

**Washington County  
Board of Commissioners Meeting  
March 3, 2025**





WASHINGTON COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
MONDAY, MARCH 3, 2025  
**WASHINGTON COUNTY MIDDLE SCHOOL  
MULTI-PURPOSE ROOM  
37 E. MILLPOND ROAD  
ROPER, NC 27970**

- 6:00 PM Call to Order—Chair Phelps  
6:01 PM Invocation / Pledge  
Additions / Deletions
- Item 1 6:05 PM Consent Agenda  
a) Regular Session Minutes: February 3, 2025  
b) Tax Refunds & Releases & Insolvent Account  
c) RESO 2025-002 Approving & Accepting Sale of Real Property, E. Fourth St., Plymouth  
d) Washington County dba Riverlight Transit Drug and Alcohol Testing Policy (Zero Tolerance – v.0623)  
e) Memo of Lease for Pre-K -12 Building  
f) County Fee Schedule Amendments (EMS)
- Item 2 6:10 PM Public Forum (3–5-minute limit per speaker)
- Item 3 6:20 PM Employee of the Quarter, Chair Phelps
- Item 4 6:30 PM Departmental Information Update— Sheriff’s Office
- Item 5 6:45 PM Sheriff’s Interlocal Agreement & Staffing Discussion, Mr. Potter, CM/CA
- Item 6 6:55 PM Creswell VFD Funding Request for Training Location, Chair Phelps & Mr. Ron Ambrose, Chief, CVFD  
a) USDA Application Support, Vice-Chair Spruill & Mr. Ron Ambrose, Chief, CVFD
- Item 7 7:15 PM Vacant School Properties Update, Mr. Kelly Chesson, ED Director
- Item 8 7:25 PM Boards & Committees: Ms. Julie J. Bennett, Clerk to the Board  
a) Economic Development Advisory Council
- Item 9 7:35 PM Finance Officer’s Report, Budget Amendments/Budget Transfers: Ms. Missy Dixon, Finance Officer
- Item 10 7:45 PM Other Items by Chair, Commissioners, CM/CA, Finance Officer, or Clerk  
a) Capital Project Update, Mr. Jason Squires, ACM  
b) Pella Endorsement Letter, Mr. Curtis Potter, CM/CA
- Item 11 7:55 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)

Adjourn

# WASHINGTON COUNTY BOARD OF COMMISSIONERS

## AGENDA STATEMENT

**ITEM NO: 1**

**DATE: March 3, 2025**

**ITEM: Consent Agenda**

**SUMMARY EXPLANATION:**

- a) Regular Session Minutes: February 3, 2025  
See attached at the very end of this package.
- b) Tax Refunds & Releases & Insolvent Account  
See attached.
- c) RESO 2025-002 Approving & Accepting Sale of Real Property, E. Fourth St.,  
Plymouth  
See attached.
- d) Washington County dba Riverlight Transit Drug and Alcohol Testing Policy (Zero  
Tolerance – v.0623)  
See attached.
- e) Memo of Lease for Pre-K -12 Building  
See attached.
- f) County Fee Schedule Amendment (EMS)  
Attached is the amended fee schedule reflecting the changes proposed within the EMS  
Fee Schedule for 2025 letter from Director O’Neal submitted 2/26/25. No other  
changes to the fee schedule were made.

See attached.



# North Carolina Vehicle Tax System

## Pending Refund Report

Feb-25

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Plate Number	Refund Description	Refund Reason	Create Date	Tax Levy Type	Change	Interest Change	Total Change
CARTER, GARLAND VAN	CARTER, GARLAND VAN		80 WHITE OAK LN	PLYMOUTH, NC 27962	JDA9836	Refund Generated due to proration on Bill #0065600149-2023-2023-0000-00	Tag Surrender	2/10/2025	W TAX	(\$172.55)	\$0.00	(\$172.55)
											Refund	\$172.55
CLARK, JOANNA HILL	CLARK, JOANNA HILL		3024 NC HIGHWAY 45 S	PLYMOUTH, NC 27962	DHA3648	Refund Generated due to proration on Bill #0031589487-2023-2023-0000-00	Tag Surrender	2/14/2025	W TAX	(\$38.63)	(\$1.93)	(\$40.56)
											Refund	\$40.56
GURKIN, MARY ANN	GURKIN, MARY ANN		PO BOX 281	CRESWELL, NC 27928	FFV6968	Refund Generated due to adjustment on Bill #0082436478-2024-2024-0000	Situs error	2/7/2025	W TAX	\$0.00	\$0.00	\$0.00
									C TAX	\$8.50	\$0.00	\$8.50
									C VEHICLE FEE	\$5.00	\$0.00	\$5.00
									P TAX	(\$9.18)	\$0.00	(\$9.18)
									P VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
KNIGHT, CARLEY RENEE DALLAS	KNIGHT, CARLEY RENEE DALLAS		909 DAW RD	PANTEGO, NC 27860	KMC1883	Refund Generated due to proration on Bill #0080697964-2024-2024-0000-00	Tag Surrender	2/11/2025	W TAX	(\$168.82)	\$0.00	(\$168.82)
											Refund	\$168.82
MOSS, JOSEPH HENRY JR	MOSS, JOSEPH HENRY JR		557 SUMMERBY RD	ROPER, NC 27970	JMM7393	Refund Generated due to proration on Bill #0065123749-2023-2023-0000-00	Tag Surrender	2/13/2025	W TAX	(\$52.93)	\$0.00	(\$52.93)
											Refund	\$52.93
SELBY, CAROL LYNN	SELBY, CAROL LYNN		88 WILKINS FARM RD	PLYMOUTH, NC 27962	VEY4747	Refund Generated due to adjustment on Bill #0082521307-2024-2024-0000	Situs error	2/14/2025	W TAX	\$0.00	\$0.00	\$0.00
									P TAX	(\$58.05)	\$0.00	(\$58.05)
									P VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
											Refund	\$73.05
SMITH, DOUGLAS WAYNE	SMITH, DOUGLAS WAYNE	SMITH, VIRGINIA JERNIGAN	227 OLD ROPER RD	PLYMOUTH, NC 27962	PJR9850	Refund Generated due to proration on Bill #0067618728-2023-2023-0000-00	Tag Surrender	2/13/2025	W TAX	(\$4.75)	\$0.00	(\$4.75)
									P TAX	(\$3.02)	\$0.00	(\$3.02)
									P VEHICLE FEE	\$0.00	\$0.00	\$0.00
											Refund	\$7.77
SPRUILL FARMS TRUCKING INC.	SPRUILL FARMS TRUCKING INC.		85 BLAIR SHORES ROAD EXT	ROPER, NC 27970	XP4343	Refund Generated due to proration on Bill #0055918803-2023-2023-0000-00	Vehicle Totalled	2/13/2025	W TAX	(\$11.51)	\$0.00	(\$11.51)
											Refund	\$11.51
SPRUILL, HUNTER CARLTON	SPRUILL, HUNTER CARLTON		771 MOUNT PLEASANT RD	CRESWELL, NC 27928	JHN6903	Refund Generated due to proration on Bill #0063261189-2024-2024-0000-00	Tag Surrender	2/10/2025	W TAX	(\$25.88)	\$0.00	(\$25.88)
											Refund	\$25.88
											Refund Total	\$563.75

2/25/25

Requested by Tax Administrator

Date

\*Approved by the Washington County Board of Commissioners meeting held

2025

Clerk to the Board of Commissioners





# North Carolina Vehicle Tax System

## Pending Refund Report

January 2025

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Plate Number	Refund Description	Refund Reason	Tax	Levy Type	Change	Interest Change	Total Change
BARNES, CHARLES ALVIS	BARNES, CHARLES ALVIS	BARNES, REBECCA ANN	5624 SE WINDSONG LN #422		STUART, FL 34997	FKX1634	Refund Generated due to proration on Bill #0073664064-2024-2024-0000-00	Tag Surrender	W	TAX	(\$169.51)	\$0.00	(\$169.51)
												Refund	\$169.51
BARNES, CHARLES ALVIS	BARNES, CHARLES ALVIS	BARNES, REBECCA ANN	5624 SE WINDSONG LN #422		STUART, FL 34997	ADE1171	Refund Generated due to proration on Bill #0074089251-2024-2024-0000-00	Tag Surrender	W	TAX	(\$210.30)	\$0.00	(\$210.30)
												Refund	\$210.30
BLOUNT, DEREK MAURICE	BLOUNT, DEREK MAURICE		PO BOX 321		ROPER, NC 27970	FBY2439	Refund Generated due to proration on Bill #0076257941-2023-2023-0000-00	Tag Surrender	W	TAX	(\$7.76)	\$0.00	(\$7.76)
									R	TAX	(\$7.49)	\$0.00	(\$7.49)
									R	VEHICLE FEE	\$0.00	\$0.00	\$0.00
												Refund	\$15.25
BLOUNT, DEREK MAURICE	BLOUNT, DEREK MAURICE		PO BOX 321		ROPER, NC 27970	HLF6448	Refund Generated due to proration on Bill #0077538527-2023-2023-0000-00	Tag Surrender	W	TAX	(\$8.50)	\$0.00	(\$8.50)
									R	TAX	(\$8.20)	\$0.00	(\$8.20)
									R	VEHICLE FEE	\$0.00	\$0.00	\$0.00
												Refund	\$16.70
CHAPPELL, WILLIAM HOWARD	CHAPPELL, WILLIAM HOWARD	CHAPPELL, TOLEDO CAMMON	PO BOX 185		ROPER, NC 27970	YZC4091	Refund Generated due to proration on Bill #0050638625-2024-2024-0000-00	Tag Surrender	W	TAX	(\$12.04)	\$0.00	(\$12.04)
									R	TAX	(\$11.62)	\$0.00	(\$11.62)
									R	VEHICLE FEE	\$0.00	\$0.00	\$0.00
												Refund	\$23.66
ELLIOTT, GLENWOOD	ELLIOTT, GLENWOOD		2051 B CANAL RD		ROPER, NC 27970	BP2617	Refund Generated due to proration on Bill #0056835237-2023-2023-0000-00	Tag Surrender	W	TAX	(\$132.17)	\$0.00	(\$132.17)
												Refund	\$132.17
FLOYD, ELIZABETH CISCO	FLOYD, ELIZABETH CISCO		2394 NC HIGHWAY 32 S	LOT 6	PLYMOUTH, NC 27962	TF56079	Refund Generated due to proration on Bill #0046974690-2023-2023-0000-00	Tag Surrender	W	TAX	(\$16.83)	\$0.00	(\$16.83)
												Refund	\$16.83
GLENMARY HOME MISSIONERS	GLENMARY HOME MISSIONERS		505 E MAIN ST		PLYMOUTH, NC 27962	KKT7611	Refund Generated due to adjustment on Bill #0078522291-2023-2023-0000-00	Exempt Property	W	TAX	(\$92.23)	(\$4.61)	(\$96.84)
									P	TAX	(\$58.59)	(\$2.93)	(\$61.52)
									P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
												Refund	\$173.36
HARDISON, RODERICK JEFFERSON	HARDISON, RODERICK JEFFERSON	HARDISON, MYRTLE SUSAN	51 DOGWOOD LN		PLYMOUTH, NC 27962	D525DV	Refund Generated due to proration on Bill #0026947033-2023-2023-0000-00	Tag Surrender	W	TAX	(\$65.49)	\$0.00	(\$65.49)
												Refund	\$65.49
JACKSON, JOHN RICHARD	JACKSON, JOHN RICHARD		108 DARBY CIR		PLYMOUTH, NC 27962	CCK7784	Refund Generated due to proration on Bill #0026034505-2023-2023-0000-00	Tag Surrender	W	TAX	(\$19.29)	\$0.00	(\$19.29)
									P	TAX	(\$12.26)	\$0.00	(\$12.26)
									P	VEHICLE FEE	\$0.00	\$0.00	\$0.00
												Refund	\$31.55
MATHEWS, PAUL EDWARD	MATHEWS, PAUL EDWARD		9048 NEWLAND RD		CRESWELL, NC 27928	VCC3798	Refund Generated due to adjustment on Bill #0081690337-	Situs error	W	TAX	\$0.00	\$0.00	\$0.00
									P	TAX	(\$27.00)	\$0.00	(\$27.00)
									P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)

