

August 5, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, August 5, 2024, at 6:00 PM in the Media Center of the Washington County Early College High School, 115 Middle Street, Creswell. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were in attendance. Also, present were County Manager/County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Keyes called the meeting to order. Commissioner Walker gave the invocation. Commissioner Phelps led the Pledge of Allegiance.

ADDITIONS/DELETIONS: Mr. Potter added NCGS 143-318.11 (a)(5) (property acquisition) to the Closed Session.

Commissioner Johnson made a motion to approve tonight's Agenda with the amended change. Commissioner Spruill seconded; motion carried unanimously.

CONSENT AGENDA:

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

- a) Approval of Minutes of July 1, 2024
- b) FY25 Salary Schedule/Pay Tables Effective 7/16/24 v2
- c) Language Access Plan (LAP) for ESFRLP2023
- d) NCDHHS-DSS MOU FY25
- e) RESO 2024-026 Approving & Accepting Sale of Real Property, 90 Cumberland St., Plymouth, NC
- f) RESO 2024-027 Approving & Accepting Sale of Real Property, 134 Daisy Lane, Roper, NC.
- g) RESO 2024-028 Opioid Resolution

Commissioner Walker made a motion to approve the Consent Agenda. Commissioner Spruill seconded; motion carried unanimously.

PUBLIC FORUM: Mr. Wayne Rodgers, 1661 Davenport Forks Road, Creswell, spoke to the Board about recreation for Creswell. He would like the County to give more consideration to children in Creswell. A playground is needed and a walking area is needed. He would like for his end of the County to have more recreation.

DEPARTMENTAL UPDATE: Mr. Ricky Young, Facilities Director, spoke to the Commissioners regarding projects he and his staff have completed and what projects they plan to complete in the future.

Projects list

2023- 2024

Probation building:

- Added three new offices.
- Remodeled the kitchen.

Former Facilities Office:

- Remodeled all three rooms.
- Installed new flooring.
- Converted all the lights to LED.

DSS:

- Patched and painted 59 rooms.
- Converted all the lights to LED (69 lights).
- Removed four walls to enlarge the offices.
- Constructed three new walls.

Tax/IT

- Remodeled former IT room for Tax.
- Installed new carpet.

Airport:

- Converted kitchen to a Pilots lounge.
- Installed 4 new parking lot lights.
- Installed new cameras.

Animal Shelter:

- Painted the inside of the building for new fencing.

Courthouse:

- Replaced the sewer lines on the 1st and 2nd floor bathrooms.

County Managers building:

- Replaced the sewer line in the kitchen.

Library:

- Replaced the sewer line from the building to the road.

Upcoming Projects

- Install exhaust fans over drink machines in Courthouse.
- Install exhaust fan in Water Department.
- Replace outside lights at the Library.
- Pressure wash and paint Courthouse steps.
- Pressure wash and paint fire exit steps by the Jail.
- Install new plumbing at the Library for their remodeling.
- Cut down a tree at the County Managers office.
- Cut the trees at Probation and reconfigure the parking lot.
- Cut a tree on the back of the garage in the Courthouse parking lot.
- Install a new receptacle at the Creswell EMS building.
- Replace cabinets and countertops at the Airport.
- Convert all the lights to LED at the Water Plant in Roper.

Mr. Young talked about how he keeps track of work orders and maintenance schedules.

Commissioner Spruill asked how long it takes to respond to a service request. Mr. Young said it depends on if something needs parts. Commissioner Spruill asked if Mr. Young calls in contractors often. Mr. Young replied, "No." Him and his staff try to do it all themselves. He said they have saved the County a lot of money. Commissioner Spruill asked Mr. Young how many staff he has. He answered five (5). Commissioner Spruill thanked him for all he did for the County.

Mr. Young also noted that he is trying to fix the IT office from holding water--it comes through the foundation. He would have to tear down a wall to get to the foundation. He is getting quotes from 3 contractors. Mr. Potter noted that this is the first time that office has had water in it the eleven (11) years he has been here. He also mentioned that the remodel of the IT office looked good.

Commissioner Spruill asked the status of the elevator. Mr. Young said the hold up is paperwork. He said he is looking at 8-10 months to be up and running. Court will have to be moved at that time.

