

May 20, 2024

The Washington County Board of Commissioners met in a recessed meeting on Monday, May 20, 2024, at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Ann C. Keyes, Tracey A. Johnson, 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 Keyes called the meeting to order.

CONSENT AGENDA:

- a) NCVTS Pending Refund Report
- b) RESO 2024-018 Authorizing Sale of Real Property, 134 Daisy Lane
- c) RESO 2024-019 Authorizing Sale of Real Property, 90 Cumberland St.
- d) RESO 2024-020 Vulnerable Adult and Elder Abuse Awareness Month (Proclamation)
- e) RESO 2024-021 Authorizing Execution of A Utility Right of Way Agreement with Dominion Energy to Install and Connect Electrical Utilities at the Newly Constructed PK-12 School

Commissioner Spruill said told the Board that Elder Abuse is a very real problem in most communities and most of our families. He is glad that the Commissioners have drawn attention to it.

Commissioner Johnson made a motion to approve the Consent Agenda. Commissioner Phelps seconded. Motion carried unanimously.

BOARD OF EQUALIZATION AND REVIEW:

Commissioner Spruill made a motion to re-convene as the Board of Equalization and Review. Commissioner Walker seconded; motion carried unanimously.

Ms. Bennett stated that Ms. Wilkins called before the start of tonight's meeting and was under the weather and unable to attend. Ms. Wilkins asked Ms. Bennett to relay to the Board that there were no appeals as of today.

Commissioner Phelps made a motion to recess the Board of Equalization & Review to June 3, 2024. Commissioner Spruill 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

BT #: 2024 - 129

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

Date: May 8, 2024

RE: Sheriff

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

Account Code	Description	Old	+ or (-)	New
10-4310-370	Sheriff-Printing	200.00	(200.00)	-
10-4310-380	Sheriff-Advertising	200.00	(200.00)	-
10-4310-390	Sheriff-Dues & Subscriptions	400.00	(200.00)	200.00
10-4310-330	Sheriff-Postage	2,000.00	600.00	2,600.00
Sheriff		2,800.00	-	2,800.00

Justification:

This transfer is to redistribute budgeted funds within the Sheriff's Office Budget to cover Postage through fiscal year end. Expenses have come in higher than anticipated.

Budget Officer's Initials CDP

Approval Date: 5/8/24

Initials:	<u>MD</u>
Batch #:	<u>2024-129</u>
Date:	<u>5/8/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 130

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

Date: May 8, 2024

RE: Water

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

Account Code	Description	Old	+ or (-)	New
35-7135-350	Water Treatment - Maintenance & Repair-Equipment	23,415.00	(5,000.00)	18,415.00
35-7130-350	Water Operations - Maintenance & Repair Equipment	35,000.00	5,000.00	40,000.00
Water		58,415.00	-	58,415.00

Justification:

This transfer is to redistribute budgeted funds within the Water Fund from Treatment to Operations Maintenance & Repair Equipment to pay for needed repairs to the Pea Ridge Booster Station.

Budget Officer's Initials CPD

Approval Date: 5/9/24

Initials:	CPD
Batch #:	2024-130
Date:	5/9/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 13, 2024
RE: SS Admin

BT #: 2024 - 131

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

Account Code	Description	Old	+ or (-)	New
10-5310-010	SS Admin - Salaries & Wages-Board	1,500.00	(130.00)	1,370.00
10-5310-600	SS Admin - Contracted Services	177,960.00	130.00	178,090.00
SS Admin		179,460.00	-	179,460.00

Justification:

This transfer is to move budgeted funds from Salaries & Wages Board to Contracted Services. This transfer is needed to put with additional unencumbered funds to increase the Vanguard Contract due to the loss of the IA&T Social Worker and a new Social Worker III starting on May 16th. These personnel changes, will put us in a position of needing additional assistance from Vanguard to provide Child Protective Services. Both lines are reimbursable at 50% therefore there will be not change in revenues.