						2024-2024-0000				Refund	\$42.00
MURPHY, SHANE JOSEPH	MURPHY, SHANE JOSEPH	1227 WILSON STREET EXT	PLYMOUTH, NC 27962	KKT7743	Refund Generated due to adjustment on Bill #0075574215-2024-2024-0000	Situs error	W	TAX	\$0.00	\$0.00	\$0.00
							P	TAX	(\$34.29)	\$0.00	(\$34.29)
							P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
									Refund	\$49.29	
RESPASS, ANDREW SCOTT	RESPASS, ANDREW SCOTT	185 LILY OF THE VALLEY RD	PLYMOUTH, NC 27962	HEA6025	Refund Generated due to proration on Bill #0069219810-2024-2024-0000-00	Tag Surrender	W	TAX	(\$40.20)	\$0.00	(\$40.20)
									Refund	\$40.20	
RESPASS, ANDREW SCOTT	RESPASS, ANDREW SCOTT	185 LILY OF THE VALLEY RD	PLYMOUTH, NC 27962	8Y6576	Refund Generated due to proration on Bill #0076452961-2023-2023-0000-01	Tag Surrender	W	TAX	(\$10.03)	\$0.00	(\$10.03)
									Refund	\$10.03	
RESPASS, JESSE WAYNE	RESPASS, JESSE WAYNE	11323 NC HIGHWAY 32 S	PLYMOUTH, NC 27962	VEC8960	Refund Generated due to proration on Bill #0080621536-2024-2024-0000-00	Tag Surrender	W	TAX	(\$12.75)	\$0.00	(\$12.75)
									Refund	\$12.75	
ROANOKE DEVELOPMENTAL CENTER, INC	ROANOKE DEVELOPMENTAL CENTER, INC	609 ADAMS ST	PLYMOUTH, NC 27962	LEK9640	Refund Generated due to adjustment on Bill #0080577002-2024-2024-0000-00	Exempt Property	W	TAX	(\$342.66)	\$0.00	(\$342.66)
							P	TAX	(\$217.69)	\$0.00	(\$217.69)
							P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
									Refund	\$649.56	
ROANOKE DEVELOPMENTAL CENTER, INC	ROANOKE DEVELOPMENTAL CENTER, INC	CORNER OF ADAMS & 8TH	PLYMOUTH, NC 27962	LEK9634	Refund Generated due to adjustment on Bill #0080575464-2024-2024-0000-00	Exempt Property	W	TAX	(\$388.04)	\$0.00	(\$388.04)
							P	TAX	(\$246.52)	\$0.00	(\$246.52)
							P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
									Refund	\$145.87	
THOMPSON, TERRY EUGENE	THOMPSON, TERRY EUGENE	PO BOX 370	PLYMOUTH, NC 27962	HBY1079	Refund Generated due to proration on Bill #0052680217-2023-2023-0000-00	Tag Surrender	W	TAX	(\$145.87)	\$0.00	(\$145.87)
									Refund	\$145.87	
VANHORN, THERESA LYNN	VANHORN, THERESA LYNN	114 N 7TH ST	CRESWELL, NC 27928	PHP9954	Refund Generated due to proration on Bill #0074061293-2024-2024-0000-00	Tag Surrender	W	TAX	(\$292.91)	\$0.00	(\$292.91)
							C	TAX	(\$172.30)	\$0.00	(\$172.30)
							C	VEHICLE FEE	(\$5.00)	\$0.00	(\$5.00)
									Refund	\$470.21	
									Refund Total	\$3079.21	

*Shane Williams*

2-25-25

Requested by Tax Administrator

Date

"Approved by the Washington County Board of Commissioners meeting held

2025

Clerk to the Board of Commissioners

WASHINGTON COUNTY  
 REAL ESTATE, PERSONAL PROPERTY AND MOTOR VEHICLE REFUNDS AND RELEASES  
 JANUARY 2025

DATE	NAME	TICKET / YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL.	AMOUNT REF	REASON
1/31/25	CROSS TRAIL OUTFITTERS, INC	5370/2024	99444	1		\$ 49.03		They were exempt but they were billed for 2024 taxes
1/31/25	CROSS TRAIL OUTFITTERS, INC	5370/2024	99444	6		\$0.58		They were exempt but they were billed for 2024 taxes
1/31/25	SANDERS, ESTELLE W.	10462/2024	43977	1		\$350.00		This is a vacant lot, A swuf should not have been charged.
1/31/25	STOKES, WESLEY M. DIANNE & C.M.	10729/2024	49971	2		\$350.00		A SWUF was charged per the Town Of Roper, however, the lot is vacant. There shouldn't have been a fee.
1/31/25	WARD, JAMES H Jr	8241/2024	51925	1		\$1,034.77		Billed for an airplane that is listed in Beaufort County
1/31/25	WARD, JAMES H. Jr	8241/2024	51925	6		\$ 12.32		Billed for an airplane that is listed in Beaufort County
1/31/25	REYNOLDS, JOEY	10406/2024	44021	1		\$ 350.00		This is a vacant lot
1/31/25	PATEL, SHAISHAV R.	6457/2020	37517	1		\$275.00		Being charged for a solid waste fee and shouldn't be. No utilities, it's an empty building
1/31/25	PATEL, SHAISHAV R.	6519/2021	37517	1		\$ 300.00		being charged for a solid waste fee and shouldn't be. No utilities, it's an empty building
1/31/25	PATEL, SHAISHAV R.	6533/2022	37517	1		\$300.00		Being charged for a solid waste fee and shouldn't be. No utilities, it's an empty building
1/31/25	PATEL, SHAISHAV R.	7089/2023	37517	1		\$ 335.00		being charged for a solid waste fee and shouldn't be. No utilities, it's an empty building
1/31/25	PATEL, SHAISHAV R.	7064/2024	37517	1		\$350.00		Being charged for a solid waste fee and shouldn't be. No utilities, it's an empty building

*Shen G...*

2-25-25

Requested by Tax Administrator

Date

"Approved by the Washington County Board of Commissioners meeting held \_\_\_\_\_, 2024.

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

SITUS CODES:

- 1 - PLYMOUTH
- 2 - LEES MILLS, ROPER
- 3 - SKINNERSVILLE / CRESWELL
- 4 - SCUPPERNONG / CRESWELL
- 6- WATERSHED



**RESOLUTION 2025-002**

**APPROVING AND ACCEPTING SALE OF REAL PROPERTY  
AT PIN# 6767.08-77-9582, 310 E. FOURTH STREET, PLYMOUTH, NC**

**WHEREAS**, the County Manager or their designee was authorized by RESO 2024-030; and of the Washington County Board of Commissioners to sell by electronic auction at [www.govdeals.com](http://www.govdeals.com) the surplus properties described below by advertising such properties for sale from 11/8/24 to 12/17/24 and accepting bids from 12/18/24 to 12/27/24; and

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

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

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

Address/ Deed Ref	Tax PIN/ Value	Taxes Owed @ Foreclosures	High Bid/% Tax Value 93%	Notes/Others
310 E. Fourth St. – Plymouth Deed Book 549, Page 264	#6767.08-77-9582  \$7200.00	\$15,785.28	\$5850.00 15% to County \$877.50 85% to Plymouth \$4972.50	Net of Back Taxes: \$-\$9935.28

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

1. That the highest bid reported above for the purchase of 310 E. Fourth St., Plymouth, NC be accepted and approved.
2. That the County Manager or their designated agent is authorized to execute any and all necessary documents including without limitation deeds, settlement statements, or other closing or related legal documents approved by the County Attorney for the purpose of conveying the properties described above to their respective purchasers upon receipt of the

purchase funds, or upon adequate legal assurances given by a bona fide settlement agent holding such funds in escrow for the purpose of disbursing such funds to the County upon actual closing.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2025.

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Carol V. Phelps, Chair  
Washington County Board of Commissioners

ATTEST:

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

**DRUG AND ALCOHOL TESTING POLICY**  
**WASHINGTON COUNTY DBA RIVERLIGHT TRANSIT** Adopted as of  
**FEBRUARY 25, 2025**

**A. PURPOSE**

- 1) The RIVERLIGHT TRANSIT provides public transit and paratransit services for the residents of Washington County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Riverlight Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Riverlight Transit and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Riverlight Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue

service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Alternate specimen:* An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Collection Site:* A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Cutoff:* The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, The Department, DOT Agency:* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.



*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Employee:* Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

*Evidential Breath Testing Device (EBT):* A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC’s Web page for “Approved Evidential Breath Measurement Devices” because it conforms with the model specifications available from NHTSA.

*Initial Drug Test:* The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

*Limit of Detection (LOD):* The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

*Limit of Quantification (LOQ):* For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative specimen:* A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

*Oral Fluid Specimen:* A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Primary specimen:* In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity

testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

*Prohibited drug:* Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Specimen:* Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

*Specimen Bottle:* The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

*Split Specimen:* In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split specimen collection:* A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection .
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Undiluted (neat) oral fluid:* An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

*Urine specimen:* Urine collected from an employee at the collection site for the purpose of a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

## **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Riverlight Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
  - c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
    - i. The employee's alcohol concentration measures less than 0.02; or
    - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.