Chair Keyes asked Mr. Young how many times he gets called about the AC at MTW? He said not often. He and his staff do maintenance on them.

Mr. Potter said that Mr. Young has done a great job of cleaning out space below the Strader Building to make a Maintenance Shop.

Chair Keyes thanked him for the work he and his staff have done.

AIRPORT ENGINEERING RFQ SELECTION: Mr. Potter spoke to the Board on this item since Ms. Moscato is under the weather tonight.

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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AGENDA ITEM MEMO

MEETING DATE: August 5, 2024 **MEMO Date:** July 29, 2024 **ITEM:** 4

SUBJECT: Airport Engineering Services RFQ Evaluation & Award

DEPARTMENT: Airport

FROM: Mary Moscato, Airport Development Director

ATTACHMENTS:

- A- RFQ Issued 4/30/24 for Architectural, Engineering, & Planning Consultant Services for Airport Development Projects for Plymouth Municipal Airport (PMZ) (4 pgs)
- B- Qualification Proposal from: AVCON, Inc. (15 pgs)
- C- Qualification Proposal from: Delta Group (14 pgs)
- D- Qualification Proposal from: Parrish & Partners (15 pgs)
- E- Qualification Proposal from: Talbert & Bright (15 pgs)
- F- Proposed Contract from: Talbert & Bright

PURPOSE: Review the attached Statements of Qualifications received from the firms in response to the County's RFQ for Consultant Services for Airport Development Projects and select the most qualified firm to direct staff to negotiate a contract for such services at a fair and reasonable price.

BACKGROUND: General Aviation airports like the Plymouth Municipal Airport, owned and operated by Washington County, are strongly encouraged by the FAA to recruit and maintain a resident engineering firm under contract. This firm provides a range of architectural, engineering, and planning consultant services for airport development projects.

Washington County's current contract for resident aviation engineering services with AVCON, Inc. expires on August 5, 2024. To continue planning future projects identified in the FAA-approved Airport Layout Plan (ALP) and to assist in obtaining state and federal funding, Washington County needs to secure a variety of professional services for its airport development projects. These services are best provided by contracting with a resident aviation engineering firm.

Applicable regulations mandate that the selection of such firms be based on their qualifications, without initial consideration of the costs they may charge for their services. Once the most qualified firm(s) are selected, the County will negotiate a contract to ensure the services are provided at a fair and reasonable cost.

ANALYSIS: The attached RFQ was published on the County website and distributed directly to known interested firms as well as indirectly to the NC Aviation Association Listserve to which most qualified firms providing such services in NC are subscribed for that specific purpose.

Four Statements of Qualification (attached) were received by the RFQ deadline and evaluated by a team consisting of the County Manager, Assistant County Manager, Airport Development Director, a County Commissioner, and NCACC Strategic Project Coordinator. The evaluation was conducted individually using a weighted scoring approach in which each firm could earn 100 possible points based on the same evaluation criteria published in Section 5 of the RFQ itself. The evaluation team collectively weighted the criteria, as shown in the Max Points column in the table below.

Each team member conducted an independent evaluation of each firm. The average of those scores is reflected in the table below. The evaluation team unanimously scored and recommends Talbert & Bright, as the most qualified firm.

AVIATION RFQ EVALUATION CRITERIA:	MAX POINTS:	AVCON Average Score	DELTA GROUP Average Score	PARRISH & PARTNERS Average Score	TALBERT & BRIGHT Average Score
Specific professional backgrounds and experience of the key personnel who will be involved in providing these services.	15	67	52	71	74
Demonstrated capability of firm to furnish said personnel for work on county's projects and availability of said personnel to county staff and for attendance of public hearings and board meetings as required.	20	85	47	85	87
Firms' knowledge of FAA/NCDOT Division of Aviation regulations, policies and procedures and proven background, experience in working with the FAA and NCDOT Department of Aviation, and other airports of this type and size, including Firm's ability to assist county staff with any online portal documentation required by state and/or federal agencies.	30	123	92	137	139
Quality of comparable projects previously undertaken and capability to complete projects without having major cost escalations or overruns.	15	61	22	70	71
Demonstrated ability to complete work in a timely manner.	10	44	14	47	46
Overall evaluation of completeness and contents of the proposal.	5	21	5	24	22
References	5	22	19	24	22
TOTAL POINTS:		423	251	458	461
RECOMMENDED PRIORITY OF MOST QUALIFIED FIRMS:		3rd	4th	2nd	1st

FINANCIAL IMPACTS: No immediate direct financial impact at this time. Upon entering into a contract for services, the County would pay for services as requested and incurred from within the Airport budget.

