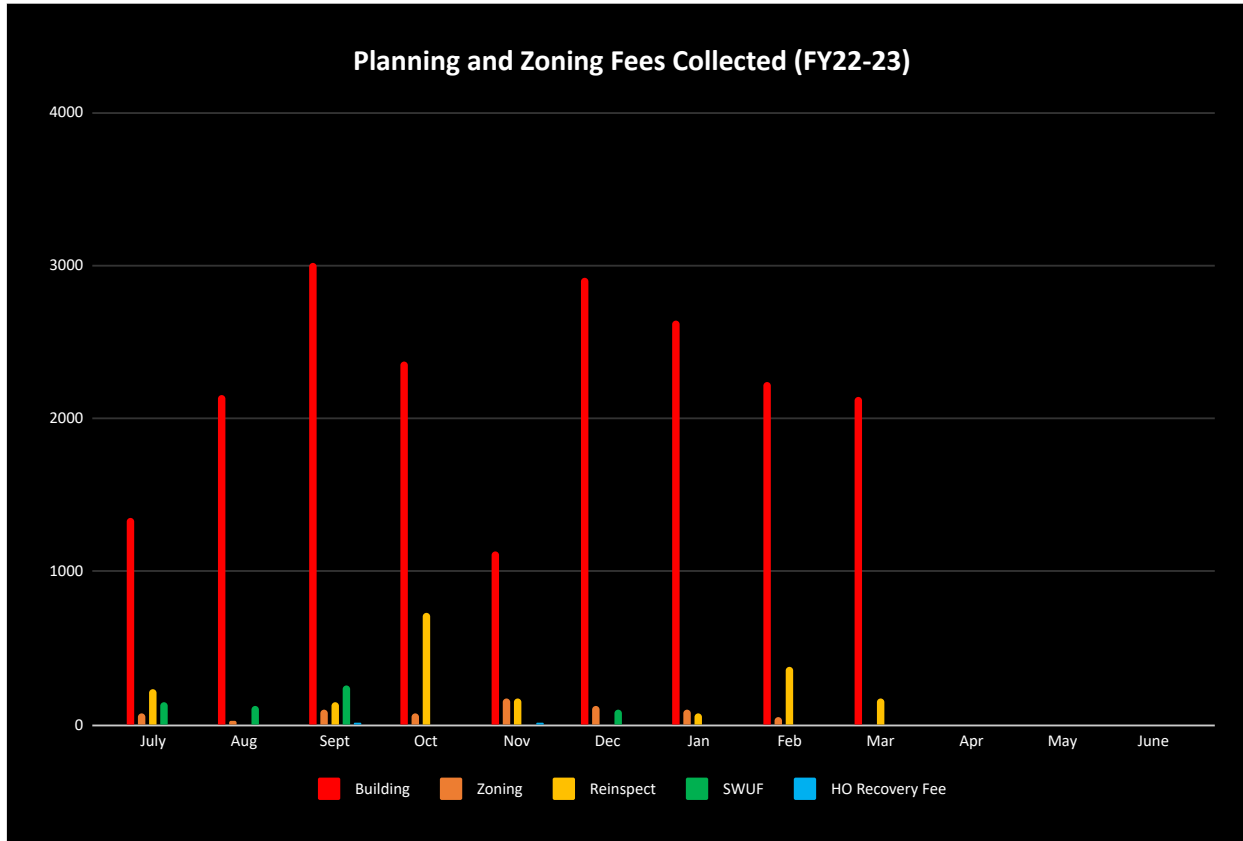
### Tyrrell County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	60	61	69	71	54	50	62	49	55				531
TC Transported	49	41	48	44	36	38	43	25	41				365
TC Refusals	11	20	21	27	18	12	19	24	14				166
<b>Mutual Aid Hyde</b>													
HC Dispatched	0	0	0	2	0	0	0	0	0				2
HC Transported	0	0	0	0	0	0	0	0	0				0
HC Refusals	0	0	0	2	0	0	0	0	0				2



**PLANNING AND ZONING  
FY22-23  
Inspections and Fees**

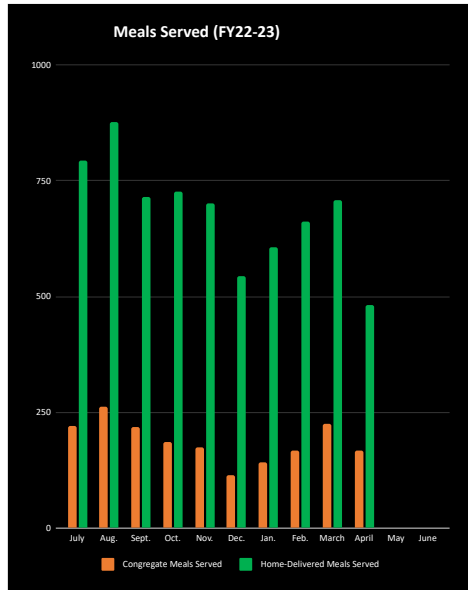
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Building</b>	\$1,355.00	\$ 2,150.00	\$3,014.54	\$2,374.60	\$1,130.00	\$2,912.12	\$2,638.24	\$2,233.00	\$2,145.00				\$19,952.50
<b>Zoning</b>	\$ 75.00	\$ 25.00	\$ 100.00	\$ 75.00	\$ 175.00	\$ 125.00	\$ 100.00	\$ 50.00					\$725.00
<b>Reinspect</b>	\$ 225.00	\$ -	\$ 150.00	\$ 725.00	\$ 175.00	\$ -	\$ 75.00	\$ 375.00	\$ 175.00				\$1,900.00
<b>SWUF</b>	\$150.00	\$ 125.00	\$ 250.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -					\$625.00
<b>HO Recovery Fee</b>	\$0.00		\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -					\$20.00
<b>Total</b>	<b>\$1,805.00</b>	<b>\$2,300.00</b>	<b>\$3,524.54</b>	<b>\$3,174.60</b>	<b>\$1,490.00</b>	<b>\$3,137.12</b>	<b>\$2,813.24</b>	<b>\$2,658.00</b>	<b>\$2,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,222.50</b>



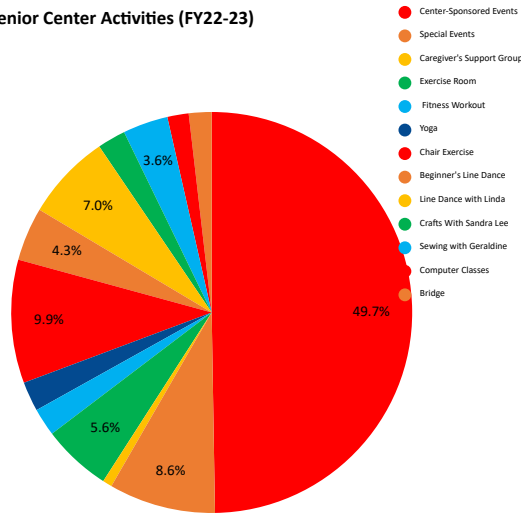


## SENIOR CENTER FY22-23

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
<b>PARTICIPANT DATA</b>													<b>4207</b>
Unduplicated Attendees	54	68					50	242	169	185			<b>768</b>
New Participants	2	2					1	1	3				<b>9</b>
Center-Sponsored Events	265	261					105	224	303	548			<b>1706</b>
Special Events	26	40					14	65	98	52			<b>295</b>
Caregiver's Support Group	5	5					4	4	4	4			<b>26</b>
Exercise Room	24	51					15	33	39	29			<b>191</b>
Fitness Workout	6							15	26	30			<b>77</b>
Yoga	16	12					12	20	12	10			<b>82</b>
Chair Exercise	65	70					46	62	64	34			<b>341</b>
Beginner's Line Dance	14	21					18	39	39	17			<b>148</b>
Line Dance with Linda	27	31					37	40	62	42			<b>239</b>
Crafts With Sandra Lee	14	12					12	14	15	11			<b>78</b>
Sewing with Geraldine	16	22					16	27	22	22			<b>125</b>
Drop-in Activities													<b>0</b>
Computer Classes							29	30					<b>59</b>
Bridge							16	14	18	15			<b>63</b>
													<b>YTD Total</b>
<b>MEAL DATA</b>	<b>1013</b>	<b>1139</b>	<b>934</b>	<b>911</b>	<b>874</b>	<b>658</b>	<b>749</b>	<b>829</b>	<b>934</b>	<b>649</b>	<b>0</b>	<b>0</b>	<b>8690</b>
Congregate Meals Served	220	262	218	185	173	115	142	168	226	168			<b>1877</b>
Home-Delivered Meals Served	793	877	716	726	701	543	607	661	708	481			<b>6813</b>
Congregate Meals-Pick-Ups													<b>0</b>
													<b>YTD Total</b>
<b>CONTRIBUTION DATA</b>	<b>\$ 438.50</b>	<b>\$ 532.19</b>	<b>\$ 379.05</b>	<b>\$ 169.65</b>	<b>\$ 886.90</b>	<b>\$ 1,070.4</b>	<b>\$ 289.00</b>	<b>\$ 310.85</b>	<b>\$ 532.39</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$ 4,608.53</b>
Congregate Meals	\$ 148.50	\$ 132.19	\$ 39.05	\$ 54.65	\$ 91.90	\$ 129.00	\$ 50.85	\$ 62.39					<b>\$ 708.53</b>
Home-Delivered Meals	\$ 155.00	\$ 215.00	\$ 270.00	\$ 225.00	\$ 125.00	\$ 810.00	\$ 70.00	\$ 145.00	\$ 265.00				<b>\$ 2,055.00</b>
Activity Fees	\$ 125.00	\$ 85.00	\$ 70.00	\$ 115.00	\$ 105.00	\$ 60.00	\$ 90.00	\$ 115.00	\$ 205.00				<b>\$ 970.00</b>
Donations	\$ 10.00	\$ 100.00			\$ 565.00	\$ 200.00							<b>\$ 875.00</b>



### Senior Center Activities (FY22-23)



**TAX  
FY22-23**

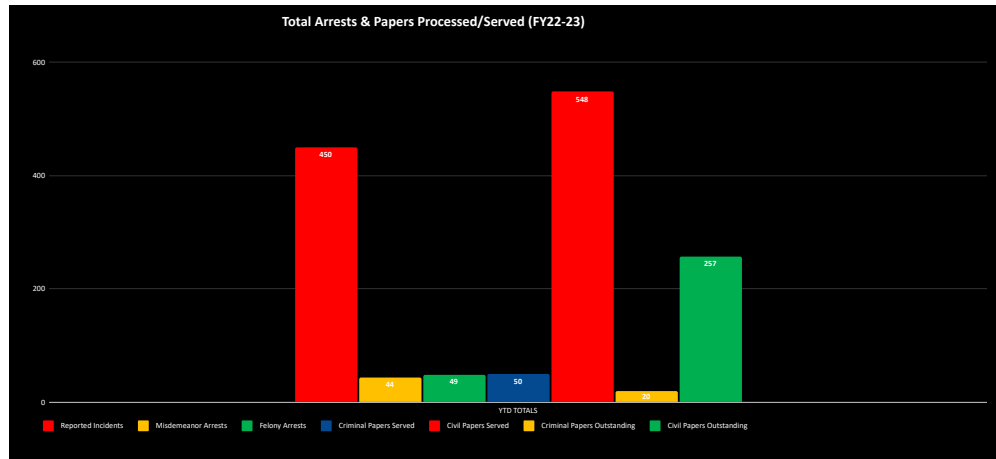
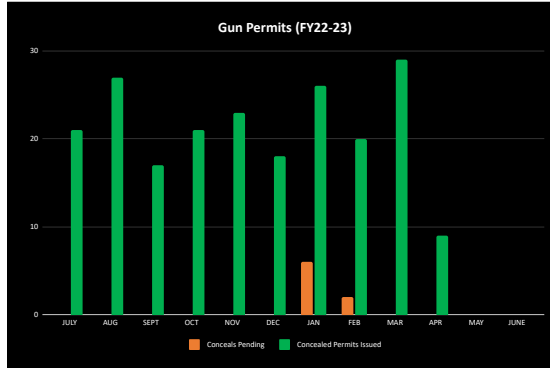
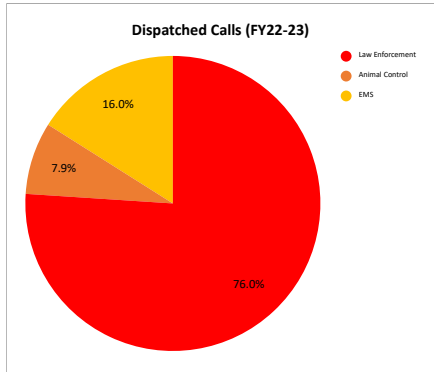
	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Collections</b>													
Amount*													\$ -
Current Year Tax	\$ 898,210.32	\$ 2,292,012.84	\$ 404,187.42	\$ 223,827.03	\$ 361,823.03	\$ 1,110,348.78	\$ 1,091,162.57	\$ 84,341.25	\$ 179,886.13	\$ 94,596.54			\$ 6,740,395.91
Current Yr Discount	\$ (16,983.97)	\$ (32,457.61)	\$ (600.68)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ (50,042.26)
Current Year Penalty	\$ 107.78	\$ 2,564.03	\$ 516.33	\$ 218.50	\$ 127.82	\$ 3,821.16	\$ 1,645.99	\$ 56.46	\$ 405.62	\$ 636.90			\$ 10,100.59
Current Year Interest	\$ -	\$ -	\$ -	\$ 554.41	\$ -	\$ -	\$ 3,831.19	\$ 2,388.03	\$ 6,412.70	\$ 5,262.46			\$ 18,448.79
Watershed Tax													
Current Yr	\$ 10,162.47	\$ 27,388.25	\$ 4,764.97	\$ 2,666.75	\$ 3,961.14	\$ 13,162.78	\$ 12,982.50	\$ 1,017.57	\$ 2,210.97	\$ 1,436.01			\$ 79,753.41
Watershed Discount	\$ (203.16)	\$ (387.62)	\$ (7.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ (597.78)
Watershed Penalty	\$ 1.24	\$ 30.56	\$ 6.09	\$ 1.11	\$ 1.17	\$ 40.09	\$ 18.08	\$ 0.72	\$ 4.20	\$ 32.46			\$ 135.72
Watershed Interest	\$ -	\$ -	\$ -	\$ 6.41	\$ -	\$ -	\$ 40.19	\$ 27.83	\$ 75.75	\$ 253.41			\$ 403.59
Prior Year Tax	\$ 44,247.58	\$ 89,391.99	\$ 42,863.52	\$ 33,593.45	\$ 42,599.81	\$ 25,468.87	\$ 46,974.51	\$ 28,359.63	\$ 24,187.74	\$ 22,462.54			\$ 400,149.64
Prior Year Penalty	\$ 154.44	\$ 72.04	\$ 12.85	\$ 58.08	\$ 33.73	\$ 70.85	\$ 1,149.64	\$ 20.80	\$ 95.82	\$ 332.79			\$ 2,001.04
Prior Year Interest	\$ 4,028.32	\$ 8,724.90	\$ 5,215.11	\$ 3,961.82	\$ 13,239.58	\$ 3,192.96	\$ 6,444.00	\$ 7,351.02	\$ 4,600.13	\$ 4,352.45			\$ 61,110.29
Prior Year Watershed	\$ 378.70	\$ 590.37	\$ 306.97	\$ 265.82	\$ 245.71	\$ 111.99	\$ 460.53	\$ 194.44	\$ 253.03	\$ 210.12			\$ 3,017.68
Prior Year WS Penalty	\$ 1.69	\$ 0.91	\$ 0.33	\$ 0.88	\$ 0.44	\$ 0.53	\$ 1.72	\$ 0.27	\$ 1.20	\$ 4.18			\$ 12.15
Prior Year WS Interest	\$ 333.37	\$ 468.29	\$ 271.88	\$ 289.19	\$ 364.36	\$ 177.76	\$ 390.63	\$ 311.07	\$ 397.52	\$ 295.03			\$ 3,299.10
Bad Checks	\$ -	\$ -	\$ (538.54)	\$ (1,425.85)	\$ -	\$ -	\$ (16,503.95)	\$ -	\$ (1,651.31)	\$ (447.56)			\$ (20,567.21)
Prepayments	\$ 520.18	\$ 3,572.47	\$ 3,255.73	\$ 3,081.94	\$ 2,834.72	\$ 2,578.00	\$ 4,024.04	\$ 6,213.21	\$ 10,096.17	\$ 6,519.65			\$ 42,696.11
<b>TOTAL</b>	<b>\$ 940,958.96</b>	<b>\$ 2,391,971.42</b>	<b>\$ 460,254.98</b>	<b>\$ 267,099.54</b>	<b>\$ 425,231.51</b>	<b>\$ 1,158,973.77</b>	<b>\$ 1,152,621.64</b>	<b>\$ 130,282.30</b>	<b>\$ 226,975.67</b>	<b>\$ 135,946.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,290,316.78</b>
<b>Advalorem Garnishments</b>													
Initiated	1	5	0	9	10	0	0	0	36				61
Amount	\$ 1,338.48	\$ 3,763.76	\$ -	\$ 4,187.72	\$ 8,832.11	\$ -	\$ -	\$ 0	\$ 252,195				\$ 268,978.37
Satisfied/Cancelled	0	0	0	2	7	0	0	0	5				14
Amount	\$ -	\$ -	\$ -	\$ 787.64	\$ 4,174.69	\$ -	\$ -	\$ 0	\$ 74,761				\$ 79,723.62
* <b>Bank Attachments are usually in/out the same month - the bank either pays or sends a notice that no funds are available.</b>													
<b>Tax and Tag Collections</b>		76,269.23	\$ 93,475.19	\$ 77,088.65	65,226.07	\$ 76,396.96	72,306.44	75,682.14	\$ 87,132.94	86,682.81			\$ 710,260.43
<b>Solid Waste Fees</b>													\$ -
Billed Current Yr	\$ 1,173,600.00												\$ 1,173,600.00
Collected Current Yr	\$ 171,230.20	\$ 329,298.44	\$ 73,561.83	\$ 54,369.74	\$ 69,541.33	\$ 164,851.90	\$ 105,240.78	\$ 33,899.24	\$ 65,839.69	\$ 43,997.14			\$ 1,111,830.29
Bad Checks	\$ -	\$ -	\$ (300.00)	\$ (340.00)	\$ -	\$ -	\$ (903.57)	\$ -	\$ (300.00)	\$ (2.44)			\$ (1,846.01)
<b>TOTAL</b>	<b>\$ 171,230.20</b>	<b>\$ 329,298.44</b>	<b>\$ 73,261.83</b>	<b>\$ 54,029.74</b>	<b>\$ 69,541.33</b>	<b>\$ 164,851.90</b>	<b>\$ 104,337.21</b>	<b>\$ 33,899.24</b>	<b>\$ 65,539.69</b>	<b>\$ 43,994.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,109,984.28</b>
<b>Drainage Fees - Eddie Smith</b>													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collected Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Yrs Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Drainage Fees - Other</b>													
Collected Current Yr	\$ 8,733.79	\$ 62,366.75	\$ 20,645.48	\$ 11,311.92	\$ 15,122.66	\$ 47,021.58	\$ 15,204.97	\$ 1,106.23	\$ 4,546.99	\$ 1,064.37			\$ 187,124.74
<b>Town Collections</b>													
Creswell Levy	\$ 3,564.64	\$ 22,463.38	\$ 14,258.93	\$ 1,581.06	\$ 3,605.24	\$ 34,264.36	\$ 21,193.34	\$ 1,760.23	\$ 1,910.01	\$ 1,836.00			\$ 106,437.19
<b>TOTAL TAX DEPOSIT</b>	<b>\$ 1,124,487.59</b>	<b>\$ 2,899,575.18</b>	<b>\$ 661,896.41</b>	<b>\$ 411,110.91</b>	<b>\$ 578,726.81</b>	<b>\$ 1,481,508.57</b>	<b>\$ 1,365,663.60</b>	<b>\$ 242,730.14</b>	<b>\$ 386,105.30</b>	<b>\$ 269,524.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,421,329.38</b>