- 7) Riverlight Transit, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Riverlight Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

## **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Riverlight Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

## **H. TESTING REQUIREMENTS**

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Riverlight Transit authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Riverlight Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will



be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Riverlight Transit. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample

test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Riverlight Transit will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Riverlight Transit will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
  
- 7) Observed collections
  - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
    - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Riverlight Transit that there was not an adequate medical explanation for the result;
    - ii. The MRO reports to Riverlight Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
    - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
    - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
    - v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));

- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer

and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

- 3) Riverlight Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.

- e. If a pre-employment test is canceled, Riverlight Transit will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide *Riverlight Transit* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Riverlight Transit* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide *Riverlight Transit* proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Riverlight Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just

before, during, or just after the performance of a safety-sensitive job function. However, under Riverlight Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

- 2) Riverlight Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Riverlight Transit management.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Riverlight Transit shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Riverlight Transit. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

#### **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as

determined by the employer using the best information available at the time of the decision.

- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
- a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
  - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an



employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Riverlight Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Riverlight Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Riverlight Transit authority.



- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Riverlight Transit's authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **O. RETURN-TO-DUTY TESTING**

Riverlight Transit will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

## **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up

tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:
  - a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
  - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.

- i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.
  - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Riverlight Transit employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Riverlight Transit and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
  - d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive**

**test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.**

- e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Riverlight Transit.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Riverlight Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Riverlight Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Riverlight Transit or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Washington County Board of Commissioner's (AUTHORITY)* on \_\_\_\_\_.

\_\_\_\_\_  
*CAROL V. PHELPS, Chair*  
*Washington County Board of Commissioners*

### Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
VEHICLE OPERATOR I	Transit operator	FTA
ADMIN. ASST. I	Transportation Coordinator	FTA
VEHICLE OPERATOR I	Transit operator	FTA
VEHICLE OPERATOR I	Transit operator	FTA
ADMIN ASSISTANT III	Transportation Supervisor	FTA
VEHICLE OPERATOR I	Transit operator	FTA
VEHICLE OPERATOR I	Transit operator	FTA

## Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### [WASHINGTON COUNTY/ RIVERLIGHT TRANSIT] Drug and Alcohol Program Manager

Name: LYNN R. SWETT  
Title: HUMAN SERVICES DEPUTY DIRECTOR  
Address: 209 E MAIN STREET PLYMOUTH NC 27962  
Telephone Number: 252-793-4041X204

### Medical Review Officer

Name: Kendall K. Garing, MD  
Title: Medical Review Officer  
Address: Safe T Works 1029 Sunset Ave Asheboro NC 27203  
Telephone Number: 336-736-8138

Name: Dr. Patricia Shevlin  
Address: 1029 Sunset Ave.  
Asheboro, NC 27203  
Phone: (336) 736-8038 Fax: (336) 736-8042

### Substance Abuse Professional #1

Name: WILLIAM MIZELLE  
Title: DWI PROGRAM MANAGER  
Address: CAROLINA ASSESSMENT & TREATMENT SERVICES 222-C CONTANCHE ST  
GREENVILLE NC 27858  
Telephone Number: 252-814-5441

### Substance Abuse Professional #2

Name: KISHA NORMAN  
Title: SUBSTANCE ABUSE PROFESSIONAL  
Address: JUST TODAY HOLISTIC COUNSELING & WELLNESS 301 MAIN STREET POBOX  
264 COLUMBIA NC 27925  
Telephone Number: 252-394-1381

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Space Above This Line For Recording Data

Prepared by and return to:  
Zachary M. Robeson  
301 E. Main Street  
Elizabeth City, NC 27909

Pin#: 6767997457  
State of North Carolina, County of Washington

**MEMORANDUM OF LEASE**  
**(N.C. Gen. Stat. § 47-118)**

The County of Washington, North Carolina, a body politic and corporate duly created and existing under the laws of the State of North Carolina, whose address is 116 Adams Street, Plymouth, North Carolina 27962 (hereinafter referred to as "Landlord"), hereby leases to the Washington County Board of Education, a body corporate which has general control and supervision of all matters pertaining to the Washington County Public Schools, whose address is 509 Adams Street, North Carolina 27962 (hereinafter referred to as "Tenant"), for a term beginning on January 14, 2025, and continuing indefinitely, the following property:

See attached **Exhibit A** (hereinafter referred to as the "Property").

The provisions set forth in a written Lease Agreement between the parties dated the \_\_\_\_\_ day of January, 2025, are hereby incorporated by reference in this Memorandum.

**[REST OF PAGE INTENTIONALLY BLANK—SIGNATURES ON FOLLOWING PAGES]**



**Landlord:**

WASHINGTON COUNTY, NORTH CAROLINA

By: \_\_\_\_\_  
Carol V. Phelps  
Chairman of the Board of Commissioners  
for the County

[SEAL]

Attest:

\_\_\_\_\_  
Julie J. Bennett, Clerk to the  
Board of Commissioners for the County

**Tenant:**

WASHINGTON COUNTY BOARD OF  
EDUCATION

By: \_\_\_\_\_  
Vanessa Cherry  
Chair of the Board of Education

[SEAL]

Attest

\_\_\_\_\_  
Dr. David O. White, Ed.D.  
Secretary

**EXHIBIT A—Property Description**

**BEING ALL OF THAT PROPERTY consisting of approximately 79.37 acres described by deed recorded in Book 546, Page 110 of the Washington County Land Registry, as more particularly shown in a survey thereof by Michael J Adams PLS dated November 24<sup>th</sup>, 2022 recorded in PC 3 Slide 76-I of the Washington County Land Registry.**

WASHINGTON COUNTY  
**FEE SCHEDULE**  
 (Revised/Effective: March 3rd, 2025)

**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
---------------------------------------	--------

**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	\$375	
BLS Emergency	\$575	
ALS Non-Emergent	\$425	
ALS 1 Emergent	\$670	
ALS 2 Emergent	\$975	
Treat (No Transport)	ALS - \$175	BLS - \$75
Event Ambulance Standby	ALS - \$100	BLS - \$80
Mileage	\$12.50/per mile	

**MISCELLANEOUS FEE SCHEDULE:**

- 1. Copies of documents \$ 0.25 per page
- 2. Maps (larger than ledger size) \$ 5.00 each
- 3. Notaries (for personal or non-county purposes) \$ 5.00 each
- 4. Returned Check Fee \$ 25.00 each
- 5. Non-Gov't Facility Use Kitchen Use Fee \$ 30.00 per event
- 6. Non-Gov't Facility Use Refundable Security Deposit \$ 100.00 per event
- 7. Non-Gov't Facility Use Fee (Non-profit Use) \$ 50 (up to 3 hrs) / \$100 (up to 8hrs)
- 8. Non-Gov't Facility Use Fee (For-profit Use) \$ 75 (up to 3 hrs) / \$150 (up to 8hrs)

**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) **VENDOR FEE:** \$50 per event
- 3) **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 \$5.00 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: \$350** 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.

**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: \$48.00**  
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.

**4. 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.
- 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.
  - 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.
  - 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.
  - 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** \$ 15.00

*(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** \$ 15.00

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.

### **\*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-TYRRELL EMS

PLYMOUTH, NORTH CAROLINA

P.O. Box 96  
27962

## Proposed EMS Fee Schedule for 2025 (Based on 2025 Medicare Fee Schedule)

Charge List	Current	Proposed
BLS Non-Emergent	\$350	\$375
BLS Emergent	\$450	\$575
ALS Non-Emergent	\$425	No Change
ALS Emergent Level 1	\$670	No Change
ALS Emergent Level 2	\$975	No Change
Mileage	\$12.50/mile	No Change
ALS Treat (no transport)	\$175	\$175
BLS Treat (no transport)		\$75
Event Standby BLS	\$80/hr	\$80/hr
Event Standby ALS	\$80/hr	\$100/hr

**Addition of BLS Treat/No Transport charge.** This fee would be charged for calls for service where the patient received a service that did not involve the administration of medications. (ie. Lift Assists, Vital Sign Checks) **BLS Treat/No Transport and ALS Treat/No Transport charge would be the patient's responsibility, billed through Colleton and can not be filed against insurance.**

**Separation of Event Standby to BLS and ALS with appropriate rates.**

  
SUBMITTED 02/26/2025  
EMS Director

---Equal Opportunity Employer---

# WASHINGTON COUNTY BOARD OF COMMISSIONERS

## AGENDA STATEMENT

**ITEM NO: 2**

**DATE: March 3, 2025**

**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: March 3, 2025**

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

**SUMMARY EXPLANATION:**

Chair Phelps 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: March 3, 2025**

**ITEM: Departmental Information Update—Sheriff’s Office**

**SUMMARY EXPLANATION:**

This month, someone with the Sheriff’s Office will speak to the Board and give them an update on what is going on in the Sheriff’s Office and what to expect in the coming months.

If you have a request to hear from a certain department, please contact the Clerk.

<b>Month of 2025</b>	<b>Department</b>	<b>Director</b>
JAN	Senior Center	Renee’ Collier
FEB	Soil & Water	Chris Respass
<b>MAR</b>	<b>Sheriff’s Office</b>	<b>Sheriff Barnes/Chief Deputy Norman</b>
APR		
MAY		
JUNE		
JULY		
AUG		
SEPT		
OCT		
NOV		
DEC		

---

<b>Month of 2024</b>	<b>Department</b>	<b>Director</b>
JAN		
FEB	Sheriff's Office	Arlo Norman
MAR	Elections	Dora Bell
APR		
MAY		
JUNE	Senior Center	Renee' Collier
JULY	Soil & Water	Chris Respass
AUG	Facilities	Ricky Young
SEPT	Utilities	Lee Sasser
OCT	Tax Office	Sherri Wilkins
NOV	Cooperative Ext.	Rebecca Liverman
DEC		

**List of Departments**

Planning/Inspections	Human Resources
EM	Tax
EMS	Soil & Water
Elections	Utilities
Detention	DSS
Airport	Facilities
Landfill	TTA
Finance	Library
Register of Deeds	Soil & Water
MTW	Sheriff's Office
Senior Center	IT
Recreation	E911

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 5**

**DATE: March 3, 2025**

**ITEM: Sheriff's Interlocal Agreement & Staffing Discussion, Mr.**

**Curtis S. Potter, CM/CA**

**SUMMARY EXPLANATION:**

Mr. Potter will be leading the abovementioned discussion.