RECOMMENDATION(S): Review the attached Statement of Qualifications and:

1. VOTE: To approve the RFQ evaluations team's recommended priority of most qualified firms and direct the County Manager to negotiate with the firm in that priority until a contract to provide the services solicited by the RFQ at a fair and reasonable price is successfully reached between the parties.
2. VOTE: To approve and authorize the County Manager to execute the engineering services contract presented, subject to any additional modifications or amendments requested by the Board or recommended to be made in the County's favor by the County Attorney prior to its execution.

[The RFQ and subsequent documentation discussed are attached hereto and incorporated herein by reference and will be made part of these minutes.]

Commissioner Johnson made a motion to approve the RFQ evaluation team's recommended priority of most qualified firms and direct the County Manager to negotiate with firm in that priority until a contract to provide the services solicited by the RFQ at a fair and reasonable price is successfully reached between the parties. Commissioner Phelps seconded; motion carried unanimously.

Commissioner Phelps made a motion to approve and authorize the County Manager to execute the engineering services contract presented, subject to any additional modifications or amendments requested by the Board or recommended to be made in the county's favor by the County Attorney prior to its execution. Commissioner Walker seconded; motion carried unanimously.

BOARDS & COMMITTEES: Ms. Bennett stated that Beaufort County Community College (BCCC) President, Dr. Loope has reached out to ask the Board to re-appoint Ms. Linda West to the BCCC Board of Trustees.

Commissioner Walker made a motion to approve the re-appointment of Ms. Linda West to the Beaufort County Community College Board of Trustees. Commissioner Johnson seconded; motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' package. Please see below.

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 151

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

Date: June 26, 2024

RE: Water Operations/Water Treatment

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

Account Code		Description	Old	+ or (-)	New
35-7130-330		Water Operations - Utilities-Electricity	12,500.00	(1,200.00)	11,300.00
35-7135-330		Water Treatment - Utilities	40,000.00	1,200.00	41,200.00
Water Operations/Water Treatment			52,500.00	-	52,500.00

Justification:

This transfer is being done to move monies from the Water Operations Utilities line to the Water Treatment Utilities line in order to pay the electric bills through fiscal year end. These costs for the Treatment Plant have risen compared to last fiscal year and it appears that we did not anticipate enough to cover this increase during the budget preparation.

Budget Officer's Initials CDP

Approval Date: 6/26/24

Initials:	<u>MD</u>
Batch #:	<u>2024-151</u>
Date:	<u>6/26/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 26, 2024
RE: Landfill

BT #: 2024 - 152

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

Account Code	Description	Old	+ or (-)	New
33-8100-601	Designated for Future Appropriation	50,000.00	(34,000.00)	16,000.00
33-7401-600	Landfill - Contract-Scrap Tire	130,000.00	14,000.00	144,000.00
33-7402-610	Landfill - Contract-Regional Landfill	300,000.00	20,000.00	320,000.00
Landfill		480,000.00	-	480,000.00

Justification:

This transfer is being done to move monies within the Landfill budget from the Designated for Future Appropriations line to the Scrap Tire and Regional Landfill Contract lines. The costs on both of these contracts will exceed what we had anticipated therefore making it necessary to transfer monies in order to pay the final year end bills.