Oct Int - Def Tax Pmt

Oct Int - Def Tax Pmt

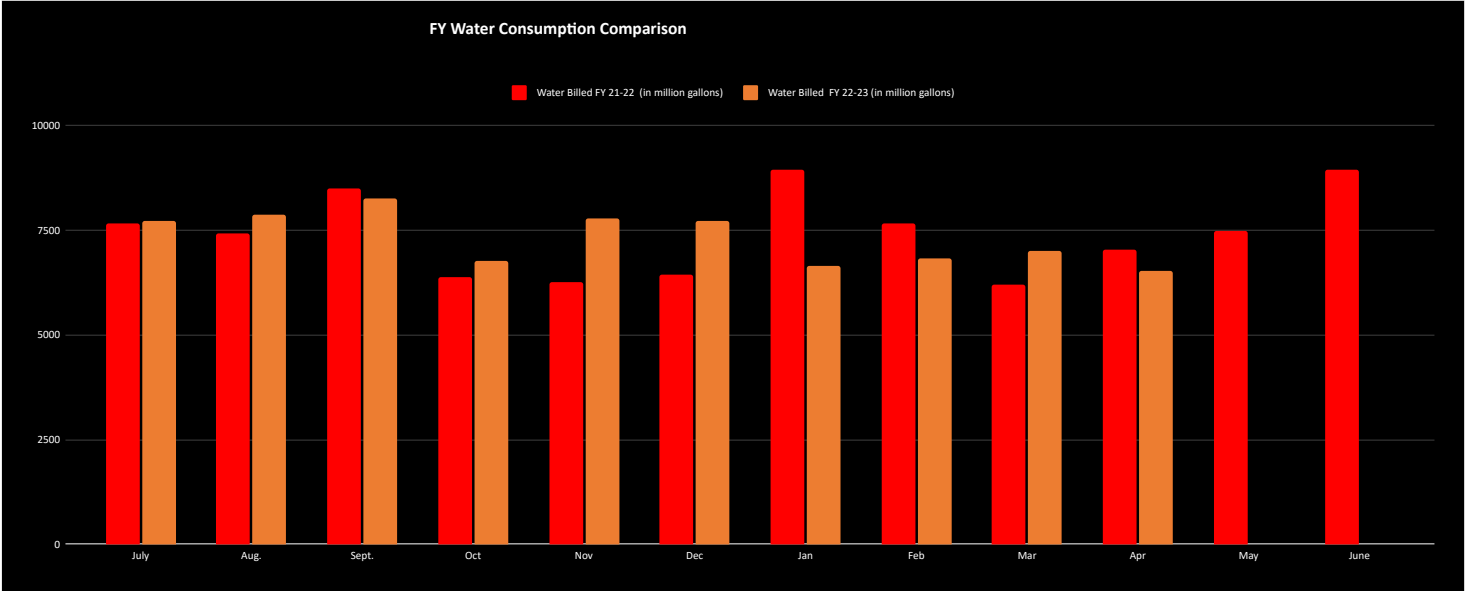
## SHERRIFF FY22-23

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
<b>Total Number of Dispatched Calls</b>	<b>0</b>	<b>1187</b>	<b>1165</b>	<b>1129</b>	<b>1039</b>	<b>1062</b>	<b>982</b>	<b>935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7499</b>
Law Enforcement		927	894	874	796	801	725	685					5702
Animal Control		88	126	79	71	63	86	81					594
EMS		172	145	176	172	198	171	169					1203
<b>Reported Incidents</b>	<b>62</b>	<b>54</b>	<b>50</b>	<b>52</b>	<b>57</b>	<b>47</b>	<b>45</b>	<b>34</b>	<b>21</b>	<b>28</b>			<b>450</b>
<b>Total Arrests</b>	<b>14</b>	<b>16</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>5</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>93</b>
Misdemeanor Arrests	5	6	9	8	5	4	4	0	3	0	0	0	44
Felony Arrests	9	10	2	2	6	1	9	0	0	10			49
<b>Total Papers Served</b>	<b>64</b>	<b>79</b>	<b>66</b>	<b>75</b>	<b>48</b>	<b>36</b>	<b>70</b>	<b>46</b>	<b>81</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>598</b>
Criminal Papers Served	10	2	0	3	3	1	3	4	21	3			50
Civil Papers Served	54	77	66	72	45	35	67	42	60	30			548
<b>Total Papers Outstanding</b>	<b>15</b>	<b>27</b>	<b>32</b>	<b>16</b>	<b>20</b>	<b>16</b>	<b>53</b>	<b>40</b>	<b>34</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>277</b>
Criminal Papers Outstanding	7	0	0	2	2	2	1	0	3	3			20
Civil Papers Outstanding	8	27	32	14	18	14	52	40	31	21			257
<b>Gun Permits Issued</b>	<b>23</b>	<b>18</b>	<b>16</b>	<b>18</b>	<b>39</b>	<b>29</b>	<b>22</b>	<b>11</b>	<b>20</b>				<b>196</b>
<b>Conceals Pending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>			<b>8</b>
<b>Concealed Permits Issued</b>	<b>21</b>	<b>27</b>	<b>17</b>	<b>21</b>	<b>23</b>	<b>18</b>	<b>26</b>	<b>20</b>	<b>29</b>	<b>9</b>			<b>211</b>



## WATER AND SOLID WASTE FY22-23

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Water Billed FY 21-22</b> <small>(in million gallons)</small>	7656	7432	8508	6369	6257	6428	8930	7660	6210	7022	7477	8956	88,905
<b>Water Billed FY 22-23</b> <small>(in million gallons)</small>	7707	7855	8266	6766	7766	7706	6657	6814	7014	6519			73,070
<b>Base Charges</b>	\$ 65,364	\$ 65,388	\$ 65,292	\$ 65,292	\$65,268	\$65,316	\$65,099	\$ 65,147	\$ 65,219	\$ 65,291			\$ 652,676
Consumption Charges	\$ 48,516	\$ 50,505	\$ 55,159	\$ 38,779	\$48,932	\$49,049	\$37,856	\$ 39,481	\$ 41,171	\$ 35,594			\$ 445,042
Reconnecton Charges	\$ 1,785	\$ 2,205	\$ 1,645	\$ 1,715	\$ 1,470	\$ 1,365	\$ 1,785	\$ 1,575	\$ 1,435	\$ 1,785			\$ 16,765
<b>Number of Abatements</b>	<b>13</b>	<b>21</b>	<b>23</b>	<b>21</b>	<b>14</b>	<b>15</b>	<b>27</b>	<b>8</b>	<b>9</b>	<b>14</b>			<b>165</b>
<b>Dollar Amount of Abatements</b>	<b>\$ 1,547.00</b>	<b>\$ 2,697</b>	<b>\$ 3,146</b>	<b>\$ 3,452</b>	<b>\$ 1,794</b>	<b>\$ 1,274</b>	<b>\$ 3,874</b>	<b>\$ 566</b>	<b>\$ 1,092</b>	<b>\$ 1,417</b>			<b>\$ 20,858.50</b>
<b>Water Pumped</b> <small>(in million gallons)</small>	13.9	15.6	14.5	14.5	12	12	12	11	12				117.359
<b>Number of Customers</b>	2657	2658	2654	2654	2653	2655	2652	2654	2657	2660			26,554
<b>New taps</b>	0	0	2	0	0	0	0	3	0	1			6
Water Billed to Roper	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$4,844.65	\$4,844.65	\$4,844.65	\$4,844.65	\$4,844.65	\$ 4,844.65			\$ 48,446.50
													0

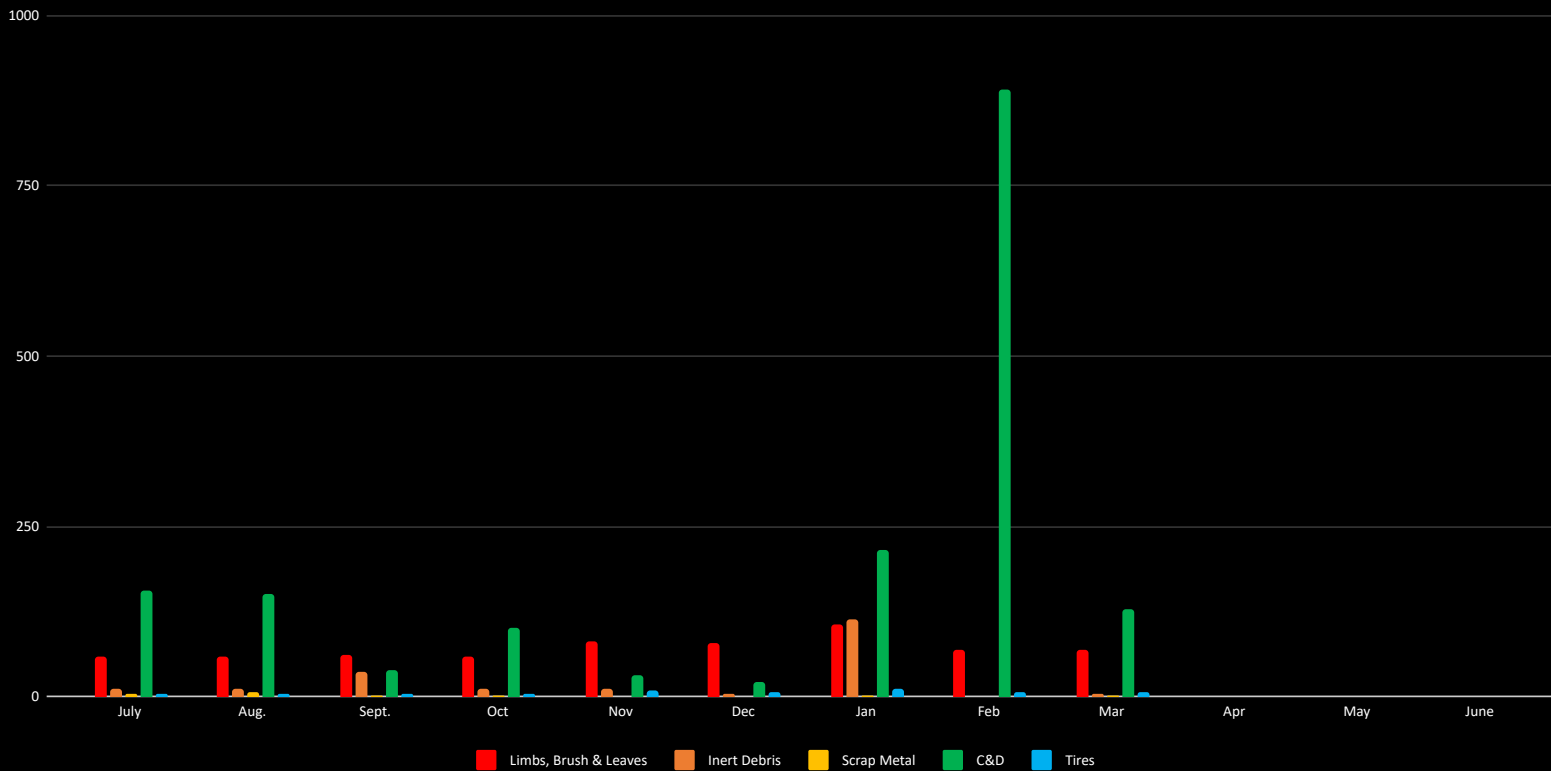


# LANDFILL *(in tons)*

FY 22-23

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Limbs, Brush & Leaves	58.36	57.92	62.47	59.7	80.46	77.68	106.63	69.86	69.54				642.62
Inert Debris	10.77	11	35.74	11.96	12.35	4.35	113.24	0	3.54				202.95
Scrap Metal	5.27	5.97	0.77	0.96	0.13	0.13	0.80	0.22	1.37				15.62
C&D	155.3	150.13	38.92	101.80	31.55	21.43	214.27	890.59	128.8				1,732.7
Tires	2.9	2.90	4.54	4.18	8.6	5.68	12.19	5.43	7.04				53.46

Landfill Collections in Tons



WASHINGTON COUNTY BOARD OF COMMISSIONERS  
AGENDA STATEMENT

**ITEM NO: 10**

**DATE: June 5, 2023**

**ITEM: Closed Session**

**SUMMARY EXPLANATION:**

A Closed Session has been scheduled pursuant to NCGS §143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).