**BOARD OF COMMISSIONERS:**

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



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**ADMINISTRATIVE STAFF:**

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

**AGENDA ITEM MEMO**

**MEMO Date:** February 28, 2025 **MEETING Date:** March 3rd, 2025 **ITEM:**  
**SUBJECT:** Sheriff’s Interlocal Agreement w/ Plymouth & Compensation  
**DEPARTMENT:** Sheriff’s Office  
**FROM:** Curtis S. Potter, County Manager / County Attorney

**ATTACHMENTS:**  
A- RESOLUTION 25-003 (1pg + attached ILA)  
B- Proposed Interlocal Agreement with Plymouth for Temporary Primary Law Enforcement Coverage Services (5pgs)

**PURPOSE:**

1. To consider approving the attached Interlocal Agreement enabling Sheriff’s employees to deliver enhanced primary law enforcement coverage services, as requested and available, to the Town of Plymouth in exchange for compensation as described in the agreement; and
2. To consider approving recommended modifications to the grades and pay progression system for Sheriff’s Office law enforcement positions to fix recently identified LEO pay inequities.

**BACKGROUND:**

1. The Sheriff’s Office first approached the Board of Commissioners regarding pay inequities partially caused by recent Town of Plymouth pay rate modifications in December 2024. These were discussed in further detail during the January 2025 budget planning workshop meeting between the Sheriff’s Office and Board. The Board subsequently directed management to work together with the Sheriff’s Office to address these concerns prior to the preparation and adoption of the upcoming FY26 budget.
2. During this same period, current Sheriff’s Office staff have been asked on several occasions to fill in for empty Town of Plymouth Police Department shift coverage caused largely by the lack of available PD staff, and without additional compensation even though the Plymouth PD is advertising rates of pay above the Sheriff’s Office staff’s current rates of pay. Plymouth PD is advertising starting pay for patrol deputies at \$47,500 and Sgts/Investigators at \$60k.



3. The County Manager & Finance Officer met with the Sheriff's Office on several occasions to discuss and review potential solutions for both problems.
  - a. An internal Management review of starting salaries for new deputies in our comparable region resulted in a figure of just under \$46,000, however due to the long running and ongoing shortage of available certified deputies it should be noted there is currently a wide degree of variation in actual hiring practices and starting salaries both within the region and statewide.
  - b. As of February 2025, the average salary for a law enforcement officer in North Carolina is \$56,480 per year, or about \$27.15 per hour. This is based on data from ZipRecruiter.
    - i. 25th percentile: \$44,100 per year
    - ii. 75th percentile: \$67,700 per year
    - iii. Top 10%: \$83,609 per year
    - Factors affecting salary
      - o Location: Where you work can affect your salary
      - o Experience: Years of experience can affect your salary
      - o Skill level: Your skill level can affect your salary
    - According to Indeed, the average salary for a law enforcement officer in North Carolina is \$56,338 per year.
    - According to All Criminal Justice Schools, the median salary for a police officer in North Carolina is \$52,380 per year.

**PROPOSED SOLUTIONS:**

1. Pay Inequities: Modify the current pay system for LEO positions as follows:

- a. **Regrade the starting STEP 1 pay for the following positions as shown:**

<b>Position</b>	<b>Current <u>Starting</u> Grade/Rate</b>	<b>Proposed <u>Starting</u> Grade/Rate</b>	<b>\$ Difference</b>	<b>% Difference in <u>Starting</u> Pay</b>	<b>Est. %Diff in Current Pay</b>
<b>Animal Control Officer</b>	<b>\$27,509</b>	<b>\$31,784</b>	<b>4,275</b>	<b>15.5%</b>	<b>7%</b>
<b>Uncertified Deputies</b>	<b>42,445</b>	<b>45,200 until certified</b>	<b>2,755</b>	<b>6.5%</b>	
<b>Deputies/SROs/Corporals (10)</b>	<b>42,445</b>	<b>46,000 + \$2k SB</b>	<b>3,555 - 5,555</b>	<b>8.37% - 13.08%</b>	<b>10%- 14%</b>
<b>Sergeants (2)</b>	<b>44,529</b>	<b>48,791</b>	<b>4,262</b>	<b>9.57%</b>	<b>10%</b>
<b>Investigators (Reduce from 3 to 2)</b>	<b>45,632</b>	<b>49,868</b>	<b>4,236</b>	<b>9.3%</b>	<b>12%</b>
<b>Lieutenants (2)</b>	<b>47,743</b>	<b>\$55,000</b>	<b>7,267</b>	<b>15.2%</b>	<b>19%</b>
<b>Chief Deputy (1)</b>	<b>53,067</b>	<b>59,000</b>	<b>5,933</b>	<b>11.18%</b>	<b>10%</b>
<b>Sheriff (1)</b>	<b>63,572</b>	<b>67,500</b>	<b>3,928</b>	<b>6.2%</b>	<b>5%</b>

- b. Provide a \$2,000 annual sign on bonus for new certified deputies only who do not possess enough experience to earn over \$48,000 upon hire (requires 2 years of experience). Sign on bonus will be paid in one lump sum at the end of each anniversary year for the first two years only.
  - c. Reduce the annual YORE system progression factors between STEPS from 2.5% to 2% betw the first 7 steps and from 1.25% to 1% between the remaining steps
  - d. Remove the regraded positions from participating in any countywide FY26 COLA
  - e. Freeze/Remove one Investigator Position to help offset anticipated costs
  - f. Make changes effective with payroll period starting 2/16/25
  - g. Refocus on ways to continue limiting overtime, especially for highest paid positions
2. Plymouth Coverage: Agree to cover requested shifts as available at standard overtime rates and pass through all related costs and reasonable risks to Town of Plymouth (see attached Interlocal Agreement)

**FINANCIAL IMPACT:** Based on an analysis of the current LEO positions placements within the current Salary Schedule and YORE Based Progressive Pay Plan, after taking into account the proposed adjustments to both the starting salaries and YORE progression factor modifications as proposed above, Management anticipates that the annualized cost of the proposed increases and modifications will result in an increased cost of approximately: \$98,511 (which includes anticipated ancillary benefit costs). The anticipated cost for the remainder of FY25 would be approximately \$30,000. The increase to individual employee salaries is anticipated to range between 5% and 19% with an average increase of 12%.

**RECOMMENDED ACTION: If the Board is so inclined:**

1. **VOTE to APPROVE the attached Resolution and Interlocal Agreement**
2. **VOTE to APPROVE the proposed modifications to compensation for the Sheriff's Office as described in this Memo, effective 2/16/25 and direct staff to prepare a revised Salary Schedule in accordance therewith.**



## **RESOLUTION 2025-003**

### **AUTHORIZING EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE TOWN OF PLYMOUTH FOR PRIMARY LAW ENFORCEMENT COVERAGE SERVICES**

**NOW, THEREFORE, BE IT RESOLVED** by the Washington County Board of Commissioners that the attached interlocal agreement between Washington County, on behalf of its Sheriff's Office, and the Town of Plymouth for the temporary provision of certain primary law enforcement coverage services is hereby approved and ratified as required by NCGS 160A-461;

**BE IT FURTHER RESOLVED**, that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute the attached agreement, on behalf of Washington County, subject to a pre-audit certificate thereon, if applicable; and

**BE IT FURTHER RESOLVED**, that the County Manager is hereby authorized to execute amendments to this agreement, as necessary to continue the services during the term of the agreement, subject to a pre-audit certificate thereon, if applicable, and subject to approval as to form and legality by the County Attorney; and

**BE IT FURTHER RESOLVED**, that this resolution ratifying the interlocal cooperation described herein and within the attached interlocal agreement shall be spread upon the minutes of the Washington County Board of Commissioners.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Carol V. Phelps, Chair

Attest:

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

STATE OF NORTH CAROLINA

COUNTY OF WASHINGTON

INTERLOCAL AGREEMENT FOR  
ENHANCED PRIMARY LAW ENFORCEMENT COVERAGE ("PLEC") SERVICES

THIS INTERLOCAL AGREEMENT FOR ENHANCED PRIMARY LAW ENFORCEMENT COVERAGE ("PLEC") SERVICES is made between Washington County, a body corporate and politic of the State of North Carolina ("the County"), the Sheriff of Washington County, a constitutional office ("the Sheriff"), and the Town of Plymouth, a North Carolina municipal corporation ("Plymouth").

**Statement of Fact and Circumstances:**

WHEREAS, the geographical boundaries of Plymouth lie entirely within the County; and

WHEREAS, the Sheriff provides basic law enforcement services to the citizens of all of the County;  
and

WHEREAS, Plymouth possesses the power, legal authority and responsibility to provide extended and enhanced law enforcement services to the citizens within its boundaries, in addition to those basic law enforcement services provided by the Sheriff outside municipal boundaries; and

WHEREAS, the Sheriff, acting together with the County, has the power and legal authority to provide such extended and enhanced law enforcement services into the geographical area of Plymouth; and

WHEREAS, the County is the body corporate and politic of the State of North Carolina which provides the budget for the office of the Sheriff, pursuant to N.C. Gen. Stat. §153A-149(c)(18); and

WHEREAS, Article 20 of Chapter 160A of the North Carolina General Statutes allows units of local government to enter into a joint undertaking, in this case together with the Sheriff, to jointly exercise any power, function, public enterprise, right, privilege, or immunity of local government; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-445 and N.C. Gen. Stat. §160A-461 the parties have decided to enter into this interlocal agreement allowing the Sheriff to temporarily provide extended and enhanced law enforcement services within Plymouth, on an as needed and available basis, and in exchange for certain monetary compensation and other considerations to be provided by Plymouth to the County as more particularly described herein; and

WHEREAS, pursuant to County Resolution No. \_\_\_\_\_ adopted on \_\_\_\_\_, and Plymouth Resolution No. \_\_\_\_\_ adopted on \_\_\_\_\_, the governing boards of each body has approved and authorized the execution of this Agreement.

**NOW THEREFORE**, in consideration of the covenants, conditions, performances, and promises contained herein, the parties agree as follows:

- 1. Term & Termination:** This Agreement shall be deemed effective February 16th, 2025 and its initial term shall continue in effect until the end of the current fiscal year June 30<sup>th</sup>, 2025. Unless otherwise terminated or amended before the end of the initial term, thereafter this Agreement shall be deemed to automatically and successively renew for three (3) additional one (1) year terms each finally ending June 30<sup>th</sup>, 2028.

  - A.** This Agreement may be cancelled and terminated by any party at any time by providing at least thirty (30) days written notice thereof to the other parties hereto.
  - B.** This Agreement may be amended at any time only in writing executed by all parties hereto.
- 2. Description of Additional Law Enforcement Services:** When the need arises, Plymouth may request the Sheriff to temporarily provide the following extended and enhanced primary law enforcement coverage (“PLEC”) services within Plymouth:

  - A.** Primary Law Enforcement Response & Pro-Active Patrol. The Sheriff will provide Police Patrol Services as the first response for the enforcement of (non-traffic offense) state laws, and codes and other ordinances adopted by the County and Plymouth. In addition to the normal reactive patrol provided in the unincorporated areas of the County (responding to calls for service), the Sheriff shall provide proactive patrol within Plymouth (to prevent and deter criminal activity) during the period in which such services are requested.