Budget Officer's Initials CP

Approval Date: 6/27/24

Initials:	<u>MD</u>
Batch #:	<u>2024152</u>
Date:	<u>6/28/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 153

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

Date: June 30, 2024

RE: SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5310-350	SS Admin - Maintenance & Repair-Building	30,750.00	(2,200.00)	28,550.00
10-5380-377	SS Economic Support - State Foster Home Care	58,400.00	(2,000.00)	56,400.00
10-5380-383	SS Economic Support - Special Links (100%)	2,000.00	(1,000.00)	1,000.00
10-5380-408	SS Economic Support - Medicaid Paybacks	1,000.00	(1,000.00)	-
10-5380-409	SS Economic Support - State Program Returns	10,160.00	(3,000.00)	7,160.00
10-5380-410	SS Economic Support - General Assistance-Foster Care Children	7,500.00	(4,250.00)	3,250.00
10-5310-268	SS Admin - Food Stamp Direct Charge	2,800.00	1,700.00	4,500.00
10-5380-376	SS Economic Support - Title IV-Foster Care	167,720.00	11,750.00	179,470.00
SS Admin/SS Economic Support		280,330.00	-	280,330.00

Justification:

This transfer is being done to move monies within the Social Services Department from various lines to the Food Stamp Direct Charge Line to cover a negative balance as a result of a lump sum draft from NC DHHS for the EBT Call Center and to the Title IV Foster Care Line to cover an emergency placement bill for a foster care child that was received on 7/8 that DSS Staff was under the impression from Trillium Staff that they would be covering.

Budget Officer's Initials OSP

Approval Date: 7/10/24

Initials:	<u>MD</u>
Batch #:	<u>2024-153</u>
Date:	<u>7/10/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 154

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

Date: June 30, 2024

RE: SS Economic Support/SS Transportation

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

Account Code	Description	Old	+ or (-)	New
10-5400-310	SS Transportation - WF Transportation	9,000.00	(4,000.00)	5,000.00
10-5380-376	SS Economic Support - Title IV Foster Care	179,470.00	2,000.00	181,470.00
10-5380-377	SS Economic Support - State Foster Home Care	56,400.00	2,000.00	58,400.00
SS Economic Support/SS Transportation		244,870.00	-	244,870.00

Justification:

This transfer is being done to move monies within the Social Services Department from WF Transportation to the Title IV Foster Care and State Foster Home Care lines. This transfer will correct an overexpenditure in the State Foster Care Line and put additional funds in the Title IV Foster Care line after additional review and indication that more funds are needed.

Budget Officer's Initials CBP

Approval Date: 7/11/24

Initials:	<u>MD</u>
Batch #:	<u>2024-154</u>
Date:	<u>7/12/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2024 - 155

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

Date: June 30, 2024

RE: SS Transportation/SS Economic Development

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

Account Code	Description	Old	+ or (-)	New
10-5400-347	Grant-RDC Transportation	6,000.00	(1,000.00)	5,000.00
10-5400-610	Senior Center Transportation	6,000.00	(5,500.00)	500.00
10-5400-372	Volunteer Transportation-Medicaid	26,181.00	(940.00)	25,241.00
10-5380-011	In-Home Services (100%)	80,741.00	7,440.00	88,181.00
SS Transportation/SS Economic Development		118,922.00	-	118,922.00

Justification:

This transfer is being requested to cover an overexpenditure in the In-Home Services Line. The Deputy Director has gotten approval from the Albemarle Commission that they will cover the overage with unexpended grant funds from other Counties.

Budget Officer's Initials CLP

Approval Date: 7/19/24

Initials:	<u>fm</u>
Batch #:	<u>2024-155</u>
Date:	<u>7/19/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 30, 2024
RE: Sheriff

BT #: 2024 - 156

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

Account Code	Description	Old	+ or (-)	New
10-4310-310	Sheriff - Travel	11,000.00	(1,835.00)	9,165.00
10-4310-180	Sheriff - Professional Services	11,000.00	1,835.00	12,835.00
Sheriff		22,000.00	-	22,000.00

Justification:

This transfer is needed in order to pay invoices from the FMRT Group from March - June. These invoices were emailed to staff in the Sheriff's Office but were never brought down to Finance for Payment and there is not enough funds in the appropriate line to cover them.

Budget Officer's Initials CP

Approval Date: 7/19/24

Initials:	CP
Batch #:	2024-156
Date:	7/19/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: June 30, 2024
RE: EMS

BT #: 2024 - 157

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

Account Code	Description	Old	+ or (-)	New
37-4376-320	Transport - Communications	1,700.00	(20.00)	1,680.00
37-4330-320	EMS - Communications	5,100.00	20.00	5,120.00
EMS		6,800.00	-	6,800.00

Justification:

This transfer is needed in order to pay invoices from AT&T for the cellular phone service for the EMS Director and Deputy Director. There was not enough monies budgeted for the fiscal year.