May 1, 2023

The Washington County Board of Commissioners met in a regular meeting on Monday, May 1, 2023 at 6:00 PM in person and using ZOOM for Facebook Live Streaming in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Walker called the meeting to order. Commissioner Spruill gave the invocation and Commissioner Johnson led the pledge of allegiance.

ADDITIONS/DELETIONS:

**Commissioner Keyes made a motion to approve the Agenda for tonight's meeting. Commissioner Johnson seconded. Motion carried unanimously.**

CONSENT AGENDA:

- a) Approval of Minutes
- b) Tax Refunds, Releases & Insolvents
- c) Resolution 2023-014 Authorizing Surplus of Bulldozer
- d) Resolution 2023-015 Proclamation Designating Clerks' Week
- e) Resolution 2023-016 Proclamation Designating EMS Week
- f) Revised Budget Calendar

**Commissioner Johnson made a motion to approve the Consent Agenda. Commissioner Spruill seconded. Motion carried unanimously.**

PUBLIC FORUM: Dr. Linda Carr, WCS Superintendent, 1611 Albemarle Beach Road, stated that on 3/2021, air quality of the school resulted in the closing of Pines School. The WC BOE had 4 options of what to do. They chose option 3 which was to consolidate schools. WCS was awarded two grants for \$50M for a new school. The County needs to secure additional funds. She encouraged the public and the Commissioners to reach out to their representatives. (She handed out a list of their numbers.) WCS has moved from 111 to 107 (out of 115) in the state. Investing in education is smart and economic. Thanks for your support for the loan to secure additional financing.

PUBLIC HEARING ON EDDIE SMITH DRAINAGE DISTRICT: Mr. Curtis Potter, CM/CA & Mr. Cameron Birtcher, LNFC & Attorney David Gadd spoke to the Board. Mr. Gadd works in Raleigh, 415 Hillsborough Street, and gave the board some background on how this came about.

**Commissioner Johnson made a motion to open the public hearing. Commissioner Keys seconded. Motion carried unanimously.** Mr. Guy Davenport, 53 White Road, Creswell, said he has been involved since the Eddie Smith Drainage District came into existence. It has

afforded the residents the means to recover from hurricanes and storms that cause bad drainage. He is glad to get this going again.

Mr. Bill Forbes, 22 Cypress Shores W, Roper, said he has contributed money to this district. Without drainage you don't have land for farming, timber, etc. It costs a lot of money up front but is easier to maintain (such as mowing the banks). This is a big step in the right direction. Need to send help to Scuppernong River also.

**Commissioner Keyes made a motion to close the public hearing.**  
**Commissioner Phelps seconded. Motion carried unanimously.**



COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
JOHN C. SPRUILL  
CAROL V. PHELPS



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

ADMINISTRATION STAFF:  
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cpotter@washconc.org  
CATHERINE "MISSY" DIXON  
FINANCE OFFICER  
mdixon@washconc.org  
JULIE J. BENNETT, MMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

**RESOLUTION 2023-019**

FINAL ASSESSMENT RESOLUTION  
EDDIE SMITH SPECIAL ASSESSMENT DISTRICT  
N.C.G.S. ARTICLE 9, CHAPTER 153A

**WHEREAS**, the Washington County Board of Commissioners adopted Preliminary Assessment Resolution number 2023-011 on March 6, 2023 which describes in general terms the proposed newly formed special assessment district and said description is hereby incorporated by reference; and

**WHEREAS**, the newly formed special assessment district shall be known as the "Eddie Smith Special Assessment District"; and

**WHEREAS**, the basis for assessments of the new special assessment district shall be made pursuant to NCGS 153A-186(b)(4) as to cropland and forestland only, as it is deemed cropland and forestland will be the land benefitted by the project. All cropland will be assessed at an equal rate per dollar of valuation, as shown on the County tax records. All forestland will be assessed at an equal rate per dollar of valuation, as shown on the County tax records. The territory benefitted is shown as the shaded area on the attached Exhibit A, and is generally described as follows:

Generally, Bounded on the North by U.S. Highway #64, on the West by lands of Tyson and others to and along C Canal, thence on the South by Pungo Lake; thence Easterly by Allen Road and Lake Phelps; thence a Northeasterly course from Lake Phelps to Woodley Canal and along Woodley Canal Northwestwardly to the Scuppernong River; thence Northwestwardly to U.S. Highway #64; and

**WHEREAS**, it is the Board's intent that one-hundred percent of all costs, including County administrative costs incurred in implementing the newly formed district will be assessed against the benefitted cropland and timberland as they are shown in the records of the Washington County Tax Collector; and

WHEREAS, the assessments will be billed to all landowners along with the 2023 ad valorem tax bills, and shall be due on September 1, 2023. No assessments shall be held in abeyance.

NOW THEREFORE, IT IS RESOLVED AND ORDERED, that the Eddie Smith Special Assessment District as described herein be formed and the ditches, canals, watercourses, drains, dykes and all other drainage related structures within the boundaries shown on Exhibit A, attached hereto, be improved and maintained.

Adopted this the 1<sup>st</sup> day of May, 2023.

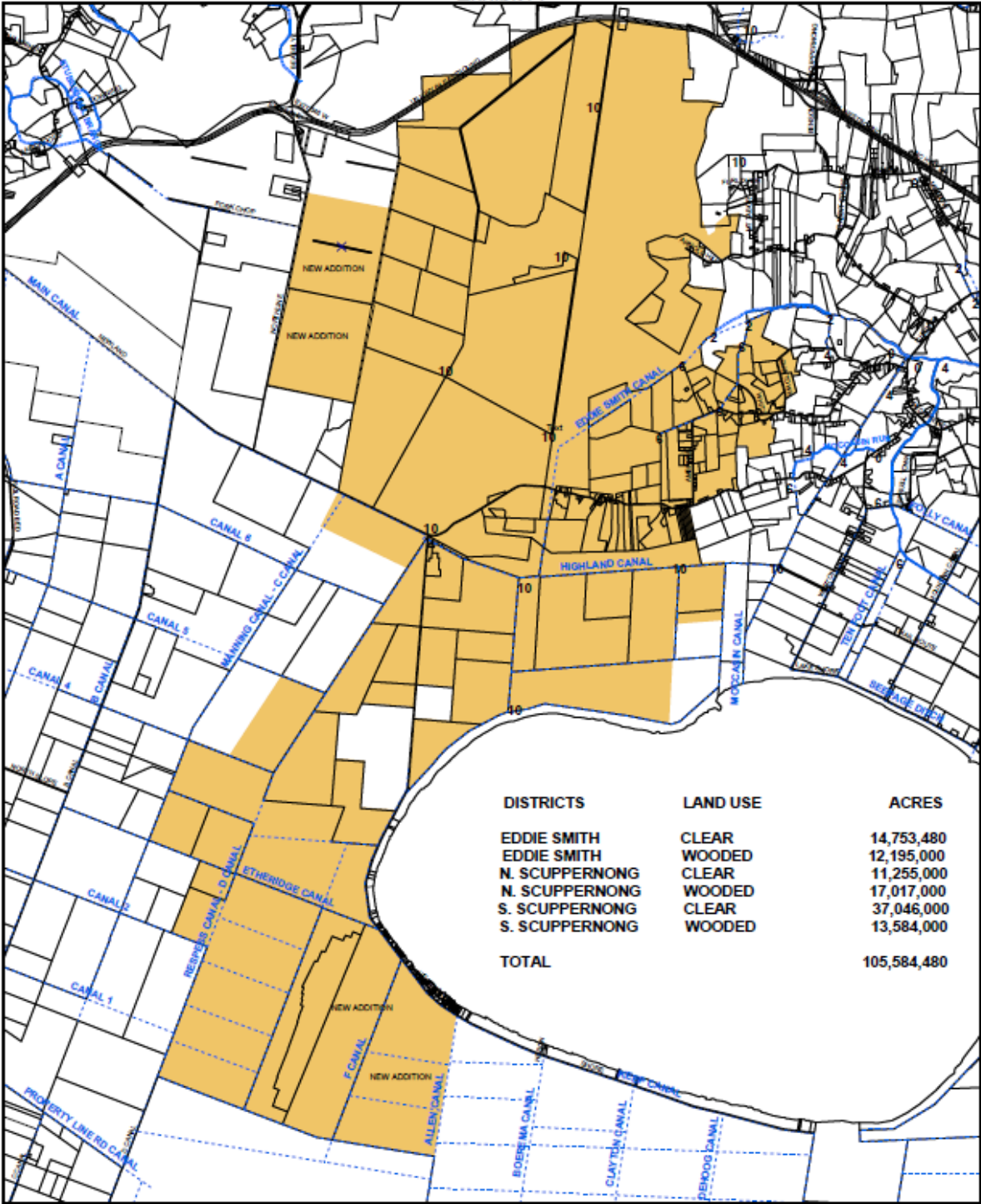
\_\_\_\_\_  
Julius Walker, Jr. Chair

ATTEST:

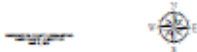
\_\_\_\_\_  
Julie J. Bennett, MMC, NCMCC,  
Clerk to the Board

(COUNTY SEAL)

Exhibit A



EDDIE SMITH DRAINAGE MAP



**Commissioner Keyes made a motion to approve RESO 2023-019 final assessment resolution for the Eddie Smith Special Assessment District. Commissioner Phelps seconded. Motion carried unanimously.**

Mr. Gadd said now that this is done the County needs to do an assessment roll, one for cleared land and one for wooded land. He will work with CMO staff and get with the Tax Office and get the roll prepared for the Board to review, get noticed and then have another public hearing at the June 5<sup>th</sup> meeting. He stated the rates would be 35 cents for cleared land and 12 cents for wooded land.

BOARD OF EQUALIZATION AND REVIEW: Ms. Bennett gave the oath to the Commissioners so they could convene as the Board of Equalization and Review.

**Commissioner Johnson made a motion to convene as the Board of Equalization and Review. Commissioner Spruill seconded, motion carried unanimously.**

Ms. Bennett, Clerk to the Board noted that Ms. Sherri Wilkins, Tax Administrator was unable to attend tonight's meeting but relayed that there were no appeals as of today.

**Commissioner Johnson made a motion to recess the Board of Equalization & Review until May 15, 2023 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth and a livestreamed on the County's Facebook page. Commissioner Phelps seconded. Motion carried unanimously.**

RURAL TRANSFORMATION GRANT: Mr. Curtis Potter, CM/CA and Mr. Cameron Birtcher, LNFC, spoke to the Board regarding the information below. The original discussion was about using the funds jointly with the Skinnersville Civic Center Board to update their facility, but the grant would not allow it since the entity applying for the grant has to own the property.

Commissioner Johnson asked if there a match and Mr. Birtcher replied no there is not. Commissioner Keyes said she was appreciative of all the work he did on this.

Commissioner Spruill was excited that a Pickleball court was included!



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CLERK TO THE BOARD  
jbennett@washconc.org

**RESOLUTION 2023-017**  
**APPLYING FOR RURAL TRANSFORMATION GRANT**

WHEREAS, Washington County's Board of Commissioners has indicated its desire to assist in development efforts within Washington County; and

WHEREAS, the Board fully supports the proposed project at the Skinnersville/Pea Ridge Outdoor Recreation Area, which will result in the improvement of public recreation equipment and facilities at 16835 NC HWY 32 N Roper, NC 27970; and

WHEREAS, the Board wishes to pursue a formal application for Community Enhancement in the amount of \$756,000.00 from the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program.

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

1. That Washington County is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program in order to provide assistance to benefit the Skinnersville Outdoor Recreation Area.
2. That this Resolution shall take effect immediately upon its adoption.

Adopted this the 1<sup>st</sup> day of May, 2023.

\_\_\_\_\_  
Julius Walker, Jr. Chair

ATTEST:

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

(COUNTY SEAL)

**Washington County – Budget Narrative – Rural Transformation Grant**

**Total Amount Requested: \$756,000.00**

- 1. Parking Lot and Driveway Creation** **Total: \$75,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for paving the parking lot and connection to the adjacent roadway. Work will include removing the structures of and paving over the existing tennis court, striping the spaces, paving a driveway which connects the parking lot to NC Highway 32, and paving sidewalks between the parking lot and other recreation area facilities. This figure is a basic estimate obtained from initial research.\* All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
- 2. Resurfacing of Basketball Courts** **Total: \$40,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for resurfacing the existing basketball courts. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
- 3. Fencing around Basketball Courts** **Total: \$25,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for building a 10' vinyl-wrapped, chain link fence around the basketball courts. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
- 4. Construction of Multi-use Court** **Total: \$125,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for constructing the new multi-use court. Work will include construction of the new court surface north of the existing tennis courts, striping the surface for both tennis and pickleball, and building a 10' vinyl-wrapped chain link fence around the court. This figure is a basic estimate obtained from initial research. All funds

would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.

5. **Construction of Picnic Shelter** **Total: \$250,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for building the picnic shelter/outdoor pavilion. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
6. **Construction of Public Restroom Facility** **Total: \$210,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for the building a public restroom facility on the property. Work will include the construction of the structure, creation of a septic system, and creation of a water tap. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
7. **Installation of Pedestrian Bridge** **Total: \$20,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for installing an ADA accessible steel pedestrian bridge to allow greater ease of travel over a drainage ditch on the property. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
8. **Bike Rack** **Total: \$500.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for installing a bike rack on the recreation property. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.
9. **Permanent Trash Receptacles** **Total: \$2,000.00**  
Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for installing two permanent trash receptacles on the recreation property. This figure is a basic estimate obtained from initial research. All funds would be



derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.

**10. Park Pedestal Grill** **Total: \$500.00**

Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for installing a pedestal grill adjacent to the picnic pavilion area. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.

**11. Picnic Tables** **Total: \$8,000.00**

Total cost will cover all expenses for materials, time, labor, and deliverables from the vendor responsible for installing five picnic tables in the picnic shelter area. This figure is a basic estimate obtained from initial research. All funds would be derived from the North Carolina Department of Commerce by way of the Rural Transformation Grant.

\*Note: All project totals were obtained from both applicable vendors and available online sources, which consisted of a combination of comparable project summaries and informational sites. The process of acquiring quotes from vendors is ongoing, and will provide the county with more precise figures to guide the project.

### Rural Transformation Grant – Project Timeline – Washington County, NC

Note: Dates listed as part of this timeline are to be interpreted as the points by which actions should be completed in order to maintain consistent progress with the project. Any dates not specifically set by the NC Department of Commerce are subject to change with the circumstances of the project.

Tuesday, June 13 <sup>th</sup> 2023	RTG Awards announced
Monday, August 7 <sup>th</sup> , 2023	The County will complete the process of acquiring quotes, advertising, and receiving bids for action items, and will put plans to repair and improve facilities into motion.
Thursday, September 7 <sup>th</sup> , 2023	The County will coordinate with vendor responsible for <b>paving the new parking lot and driveway</b> in order to complete action item by this date
Friday, September 29 <sup>th</sup> , 2023	The County will coordinate with vendor responsible for <b>resurfacing the basketball court</b> in order to complete action item by this date
Friday, October 13 <sup>th</sup> , 2023	The County will coordinate with vendor responsible for <b>placing a fence around the basketball court</b> in order to complete action item by this date
Monday, November 13 <sup>th</sup> , 2023	The County will coordinate with vendor responsible for <b>building a multiuse tennis/pickleball court</b> in order to complete action item by this date
Friday, December 29 <sup>th</sup> , 2023	The County will coordinate with vendor responsible for <b>constructing a picnic shelter/outdoor pavilion space</b> in order to complete action item by this date
Monday, January 29 <sup>th</sup> , 2024	The County will coordinate with vendor responsible for <b>creating an ADA compliant bridge and walking path</b> on the property in order to complete action item by this date
Friday, March 29 <sup>th</sup> , 2024	The County will coordinate with vendor responsible for <b>building a public restroom facility</b> in order to complete action item by this date
Friday, May 31 <sup>st</sup> , 2024	The County will coordinate with the vendors responsible for <b>providing all remaining pieces of equipment</b> in order to complete action items by this date
December 31 <sup>st</sup> , 2024	All grant funds to be expended by this date

**Commissioner Johnson made a motion to approve the Rural Transformation Grant Resolution. Commissioner Phelps seconded. Motion carried unanimously.**

PRE-K – 12 NEW SCHOOL LOAN VOTE: Mr. Curtis Potter spoke to the Board on this subject. *[The attachments B – F referenced below will be attached herein and become incorporated as a part of these minutes.]* Mr. Bob Jessup, Bond Counsel, Sanford Holshouser and Ted Cole, Davenport Financial were also in attendance.