    - The hours for the proactive patrol shall be set by the Sheriff after first consulting with elected and appointed offices of Plymouth.
    - The deputies by the Sheriff assigned to Plymouth in accordance with this Agreement will make reasonable efforts to become knowledgeable about any areas with specific crime problems within Plymouth.
    - It is expressly understood and agreed that any deputy assigned to proactive patrol within Plymouth may be directed to duties outside Plymouth in cases of emergency.
- 3. Method of Requesting PLEC services:** Plymouth shall make all requests for PLEC services to be provided under this Agreement in writing directly to the Sheriff (or their designee for such purpose). All requests shall include the specific number of deputies, specific shifts/hours, and all other pertinent information related to any desired PLEC services to be provided. The Sheriff (or their designee) will review and respond promptly to the written request regarding the availability of Sheriff deputies to provide the specifically requested PLEC services.

  - A.** The parties agree to work together in good faith by attempting to provide as much advance notice as possible of any upcoming requests for PLEC services, and attempting to negotiate a mutually agreeable solution in the event of unavailable resources or conflicting schedules.
  - B.** Ultimately the specific details of all PLEC services to actually be provided under this Agreement must be agreed upon by both parties in writing in order to prevent scheduling errors and aide in the proper reimbursement/compensation process.
  - C.** Notwithstanding the foregoing, in the absence of such a written agreement, Plymouth shall still be expected to pay for PLEC services actually provided by the Sheriff which Plymouth reasonably

knew or should have known were likely to be provided by the Sheriff in a good faith response to a request by Plymouth to provide such services that is not otherwise rescinded.

- D. Nothing herein shall be construed to place the Sheriff under any obligation to provide any specifically requested PLEC services to Plymouth, unless the availability thereof and willingness to provide such services has been confirmed by the Sheriff (or their designee) in writing.

4. Direct and Ancillary Personnel Costs & Reimbursement to County by Plymouth:

- A. The Sheriff shall maintain personnel timesheets to accurately reflect the specific number of hours spent by each individual employee of the Sheriff actually assigned to provide PLEC services under this Agreement. Such employees shall be compensated by the County for their time spent providing PLEC services under this Agreement at the employee's applicable standard overtime rate (time and one-half of their normal hourly pay rate).
- B. The County will invoice Plymouth within 15 days of incurring such cost (the date on which the employee is paid) for full reimbursement and payment of such compensation, together with any applicable additional ancillary benefit contribution costs the County is required to make related to any compensation paid for PLEC services provided under this Agreement. By way of illustration and not limitation, such additional costs shall include applicable employer retirement and 401k contribution costs, FICA and/or Medicare payroll costs, and may include pro-rated unemployment/workers comp insurance costs, etc.
- C. Plymouth agrees to promptly pay for all such invoiced costs actually incurred by the County arising from all PLEC services provided under this Agreement. Payments shall be due within 15 days of receipt of the County's invoice.

5. Control, Command, & Liabilities Between Law Enforcement Agencies: All parties agree to abide by the provisions set forth in N.C. Gen. Stat. §160A-288 in regards to control, pay, workers compensation benefits and liabilities.

- A. For reference and convenience the most relevant portion of the foregoing statute is pasted below:

*§ 160A-288. Cooperation between law enforcement agencies.*

*(a) Unless specifically prohibited or limited by an ordinance officially adopted by the governing body of the city or county by which the person is employed, appointed, or elected to serve, the head of any law enforcement agency may temporarily provide assistance to another agency if so requested in writing by the head of the requesting agency. The assistance may comprise allowing officers of the agency to work temporarily with officers of the requesting agency (including in an undercover capacity) and lending equipment and supplies. While working with the requesting agency under the authority of this section, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense of civil actions and payment of judgments) as the officers of the requesting agency in addition to those the officer normally possesses. While on duty with the requesting agency, the officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. The officer shall furthermore be entitled to workers' compensation and the same benefits when acting pursuant to this section to the same extent as though the officer were functioning within the normal scope of the officer's duties.*

- B. To the fullest extent permitted by North Carolina law, Plymouth agrees to indemnify and hold harmless the Sheriff and County for any and all costs relating to workers compensation claims and other legal claims attributable to the Sheriff's Office and/or County resulting from claims arising from the provision of specifically requested PLEC services which are actually provided within the jurisdictional boundaries of the Town of Plymouth under this Agreement.
- Such claims shall include any applicable insurance deductible payments incurred by the County due to liability claims or damage or loss of any Sheriff vehicles sustained during and arising specifically from activities occurring during the provision of PLEC services under this Agreement.
- C. The Sheriff and the County will supply the deputies providing the PLEC services with the same issue of all uniforms and equipment, including firearms or other weapons, as the Sheriff deems useful or necessary in enabling such deputies to carry out the duties anticipated under this Agreement at no additional cost to Plymouth.
- D. Because this Agreement is specifically intended to apply in temporary limited situations, no provisions have been made at this time to measure or recapture any of the numerous overhead expenses such as vehicle purchase, maintenance or fuel costs, training costs, uniforms or other equipment costs, etc. which shall be borne by the Sheriff and County. In the event the PLEC services described herein are requested frequently, or over a prolonged period of time such that the arrangement contemplated hereunder no longer seems temporary in nature, the Sheriff and County reserve the right to request that the applicable portion of such expenses be pro-rated and reimbursed in a manner to be determined between the parties.

**6. Insurance:**

- A. **Liability Insurance:** Each party shall, at all times during the term of this Agreement, maintain and provide proof of law enforcement liability insurance coverage with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury, and property damage. Such insurance shall cover claims arising from law enforcement activities performed under this Agreement.
- B. **Workers' Compensation Insurance:** Each party shall maintain workers' compensation insurance as required by North Carolina law for all personnel involved in services under this Agreement. Proof of such coverage shall be provided upon request by either party.
- C. **Certificate of Insurance & Notice of Changes:** Each party shall furnish a Certificate of Insurance evidencing the above-required coverage prior to the effective date of this Agreement and annually thereafter. If any required insurance policy is canceled, reduced, or materially altered in a manner that affects the coverage required herein, the insured party shall provide the other party with at least thirty (30) days' prior written notice.
- D. **Self-Insurance Option:** If either party is self-insured, it shall provide a certification of self-insurance that demonstrates compliance with the required coverage limits.

**7. Other Provisions:**

- A. **No Third-Party Beneficiaries:** This Agreement is not to be construed as creating any causes of action for the benefit of any third party beneficiaries and may only be enforced by the parties specifically identified herein.

B. For purposes of facilitating an annual pre-audit certificate for this Agreement, the parties agree that the maximum total annual compensation available to be paid during any individual applicable fiscal year of the parties (July 1<sup>st</sup> to the following June 30<sup>th</sup>) under this Agreement shall not exceed an annual total of \$ \_\_\_\_\_, unless otherwise increased in writing by Plymouth.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement or caused this Agreement to be executed by their duly authorized agents or officers, effective as of the day and year first written above.

**WASHINGTON COUNTY SHERIFF'S OFFICE**

\_\_\_\_\_  
Johnny Barnes, Sheriff

**WASHINGTON COUNTY**

\_\_\_\_\_  
Attest: Julie J. Bennett, Clerk to the Board

\_\_\_\_\_  
Curtis S. Potter, County Manager

**TOWN OF PLYMOUTH**

\_\_\_\_\_  
Attest: Dorenda Wallace, Town Clerk

\_\_\_\_\_  
Brian Roth, Mayor

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

\_\_\_\_\_  
Dorenda Wallace, Town Finance Officer



**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 6**

**DATE: March 3, 2025**

**ITEM: Creswell VFD Funding Request for Training Location, Chair Phelps & Chief Ron Ambrose  
Creswell VFD USDA Application Support, Vice-Chair Spruill & Chief Ron Ambrose**

**SUMMARY EXPLANATION:**

Please see the attachments on the items above.

# Creswell Vol. Fire Department Inc.

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To: Mr. Carol Phelps, John Sprull, Ann Keyes, Tracy Johnson and Julius Walker Washington  
County Commissioner Board

RE: Reallocation of funding of well project

From: Ron Ambrose

Fire Chief

Creswell Volunteer Fire Department Inc.

February 20th, 2025

Dear Chairman Phelps and Washington County Commissioners,

I am writing to you regarding a \$40,000 fund that was allocated several years ago for a well project for the Creswell Rural Fire District. At the time of my initial request, the estimated cost for the well was approximately \$40,000. This well was intended to serve as a water source for filling fire trucks to support emergency needs on the north side of Highway 64, extending to the Deep Creek area within our fire district. Due to inadequate water supply in this region, we are unable to provide a rapid refill

located at the Pea Ridge and Mt. Tabor being such a long distance water has to flow to the current hydrant's.

Since the original allocation, the cost of drilling a well has risen significantly. Additionally, any suitable land for this project would require clearing and securing with fencing to ensure the well is used solely for its intended purpose. Unfortunately, the original \$40,000 allocation is now insufficient to cover these expenses.

However, we have identified an alternative solution. Mr. Freddie Spencer has a water well at his shop on Alligood Road that is suitable for filling tankers. He has agreed, and signed an agreement (attached with photo #1 ), to allow fire personnel to use this well for emergency water supply needs. If approved by the NC Office of State Fire Marshal (NCOSFM), we will incorporate this well into our water supply mapping.

Given this development, we respectfully request that the previously allocated \$40,000 be reallocated for the following essential needs for the Creswell Volunteer Fire Department, Inc.:

1. \*\*\$15,000\*\* - Establish a rock-based area at the Creswell Fire Training Grounds on Lee Street, behind the water tower in the Town of Creswell. This area, ( photo's #2&3 ) in collaboration with Beaufort Community College, would be used for portable burn units and firefighter training exercises. A stable surface is necessary to ensure safe access for

firefighters and apparatus. Our long-term goal is to develop this site into a county training facility accessible to all fire departments.

2. \*\*\$20,000\*\* - Provide matching funds for a grant to replace structural PPE and extrication/forestry gear. This year, we must replace six sets of structural gear (costing \$6,200 per set) and twelve sets of forestry/extrication gear (\$1,100 per set).

3. \*\*\$5,000\*\* - Provide matching funds for a forestry grant to purchase three dual-frequency pagers and six additional sets of forestry gear.

These investments are critical to ensuring the safety and effectiveness of our firefighters. Proper training facilities and compliant protective gear are essential for maintaining operational readiness and protecting the lives of both our personnel and the citizens we serve.

Since these funds were originally allocated for the Creswell VFD, we ask for your support in reallocating them to these urgent and necessary projects. Thank you for your continued support. If you have any questions or require further information, please do not hesitate to contact me at (252) 394-5348.