Budget Officer's Initials CSF

Approval Date: 7/23/24

Initials:	<u>MD</u>
Batch #:	<u>2024-157</u>
Date:	<u>7/24/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 001

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

Date: July 5, 2024

RE: Landfill/Airport

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

Account Code	Description	Old	+ or (-)	New
33-7400-600	Landfill - Contracted Services	75,000.00	(6,400.00)	68,600.00
33-7400-040	Landfill - Professional Services	31,000.00	6,400.00	37,400.00
Landfill				
39-4530-997	Airport - Designated for Future Appropriations	20,000.00	(9,330.00)	10,670.00
39-4530-190	Airport - Contracted Services	3,000.00	9,330.00	12,330.00
Airport				
		129,000.00	-	129,000.00

Justification:

This transfer is being done to reallocate dollars in both the Landfill and Airport budgets from one line to another within the same fund to pay for the Stormwater Pollution Prevention Plans that are required by NCDEQ.

Budget Officer's Initials CPD

Approval Date: 7/5/24

Initials:	<u>MD</u>
Batch #:	<u>2025-001</u>
Date:	<u>7/8/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 5, 2024
RE: Fire Protection

BT #: 2025 - 002

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

Account Code	Description	Old	+ or (-)	New
10-4340-991	Plymouth VFD-Operational	399,620.00	(270,144.00)	129,476.00
10-4340-992	Roper VFD-Operational	-	81,864.00	81,864.00
10-4340-993	Creswell VFD-Operational	-	51,772.00	51,772.00
10-4340-994	MCVFC-Operational	-	58,406.00	58,406.00
10-4340-995	Lake Phelps VFD-Operational	-	46,111.00	46,111.00
10-4340-996	Pungo VFD-Operational	-	23,789.00	23,789.00
10-4340-997	Pinetown/Long Acre VFD-Operational	-	8,202.00	8,202.00
Fire Protection		399,620.00	-	399,620.00

Justification:

This transfer is being done to allocate budgeted dollars to each fire department now that the individual amounts have been approved by the Fire Commission. These dollars were initially budgeted in total in the Plymouth VFD line until the County could obtain the breakdown from the Commission.

Budget Officer's Initials CSF

Approval Date: 7/5/24

Initials:	<u>MD</u>
Batch #:	<u>2025-002</u>
Date:	<u>7/8/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: July 24, 2024
RE: Sheriff

BT #: 2025 - 003

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

Account Code	Description	Old	+ or (-)	New
10-4310-355	Sheriff - Maintenance-Vehicles	25,000.00	(2,000.00)	23,000.00
10-4310-350	Sheriff - Maintenance & Repair-Equipment	2,000.00	2,000.00	4,000.00
Sheriff		27,000.00	-	27,000.00

Justification:

This transfer is being done to move monies from the Sheriff's Vehicle Maintenance line to the Equipment Maintenance line. This is necessary due to an unexpected repair needed to replace the bridge between the Courthouse and the Investigator's Office to allow them to access the internet and all needed programs to do their jobs.

Budget Officer's Initials CSF

Approval Date: 7/24/24

Initials:	<u>MD</u>
Batch #:	<u>2025-003</u>
Date:	<u>7/24/2024</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 005