Mr. Potter said he received some news this afternoon and the County is hoping to get additional funds from the legislature to cut the shortfall down so the Board would not have to raise taxes. However, because of the timing of getting the funds, the County may not be able to wait for those funds; however, we would not get a penalty for paying off early –10% (\$2M) a year for the first 10 years. Pre-payment after that will not carry a penalty. Also, it depends on stipulations that are placed on that money as to what the County can do with it, whether we can use it for pre-payment.

Commissioner Phelps asked if the Board votes to move forward with this loan will there be a tax increase. Mr. Potter said if the Board doesn't raise taxes, the County will eventually run out of money. Mr. Potter said at this point he would recommend a tax increase in this year's budget because the longer the County waits, the bigger the problem gets and less flexible the fund balance becomes. Commissioner Keyes said the Board has tried to find extra funds and the Board doesn't want to raise taxes. Commissioner Keyes asked Mr. Potter if the extra money comes in, could the taxes be reduced. Mr. Potter said it would need to wait till next year's budget is adopted. Commissioner Johnson spoke about the LGC's meeting tomorrow. The County will know tomorrow if we are approved by the LGC to get this loan. The County will have to continue moving forward. Commissioner Phelps said the Board could say that they are not raising taxes this year and hope to get the additional money and then if we don't, we could raise them next year and asked if the County would be able to survive that. Mr. Potter said it is possible. Mr. Potter said the County has pulled money back from utilities because of receiving ARPA funds (\$500,000) and that would equate to the 4-cent tax increase so that might be possible. Commissioner Spruill spoke about the funding agreement between Washington County and WCS and there were some possible amendments needed. Mr. Potter said that has not been discussed. WCS is looking to gain funds for Phase II. Mr. Potter feels that WCS has not had time to run the possible amendments by their legal counsel to discuss them due to the advanced time table.



- ii. Discussions were held about the prioritization of where additional funding if secured should be directed. E.g. toward offsetting debt service impacts on the General Fund vs. toward funding Phase 2 items.
    - 1. \$5M was requested by the County through its Representative/Senator for inclusion in the upcoming state budget. Multiple conversations are continuing between parties, lobbyists, and elected officials to advocate for and increase this appropriation if feasible to \$10M-\$20M.
    - 2. Staff notes it is critically important for at least \$6M to be available for utilization toward debt service in order to prevent the otherwise anticipated need to consider a tax increase in upcoming local budget years.
  - iii. The Committee discussed the Board of Education's decision not to take up the requested extension of the lease term from 20 years to up to 40 years, if no additional funds were actually secured to offset impacts on the County's General Fund.
    - 1. Staff notes that without additional external funds, current projections reflect the following impact on the County's General Fund which will have to come from General Fund Balance and/or Increased Tax Revenues:
      - a. (\$10,084,366) after initial 20 year lease term at \$400k per year
      - b. (\$6,084,366) after an extended 30 year lease term at \$400k per year
      - c. (\$2,084,366) after an extended 40 year lease term at \$400k per year
- C. Timing Constraints: It is unfortunately not possible to take a wait and see approach to determine if additional funds will actually be awarded, and if so in what amounts or under what conditions. At this point in the project, if the Board desires to proceed with construction the school facility, management believes that proceeding with the loan for the full amount of funding currently known to still be needed to facilitate the full scope of the project is the most fiscally responsible course of action.
- Although some current use of the current general fund balance could be considered to reduce the required loan amount, this is not advised based on the anticipated need of said fund balance to both cover the cash flow of the project during construction, as well as to better and more flexibly manage general fund impacts in future years once the full scope of those impacts is better known and understood.
- D. Pending Timeline Items
- 5/1/23 BOCC Vote to approve loan
  - 5/2/23 LGC Meeting and Vote to approve loan
  - 5/5/23 Staff to execute and deliver a revised Letter of Intent to Proceed with full project at GMP
    - Subject to affirmative votes of BOCC on 5/1/23 and LGC on 5/2/23
  - TBD Sfla/County to modify compensation terms of its contract to reflect Sfla profit reduction.
  - 5/16/23 Loan Closing with Truist
  - TBD Staff to execute official GMP Change Order including modification of compensation terms of original contract to reflect Metcon profit reduction.
  - 5/22/23 Next Steering Committee Meeting

**RECOMMENDED ACTION(S) BY STAFF:** If the Board desires to approve and keep the construction of the PK12 facility on schedule, staff recommends:

**VOTE: to approve the proposed Resolution 2023-018**

\*NOTE: This resolution will also authorizes staff to deliver a revised letter of intent to Metcon, reflecting the County's intent to proceed with the full project at the quoted GMP prior to closing, and to execute the formal GMP Change Order after closing is completed.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
JOHN C. SPRUILL  
CAROL V. PHELPS



POST OFFICE BOX 1007  
PLYMOUTH, NORTH CAROLINA 27962  
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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

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**RESOLUTION 2023-018**  
**Providing Final Board Approval for**  
**Financing up to \$20,500,000 for the New School Project**

**WHEREAS,** Washington County (the "County") by and through its Board of County Commissioners (the "Board") has previously determined to work together with the Washington County Board of Education, to carry out a plan (the "Project") to acquire, construct and finance a new preK-12 school (the "School") for the County; and

**WHEREAS,** The County has also determined to finance Project costs through an installment financing, as authorized under Section 160A-20 of the General Statutes. In an installment financing, the County's repayment obligation is secured by a mortgage-type interest in all or part of the property being financed, but not by any pledge of the County's taxing power or any specific revenue stream. In this case, the School will serve as the collateral; and

**WHEREAS,** The County has solicited competitive proposals from banks and other financial institutions to provide the desired financing. County staff recommends the County accept the proposal from Truist Commercial Equity, Inc. (the "Lender"); and

**WHEREAS,** The County's Finance Officer has made available to this Board the draft agreements listed on Exhibit A (the "Agreements"), which relate to the County's carrying out the financing plan; and

**WHEREAS,** In this resolution, the Board formally approves the Lender's proposal and other financing terms, approves substantially final documents, and authorizes County representatives to complete the financing.

NOW THEREFORE, The Board of County Commissioners of Washington County, North Carolina, RESOLVES as follows:

1. *Determination To Proceed with Financing* – The County confirms its plans to undertake the Project. The County will carry out the Project with financing from the Lender substantially in accordance with a financing proposal dated February 28, 2023.

Under the financing plan, the Lender will make funds available to the County for use on Project costs. The County will repay the amount advanced, with interest, over time. The County will grant to the Lender a mortgage-type interest in the School (and its associated real property) to secure the County's repayment obligation.

2. *Approval of Agreements; Direction To Execute Agreements* –

(a) The Board approves the forms of the Agreements submitted to this meeting. The Board authorizes the Board's Chair and the County Manager, or either of them, to execute and deliver the Agreements in their final forms. The Agreements in their respective final forms must be in substantially the forms presented, with such changes as the Chair or the County Manager may approve. The execution and delivery of any Agreement by an authorized County officer will be conclusive evidence of that officer's approval of any changes.

(b) The Agreements in final form, however, must be consistent with the financing plan described in this resolution and must provide (a) for the amount financed by the County not to exceed \$20,500,000, (b) for an annual interest rate not to exceed 4.02% (in the absence of default, or a change in tax status, as described in the draft Agreements), and (c) for a financing term not to extend beyond December 31, 2043.

3. *Officers To Complete Closing* – The Board authorizes the County Manager, the Finance Officer and all other County officers and employees to take all proper steps to complete the financing in cooperation with the Lender and in accordance with this resolution.

The Board authorizes the County Manager to hold executed copies of all financing documents authorized or permitted by this resolution in escrow on the County's behalf until the conditions for their delivery have been completed to that officer's satisfaction, and then to release the executed copies of the documents for delivery to the appropriate persons or organizations.

Without limiting the generality of the foregoing, the Board authorizes the County Manager to approve changes to any documents previously signed by County officers or employees, provided that the changes do not conflict with this resolution or substantially alter the intent from that expressed in the form originally signed. The County Manager's authorization of the release of any document for delivery will constitute conclusive evidence of that officer's approval of any changes.

In addition, the Board authorizes the County Manager and the Finance Officer to take all appropriate steps for the efficient and convenient carrying out of the County's on-going responsibilities with respect to the

financing of the Project. This authorization includes, without limitation, contracting with third parties for reports and calculations that may be required under this resolution or otherwise with respect to the financing, and making appropriate payments prior to the loan closing for costs related to the financing and the Project.

4. *Resolutions as to Tax Matters* – The County will not take or omit to take any action the taking or omission of which will cause its obligations to pay principal and interest (the “Obligations”) under the Agreements to be “arbitrage bonds,” within the meaning of Section 148 of the “Code” (as defined below), or “private activity bonds” within the meaning of Code Section 141, or otherwise cause interest components of the installment payments to be includable in gross income for federal income tax purposes. Without limiting the generality of the foregoing, the County will comply with any Code provision that may require the County at any time to pay to the United States any part of the earnings derived from the investment of the financing proceeds. In this resolution, “Code” means the United States Internal Revenue Code of 1986, as amended, and includes applicable Treasury regulations.

5. *Acceptance of Property Transfer* – The County agrees to accept title to the real property associated with the School to facilitate the financing arrangements contemplated by the Agreements. The Board ratifies all prior actions of County officers and employees toward the carrying out of these property transfers.

6. *Additional Provisions* – The Board authorizes all County officers and employees to take all further action as they may consider necessary or desirable in furtherance of the purposes of this resolution. The Board ratifies all prior actions of County officers and employees to this end. Upon the absence, unavailability or refusal to act of the County Manager, the Chair or the Finance Officer, any other of those officers may assume any responsibility or carry out any function assigned in this resolution. The Board authorizes the Clerk to apply the County’s seal, and to attest to the seal, on any document related to the purposes of this resolution. The Vice Chair or any Deputy or Assistant Clerk to the Board may in any event assume any responsibility or carry out any function assigned to the Chair or the Clerk, respectively, in this resolution. All other Board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

- (a) Without limiting the generality of the foregoing, such County officers are also hereby further expressly authorized, after receiving confirmation of any pending LGC approval required with respect to the financing described herein, and after receiving any and all further assurances or confirmations of any other matters reasonably requested before doing so, to execute and deliver unto the County’s General Contractor, a Letter of Intent to proceed with the full project at the quoted GMP prior to closing upon the anticipated financing with Truist; and
- (b) After closing upon the anticipated financing with Truist as expected, such County officers are also hereby further expressly authorized to execute and deliver to the County’s General Contractor, a formal GMP Change Order to reflect the County’s authorization to proceed with the full project at the quoted GMP.



Adopted this the 1<sup>st</sup> day of May, 2023.

\_\_\_\_\_  
Julius Walker, Jr. Chair

ATTEST:

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

(COUNTY SEAL)

\_\_\_\_\_

**Commissioner Johnson made a motion to approve Resolution 2023-018 Providing Final Board Approval for Financing up to \$20,500,000 for the New School Project. Commissioner Keyes seconded. Commissioners Johnson, Keyes and Walker voted yea. Commissioners Phelps and Spruill voted nay. Motion carried.**

**BOARDS & COMMITTEES:**

**ALBEMARLE COMMISSION: WASHINGTON COUNTY JOINT ADVISORY COMMITTEE (CAC)**

The Albemarle Commission has requested that the Board re-appoint Ms. Gail Spiewak to the Washington County Joint Community Advisory Committee (CAC) for a three-year term.

Ms. Spiewak has agreed to serve if re-appointed.

**Commissioner Johnson made a motion to approve the re-appointment of Ms. Gail Spiewak to the Albemarle Commission's Washington County Joint Community Advisory Committee. Commissioner Phelps seconded. Motion carried unanimously.**

**FINANCE OFFICER'S REPORT:** Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' Agenda Package.

Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: April 3, 2023  
RE: Elections/Soil & Water/Drainage-Eddie Smith

BT #: 2023 - 138

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

Account Code	Description	Old	+ or (-)	New
10-4170-315	Elections - Training	5,810.00	(3,000.00)	2,810.00
10-4170-260	Elections - Departmental Supplies	14,121.00	3,000.00	17,121.00
<b>Elections</b>				
10-6060-030	Soil & Water - Salaries & Wages-Regular	34,085.00	(2,000.00)	32,085.00
10-6060-200	Soil & Water - Departmental Supplies	1,000.00	2,000.00	3,000.00
<b>Soil &amp; Water</b>				
30-7140-995	Designated for Future Appropriation-Eddie Smith	6,161.00	(600.00)	5,561.00
30-7140-280	Eddie Smith - Postage	-	200.00	200.00
30-7140-380	Eddie Smith - Advertising	-	400.00	400.00
<b>Drainage-Eddie Smith</b>				
		61,177.00	-	61,177.00

Justification:

This transfer is to move monies within the following: Elections - this movement is needed to allow staff to purchase voter cards, signs, a ramp and other small items prior to fiscal year end; Soil & Water - this movement is needed to allow the new staff member to purchase needed items such as a new desktop computer, waders, and other miscellaneous supplies; and Drainage-Eddie Smith - this movement is necessary to budget for postage and advertising as monies are needed in these areas to advertise the work being done for Eddie Smith.

Budget Officer's Initials CEP

Approval Date: 4/3/23

Initials:	<u>MD</u>
Batch #:	<u>2023-138</u>
Date:	<u>4/3/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: April 3, 2023  
RE: Emergency Management/Landfill

BT #: 2023 - 139

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

Account Code	Description	Old	+ or (-)	New
10-4330-260	Emergency Management-Departmental Supplies	7,000.00	(50.00)	6,950.00
10-4330-315	Emergency Management-Training	3,000.00	(1,500.00)	1,500.00
10-4330-540	Emergency Management-Capital Outlay-Vehicle	5,000.00	1,550.00	6,550.00
<b>Emergency Management</b>				
33-7400-600	Landfill-Contracted Services	17,188.00	(2,000.00)	15,188.00
33-7400-991	Landfill-NC DOR Assessment	2,600.00	2,000.00	4,600.00
<b>Landfill</b>		<b>34,788.00</b>	<b>-</b>	<b>34,788.00</b>

Justification:

This transfer is to move monies within the following: Emergency Management to cover the costs associated with the purchase of an All-Terrain Utility Vehicle for search and rescue services; and Landfill to cover costs associated with the NC DOR Tax Assessment that is paid quarterly by the Landfill-this large increase appears to be related to the tonnage that has been dumped by the Demolition Contractor on the new PreK-12 School Project.

Budget Officer's Initials CBP

Approval Date: 4/3/23

Initials:	<u>CBP</u>
Batch #:	<u>2023-139</u>
Date:	<u>4/3/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 140

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

Date: April 3, 2023

RE: Facility Services

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

Account Code	Description	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance & Repair-Building	53,193.00	9,686.00	62,879.00
10-4260-558	Facility Services - CIP HVAC Repairs/Replacements Reserves	40,000.00	(9,686.00)	30,314.00
<b>Facility Services</b>		<b>93,193.00</b>	<b>-</b>	<b>93,193.00</b>

Justification:

This transfer is to move monies from the Buildings budget to the Facility Services budget to pay for expenses related to HVAC Repair. These expenses have been larger than anticipated for this fiscal year, therefore requiring us to move some of our budget from the reserve line to the maintenance & repair line in order to accomodate expenses through fiscal year end.