Budget Officer's Initials CPD

Approval Date: 5/14/24

Initials: MD
Batch #: 2024-131
Date: 5/14/2024

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2024- 132

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

Date: May 20, 2024

RE: General Fund/Projects and Grants Fund

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

Account Code	Description	Old	+ or (-)	New
10-4260-556	CIP Roof Repairs/Replacement Reserves	120,000.00	(120,000.00)	-
10-4260-558	CIP HVAC Repairs/Replacement Reserves	27,107.00	(27,107.00)	-
10-9800-058	Transfer to Projects/Grants Fund	19,226.00	147,107.00	166,333.00
58-3980-010	Transfer from General Fund	(19,226.00)	(147,107.00)	(166,333.00)
58-4260-556	Cap Reserves Roof Repairs/Replacements	-	120,000.00	120,000.00
58-4260-558	Cap Reserves HVAC Repairs/Replacements	-	27,107.00	27,107.00
General Fund/Projects and Grants Fund				
	Balanced:	147,107.00	-	147,107.00

Justification:

This amendment is to transfer previously budgeted funds for Roof/HVAC Repairs and Replacements from the General Fund to the Projects/Grants Fund in order to begin to build a reserve for the projects in the coming years. This is being done much like the PARTF Grant match monies that we are building in this Fund.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Commissioner Phelps made a motion to approve the budget transfers/amendments as presented. Commissioner Spruill seconded. Motion carried unanimously.

PUBLIC HEARING: WASHINGTON COUNTY FY25 BUDGET RECOMMENDATION:

Commissioner Spruill made a motion to open the public hearing on the Washington County FY25 Budget Recommendation. Commissioner Phelps seconded; motion carried unanimously.

Ms. Keyes called on Mr. Potter to speak. He distributed a brief memo to the Board regarding the budget. The fee schedule was included along with an email from the Fire Commission and from the school system.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS:

ANN C. KEYES, CHAIR

CAROL V. PHELPS, VICE-CHAIR

TRACEY A. JOHNSON

JOHN C. SPRULL

JULIUS WALKER, JR.



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CLERK TO THE BOARD
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AGENDA ITEM MEMO

MEETING DATE:	May 20, 2024	MEMO Date:	May 20, 2024	ITEM:
SUBJECT:	FY25 BUDGET MESSAGE & RECOMMENDED ALLOCATION AMENDMENTS			
DEPARTMENT:	COUNTY MANAGER/FINANCE			
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)			

ATTACHMENTS:

- A- Proposed FY24 Fee Schedule (7pgs)
- B- 1pg Letter dated 5/1/24 from Creswell Fire Chief Ron Ambrose seeking additional funding. (Updates Budget Notebook Tab 17)
- C- 4pg Letter dated 4/18/24 received 5/15/24 outlining the Washington County Schools FY25 Budget Request (Updates Budget Notebook Tab 21)
- D- 1pg email dated 5/13/24 w/ 1pg revised budget allocations worksheet for E911 Fund69 (Updates Budget Notebook Tab 44)
- E- 1pg EMS Salary Comparison Chart (Updates Budget Notebook Tab 49)

PURPOSE: To discuss and consider approval of the proposed FY25 Budget, as recommended by the Budget Officer, together with any staff/board recommended changes or modifications approved by the Board, after first conducting the official Public Hearing on the recommended budget.

BACKGROUND/STAFF DISCUSSION & ANALYSIS:

- A. The Budget Officer presented the FY25 recommended budget together with the FY25 Budget Message to the Board at its regular 5/6/24 meeting. Notice was provided as required by law for an official Public Hearing on the recommended budget at the Board's 5/20/24 meeting.
- B. After an opportunity for further review, including an opportunity for department heads to review their individual recommended departmental budgets, and an opportunity for the Finance Office to pre-key the entire proposed budget into the county financial software for reconciliation purposes, the Budget Officer recommends the following amendments to the originally presented FY25 Budget as follows:

i. General Fund (Fund 10) Allocation Amendments:

10-3990-000	Appropriated Fund Balance	+12,500	Additional revenue allocation to balance GF budget against \$12,500 Animal Control Grant Exp. not picked up in original expense totals due to excel formula error.
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ii. E911 Fund (Fund 69) Allocation Amendments:

69-3370-000	E911 Telephone Surcharge	+12,685	Pushed revenue up to full anticipated amount to cover additional Maint. Agmt Expense \$16,811 not incl in original request.
69-3990-000	Appropriated Fund Balance	+4,126	Additional revenues needed to balance total expenses including \$16,811 not incl in original request.
69-9100-357	Maint Agreement – Wireless Communications	\$16,811	Additional expense not included in orig FY25 budget request. Req via email from D. Fikes 5/13/24

iii. FY 25 Budget Message Clarifications: The Budget Officer also offers the following clarifications to the originally presented FY25 Budget Message. No impacts to the underlying recommended budget allocation figures result from these clarifications:

- Pg13, 2nd Paragraph: The recommended current expense/operations allocation to the school system should have been shown as \$1,735,000 rather than \$1,705,000. This error was due to a typo in the message, but correct figures were used throughout supporting documentation/worksheets.
- Pg19(d)(iv) & Pg20 2nd row in EMS Table: There are actually only 2 EMS position reclassifications from EMT Basic to EMT Intermediate to add to the 3 Intermediate positions already in EMS. This error was due to a typo in the message, but correct figures were used throughout supporting documentation/worksheets.
- Pg20: Last 2 rows of 1st Table: The “Total General Fund” and “Total Water Fund” figures summing up the total estimated cost (including ancillary benefits) associated with implementing the recommended grade modifications set out in the table on Page 20 of the Budget Message were transposed by mistake. The Figures should reflect Total General Fund: \$28.5k and Total Water Fund: \$11k

iv. FY25 Fee Schedule: The proposed fee schedule is attached for your review with modifications shown in red using MS Track Changes.

STAFF RECOMMENDATION: Review the updated information described in this Memo, conduct the Public Hearing on the FY25 Budget, discuss any questions or concerns, and lastly direct staff to prepare the FY25 Budget Ordinance with any further modifications or amendments desired by the Board for approval at the June 3rd, 2024 meeting.

Mr. Ron Ambrose, Fire Commission Chair. Mr. Ambrose Handed out a packet that was voted on by the Fire Commission and accepted to send to the Commissioner’s to add \$.01 cent of the ad valorem tax to their budget. Mr. Ambrose discussed items that they are required to have. Items that have to be rotated every 10 years. Talked about the last sheet...the bottom of it. Things they are required to have. The cost of a fire truck has tripled since 2019. Mr. Ambrose

said the hopes to have a favorable vote on this and the Fire Commission appreciates all that the Commissioners have done.

Ms. Steffanie Barnes, Alliance for Greater Eastern NC (AGENC) read the following letter to the Commissioners.

Alliance for Greater Eastern North Carolina (AGENC)
209 Fairlane Road - Greenville, North Carolina 27834
Post Office Box 301 - Roper, North Carolina 27970

May 13, 2024

Washington County Board of Commissioners
116 Adams Street
Post Office Box 1007
Plymouth North Carolina 27962

Good evening Chair Ann Keyes, Vice-Chair Carol Phelps and members of the Board of the Washington County Commissioners. Thank you for the opportunity to address the Board regarding our \$2,000.00 appropriation request. The Alliance for Greater Eastern North Carolina (AGENC), a 501(c)(3) not-for-profit, has operated in Washington County since 2015.

AGENC has provided musical enrichment to the residents of Washington County in the form of Jazz Concerts for the general public, and a music appreciation program for the students of Washington County Middle School (to include the high school band at that time). We have donated school supplies to all public schools in Washington County. We have donated to the Department of Social Services Christmas Fund and to the Plymouth Food Pantry.