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

Date: August 5, 2024

RE: Various - See Below

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance-GF	(535,255.00)	(33,667.00)	(568,922.00)
10-4140-550	Tax Admin-Capital Outlay	20,000.00	33,667.00	53,667.00
Tax Admin				
10-3990-000	Appropriated Fund Balance-GF	(568,922.00)	(77,819.00)	(646,741.00)
10-4310-602	Sheriff-ABC Board Funding	2,400.00	18,794.00	21,194.00
10-4310-603	Sheriff-Donations-Purchase of K-9	-	774.00	774.00
10-3540-020	Gun Permits Discretionary-County Portion	-	(420.00)	(420.00)
10-4310-611	Gun Permits Discretionary-County Portion	-	48,885.00	48,885.00
10-3540-030	Gun Permits-State Portion	-	(480.00)	(480.00)
10-4310-612	Gun Permits-State Portion	-	1,490.00	1,490.00
10-3540-040	Finger Printing	-	(60.00)	(60.00)
10-4310-040	Finger Printing	-	6,972.00	6,972.00
10-4310-650	Sheriff-Donations	-	1,864.00	1,864.00
Sheriff				
10-3990-000	Appropriated Fund Balance-GF	(646,741.00)	(6,878.00)	(653,619.00)
10-4330-401	Donations-Emergency Management	-	878.00	878.00
10-4330-600	Emergency Management-Contracted Services	2,500.00	6,000.00	8,500.00
Emergency Management				
10-3990-000	Appropriated Fund Balance-GF	(653,619.00)	(248.00)	(653,867.00)
10-3509-000	Senior Citizen Funds	-	(1,500.00)	(1,500.00)
10-3509-010	Senior Center Trips	(1,500.00)	600.00	(900.00)
10-5150-380	Senior Center Trips	-	900.00	900.00
10-3509-020	Senior Center Donations	-	(22.00)	(22.00)
10-5150-650	Senior Center Donations	-	270.00	270.00
Senior Center				
10-3990-000	Appropriated Fund Balance-GF	(653,867.00)	(1,550.00)	(655,417.00)
10-5310-258	DSS Community Donations-Christmas	-	983.00	983.00
10-5310-259	DSS Community Donations-Foster Children	-	321.00	321.00
10-5380-375	DSS Community Donations-Emergency Relief	-	246.00	246.00
DSS				
10-3990-000	Appropriated Fund Balance-GF	(655,417.00)	(2,081.00)	(657,498.00)
10-6120-650	Recreation-Donations	-	2,081.00	2,081.00
Recreation				
Balanced:		(3,690,421.00)	-	(3,690,421.00)

Justification:

This amendment is being done to roll unbooked revenue and the remaining unspent balances in donation lines over to the new fiscal year. We are also booking additional revenue that has been collected in the month of July. There is a correction being done to the Senior Center Funds budget due to a keying error that placed those budgeted monies in the Senior Trip line inadvertently. The rollover for Tax Capital Outlay is to finish the conversion to the new software and the Emergency Management Contracted Services to complete the updated Emergency Operations Plan neither of which could be completed prior to June 30th.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 006

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

Date: August 5, 2024

RE: Waterworks Capital Projects Fund

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

Account Code	Description	Old	+ or (-)	New
36-3100-001	NCDEQ Grant-Asset Inventory Assessment	(143,718.00)	21,702.00	(122,016.00)
36-4100-001	NCDEQ Grant-Asset Inventory Assessment	143,718.00	(21,702.00)	122,016.00
36-3100-002	NCDEQ VUR Pea Ridge Water Trans Grant	(5,452,000.00)	104,669.00	(5,347,331.00)
36-4100-002	NCDEQ VUR Pea Ridge Water Trans Grant	5,452,000.00	(104,669.00)	5,347,331.00
36-3100-003	NCDEQ VUR Roper Connection Grant	(945,200.00)	4,680.00	(940,520.00)
36-4100-003	NCDEQ VUR Roper Connection Grant	945,200.00	(4,680.00)	940,520.00
Waterworks Capital Projects Fund				
		Balanced:	-	-

Justification:

This amendment is being done to reconcile the beginning budgets in the VUR Grant Lines. The beginning budgets in these lines are as of the final numbers that we had during budget preparation. As is always the case, these numbers can change depending on what we may spend between budget prep and June 30. In reconciling the budget, it was noted that an amendment needed to be done to reduce these lines based on the expenditures that occurred during that timeframe.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	_____
Batch #:	_____
Date:	_____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 007

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

Date: August 5, 2024

RE: EMS

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

Account Code	Description	Old	+ or (-)	New
37-3902-000	Fund Balance Appropriation-EMS	(174,748.00)	(23,944.00)	(198,692.00)
37-4330-540	Capital Outlay - Vehicles	-	10,941.00	10,941.00
37-4330-650	EMS Donations	-	628.00	628.00
37-4330-652	Duke RACE-CARS Grant	-	3,050.00	3,050.00
37-4330-653	UNC PECC+ Program Grant	-	9,325.00	9,325.00
EMS				
Balanced:		(174,748.00)	-	(174,748.00)