Budget Officer's Initials CSP

Approval Date: 4/3/23

Initials:	<u>CP</u>
Batch #:	<u>2023-140</u>
Date:	<u>4/3/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: April 3, 2023  
RE: ARPA

BT #: 2023 - 141

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

Account Code	Description	Old	+ or (-)	New
55-4100-004	Great Grant	100,000.00	(50,000.00)	50,000.00
55-4100-003	General Administration Services	450,096.97	50,000.00	500,096.97
<b>ARPA</b>		<b>550,096.97</b>	<b>-</b>	<b>550,096.97</b>

Justification:

This transfer is to move monies within the ARPA Fund. \$100,000 was originally budgeted in the Great Grant line however Richard Livingston was able to negotiate the County's match down to \$50,000 after learning that Brightspeed will not be able to service as many households as initially intended. Therefore we are reducing the Great Grant line and increasing the General Administration line to use the additional \$50,000 as Revenue Replacement.

Budget Officer's Initials CPD

Approval Date: 4/3/23

Initials:	<u>CPD</u>
Batch #:	<u>2023-141</u>
Date:	<u>4/3/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: April 5, 2023  
RE: School Capital Outlay

BT #: 2023 - 142

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

Account Code	Description	Old	+ or (-)	New
21-5912-695	Grant-Needs Based Pub Sc-Planning/Design	5,238,128.00	(9,928.00)	5,228,200.00
21-5912-697	Grant-Need Based Pub Sc-Legal Serv/Admin	42,200.00	1,250.00	43,450.00
21-5912-698	Grant-Needs Based Pub Sc-Engineering	58,255.00	8,678.00	66,933.00
<b>School Capital Outlay</b>		<b>5,338,583.00</b>	<b>-</b>	<b>5,338,583.00</b>

Justification:

This transfer is to move monies within the School Capital Outlay budget. We are transferring monies from the Planning/Design line to the LegalService/Admin line to cover the \$1,250 LGC Application Fee and to the Engineering line to cover additional permitting fees along with an invoice from Terracon.

Budget Officer's Initials CPD

Approval Date: 4/5/23

Initials:	<u>MD</u>
Batch #:	<u>2023-142</u>
Date:	<u>4/5/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 143

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

Date: April 6, 2023

RE: Planning & Inspections/Facilities/SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-4350-600	Contracted Serv-Abandoned Property Demolition	5,000.00	(5,000.00)	-
10-4265-215	Facilities-Maintenance & Repair Buildings	62,879.00	5,000.00	67,879.00
<b>Planning &amp; Inspections/Facilities</b>				
10-5310-180	SS Admin-Legal-Protective Services	45,000.00	(1,000.00)	44,000.00
10-5310-315	SS Admin-Training	15,000.00	(2,000.00)	13,000.00
10-5310-260	SS Admin-Departmental Supplies	47,182.00	3,000.00	50,182.00
<b>SS Admin</b>				
		175,061.00	-	175,061.00

Justification:

This transfer is to move monies from Planning & Inspections to Facility Services in order to utilize monies that will not be spent by year end towards the costs of renovating the public safety building in preparation for its use by NC Probation. This transfer is also moving monies within the DSS Budget to the Departmental Supplies line to cover orders needed for supplies in the agency to get them through the end of the fiscal year-this transfer is not budget impactful as all lines are 50% reimbursable.

Budget Officer's Initials CPD

Approval Date: 4/6/23

Initials:	<u>MD</u>
Batch #:	<u>2023-143</u>
Date:	<u>4/10/2023</u>



Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: April 11, 2023  
RE: Facility Services/EMS

BT #: 2023 - 144

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

Account Code	Description	Old	+ or (-)	New
10-4265-440	Facility Services-Contracted Services-Mowing	26,500.00	(2,000.00)	24,500.00
10-4265-200	Facility Services-Departmental Supplies & Materials	20,000.00	2,000.00	22,000.00
<b>Facility Services</b>				
37-4330-180	EMS-Group Insurance	177,162.00	(15,000.00)	162,162.00
37-4330-610	EMS-Contracts-Billing	35,459.00	15,000.00	50,459.00
<b>EMS</b>				
		<b>259,121.00</b>	<b>-</b>	<b>259,121.00</b>

Justification:

This transfer is to move monies as follows: within the Facility Services budget from Contracted Services to Departmental Supplies & Materials to purchase needed supplies such as paper towels, toilet paper, etc. prior to fiscal year end and within the EMS budget from Group Insurance to Contracts-Billing in order to pay our Billing Company (Colleton) through fiscal year end-Collections on the EMS side have increased therefore increasing our payment to them.

Budget Officer's Initials CSJ

Approval Date: 4/11/23

Initials:	<u>CSJ</u>
Batch #:	<u>2023-144</u>
Date:	<u>4/11/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2023 - 145**

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

**Date:** April 13, 2023

**RE:** Soil & Water

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

Account Code	Description	Old	+ or (-)	New
10-6060-310	Soil & Water-Travel	1,200.00	(100.00)	1,100.00
10-6060-380	Soil & Water-Advertising	741.00	100.00	841.00
<b>Soil &amp; Water</b>		<b>1,941.00</b>	<b>-</b>	<b>1,941.00</b>

**Justification:**

This transfer is to move monies within the Soil & Water Budget to the Advertising line. These monies are needed to pay for advertising through fiscal year end.

Budget Officer's Initials CP

Approval Date: 4/18/23

Initials:	<u>MD</u>
Batch #:	<u>2023-145</u>
Date:	<u>4/19/2023</u>

Washington County  
**BUDGET TRANSFER**

To: Board of Commissioners

BT #: 2023 - 146

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

Date: April 25, 2023

RE: Finance/Detention/Emergency Mgmt/Senior Center/Communications

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

Account Code	Description	Old	+ or (-)	New
10-4130-130	Finance-Unemployment Insurance	1,120.00	(1,000.00)	120.00
10-4130-310	Finance-Travel	1,200.00	(1,000.00)	200.00
10-4130-315	Finance-Training	2,000.00	(1,000.00)	1,000.00
10-4130-010	Finance-Salaries & Wages-Regular	181,800.00	3,000.00	184,800.00
<b>Finance</b>				
10-4320-010	Detention-Salaries & Wages-Regular	357,027.00	(10,000.00)	347,027.00
10-4320-031	Detention-Salaries & Wages-Part Time	31,000.00	(4,000.00)	27,000.00
10-4320-030	Detention-Salaries & Wages-Overtime	50,000.00	14,000.00	64,000.00
<b>Detention</b>				
10-4330-140	Emergency Management-Workman's Comp	2,741.00	(100.00)	2,641.00
10-4330-101	Emergency Management-401(K) Contribution	1,578.00	100.00	1,678.00
10-4330-315	Emergency Management-Training	1,500.00	(350.00)	1,150.00
10-4330-310	Emergency Management-Travel	2,500.00	350.00	2,850.00
<b>Emergency Management</b>				
10-5150-180	Senior Center-Group Insurance	25,004.00	(715.00)	24,289.00
10-5150-010	Senior Center-Salaries & Wages-Regular	91,011.00	700.00	91,711.00
10-5150-101	Senior Center-401(K) Contribution	2,737.00	15.00	2,752.00
<b>Senior Center</b>				
10-5911-010	Communications-Salaries & Wages-Regular	223,516.00	(2,000.00)	221,516.00
10-5911-031	Communications-Salaries & Wages-Part Time	70,000.00	(15,000.00)	55,000.00
10-5911-130	Communications-401(K) Contribution	7,915.00	(3,500.00)	4,415.00
10-5911-180	Communications-Group Insurance	69,925.00	(3,500.00)	66,425.00
10-5911-030	Communications-Overtime	40,000.00	17,000.00	57,000.00
10-5911-100	Communications-Retirement	48,034.00	7,000.00	55,034.00
<b>Communications</b>				
		<b>1,210,608.00</b>	<b>-</b>	<b>1,210,608.00</b>

**Justification:**

This transfer is to move monies within various departments to cover salary and benefits through fiscal year end. These transfers are being done due to the 2.5% COLA funding that was put in a separate line as a lump sum however we are being able to cover these overages within the departments. Also, to move monies within Emergency Management to cover fuel through fiscal year end.

Budget Officer's Initials CEP

Approval Date: 4/27/23

Initials: MP  
 Batch #: 2023-146  
 Date: 4/27/2023

Washington County  
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2023- 147

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

Date: May 1, 2023

RE: Sheriff/SS Admin/Contingency/EMS

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	(6,120.00)	(420.00)	(6,540.00)
10-4310-611	Gun Permits Discretionary-County Portion	40,980.00	420.00	41,400.00
10-3540-030	Gun Permits-State Portion	(7,330.00)	(490.00)	(7,820.00)
10-4310-612	Gun Permits-State Portion	8,465.00	490.00	8,955.00
10-3540-040	Finger Printing	(1,200.00)	(100.00)	(1,300.00)
10-4310-613	Finger Printing	5,405.00	100.00	5,505.00
<b>Sheriff</b>				
10-3500-082	DSS Community Donations-Foster Children	(309.00)	(200.00)	(509.00)
10-5310-259	DSS Community Donations-Foster Children	507.00	200.00	707.00
<b>SS Admin</b>				
10-3290-000	Interest Earned on Investments	(198,571.00)	(52,114.00)	(250,685.00)
10-9990-000	Contingency	140,937.00	52,114.00	193,051.00
<b>Contingency</b>				
37-3490-020	DUKE Race-Cars Grant	(5,800.00)	(75.00)	(5,875.00)
37-4330-652	DUKE Race-Cars Grant	12,900.00	75.00	12,975.00
<b>EMS</b>				
<b>Balanced:</b>		<b>(10,136.00)</b>	<b>-</b>	<b>(10,136.00)</b>

Justification:

*This amendment is to increase the revenue and expenditure budgets for Gun Permitting, Finger Printing, Foster Children Donations, and EMS Duke Grant lines due to receiving additional revenue in these lines. This amendment also increases contingency due to the additional interest earnings that have been received.*

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2023- 148

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

Date: May 1, 2023

RE: General Fund/Water

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(4,235,598.00)	525,000.00	(3,710,598.00)
10-9800-035	Transfer to Water	525,000.00	(525,000.00)	-
				-
35-3980-000	Transfer from General Fund	525,000.00	(525,000.00)	-
35-3990-990	Fund Balance Appropriation-Water	-	525,000.00	525,000.00
<b>General Fund/Water</b>				
		<b>Balanced:</b>		
		(3,185,598.00)	-	(3,185,598.00)

**Justification:**

This amendment is to cancel a previously approved interfund transfer from the general fund to the water fund, by reducing the Appropriated Fund Balance in the General Fund, and increasing the Appropriated Fund Balance in the Water Department Budget. This budget request is being made in part due to the County securing a substantial amount of grant funding to undertake much of the water system improvements that some of the transferred funds were originally intended to be allocated toward, as well as due to the need to minimize unnecessary interfund transfers and marshal available general fund balance for potential use in managing the cash flow and debt service requirements of the upcoming PK12 School Construction Project. The Water Department has sufficient fund balance at the moment to sustain itself without the originally intended transfer of general fund balance into the water fund. A journal entry will be made to correct this entry once the budget amendment is approved.

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

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

Initials:	
Batch #:	
Date:	

Commissioner Johnson asked about BT #2023-140. Ms. Dixon stated that various repairs were made 911, MTW, and the Strader Bldg. Some HVAC units will need to be replaced.

**Commissioner Keyes made a motion to approve the budget transfers/amendments as presented. Commissioner Phelps seconded. Motion carried unanimously.**

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

Commissioner Johnson reminded the Commissioners of the District Meeting on May 4, 2023 – NCACC Districts 1 & 2 Meeting, 5:00 PM – 7:00 PM @ the Innovation Campus, 411 East Blvd., Williamston. She noted that it is a good time to network.

Commissioner Johnson also mentioned the May 23 – 24, 2023 – NCACC Advocacy Days, Raleigh Marriott City Center/Legislative Building. It is very useful talking to different legislators around the state to help our County legislators.

Commissioner Spruill noted that he is not opposed to having a new school, he just wishes both Boards were on the same page. He attended the RC&D meeting in Dare County. They discussed septic tank repairs on beach, booms and real estate on the beach. He also mentioned the Livestock Show on Wednesday, May 3, and the dinner and sale afterwards. He also noted that the local fire department was having a pancake supper in Roper this Saturday from 7:00 – 11:00.

Commissioner Phelps referenced pg. 107, re: Phase II and said he would like to request that the Creswell School not be torn down till it can be offered up for sale and that money could be used against the new school. He also asked everyone to please support the Livestock Show.

Commissioner Keyes also mentioned the Roper Fire Department Pancake Supper and Livestock show. Everyone needs to support these events. On May 31<sup>st</sup> she will be giving a presentation to other Commissioners and Randy Thompson of Brunswick County on EM prep for commissioners to teach them to stay in their lane.

Mr. Potter said the County has gotten a lot of questions regarding crushed asphalt at the school. Some 2,417 tons are being moved this week by trucks and being sold. Mr. Potter also said that Congressman Davis staff told us about a listening session regarding the farm bill. One will be in Hertford County May 3 @ 8:00 am and one in Pitt County on May 4. Mr. Potter also shared handouts from Dr. Carr regarding gang prevention and a list of state legislators on the Education Committee. He also reminded the Commissioners that the Budget presentation will be on May 15 and the Public Hearing at the June 5<sup>th</sup> regular meeting.

Chair Walker thanked Dr. Carr for all her work on the new school project.

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

Back in Open Session, with no further business to discuss, **Commissioner Keyes made a motion to recess to May 15, 2023 @ 6:00 PM in the Commissioners' Room. Commissioner Spruill seconded. Motion carried unanimously.**

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Julius Walker, Jr.  
Chair

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

May 15, 2023

The Washington County Board of Commissioners met in a recessed meeting on Monday, May 15, 2023 at 6:00 PM in person and using ZOOM for Facebook Live Streaming in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes and Carol V. Phelps were present. Also present were County Manager/County Attorney Curtis Potter and Clerk to the Board Julie J. Bennett. Commissioners John C. Spruill and Julius Walker, Jr., and County Finance Officer Missy Dixon were unable to attend.

Vice-Chair Keyes called the meeting to order.

CONSENT AGENDA:

- a) Auditor Contact
- b) MTW Contact

**Commissioner Johnson made a motion to approve the Consent Agenda. Commissioner Phelps seconded. Motion carried unanimously.**

BOARD OF EQUALIZATION AND REVIEW:

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

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

**Commissioner Johnson made a motion to recess the Board of Equalization & Review until June 5, 2023 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth and a livestreamed on the County's Facebook page. Commissioner Phelps seconded. Motion carried unanimously.**

BUDGET AMENDMENTS & TRANSFERS: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' Agenda Package.



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
 Missy Dixon, Finance Officer  
**Date:** May 4, 2023  
**RE:** Buildings/Facilities/Sheriff/SRO

**BT #: 2023 - 149**

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

Account Code	Description	Old	+ or (-)	New
10-4260-558	CIP-HVAC Repairs/Replacements Reserves	30,314.00	(16,000.00)	14,314.00
10-4265-540	Facilities-Capital Outlay-Equipment	18,240.00	16,000.00	34,240.00
<b>Buildings/Facilities</b>				
10-4265-215	Facilities-Maintenance & Repair Building	67,879.00	(6,000.00)	61,879.00
10-4265-332	Facilities-Utilities-Water	30,000.00	6,000.00	36,000.00
<b>Facilities</b>				
10-4314-310	Plymouth High SRO-Travel	2,595.00	(1,000.00)	1,595.00
10-4310-260	Sheriff-Departmental Supplies	12,000.00	1,000.00	13,000.00
<b>SRO/Sheriff</b>				
		<b>161,028.00</b>	<b>-</b>	<b>161,028.00</b>

**Justification:**

This transfer is to move monies as follows: from the Building Department Budget to the Facilities Budget in order to purchase two HVAC Units-one for the 911 Server Room and one for the Maintenance Shop as staff has relocated their office to this area; within the Facilities Budget from Maintenance & Repair Building to Utilities-Water in order to pay the remaining water bills for all buildings through fiscal year end; and to move monies from the PHS SRO Budget to the Sheriff's Departmental Supplies line to cover the purchase of supplies that have been ordered to carry through fiscal year end.