Sincerely,

Chief Ambrose

MEETING CALLED BY RON AMBROSE @ 7:46 PRAYER OPENED BY  
DAVID CLIFTON

MINUTES FROM THE NOVEMBER SPECIAL CALLED BUSINESS MEETING  
WERE READ AND ACCEPTED MOTION MADE BY WAYNE WISNER  
SECONDED BY CECIL JONES

#### OLD BUSINESS

SLAW MACHINE HAS BEEN PURCHASED AND IS IN SERVICE

#### NEW BUSINESS

DISCUSSION WAS BROUGHT UP WITH THE USAGE OF THE \$40,000  
GRANT FROM THE COUNTY

MOTION MADE BY LISA AND SECONDED BY DAVID CLIFTON TO DIVIDE  
15,000 TOWARD PARKING LOT UPDATES 5,000 FOR FORESTRY GRANT &  
20,000 FOR TURNOUT/EXTRICATION GEAR FOR THE STATE MATCHING  
GRANT

A REPRESENTATIVE FROM CW WILLIAMS FOR THOSE THAT NEED  
EXTRICATION GEAR TO BE HERE ON JANUARY 28 @ 7PM

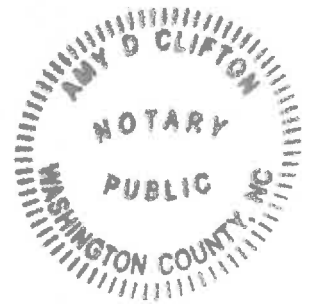
THE WEEKEND OF FEBRUARY 21 COA IS HAVING THE FIREFIGHTER  
TRAINING SERVICES FOR THE 2025 YEAR , NEED TO BE REGISTERED  
FOR THE CLASS BY FEBRUARY 6

THE BOARD WILL MEET AT FEBRUARY 3RD AT 7PM

MOTION TO ADJOURN DAVID MOTON CECIL SECONDED @ 9:01

# AGREEMENT TO USE WATER SUPPLY

I, Freddie Spencer, owner of the water supply point number \_\_\_\_\_ (designated by fire department) do hereby give Creswell Vol Fire Dept. Inc. Fire Department and their mutual aid companies permission to use this water source for any and all emergencies deemed necessary by the chief officer in charge of such emergency.



[Signature]  
Signature of Property Owner

Ron Ambrose  
Chief of the Department

Date 2/17/2025

Washington County, North Carolina  
I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Freddie Spencer  
Name of Principal(s)

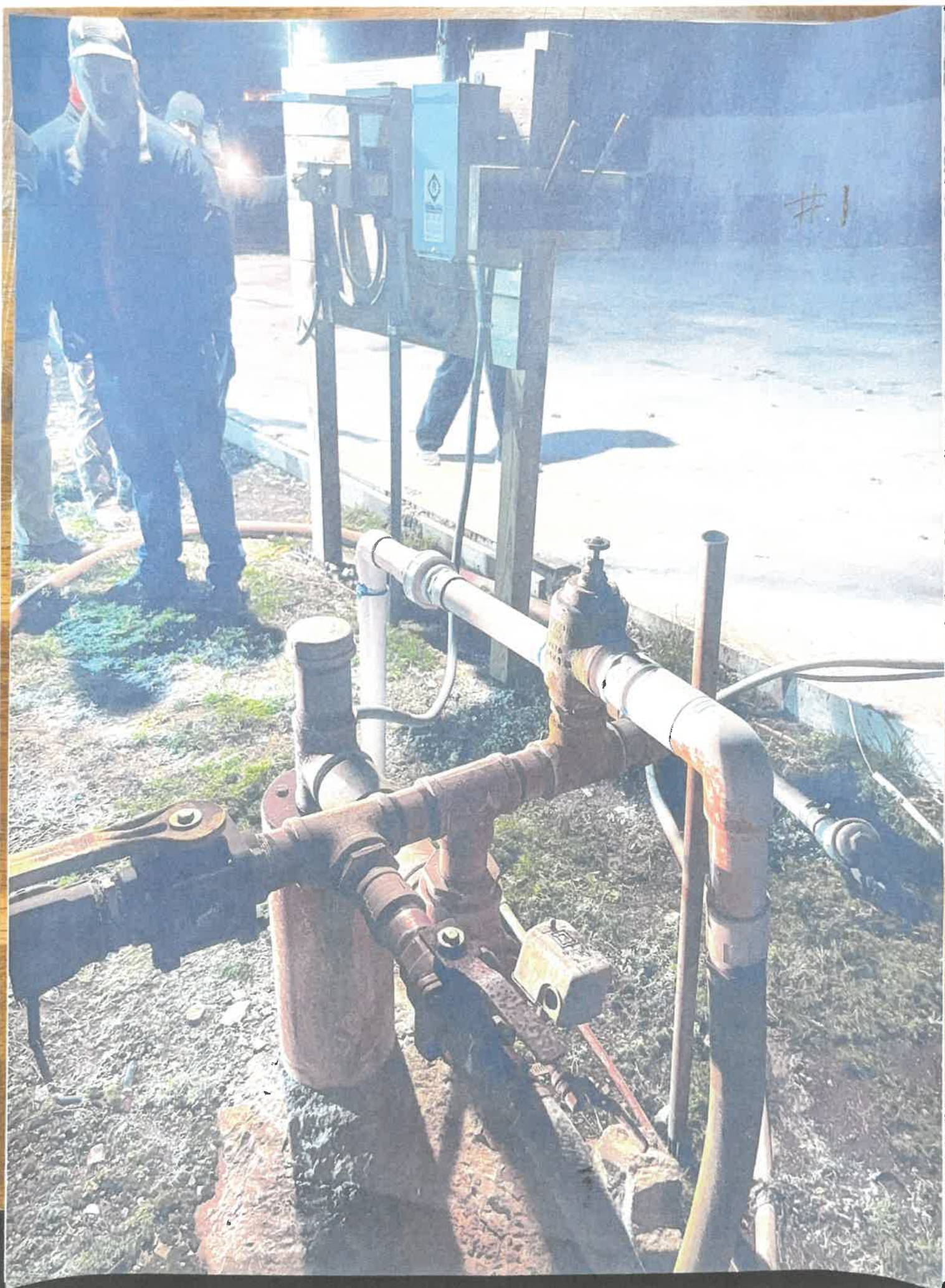
Date:  
Amy D Clifton  
Official Signature of Notary Public

Amy D Clifton Notary Public  
Notary's printed or typed name

My Commission Expires February 17 2030

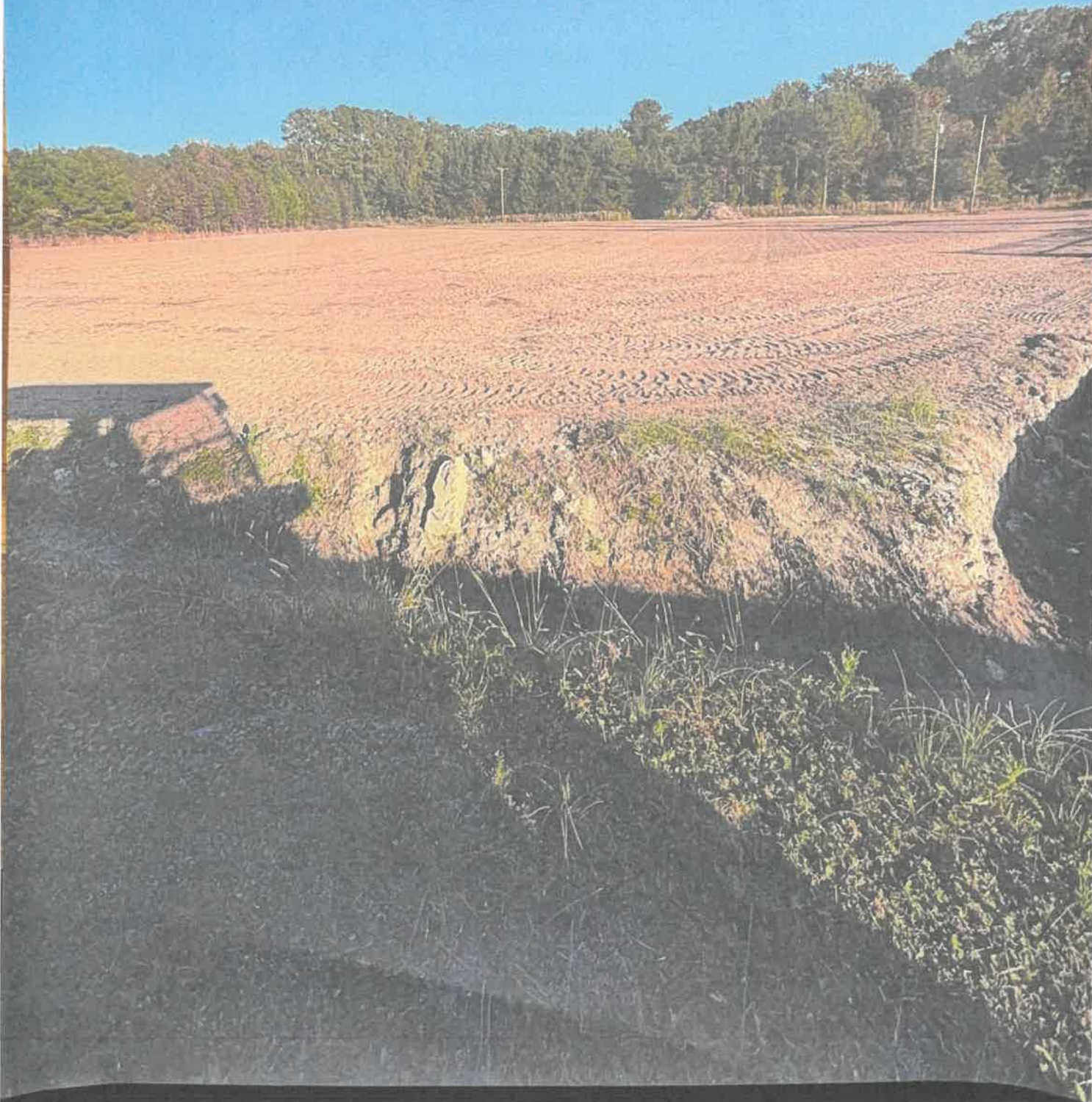
Address of well:  
1847 Alligood Road  
Creswell NC 27928