Justification:

This amendment is being done to roll forward unbooked revenue and the remaining unspent balances in the donation line and grant lines. We are also booking a rollover of the unspent funds in the Vehicle Capital Outlay line for the upfit of the Chevy Blazer (QRV) that could not be completed prior to June 30.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 008

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

Date: August 5, 2024

RE: Airport Projects Fund

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

Account Code	Description	Old	+ or (-)	New
38-3800-083	Airfield Lighting Replacement (CON/CA/RPR)	(2,200,000.00)	731,592.00	(1,468,408.00)
38-8135-663	Airfield Lighting Replacement (CON/CA/RPR)	2,200,000.00	(731,592.00)	1,468,408.00
38-3800-091	NPE Federal Grant-FY 20-21	-	(43,373.00)	(43,373.00)
38-8135-671	NPE Federal Grant-FY 20-21	-	43,373.00	43,373.00
Airport Projects Fund				
		Balanced:	-	-

Justification:

This amendment is being done to reconcile the beginning budgets in the Airport Project Fund Lines. The beginning budgets in these lines are as of the final numbers that we had during budget preparation. As is always the case, these numbers can change depending on what we may spend between budget prep and June 30. In reconciling the budget, it was noted that an amendment needed to be done to reduce the Airfield Lighting Replacement line based on the expenditures that occurred during that timeframe. We are also rebudgeting unspent FY 20-21 NPE Funds as we were notified by the State that we were being allowed an extension to spend those monies since we already had them allocated to a project.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 009

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

Date: August 5, 2024

RE: Projects/Grants Fund

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

Account Code	Description	Old	+ or (-)	New
58-3990-000	Appropriated Fund Balance	(4,255,726.00)	3,288,969.19	(966,756.81)
58-3102-000	Dept of Commerce-Motorsports Grant	-	(136,317.38)	(136,317.38)
58-4202-000	Dept of Commerce-Motorsports Grant	100,000.00	36,317.38	136,317.38
58-3103-000	Weyerhaeiser Giving Grant	-	(2,000.00)	(2,000.00)
58-4100-001	Expenditure of Interest Earned	-	12,630.81	12,630.81
58-4203-001	EM Bldg Local Match	900,000.00	(5,100.00)	894,900.00
58-3300-000	EM Bldg Direct Approp S.L. 2021-180	-	(3,000,000.00)	(3,000,000.00)
58-3300-001	Cap Proj Dir Approp SL 2021-180 Sec 40.8	-	(183,868.05)	(183,868.05)
58-4301-002	Cap Proj Dir Approp SL 2021-180 Sec 40.8	194,500.00	(10,631.95)	183,868.05
Projects/Grants Fund				
		Balanced:	(3,061,226.00)	(3,061,226.00)

Justification:

This amendment is being done to reconcile the beginning budgets in the Projects/Grants Fund Lines. The beginning budgets in these lines are as of the final numbers that we had during budget preparation. As is always the case, these numbers can change depending on what we may spend between budget prep and June 30. In reconciling the budget, it was noted that an amendment needed to be done to reduce the appropriated fund balance line because unspent monies have to be rebudgeted as deferred revenue in the new year and not allocated from the fund balance.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 009

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

Date: August 5, 2024

RE: Projects/Grants Fund

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

Account Code	Description	Old	+ or (-)	New
58-3990-000	Appropriated Fund Balance	(4,255,726.00)	3,288,969.19	(966,756.81)
58-3102-000	Dept of Commerce-Motorsports Grant	-	(136,317.38)	(136,317.38)
58-4202-000	Dept of Commerce-Motorsports Grant	100,000.00	36,317.38	136,317.38
58-3103-000	Weyerhaeiser Giving Grant	-	(2,000.00)	(2,000.00)
58-4100-001	Expenditure of Interest Earned	-	12,630.81	12,630.81
58-4203-001	EM Bldg Local Match	900,000.00	(5,100.00)	894,900.00
58-3300-000	EM Bldg Direct Approp S.L. 2021-180	-	(3,000,000.00)	(3,000,000.00)
58-3300-001	Cap Proj Dir Approp SL 2021-180 Sec 40.8	-	(183,868.05)	(183,868.05)
58-4301-002	Cap Proj Dir Approp SL 2021-180 Sec 40.8	194,500.00	(10,631.95)	183,868.05
Projects/Grants Fund				
		Balanced:	(3,061,226.00)	(3,061,226.00)