Budget Officer's Initials CP

Approval Date: 5/4/23

Initials: CP  
 Batch #: 2023-149  
 Date: 5/4/2023

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 4, 2023  
**RE:** SS Admin/SS Economic Support

**BT #: 2023 - 150**

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

Account Code	Description	Old	+ or (-)	New
10-5380-377	SS Economic Support-State Foster Home Care	50,000.00	(5,000.00)	45,000.00
10-5310-250	SS Admin-Maintenance & Repair-Vehicle	9,500.00	2,500.00	12,000.00
10-5310-260	SS Admin-Departmental Supplies	50,182.00	2,500.00	52,682.00
<b>SS Admin/SS Economic Support</b>		<b>109,682.00</b>	<b>-</b>	<b>109,682.00</b>

**Justification:**

This transfer is to move monies within the Social Services Budget from State Foster Home Care to Maintenance & Repair Vehicles and Departmental Supplies. This request is to cover expenses that have been made for departmental supplies such as paper, paper towels, etc. along with the needed maintenance on the agency vehicles through fiscal year end.

Budget Officer's Initials CSB

Approval Date: 5/5/23

Initials:	<u>mm</u>
Batch #:	<u>2023-150</u>
Date:	<u>5/8/2023</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2023 - 151

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

Date: May 9, 2023

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-392	Sheriff - Undercover Investigations	4,000.00	(1,000.00)	3,000.00
10-4310-600	Sheriff - Animal Control	8,000.00	1,000.00	9,000.00
<b>Sheriff</b>		<b>12,000.00</b>	<b>-</b>	<b>12,000.00</b>

Justification:

This transfer is to move monies within the Sheriff's Office Budget from Undercover Investigations to Animal Control to cover purchases through end of fiscal year.

Budget Officer's Initials CBP

Approval Date: 5/9/23

Initials:	<u>MP</u>
Batch #:	<u>2023-151</u>
Date:	<u>5/10/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 9, 2023  
**RE:** School Capital Outlay

**BT #: 2023 - 152**

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

Account Code	Description	Old	+ or (-)	New
21-5912-696	Grant-Needs Based Pub Sc-Construction	44,661,417.00	(273,263.00)	44,388,154.00
21-5912-698	Grant-Needs Based Pub Sc-Engineering	66,933.00	273,263.00	340,196.00
<b>School Capital Outlay</b>		<b>44,728,350.00</b>	<b>-</b>	<b>44,728,350.00</b>

**Justification:** This transfer is to move monies within the School Capital Outlay Budget from Construction to Engineering. This movement is necessary to cover additional Terracon Invoices for special inspections and Underground Storage Tank removal work.

Budget Officer's Initials CP

Approval Date: 5/9/23

Initials:	<u>CP</u>
Batch #:	<u>2023-152</u>
Date:	<u>5/10/23</u>

Washington County  
BUDGET TRANSFER

To: Board of Commissioners  
From: Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
Date: May 9, 2023  
RE: Water

BT #: 2023 - 153

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

Account Code	Description	Old	+ or (-)	New
35-7135-600	Designated for Future Appropriation	46,511.00	(10,000.00)	36,511.00
35-7130-250	Water Operations-Vehicle Supplies	16,500.00	5,000.00	21,500.00
35-7135-298	Water Treatment-Contracts	18,000.00	5,000.00	23,000.00
<b>Water</b>		<b>81,011.00</b>	<b>-</b>	<b>81,011.00</b>

Justification:

This transfer is to move monies within the Water Department Budgets from Designated for Future Appropriations to Vehicle Supplies to cover fuel costs through fiscal year end and to Contracts to cover the expenses for testing samples at Waypoint Analytical through fiscal year end.

Budget Officer's Initials CBP

Approval Date: 5/9/23

Initials:	<u>MD</u>
Batch #:	<u>2023-153</u>
Date:	<u>5/10/2023</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** May 11, 2023  
**RE:** Contingency/Buildings

BT #: 2023 - 154

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	193,051.00	(5,000.00)	188,051.00
10-4260-440	Contract Services-Courthouse Security	62,000.00	5,000.00	67,000.00
<b>Contingency/Buildings</b>		<b>255,051.00</b>	<b>-</b>	<b>255,051.00</b>

**Justification:**

This transfer is to move monies from Contingency to Buildings-Contracted Services-Courthouse Security. This transfer is needed to pay for Security Services through fiscal year end.

Budget Officer's Initials CBP

Approval Date: 5/11/23

Initials:	<u>CBP</u>
Batch #:	<u>2023-154</u>
Date:	<u>5/12/2023</u>

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2023- 155

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

Date: May 15, 2023

RE: School Capital Outlay

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

Account Code	Description	Old	+ or (-)	New
21-3230-401	Truist PK-12 Financing (4.02%)	-	(19,796,000.00)	(19,796,000.00)
21-5912-700	Truist PK-12 Funded Construction	-	19,796,000.00	19,796,000.00
<b>School Capital Outlay</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

This amendment is to budget for the loan proceeds that will be available to the County from Truist at closing on May 16th. These funds must be placed into budget in order to allow the Finance Officer to pre-audit and the County Manager to sign the Metcon Construction Contract to begin work and keep the project on its intended timeline. The borrowing has already been approved by the LGC and the Board of Commissioners.

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

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

Initials:	_____
Batch #:	_____
Date:	_____

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2023- 156

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

Date: May 15, 2023

RE: Airport Grant Fund

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

Account Code	Description	Old	+ or (-)	New
38-3800-090	NPE Federal Grant-FY 19-20	(150,000.00)	(16,667.00)	(166,667.00)
38-8135-670	NPE Federal Grant-FY 19-20	150,000.00	16,667.00	166,667.00
38-3800-000	Appropriated Fund Balance	(345,000.00)	15,000.00	(330,000.00)
38-3800-091	NPE Federal Grant-FY 20-21	(150,000.00)	(16,667.00)	(166,667.00)
38-8135-671	NPE Federal Grant-FY 20-21	165,000.00	1,667.00	166,667.00
<b>Airport Grant Fund</b>				
		<b>Balanced:</b>	(330,000.00)	-
				(330,000.00)

**Justification:**

This amendment is to bring the NPE Federal Grant revenue and expenditure budgets for FY 19-20 and FY 20-21 up to \$166,667. The county has been notified that these NPE funds will not require a local match. Therefore, the County will receive the full amount from federal & state dollars to address runway lighting improvements at the Airport. We had originally budgeted fund balance to cover the required match however, now that a match is longer needed, we are putting those funds back into the fund balance.

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

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

Initials:
Batch #:
Date:



**Commissioner Phelps made a motion to approve the budget transfers/amendments as presented. Commissioner Johnson seconded. Motion carried unanimously.**

**WASHINGTON COUNTY FY24 RECOMMENDED BUDGET PRESENTATION & BUDGET MESSAGE:** Mr. Curtis Potter, CM/CA read the budget message below.

**COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS**

COMMISSIONERS:  
JULIUS WALKER, JR., CHAIR  
ANN C. KEYES, VICE-CHAIR  
TRACEY A. JOHNSON  
CAROL V. PHELPS  
JOHN C. SPRULL



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

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

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**FY24 BUDGET MESSAGE**

TO: Washington County Board of Commissioners  
FROM: Curtis S. Potter, County Manager/County Attorney & Budget Officer  
RE: Budget Officer's Recommended Budget for July 1<sup>st</sup>, 2023 to June 30, 2024 ("FY24")  
DATE: May 15, 2023

In accordance with the North Carolina Local Government and Budget Fiscal Control Act, as the County Manager and Budget Officer of Washington County, I hereby submit this Budget Message to the Board of County Commissioners of Washington County for its review and consideration together with the recommended budget for the upcoming fiscal year identifying revenue and expenditure estimates, and making line item and departmental recommendations to allocate funds based on those estimates, departmental funding requests, and other information gathered from a wide variety of internal and external sources.

The overall budget presented seeks to balance and meet the needs of county citizens in a manageable and cost-effective manner. Any increases or decreases in revenues or expenditures within the recommended budget are based on researched justifications, and held to a manageable level within individual departments to the fullest extent possible. Any major exceptions to this will be highlighted in this message, and in the recommended budget materials presented to you for your review.

**Budget Development Process:**

The budget development process began this year with the presentation and adoption of the budget calendar in December of 2022 followed by a Budget Planning Workshop held by the Board of Commissioners and staff in January of 2023.

A Budget Kickoff message and Budget Request Forms and Instructions were made available to all county departments and other partner agencies receiving regular funding from Washington County on or about February 8<sup>th</sup>, 2023. Budget Request Forms were due to the County Manager by March 8<sup>th</sup>, 2023. Several departments and agencies were unable to meet this deadline, but this did not cause any significant delays in the overall process this year.



As noted in previous budget messages, in my experience as a Budget Officer, the practical ability to physically meet and engage in personal physical budget discussions is vitally important to developing a more accurate and complete budget for the upcoming fiscal year. This is particularly true in small rural county's with limited administrative support staff and less efficient budget preparation resources compared to larger jurisdictions.

With only a few limited exceptions, both the County Manager and Finance Officer were able to meet in person, at least once, with each department head and/or major outside agency representative, to review departmental/agency requests, and prepare the proposed budget for the upcoming fiscal year.

Major budgetary highlights and comments are broken down primarily by the applicable funds from which each budget is allocated, followed by notes on:

- Capital Improvement Plan ("CIP")
- Personnel (Salaries, Benefits, and Modifications)
- Other Items/Summary

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1. **General Fund Revenues, Allocated Fund Balance, & Expenses:**

- a. **Introduction:** The General Fund (sometimes herein referred to as the ("GF") is the largest and primary operating fund of the county from which the overwhelming majority of all governmental operations are funded.
- b. **GF Revenues:** Revenues of the GF are primarily generated from ad valorem property tax collections, sales tax receipts, motor vehicle tax receipts, various fees, fines, grants and limited shared revenues received from the State of North Carolina.
  - i. According to the Washington County Tax Department, the county's Total Tax Base (including real and personal property, public utilities, and motor vehicles) for the upcoming fiscal year is projected to be \$1,040,459,553 representing an overall increase of approximately 8% compared to the current fiscal year's tax base of \$954,400,821, and a 4% increase compared to the prior fiscal year's higher tax base of \$996,003,364 prior to the loss of a substantial amount of commercial pipeline inventory which caused the County's tax base (and the calculated amount of each collected tax penny) to drop considerably in the current fiscal year.
  - ii. The overall increase of \$84,058,732 in the Total Tax Base consists of the following:

- a. A \$49,258,732 increase in the Real & Personal Property portion of the tax base due in large part to the full listing this year of assets related to one of the major solar farms that recently began operating in the county.
  - b. A \$22,800,000 increase in the Public Utilities portion of the tax base due to the listing of new public utility upgrades/assets installed by a variety of public utility companies in the county. Dominion Energy was the largest of these and accounted for over \$15,000,000 alone.
  - c. A \$12,000,000 increase in the Motor Vehicles portion of the tax base.
- iii. Tax Rate Projection: The currently assessed Ad Valorem Tax Rate of \$0.840 cents per \$100 of assessed property value is recommended to be maintained at the same\* rate for the upcoming fiscal year in order to continue adequately funding county operations.
- a. \*Note the special comments within the School Capital Outlay section of this message with respect to the potential impact of significant debt service on the future tax rate.
  - b. Also note that the currently assessed Special Tax rate of \$.01 cent per \$100 of assessed property value for Watershed Improvement (as authorized by voter referendum held on May 6, 1972, and levied in addition to the general ad valorem tax rate) is recommended to be maintained at the same rate for the upcoming fiscal year.
    - a. Revenues from this special tax do not support the General Fund, but instead are restricted for use exclusively to adequately fund and manage watershed drainage systems and projects throughout Washington County.
  - c. As a result of the changes in the overall Total Tax Base, and based on the proposed Tax Rate, the projected per penny ad valorem tax collection amount is expected to increase by \$7,721 from \$92,016 this current fiscal year, to \$99,738 for the coming fiscal year. This should equate to an overall increase of \$648,564 in ad valorem tax revenues collected next fiscal year compared to the current fiscal year.
  - d. The tax rate projections for the upcoming fiscal year are based on collecting an estimated 95.36% of all assessed real and personal property values and public utility values, as well as 100% of all motor vehicle values. In accordance with applicable law, these collection rates are based on the actual tax collection rates from the prior fiscal year, which was a

nominally slight decrease from the prior fiscal year's collection rate of 95.45%.

- iv. Approximately \$16.15M is estimated to be the total General Fund revenues for all taxes, programs, and other activities for the upcoming fiscal year BEFORE the allocation of additional available unassigned fund balance from the General Fund which may be needed to balance total revenues against the total GF budget.
  - v. A line item by line item comparison of the projected revenues for the upcoming fiscal year to the current fiscal year's budget as of March 4<sup>th</sup>, 2023 (about 66% of the current fiscal year), as well as to the actual revenues received for the prior fiscal year is included in the "Revenues" Tab of your Recommended Budget Notebooks.
- c. Allocated GF Fund Balance & CIP Items: The total GF budget for all county operations and debt service requirements totals approximately \$17.7M compared to the current fiscal year's amended budget of \$20.1M (as of the date of this Memo), and is balanced against projected revenues and total projected expenses by relying upon an allocation of approximately \$1.55M in unassigned fund balance. This amount is shown in the "Revenues" Tab of your Recommended Budget Notebook as an additional revenue source for the upcoming fiscal year.
- i. Although the amount of GF fund balance currently recommended to be allocated is substantially smaller than the amount allocated in the current fiscal year, it still represents a considerable portion of the overall available unassigned GF fund balance, and should be carefully reviewed prior to approval.
    - a. To assist in this effort, management has summarized a variety of larger expenditures and Capital Improvement Items which are recommended to be funded from the GF fund balance for the upcoming fiscal year. This summary can be viewed at the bottom of the last budget sheet in the "Revenues" Tab of your Recommended Budget Notebook.
    - b. Please note that many of these items represent a continuation of funding for CIP items that were funded in the current fiscal year but have not yet been completed, or in some cases initiated, while others represent new funding for new CIP items.
    - c. CIP recommendations for the upcoming year include:
      - o \$280k            Replace 2 Transit Vehicles (1 from FY23)
      - o \$169k            Replace Tax Software (Con't FY23)
      - o \$120k            Roof Replacement Reserves
      - o \$108k            Replace 2 Sheriff Vehicles

- \$74k            Replace DSS Roof Shingles
- \$54k            Complete DSS Renovation (3<sup>rd</sup> of 3 years)
- \$50k            Courthouse/Detention Plumbing (Cont' FY23)
- \$35k            New County Manager Fleet Vehicle (1/2 of CIP)
- \$30k            Handicap Rec bathroom upgrade (Cont' FY23)
- \$30k            Replace main IT switches
- \$22k            Replace Animal Shelter Fencing
- \$16.5k          Local grant match for VW Bus Repl (Con't FY23)
- \$9k             Staff lockers 911
- \$6k             Viper Radio Programmer WCSO
- \$5k             New Postal Machine (mandated by USPS)
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- d. GF Expenditures: General Fund expenditures encompass most of the major governmental operations of Washington County including: education, public health, human services, law enforcement, debt and most other general governmental services.
- i. Approximately \$17.7M is recommended as the total GF expense amount to be allocated for the upcoming fiscal year. This amount is broken down into subtotals by department/category in a relatively short budgetary comparison spreadsheet provided under the "Budgetary Comparison" Tab of the Recommended Budget Notebook. The proposed budget for each department/category is further itemized in separate budget spreadsheets that can be found at the front of each separate TAB of your Recommended Budget Notebook corresponding to the applicable department, agency, or category.
  - ii. The following provides a very general overview of the rough percentages of the overall total recommended GF expenditures to the largest departments/areas:

FY23	FY23 Original	FY24	FY24	
100%	\$19.9M	100%	\$17.7M	Total Recommended General Fund
24.5%	\$4.87M	28%	\$5.02M	Social Services
17.5%	\$3.48M	20%	\$3.69M	Sheriff's Office, SROs, Detention, Communications
10.3%	\$2.05M	See Transfers	See Transfers	WCH Pension Plan
9.7%	\$1.74M + CAP	9.8%	\$1.74M + CAP	Education Local Appropriation (Does not Incl. Fund21)
8.9%	\$1.76M	8.2% 2.5%	\$1.45M \$0.45M	Transfers to Other Funds Transfers to New WCH Pension Fund
8.4%	\$1.66M	11%	1.96M	Admin Depts: Board/Mgr/Finance/Tax/IT
5%	\$1M	4.7%	0.84M	Buildings & Facility Services
15.7%	\$3.2M	14.4%	2.55	All Other Departments Combined

e. Special General Fund Notes for the Upcoming Fiscal Year:

- i. Due to staff turnover and a compressed timetable for completing the budget preparation process this year, no formal budget request forms were created for the Facilities Department (which is also sometimes referred to as Buildings or Maintenance) or for the Soil & Water Department. Staff have consulted with the new department heads in both of these Departments in preparing the proposed departmental budgets by summarized spreadsheets only this year. Please contact the County Manager or Finance Officer with any questions or concerns about the requested amounts in either of these departmental budget sheets for more details.
- ii. For the upcoming fiscal year, staff proposes to wind down two separate departments and place them essentially in mothball status with minimally funded budgets.
  - a. GIS: The core functions of this department will be contracted out to Atlas and processed at least monthly in coordination with the Tax Office which will generate addresses, and provide the info to Atlas necessary to map all splits and modifications. Atlas will also provide additional GIS services

on an as requested basis from staff to continue providing internal GIS resources. This will significantly alter the traditional process by which county citizens have been used to dropping in to visit a dedicated GIS staff member with parcel mapping questions. Staff in the Tax, Planning, Library, and Management Offices will need to work together to help deal with customers during this transition, and to begin to educate our citizens on the availability and use of online mapping resources.