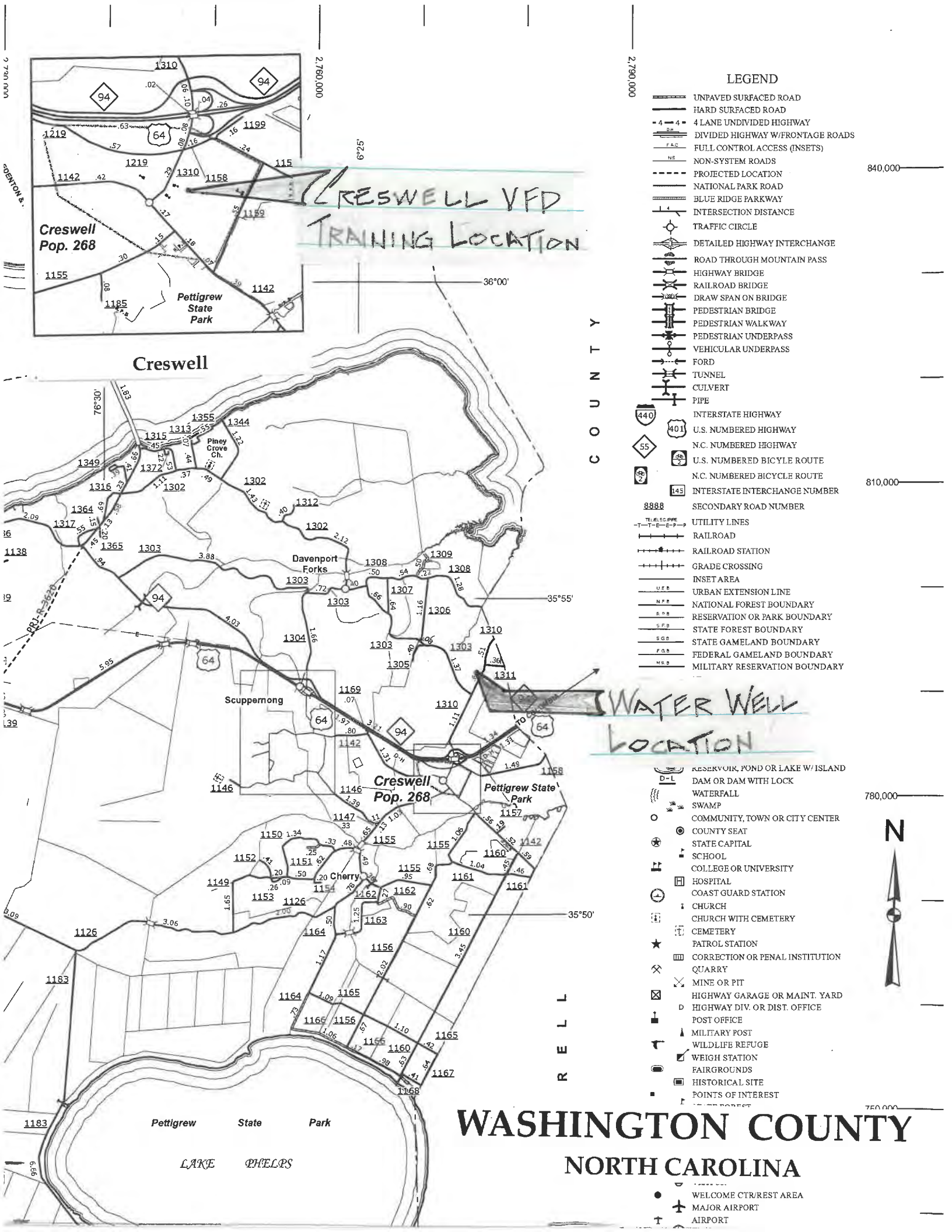


#2









**CRESWELL VFD  
TRAINING LOCATION**

**WATER WELL  
LOCATION**

**LEGEND**

- UNPAVED SURFACED ROAD
- HARD SURFACED ROAD
- 4 LANE UNDIVIDED HIGHWAY
- DIVIDED HIGHWAY W/FRONTAGE ROADS
- FULL CONTROL ACCESS (INSETS)
- NON-SYSTEM ROADS
- PROJECTED LOCATION
- NATIONAL PARK ROAD
- BLUE RIDGE PARKWAY
- INTERSECTION DISTANCE
- TRAFFIC CIRCLE
- DETAILED HIGHWAY INTERCHANGE
- ROAD THROUGH MOUNTAIN PASS
- HIGHWAY BRIDGE
- RAILROAD BRIDGE
- DRAW SPAN ON BRIDGE
- PEDESTRIAN BRIDGE
- PEDESTRIAN WALKWAY
- PEDESTRIAN UNDERPASS
- VEHICULAR UNDERPASS
- FORD
- TUNNEL
- CULVERT
- PIPE
- INTERSTATE HIGHWAY
- U.S. NUMBERED HIGHWAY
- N.C. NUMBERED HIGHWAY
- U.S. NUMBERED BICYCLE ROUTE
- N.C. NUMBERED BICYCLE ROUTE
- INTERSTATE INTERCHANGE NUMBER
- SECONDARY ROAD NUMBER
- UTILITY LINES
- RAILROAD
- RAILROAD STATION
- GRADE CROSSING
- INSET AREA
- URBAN EXTENSION LINE
- NATIONAL FOREST BOUNDARY
- RESERVATION OR PARK BOUNDARY
- STATE FOREST BOUNDARY
- STATE GAMLAND BOUNDARY
- FEDERAL GAMLAND BOUNDARY
- MILITARY RESERVATION BOUNDARY

- RESERVOIR, POND OR LAKE W/ ISLAND
- DAM OR DAM WITH LOCK
- WATERFALL
- SWAMP
- COMMUNITY, TOWN OR CITY CENTER
- COUNTY SEAT
- STATE CAPITAL
- SCHOOL
- COLLEGE OR UNIVERSITY
- HOSPITAL
- COAST GUARD STATION
- CHURCH
- CHURCH WITH CEMETERY
- CEMETERY
- PATROL STATION
- CORRECTION OR PENAL INSTITUTION
- QUARRY
- MINE OR PIT
- HIGHWAY GARAGE OR MAINT. YARD
- HIGHWAY DIV. OR DIST. OFFICE
- POST OFFICE
- MILITARY POST
- WILDLIFE REFUGE
- WEIGH STATION
- FAIRGROUNDS
- HISTORICAL SITE
- POINTS OF INTEREST

**WASHINGTON COUNTY  
NORTH CAROLINA**

- WELCOME CTR/REST AREA
- MAJOR AIRPORT
- AIRPORT

840,000

810,000

780,000

750,000



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## Julie Bennett

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**From:** Connie Barnes  
**Sent:** Tuesday, February 25, 2025 8:44 AM  
**To:** Julie Bennett; Carol V. Phelps; Ron Ambrose (chiefron400@yahoo.com); Lance Swindell; Ann C. Keyes  
**Subject:** support of application - Creswell VFD Inc.  
**Attachments:** Fire Commission support Creswell USDA.pdf

Ron Ambrose, Chief of the Creswell Volunteer Fire Department, Inc., and Chair of the Washington County Fire Commission, sent a letter to The Washington County Fire Commission requesting support for their application to USDA for a grant/loan to purchase a 2025 3,000-gallon tanker truck to update their operations. The tanker they are using as their designated tanker is 32 years old and holds 1,000 gallons.

This request was placed on the agenda for the meeting of the Fire Commission on February 24, 2025 for discussion. The application packet requires support from Washington County governing body. It seemed appropriate for that request for support to be routed through the Fire Commission. Chief John Spruill offered the motion to support the application; Chief Josh Swain offered the second, and the members present voted in favor of the motion.

Please see attached the documents in support of Creswell Volunteer Fire Department, Inc. application to apply for up to \$50,000.00 in grant funds, and the remaining loan of \$400,000.00 (more or less depending on the grant award) from USDA for the purchase of a 2025 3,000-gallon tanker from Fouts Brothers, Inc. It was noted that the one penny of ad-valorem taxes set aside by the Washington County Commissioners for upgrades to equipment and apparatus is being considered as a part of this payment. Currently, Creswell does not have another debt for apparatus.

This was sent to Mr. Carol, as the Creswell area representative, Mrs. Ann as the Commissioner representative to the Fire Commission, per Chair Ambrose's request.

Thank you for your consideration.

**Connie Barnes**  
Administrative Assistant  
Washington County  
Emergency Management  
Inspections, Permits, Planning  
116 Adams Street  
Plymouth NC 27962

252-793-4114

Washington County  
Fire Commission  
February 24, 2025

At the regularly scheduled meeting of the Washington County Fire Commission on February 24, 2025, Creswell Volunteer Fire Department requested support from the Fire Commission to acquire a loan/grant from the USDA totaling \$450,000.00 to purchase a 2025, 3000 gallon tanker from FOUTS BROTHERS, INC.

The Fire Commission, by unanimous vote affirming a motion offered by

John Spruill, Chief Roper VFD

And seconded by Josh Swain, Chief, Plymouth VFD

Stating: The Washington County Fire Commission is in support of the Creswell Volunteer Fire Department, Inc. seeking a grant/loan from USDA in the amount of \$450,000.00 to purchase a 2025 3000 gallon tanker from Fouts Brothers, Inc.. This tanker upgrade will be utilized for mutual aid and water shuttle support to all of Washington and Tyrrell County departments.

Signed by:

Josh Swain Department Plymouth Vol. Fire Dept.  
Rex Swain Department MID COUNTY  
John Spruill Department Roper Vol Fire Dept.  
Blair Phelps Department Lake Phelps VFD  
Ron Amure Department Chair Wash. Co Fire Commission  
Joy Swain Department Pungo River VFD  
Chief

<u>Time</u> In	<u>Name</u>	<u>Affiliation</u>	<u>Time</u> Out
1730	LANCE SWINDELL	WCEM	
	Connie Barnes	WCEM	
	Ann Stays	Commonwealth	
	Rox Siskin	MID COUNTY	
	Ron Ambrose	Greenville WFD	
	Joshua Swain	Plymouth FD	
	John Spruill	RUFES	
	Craig Harris	RUFES	
	Brad Phelps	CPVFD	



**Washington County  
Fire Commission – Chief’s meeting  
February 24, 2025  
6:00pm  
Plymouth -Commissioner’s Room**

**AGENDA**

**Call to Order** **Ron Ambrose, Chair**

**Invocation**

**Agenda: Review/Adopt:** **Ron Ambrose, Chair**

**Approval of Minutes:**  
**January 27, 2025** **Ron Ambrose, Chair**

**Old Business:**

**Knox Box – Follow-up** **Lance Swindell**

**Substation Feasibility Request** **John Spruill**

**Search and Rescue – classes** **Lance Swindell**

**New Business:**

**Request for Support from Creswell VFD** **Chief Ron Ambrose**

**Surplus- Boats from Marine Patrol** **Lance Swindell**

**Commissioner’s Report** **Ann Keyes**

**Open Discussion by Department:** **Representatives**

**Adjournment:** **Ron Ambrose, Chair**

# Creswell Vol. Fire Department Inc.

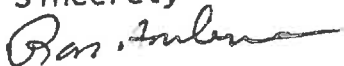
To: Washington County Fire Commission

Re: Support to secure Apparatus loan

From: Chief Ron Ambrose

Dear Members of the Washington County Fire commission on behalf of the members of the Creswell Volunteer Fire Department we are asking for your support to acquire a loan/grant from the USDA totaling \$450,000.00 to purchase a 2025 3000 gallon tanker from Fouts Brothers Inc. We currently have no outstanding debts owed by our department. Our designated tanker is 32 years old and 1000 gallons so this upgrade is needed and will be utilized wherever in the county upon request for water supply needs. Your support in this matter would be greatly appreciated.