Prior to Fiscal Year 2021-2022, AGENC provide these activities with revenue that we generated from our events, in-kind donations and monetary donations. In Fiscal Year 2021-2022, we received a grant from the North Carolina Arts Council that helped us to offer more events. Our board members receive no compensation. They are committed to giving back to the community where we grew up and where some still live.

Part of AGENC's Mission is to bring cultural and performing arts to Rural Eastern North Carolina where many of the residents don't have opportunity to travel to other parts of the state for good, wholesome entertainment.

We ask the Board to support our request and be a partner as we all work to improve the quality of life for our families and friends. Enclosed is our portfolio detailing many of our events and activities.

Respectfully,

Joyce Swain Holloway
Chair and Executive Director
Alliance for Greater Eastern North Carolina

Chair Keyes thanked her for providing the information.

Ms. Sandy Rhodes, (CFFVC) spoke to the Board about needing funding for the Center for Violence Protection and talked about Ms. Doretha Garrett, the local advocate helping our residents. Ms. Garrett also spoke and said they appreciate any help that the County can give them. She did a presentation to the Board a few months ago but is here tonight asking for money. She would like to see families that they serve get a piece of pie. She noted that they also have an attorney on board.

Mr. Squires asked a question--how many calls are received from Washington County on average. Ms. Rhodes said they provide about 85 services a month to our residents.

Commissioner Johnson made a motion to close the public hearing on the Washington County FY25 Budget Recommendation. Commissioner Walker seconded; motion carried unanimously.

Ms. Potter took a moment to introduce our ECU summer intern who is here about 25 hours a week on a pre-law track. Her name is Emma Corbett.

Commissioner Phelps reminded everyone of the Bear Festival next weekend (June 1).

Mr. Walker thanked the individuals that spoke tonight and gave him a different perspective on their issues.

Chair Keyes thanked folks for being here to speak and she wanted everyone to know that the Fire Fighters that were here tonight DO NOT GET PAID.

Commissioner Spruill asked Dr. White, School Supt. about the number of teachers getting supplements. Dr. White deferred to Ms. Jordan (WCS Finance Officer). She gave the following numbers for the amount of money received from the County for teacher supplements: 2022 ~\$66,609, 2023 ~\$104,751 and 2024 ~\$71,826. Commissioner Spruill said he wants the actual numbers including how many teachers this covers.

Commissioner Spruill said he has a concern regarding the funding agreement for the PK-12 school. He was under the impression that it would be reviewed each year and the Early College would be moved to Roper and he has also heard that the school has received some additional grant funding. Dr. White deferred to Ms. Simpson and she said they are looking for a 3-county system to offer programs that none of us can provide as a standalone county -- Hyde, Tyrrell, & Washington. Programs might be nursing, HVAC, welding, and electrical and there is not enough room for these classes in the new school. Commissioner Spruill said that this new school is putting the citizens in debt and every penny counts.

Commissioner Phelps asked if they (WCS staff) have given any consideration to moving all of these programs to the Roper Union School. Dr. White said renovation of the site would not be cost advantageous. The BoE rejected the Creswell School to be repaired. Phase II said to tear it down. Commissioners took that out—for it not to be torn down. Commissioner Phelps is not in favor of what the BoE is talking about. Commissioner Spruill said to keep two welding schools open may be a little much.

VOTING DELEGATE FOR 2024 NACO ANNUAL CONFERENCE: Ms. Bennett, Clerk to the Board told the Commissioner that Commissioner Johnson is the only Washington County Commissioner attending the 2024 NACO Annual Conference in Florida in July.

Commissioner Spruill made a motion to appoint Commissioner Johnson as the Washington County Voting Delegate for the 2024 NACO Annual Conference. Commissioner Phelps seconded. Motion carried unanimously. Commissioner Johnson wanted it to be noted that no County money is being used for this trip.

Commissioner Phelps made a motion to adjourn. Commissioner Spruill seconded. Motion carried unanimously.

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

Ann C. Keyes
Chair