Justification:

This amendment is being done to reconcile the beginning budgets in the Projects/Grants Fund Lines. The beginning budgets in these lines are as of the final numbers that we had during budget preparation. As is always the case, these numbers can change depending on what we may spend between budget prep and June 30. In reconciling the budget, it was noted that an amendment needed to be done to reduce the appropriated fund balance line because unspent monies have to be rebudgeted as deferred revenue in the new year and not allocated from the fund balance.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

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

OTHER ITEMS BY COMMISSIONERS OR STAFF:

Mr. Potter spoke about the County's NCACC Legislative Goals. He plans to continue with what we have been asking for. Commissioner Johnson asked about Scrap Tires. Mr. Potter said Mr. Squires is working on this and is making headway that could save the County money. Commissioner Johnson asked if Brightspeed covers just Creswell or parts of Plymouth also. Mr. Potter said it is possible. There is a public portal with a map that shows the coverage.

Mr. Potter asked Mr. Kelly Chesson to give an update on what he has been doing. Mr. Chesson told the Board that is an NCACC Project Coordinator. He has been working on economic development and strategic planning for Washington County and Bertie County. He has been working on various water projects and VUR projects.

Commissioner Spruill asked the who was the person he mentioned in the Department of Commerce. He stated it was Sharon Smith, she was previously with the Albemarle Commission.

Mr. Potter said Mr. Chesson will be shifting his focus to Economic Development and Community Development.

Chair Keyes told Mr. Chesson that they all appreciate all his work.

Mr. Potter introduced Mr. John Waterman, our new LFNC. He will be with us for about a year. He comes from Appalachian State. Mr. Waterman replaced Ms. Asia Melton.

Mr. Potter noted that National Night Out for tomorrow has been moved to the gym at Washington County High School.

Mr. Potter also said he is keeping an eye on "Debby." The storm could bring us 8-10 inches of rain.

Commissioner Spruill had a question about the County water usage. Mr. Potter said sometimes the Water Dept. does a cleanout and that uses a significant amount of water. It could also be a leak. The County does not have a good way to exactly figure out how much water is used from a fire hydrant when being used to bleed lines.

Mr. Squiers attended the monthly meeting with Metcon. We are looking at a 30-day delay of the contracted finish date. Also discussed was where priorities are on the funding list. There was a discussion of wanting to know how much money the school is holding back for furniture.

Commissioner Johnson stated that at the NCACC Conference later this week in Forsyth County will be her last sitting on the NCACC Executive Committee. She accomplished some of her goals, mainly getting Broadband in parts of the County. She will still push for this. She will be on the NACo RAC, IT Committee, Agriculture for Rural Areas, and a few more committees. She makes sure that NACo knows who Washington County is and where we are.

Commissioner Phelps said at the school meeting some were confused regarding the new gym of how many feet it is and how many people will it hold. It was reported that the main gym

holds 1,200 people during games and 1,800 when the gym floor can be utilized. The auxiliary gym will hold 668 people total. An in-game capacity was not provided.

Chair Keyes said there was a mass feeding last week. She gave a shout out to Mr. Mike Harris who helped to get pallets taken down. She said she has been out working with citizens regarding their roads and talking with DOT. Chair Keys wanted to note that she is aware of the Water Dept. blowing out lines at the end of dead-end road.

Chair Keyes thanked all the County staff for all they do. Your work is appreciated.

Commissioner Johnson made a motion to go into Closed Session pursuant to NCGS§143-311(a)(3) (attorney-client privilege, NCGS 143-318.11 (a)(5) (property acquisition) and NCGS §143-318.11(a)(6) (personnel). Commissioner Phelps seconded; motion carried unanimously.

Back in Open Session, **Commissioner Phelps made a motion to give County Manager/County Attorney a 9% pay increase effective July 16, 2024. Commissioner Spruill seconded; the motion carried unanimously.**

Commissioner Spruill made a motion to adjourn the meeting. Commissioner Phelps seconded; motion carried unanimously.

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

Ann C. Keyes
Chair