- b. **Veteran's Services:** The core functions of this department have been handled for over a year by an out of county Veteran's Services Officer without complaint. The current VA files are secured under County Manager supervision and accessible in the event of any requests. The phone line is being maintained and has a recorded message to provide information to citizens about how to access services through the Pitt County VA office. This is the same model that Tyrrell County has used for some time now as well.
- iii. **Separation of Pension Funding from GF:** In regards to the currently allocated GF fund balance, please recall and note that the larger portion of the previously allocated \$3.8M in GF fund balance, was a \$2M allocation this Board approved upon Management's request last year, to begin rebuilding the funding that will be needed to meet the substantial long term legal and financial liabilities associated with Washington County Hospital Employees' Pension plan. That now frozen plan, was retained by the County when it sold the hospital around 2007.
  - a. For FY24 the Finance Officer and I have agreed that the most responsible course of action is to begin utilizing a completely separate accounting fund from the GF in order to more responsibly and transparently separate the funding allocated to this plan from other governmental operation funding in the GF. You will notice this year that there are no allocations to the pension plan directly from the GF. Instead you will find a single proposed transfer from the GF to the newly created WCH Pension Fund (Fund 40) which will continue to make the quarterly and annual payments to beneficiaries as they become due, along with other related professional services fees.
- iv. **Fire Protection:** To support the continued provision of fire protection services throughout the county, I recommend an allocation of \$398,952 which is calculated at exactly \$.04 collected cents per \$100 of assessed property value. This represents an increase of \$14,965 over the prior hold harmless amount.



- v. Transfers Out of the General Fund: Several larger than usual transfers out of the General Fund are recommended for the upcoming fiscal year including the following:
  - a. \$450,000 to the newly est. Washington County Hospital Pension Fund.
  - b. 398,952 to be transferred to the EMS Fund representing a continuation of four cents anticipated revenue to help operate the EMS system.
  - c. \$99,738 to the Airport to support continuing operations.
  - d. \$50,000 to the Sanitation Fund to help offset rising scrap tire costs.
  - e. \$40,000 to the Tax Revaluation Fund.
  - f. \$10,000 to the Special Projects & Grants Fund to continue making annual contributions in this amount toward an eventual PARTF grant local match requirement. For the upcoming fiscal year the total accumulated funds for this purpose will reach \$50,000.
  
- vi. Contingency Recommendation: \$40,000 is requested for contingency purposes to permit the Budget Officer to more efficiently deal with unexpected expenses or emergencies during the upcoming year, and to help prevent delayed services or operational interference that may otherwise result without the availability of such funds. All transfers from contingency are transparently reported to the Board per applicable policy at each board meeting after any such transfers.
  
- 2. Enterprise Fund Revenues, Expenditures, and Operations: Several major services are operated from self-sustaining enterprise funds (also known as proprietary funds). These include the landfill/sanitation fund (also known as the solid waste fund), the water fund, and the emergency medical services fund, although technically this last fund which relies heavily on annual transfers from the general fund is technically providing governmental rather than proprietary services, and from an auditing standpoint is sometimes treated as part of the total governmental services funded through the general fund.
  - a. Solid Waste Enterprise Fund (33) Approximately \$1.66M is allocated for total Solid Waste Fund revenues and expenditures for the upcoming fiscal year compared to the current fiscal year budget of \$1.43M. The \$231,284 difference is due primarily to an upcoming mandatory grinding of yard debris next year projected to cost over \$75,000, continuing high inflationary pressure on both the solid waste hauling and regional dumping contracts, and an unprecedented rise in the cost of complying with the state mandated scrap tire program. Costs for this compliance have more than doubled with a projected expense this current fiscal year of around \$120k compared to \$50k last fiscal year. The County has sought legislative support and is actively lobbying to modify the current method of distributing scrap tire tax revenues to help alleviate these increases in price driven largely by a lack of competition in the scrap tire recycling market.

Solid Waste revenues are derived from household solid waste user fees, town solid waste user fees, regional commercial landfill disposal fees, construction contractors' disposal fees, penalties and interest, white goods and scrap tire disposal fees. Revenues are based

upon a proposed \$35 increase in the solid waste user fee (SWUF) from \$300 per household this fiscal year to \$335 per household next fiscal year.

This fee is used to adequately fund the solid waste proprietary enterprise fund. The fee covers costs associated with both curbside pickup services which are anticipated to increase in costs by 5.25% compared to 4.16% last fiscal year, and regional landfill tipping fees which are anticipated to increase in costs by 6.41% compared to 7.48% last fiscal year. In addition this fee is used to help fund the general availability and operation of the local County C&D Landfill.

Historically the SWUF was last raised two years ago from \$275 to \$300 per household, and had not been raised for at least 4 years before that. Last year's budget message warned that an increase in this fee was anticipated to be needed in the upcoming fiscal year's budget even before the unprecedented rise in scrap tire compliance costs. To help alleviate the pressure caused by those costs, \$50,000 is recommended to be transferred from the GF to the solid waste fund in the upcoming fiscal year.

An increase in the municipal availability fee from \$40 to \$44 is also recommended. This fee is charged to the Town of Plymouth (which does not pay a SWUF) to provide local C & D Landfill access to town account owners on the same basis as county account owners.

The total amount of solid waste per account that can be tipped each year without charge in the C & D Landfill remains set at the current rate of 2,000 pounds of waste per account. Management recommends considering a further reduction of this amount once a viable option has been established to accept credit card payments by customers at the landfill.

The C&D Landfill recently expanded its next cell of available space to increase its overall capacity. In the current fiscal year substantial revenues were generated due to the demolition of Pines Elementary which should help the landfill close the year in the black for the first time in years, but will not resolve the longer-term financial issues facing this fund. In addition, the audit for the prior fiscal year required a restatement of this fund's net position due to an error made by a consulting engineer during a prior evaluation of the landfill's remaining capacity and related calculations of post closure landfill liabilities. This restatement resulted in the landfill having a positive net position for the first time in years, but this position is considered fragile by management at best due to the recurring annual underperformance of this fund.

With the recent expansion of capacity, audit restatement, and large amount of activity this year, management looks forward to carefully reviewing and reassessing the overall remaining capacity and related post closure landfill liability costs during the upcoming FY23 audit process. The results of that analysis will guide and heavily influence future long-term landfill management and funding recommendations.

Due to its ongoing distressed condition, for the upcoming fiscal year, no transfers out of this fund for cost allocations to the GF are recommended.

CIP Project recommendations include:

- \$18,000 to replace an older mower to keep the large amount of landfill cover space mowed in compliance with state regulations.

- b. **Waterworks Enterprise Fund (35):** Approximately \$8.54M in total Waterworks Enterprise Fund revenues and expenses are projected for the upcoming fiscal year compared to the current fiscal year budget of approximately \$2.16M. This substantial difference is due primarily to the need to budget for administering two large grants obtained this fiscal year by county staff including a \$5,472,000 grant to undertake the long-discussed expansion of the main waterlines from Roper to Pea Ridge, and a \$970,000 grant to repair and improve interconnections between the county system and municipal systems. Adjusted for the removal of these two grants, the total revenues and expenses would equate to approximately \$2M.

The projected operational revenues for this fund are based on a total of approximately 2,667 customers with an average usage of 3,600 gallons per month. Total combined revenues for water base and consumption charges are projected to increase by approximately \$64,000 from \$1,365,000 this fiscal year to \$1,430,000 next fiscal year.

Historically revenues from water sales have not kept pace with expenditures and long term utility system capital improvement needs, although net position of this fund has improved substantially over the last few years. The State of North Carolina also recently created a Vulnerable Utility Reserve program which essentially scores every utility system in the state on a variety of metrics, and places lower scoring systems into a mandatory remedial training and action program commonly referred to as "VUR".

Washington County, along with all three municipal systems, and most other smaller rural jurisdictions has been placed in the VUR. As part of this process, the County anticipates undertaking a more formal rate review study in the next year or two.

However, for the upcoming fiscal year, the Utilities Department recommends an immediate increase of \$2 per monthly base rate charge to every customer countywide to help offset rising inflationary pressure on expenses, particularly for chemical costs related to treating the county water supply.

Most residents currently pay \$24 per month for the first 2,000 gallons of water consumed and \$13 for each 1,000 gallons thereafter. With the proposed increase, the monthly base rate would increase to \$26 per month for most customers. Historically there has not been a rate increase since FY16, when rates were raised in response to a letter of concern received from the LGC regarding the sustainability of the fund balance in this proprietary water fund.

**Water Fund Cost Allocations to the General Fund:** Cost Allocations are justifiable expenses of one fund made for the benefit of another fund which are "allocated" to that fund within a formal Cost Allocation Plan.

- In FY17 the cost allocations paid from the water system to the general fund were substantially reduced after internal restructuring of some water department staff and due to the concerns about fund balance which appear to have stabilized.

- In FY18 and FY19 the cost allocations were increased again slightly based on the most recent cost allocation report available.
- Since FY18, and continuing through the current fiscal year, a substantially lower cost allocation has been allocated from the Water Fund to the general fund based on the most recent cost allocation reports which typically run one year in arrears for each fiscal year, and are carefully tracked by management to monitor and maintain the separate integrity of the enterprise fund from the general fund, and to ensure that transfers between such funds are only made pursuant to justifiable actual cost allocation reports.
- \$100,000 has been recommended as the cost allocation for the upcoming fiscal year.

CIP Project recommendations include:

- \$40,000 to replace one of two aging SUVs with the 2<sup>nd</sup> to be replaced next year.
- \$164,000 to begin replacing 20% of the county meters on an annual basis.
- \$20,000 to replace aging meter reading hardware.
- \$225,000 to replace the SCADA system.
- \$70,000 to replace the oldest of three primary wellheads.

- c. **Washington-Tyrrell Emergency Medical Services (EMS) FUND (37):** Washington County EMS continues to successfully fulfill its emergency medical services mission to the county's citizens. Washington County operates emergent and non-emergent (transport) services to the county's residents. Washington County EMS also operates emergent services through a contract with Tyrrell County for their citizens.

The primary sources of revenues for emergent and non-emergent services are Medicare, Medicaid, private insurance and private pay patients as well as additional funds from Tyrrell County for operating its EMS program. These revenue sources do not provide enough revenue to fully cover all county EMS operational expenses. For that reason, the county has historically been compelled during previous fiscal years, as well as the current fiscal year, to make a general fund transfer to the EMS Fund to compensate for expenses not reimbursed by the sources cited above, as well as to maintain a fiscally responsible fund balance in this sometimes-volatile fund, due to unpredictable fluctuations in calls for service. The county may be unable to sustain reliance on the county general fund as a revenue source for the EMS program in future years.

Considerable review and evaluation of current EMS operations have been performed over the past decade in an effort to lower expenditures and lessen reliance on county general funds. After implementing a fluctuating workweek schedule for staff to reduce overtime costs, changing billing companies to improve collection rates, and franchising point to point non-emergent medical transport, the EMS system has undergone a noticeable improvement but still requires a regular transfer of general fund revenues, although that transfer is now much more predictable and manageable than in previous years due primarily to proactive fund balance management policies and strong departmental administration in recent years.

In FY19 after much discussion and analysis, it was determined that while the fluctuating work week assisted in temporarily controlling the unpredictable overtime expenses associated with previous shift schedules, that model was no longer considered a viable long-term option due to low recruitment, morale, and high turn-over as well as increased competition from surrounding jurisdictions that do not utilize that particular model.

While more expensive overall, the estimated additional expenses associated with eliminating the fluctuating workweek continue to prove largely accurate based on performance data. Similar estimates have been used for proposing to continue this staffing model for the upcoming fiscal year but will need to continue to be monitored closely in light of the inclusion of the EMS Department in the relatively recently adopted progressive pay plan system, and the addition of a Deputy Director two fiscal years ago.

Approximately \$2.36M in total EMS and Transport revenues and expenditures are projected for the upcoming fiscal year compared with approximately \$2.78M in the current fiscal year. This \$420,191 decrease is due primarily to a reduction in the number of CIP items to be purchased in the upcoming fiscal year compared to the current fiscal year. Of the total \$2.36M in projected revenues, approximately \$1.83M is anticipated to be received from outside revenue sources, and \$398,952 is anticipated to be transferred to EMS from the General Fund representing 4 cents (\$0.04 cents) of projected collected ad valorem tax revenues. An additional appropriated fund balance from the EMS Fund of \$131,859 is recommended primarily to balance the fund against projected expenses and to help fund several CIP items including:

- \$54,000 to replace one aging QRV/SUV
- \$23,147 to purchase VIPER compliant radios for the Transport division
- \$4,500 to purchase a Stair Chair Pro

### 3. Other Miscellaneous Fund Budgets:

#### a. Washington County Schools Current Expenses (GF) and Capital Outlay ( Fund 21):

Washington County Schools submitted its recently approved school budget for the upcoming fiscal year to county staff in early May, 2023 outlining intended uses of funding. Pursuant to the written Funding Agreement entered into between the Board of Commissioners and School Board related to the construction of a new PK-12 consolidated school building which began in the present year and is anticipated to accelerate in earnest during the next two fiscal years, the County agreed to hold both the operation and capital funding of the School System at the same levels as the current fiscal year for next fiscal year before changes are anticipated to begin in the overall funding formulas in the following fiscal year.

Management recommends funding to be allocated at the same levels next fiscal year as this fiscal year being \$1,705,000 for operations from the general fund, and \$400,000 for capital outlay purposes from Fund 21.

Considerable staff time and resources will be devoted again next fiscal year, like the current fiscal year to monitoring and managing the PK-12 project which is the largest capital project undertaken by Washington County in living memory. The revenues and

expenditures related to this project are accounted for in Fund 21 and are anticipated to fluctuate frequently next year.

Initially management recommends an additional allocation for this project of \$68,903,719 together with a separate additional allocation of \$431,058 to make the first interest only debt payment on a \$19,796,000 loan, which the County approved at the end of the current fiscal year to help facilitate this project. That brings the total allocated for all revenues and expenses in Fund 21 to \$69,734,777.

Unless additional funds are secured to use toward this debt service obligation, next year's debt service which will include principal and a full year's interest will jump to approximately \$1.8M. This projected debt service, even with anticipated uses of existing restricted sales tax revenues and annual lease payments from the School System will have a dramatic impact on not just Fund 21, but on the overall ability of Washington County to maintain financial stability without securing a considerable amount of additional new revenues.

In the absence of other revenues, management has discussed with the Board of Commissioners its anticipation that a tax increase will most likely be required to manage these debt service obligations as early as next year.

- From a fiscal responsibility standpoint, management would actually recommend considering some form of tax rate increase around four (0.04) cents starting immediately with the upcoming fiscal year to mitigate against the risk that no additional revenues are received which the County can utilize to address this issue.
- A wait and see strategy has also been discussed with the Board in recent meetings based on the repeated assurances that the County is supposed to receive additional funding from the legislature during the upcoming fiscal year.
- Management assesses the chances of being able to actually access and utilize such funding toward its existing debt service obligations in the coming years essentially at 50/50, and would advocate that the responsible approach would be to raise taxes earlier and lower them later if able to do so. This is based on the reality that it would be much easier to manage the large debt service obligations by getting ahead of the cash flow curve immediately, rather than trying to catch up by reacting after the liability is realized and when the proposed rate might need to be increased.
- However, it is also acknowledged that the maintenance of a steady reliable tax rate, especially one that is already among the highest in the state, is an important component to generating sustainable continuing economic development within the county.

- It should also be noted that even if no additional funding is secured during the upcoming fiscal year to help address the debt service obligations, it may be possible to once again consider a local referendum for a local options sales tax to generate additional sales taxes to offset the need for a potential property tax increase prior to next year's budget adoption if that referendum is held during the 2024 spring primaries.
  - For the upcoming fiscal year, based on management's understanding of the Board's current positions on a tax increase in the upcoming fiscal year, no increase has been factored into the budget at this time.
- b. **Drainage Fund (30)**: \$123,000 in total revenues and expenses are projected for this fund which is used to account for special drainage tax revenues and to maintain the various drainage projects and expenses throughout the county.

The currently assessed Special Tax rate of \$.01\* cent per \$100 of assessed property value for Watershed Improvement (as authorized by voter referendum held on May 6, 1972, and levied in addition to the general ad valorem tax rate) is recommended to be maintained at the same rate for the upcoming fiscal year. Revenue from this special tax are used to generate revenues specifically for this special drainage fund.

This fund is also used to account for revenues and expenses of the Eddie Smith Special Assessment District which is expected to begin active assessments again in the upcoming fiscal year. These have been included in the total recommended figures for this fund.

- c. **Plymouth Municipal Airport Grants (38) and Operations (39)**: Operational revenues and expenditures are estimated in the proposed budget at \$265,693 compared to the currently budgeted \$209,976 for the current fiscal year. Revenues are generated from airplane fuel sales and airplane hangar rentals. The increase in revenues next fiscal year is due to additional fuel sales anticipated now that the QT Pod/credit card self-serve fuel station is fully operational. The recommendation also includes a continuation of the historical transfer of one collected penny or \$99,738 from the General Fund ad valorem tax revenues to the Airport to sustain its operations, along with an allocated fund balance of \$49,955 for the upcoming fiscal year.

Washington County continues to receive \$150,000 annually in NPE Grant Funds and in more recent years the NC DOT DOA has waived the 10% County Match required to utilize NPE grant funding on certain safety sensitive projects. There is a total of \$666,668 recommended for eligible grant revenues and expenditures for the upcoming fiscal year.

- d. **Washington County Hospital Pension Fund (40):** As previously outlined in the general fund section of this message, for the upcoming fiscal year this fund will be utilized to account for revenues (primarily transfers from the general fund) and expenditures made in connection with the WCH Pension Plan obligations of Washington County. For the upcoming fiscal year management recommends allocating \$450,000 in total revenues and expenditures for this fund, to be funded from a one-time general fund transfer. This amount includes an allocation of \$50,000 to begin addressing long term legal needs of this plan, and to research ways to offer and process early beneficiary buy out options.
- e. **Opioid Settlement Fund (50):** For informational purposes, this fund was established to account for the special revenues received in connection with Washington County's participation in a wide variety of opioid epidemic related litigation over the past several years. For the upcoming fiscal year, management recommends allocating \$89,201 in total revenues and expenditures for this fund.
- f. **DSS Trust & FC Deposits Fund (51):** This relatively recently created, and externally mandated fund was required to comply with GASB and LGC directives and serves as a passthrough for funds held in trust by DSS. For the upcoming fiscal year management recommends allocating \$180,000 in total revenues and expenditures.
- g. **ARPA Fund (55):** No allocations have been recommended for this fund in the upcoming fiscal year as management anticipates expending all funds by the end of the current fiscal year and does not anticipate receiving additional funding at this time.
- h. **Special Projects & Grants Fund (58):** This fund is used to separate and account for special projects and grants. For the upcoming fiscal year, management recommends allocating approximately \$4.56M in total revenues and expenditures. These include:
- i. \$4,150,000 to construct a new Multipurpose County Facility at the Airport utilizing \$3,250,000 in specially designated legislative appropriations received in the current fiscal year for such purpose together with \$900k in local match.
  - ii. \$50,000 for a future PARTF local match funded with an additional \$10,000 transfer to this fund from the general fund.
  - iii. \$179,153 in potential spending on an Economic Development Motorsports Grant
  - iv. \$84,270 in potential spending by the Sheriff using specially appropriated state grant funds received in the current fiscal year.
- i. **TTA Fund (63):** COVID-19 did not impact overall occupancy tax revenues as originally anticipated. Due to a relatively small fund balance historically, and the inconsistency of occupancy driven revenues, this fund balance and annual operations should also be carefully monitored to ensure that a negative fund balance is not inadvertently created particularly during periods of economic decline. Beginning in FY18 the TTA's largest single activity, the NC Black Bear Festival, branched out to form its own non-profit corporation with financial autonomy which has considerably reduced the amount of



administrative work associated with that event by county staff and has also made TTA budgeting overall much more stable and predictable.

Total revenues and expenditures in this fund for the upcoming fiscal year are projected to be \$278,635 compared to the current fiscal year budget of \$207,504. This increase is primarily due to a proposed \$120,000 marketing campaign requested by the TTA which relies upon an allocation of \$118,635 in TTA fund balance.

- j. **E911 Fund (69):** This fund is used to account for special revenues received from the State of North Carolina for E911 related expenses. Total revenues and expenditures in this fund for the upcoming fiscal year are projected to be \$118,952 compared to the current fiscal year budget of \$209,020. This decrease is primarily due to completion of the majority of the upgrade work for the primary PSAP prior the upcoming fiscal year which is anticipated to consist primarily of annual routine operations and maintenance expenses. The overall fund balance and annual performance of this fund will need to be monitored and managed closely in the coming years as the program and associated reimbursement rules and amounts constantly change leaving uncertainty about reliable revenue streams.
- k. **Revaluation Fund (70):** For the upcoming fiscal year a continuation of the annual contribution of \$40,000 into this fund to set aside for revaluation of the assessed tax base which is required to be conducted at least every eight years is recommended.

4. **Capital Outlay & Capital Improvement Plan (CIP) Items:**

- a. The county has been making steady progress toward developing and utilizing a more formalized CIP process over the last few years. For the upcoming fiscal year, staff intends to rely upon and continue developing its formal CIP which was updated and published online under the Finance Office's webpage earlier this year.
- b. In the fall of the current fiscal year, staff were notified of their opportunity and need to provide updated CIP requests spanning the next two years. The intent in doing this was to reduce the monumental amount of time and effort taken by staff and administration to comprehensively review and update the CIP itself. By conducting a biennial comprehensive review process, management hopes that this process can be conducted every other year in the fall ahead of the next fiscal year's budget cycle.
- c. To assist in your review of these items, staff has included a simplified itemized list of current CIP items along with their current status in "Tab 48" of your Recommended Budget Notebooks.
- d. In addition to the specific CIP items summarized in this message, and for ease of reference, many of the recommended CIP Items to be funded in the upcoming fiscal year have also been inserted into the total recommended budget amounts for each appropriate department budget sheet or fund budget sheet, and are generally **highlighted in blue** on those sheets in your Recommended Budget Notebooks.

5. Personnel:

a. Insurance & Benefits:

- i. Health insurance rates rose sharply and unexpectedly in the prior fiscal year. Thus far the county has not been informed of any pending increases in the next fiscal year, but an additional 5% increase has been factored into the recommended budgeted Group Health Insurance Rates for the upcoming fiscal year.
- ii. For the upcoming fiscal year, the County will also switch from UNUM insurance to Blue Cross Blue Shield for all dental, eye, and life insurance benefits. This change is expected to save money for both employees and the county, and will resolve administrative issues the County has faced recently with its current carrier.

b. Progressive Years of Relevant Service (YORE) Based Pay Plan Background: During FY21, Washington County adopted and implemented a new compensation system based on each employee's years of relevant experience in each position. This plan was specifically designed to address serious issues that arose in previous years related to staff morale and recruiting and retaining qualified applicants to provide quality public services to county citizens.

- i. The plan results in an ongoing number of salary adjustments countywide from year to year depending upon each employee's time/years of relevant experience which is typically measured each November, and any resulting increases in compensation typically occurring with the start of the following December payroll period, and the actual increase in pay reflected with the following January payroll.
- ii. All such adjustments have been factored into the proposed budget based on the terms of the plan.
- iii. Ongoing review and adjustment of the plan is anticipated as several positions remain in need of further review and adjustment as previously discussed, and as the overall plan's impacts on actual county recruitment and retention, as well as related financial costs, continues to develop and become clearer with time.
- iv. Staff currently estimates the difference from last fiscal year to this fiscal year in terms of YORE Pay Plan impacts is approximately \$80,000.

c. COLA Recommendation: After careful consideration and evaluation of our overall financial integrity, and discussions with surrounding counties about their intentions with regard to potential recommendations for cost of living adjustments (COLA) for employee salaries for the upcoming fiscal year amidst the backdrop of one of the most volatile periods of inflation in most of our lifetimes, I am recommending another 2.5% COLA for all county employees as part of the overall recommended budget.

- i. The current projected cost of this recommendation is approximately \$230,000 based on estimates using the combined salaries projected for next year which take into consideration pre-planned step progressions under the recently adopted progressive pay plan. This figure has been reflected in the General Fund budget using a placeholder shown under the “Central Services” Tab of your Recommended Budget Notebooks.
  - ii. Under the current pay plan, each step of progression already equates to an approximate 2.5% increase, meaning that combined with the proposed 2.5% COLA, for those employees scheduled to progress next fiscal year, they would realize a net increase in pay of 5%, and for those who do not, they would be anticipated to realize this same increase at the time of their next progression typically in the following year under the current plan guidelines.
  - iii. For informational purposes, the last countywide COLA was an increase of 2.5% on June 16, 2022 and before that an increase of 2% on June, 16, 2018.
  - iv. This recommendation is in line with similarly sized governments in our region according to a recently published survey by the NCACC which is available on their website and will be provided under the “Personnel” Tab of your Recommended Budget Notebooks for your review.
- d. Other Personnel Reclassification Recommendations: The following additional adjustments to the current pay plan are recommended and have been incorporated into the projected salaries of the proposed budget unless otherwise indicated:
- i. Detention Regrades: \$30,000 has been allocated under a place holder line in the Central Services section of the General Fund to fund the following increases to detention staff. Although these increases will not entirely push the starting pay for detention officers into a competitive range with several surrounding jurisdictions, it is hoped that they will improve morale and recruitment in this department which is suffering from systemic vacancies.
    - a. Regrade Detention Officers from Grade 13 starting at \$27,193 to Grade 15 starting at \$29,254
    - b. Regrade Detention Corporals from Grade 14 starting at \$28,243 to Grade 16 starting at \$29,254
    - c. Regrade Detention Lieutenant from Grade 17 starting at \$31,251 to Grade 18 starting at \$32,275
  - ii. County Manager’s Office:
    - a. Conversion of a Senior Project Manager position with starting pay of \$34,297 which will be vacant by August to an Assistant County Manager position with starting pay of \$60,000.
  - iii. Finance Office:
    - a. The budget includes funding for the anticipated hiring of the Grants & Procurement Manager at a starting salary of \$40,400 and a total anticipated cost of \$61k to be partially offset by grant admin funding.

This position was previously approved by the Board during the budget workshop in January.

- iv. Tax Office:
  - a. The recommended budget includes a substantial allocation for the creation of two new positions in this department to be offset by an anticipated increase in the overall Tax Collection Rate.
  - b. A Peer Review study by the NCACC and NC Dept. of Revenue related to the staffing needs and recommendations of the Tax Office along with detailed justifications for these positions from the Tax Administrator are attached to the Tax Budget Request under that Tab in your Recommended Budget Notebooks.
  - c. The anticipated cost of both positions is expected to be around \$106k
- v. Sheriff's Office: The proposed budget reflects the freezing of two FTE deputy positions which were approved to be frozen by the Board during its consideration and approval of a series of pay increases for law enforcement during the current fiscal year.
- vi. Social Services: The DSS budget includes an additional SWII Supervisor position as requested by DSS during its presentation to the Board during the budget planning workshop.
- vii. Additional Part Time Hours: The following departments have been allocated additional part time assistance in the proposed budget:
  - a. Animal Control
  - b. Elections
  - c. Recreation
  - d. Soil & Water
- e. Except as stated above, no position reclassifications or previously unapproved modifications to individual full-time employee salaries, nor any new fully funded full time employee positions, are included in the proposed budget.
  - i. Management notes the need to update its comprehensive pay study last conducted about three years ago to account for changes in market conditions and to prepare for making better long-term staffing decisions in what is certain to be a challenging future for personnel recruitment and retention. This process is recommended to be initiated in the early fall of the upcoming fiscal year once we have a better idea of any additional funding to be received in relation to the PK-12 School project and a better idea of our standing available fund balance at that time.

- a. Management recommends particular scrutiny of the telecommunications salaries to assist that department with more competitive recruitment and retention, although there are a variety of departments and positions which are in an increasing need for further review.
6. **Summary:** This recommended budget attempts to manage expenses and utilize revenues in order to meet all current mandated funding requirements and ongoing needs. The NC General Assembly may pass along other costs or change revenues that may alter the budget once it's adopted. The county will need to monitor and evaluate the effects of any legislative changes on the budget during the fiscal year.

It should serve as some comfort that over the past few years, Washington County has done an admirable job of building its available unassigned Fund Balance to an amount more in line with Management's recommendations, and which as of the prior year audit, appears to provide us with a solid footing on which to think about how to best meet the challenges ahead of us. The recent use of the CIP process along with this fund balance will help equip us to meet and overcome those challenges. Those challenges in the coming fiscal year will be numerous including without limitation:

- Construction of the PK-12 School
- Preparing to pay for the debt service installments related to that project
- Construction of a \$4M Aviation/Emergency Management Building
- Dealing with increasing inflation and unprecedented staff competition

A public hearing regarding this recommended budget is scheduled for **June 5th, 2023** in the Washington County Board of Commissioners Room at 116 Washington St. Plymouth, NC 27962.

Please contact the Clerk to the Board at the information in the letterhead of this Budget Message for more information about how to attend or be heard at this hearing.

Final adoption of the budget for the upcoming fiscal year is anticipated to occur sometime during the month of June this year, and could occur as early as the same night of the public hearing.

If the Board desires to hold any additional special meetings to discuss any questions or concerns it may have related to the recommended budget, staff requests that those meetings be scheduled prior to the upcoming public hearing to the greatest extent possible in order to keep the overall timetable on track for budget adoption by early June of this year.

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  
County Manager

Commissioner Keyes thanked Mr. Potter and staff for all the hard work on the Budget.

Commissioner Johnson stated she feels that the Board should also receive a COLA. Does the Board qualify for a COLA? This Board has not received a COLA since 2009. Mr. Potter said he has staff gathering information from comparable counties on Commissioner pay. He can bring the information back to the Board.

With no further business to discuss, **Commissioner Johnson made a motion to adjourn. Commissioner Phelps seconded. Motion carried unanimously.**

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Ann C. Keyes  
Vice-Chair

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