Sincerely



Chief Ambrose

**BOARD OF COMMISSIONERS:**

CAROL V. PHELPS, CHAIR

JOHN C SPRUILL, VICE-CHAIR

TRACEY A. JOHNSON

ANN C. KEYES

JULIUS WALKER, JR.



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

**ADMINISTRATIVE STAFF:**

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cpotter@washconc.org

JASON SQUIRES  
ASSISTANT COUNTY MANAGER  
acm@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**

March 3, 2025

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 Creswell Volunteer Fire Department's application for fire truck/equipment 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 Creswell 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 communities firefighting needs.

Thank you for your consideration of our support for the Creswell 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,

Carol V. Phelps  
Board Chair



**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 7**

**DATE: March 3, 2025**

**ITEM: Vacant School Properties Update, Mr. Kelly Chesson, ED Director**

**SUMMARY EXPLANATION:**

Mr. Kelly Chesson will be discussing the attached combined SWOT analysis for each department we are considering relocating to one of the vacant school properties. He has condensed the recommendations to be more concise, less redundant, and site specific.

Any feedback is greatly appreciated, and he will have a presentation for the meeting that goes over these documents. He will also discuss the need for a public hearing regarding what the County would like to do with these properties.



# Department Relocation: Assessment & Recommendations

Analyzing the Best Location for Long-Term Sustainability & Community Impact

Presented By: Kelly Chesson

3/3/25

# Vacant Sites Overview

01

WCMS – VACANT

02

ROPER GYM – VACANT

03

PHS – PARTIALLY VACANT  
(ONGOING USE OF  
OUTDOOR ATHLETICS  
AND SOME SUPPORTING  
BUILDINGS)

04

CES – VACANT

05

CHS – IN USE (EXPECTED  
TO BE VACATED IN JUNE-  
AUG 2025)

\*PENDING RELOCATION  
OF ELECTIONS &  
TRANSFERS ROPER  
ANNEX/BCCC WCC  
BUILDING TO WCS FOR  
EC)

# Transfer of Vacant Sites to County – Anticipated Timeline

WCMS & Roper Gym – Mid March 2025

CES – Mid March 2025

CHS – Summer 2025

PHS – TBD

# Interest Expressed in Vacant Sites

PHS: N/A

RMS:

- Roper Union Alumni Association (Multi-Purpose Building);
- Alliance for Greater Eastern NC (ability to continue using the venue for certain events)
- Collaborative Project Charity

Roper Gym:

- Town of Roper;
- Alliance for Greater Eastern NC

Creswell Site:

- Town of Creswell in Playground;
- PICS → Part/Full Site
- Private Investor → Part/Full Site;

# Introduction


- **Overview of the relocation analysis:**
- Evaluating best site for **staff, community access, and long-term sustainability**
- **Key factors considered:**
  - Accessibility
  - Security
  - Facility Conditions
  - Financial Costs
  - Long-Term Sustainability
- **Comparing Sites:**
  - **Plymouth High School (PHS)**
  - **Washington County Middle School (WCMS)**

# Accessibility & Public Engagement

## ✓ PHS:

- Centrally located in Plymouth
- Near **businesses, hotels, gas stations**, making it **more convenient**

## ✓ WCMS:

- Centrally located in county
- **Pedestrian & vehicle circulation issues**
- **Single-story** has better accessibility for seniors
-  **Key Consideration:** If **public accessibility** is the priority, **BOTH PHS & WCMS** are viable options.

# Security & Department Separation

## **WCMS:**

- **Isolated location** makes security & department separation easier
- **Independent entrances** provide **better privacy** for all departments
- The ability to add a **Sheriff & EMS substation**

## **PHS:**

- Higher **crime, loitering, & liability concerns**
- **Multiple outdoor openings & dispersed layout** require added security and key fob access

 **Key Consideration:** If **security & privacy** are most important, **WCMS is the better choice.**



# Recreation & Economic Growth



## PHS:

- **Renovated gym** is well-suited for **indoor sports & events**



**PHS Athletic Fields:**  
**Unavailable** due to **Washington County Schools'** use



## WCMS:

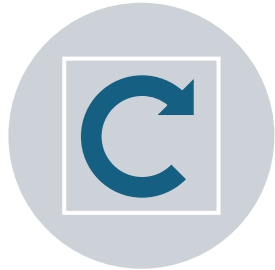
- **Adequate stage area** to support performance arts
- **Smaller gym, seating upgrades needed**
- Would require **more investment** to be tournament-ready



## Key Consideration:

**PHS is best for indoor recreation, but outdoor programming needs reassessment.**

# Facility Conditions & Renovation Feasibility



✅ **WCMS:** Structurally sound, better-maintained HVAC & plumbing, fewer costly repairs needed.



⚠️ **WCMS Challenges:** Aged HVAC controls





🚧 **PHS:** Outdated HVAC, ADA compliance issues, boiler, & deterioration make renovations costly.






📌 **Key Consideration:** WCMS is the more viable option for renovation due to lower costs.

# Senior Center & Community Programs

-  **PHS Benefits:**
- **Larger kitchen & cafeteria** → Supports **Meals on Wheels**
- **Closer to a larger township** → Encourages **higher participation**
  
-  **PHS Drawbacks:**
- **Long hallways & accessibility challenges**

# Senior Center & Community Programs

-  **WCMS Benefits:**
- Flat entrances
- Finite spacing and bathroom accessibility
-  **WCMS Drawbacks:**
- Farther from most senior participants → Potential attendance & transit issues
- New Meals on Wheels routes and volunteers will be needed
-  **Key Consideration: WCMS** is the better choice for **Senior Services**, while **PHS** is better for **Community Engagement**.

# Financial Costs & Long-Term Sustainability



**WCMS:** Lower upfront renovation costs → **Less financial burden on staff & county resources.**



**PHS:** Higher maintenance & renovation costs → **More expensive long-term investment.**



**Key Consideration:**  
**If cost(s) are the top priority, WCMS is the more sustainable option.**

# Balancing Community Impact & Staff Needs

## **PHS Best For:**

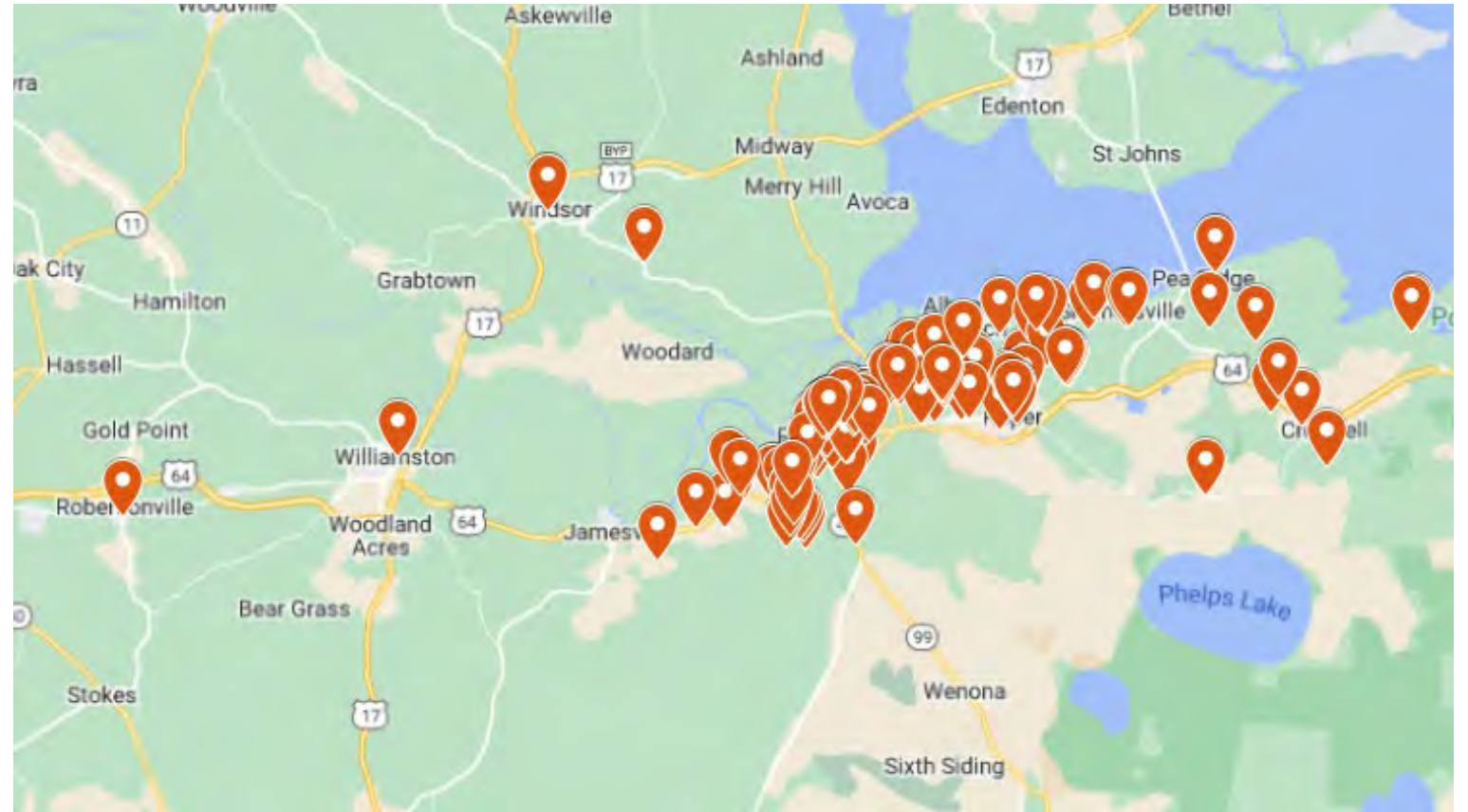
**Recreation Programming** (Indoor events, community engagement, proximity to economic activity)

## **WCMS Best For:**

**Health Services, Elections, Recreation, and Senior Center** (Security, privacy, lower maintenance costs, and accessibility)

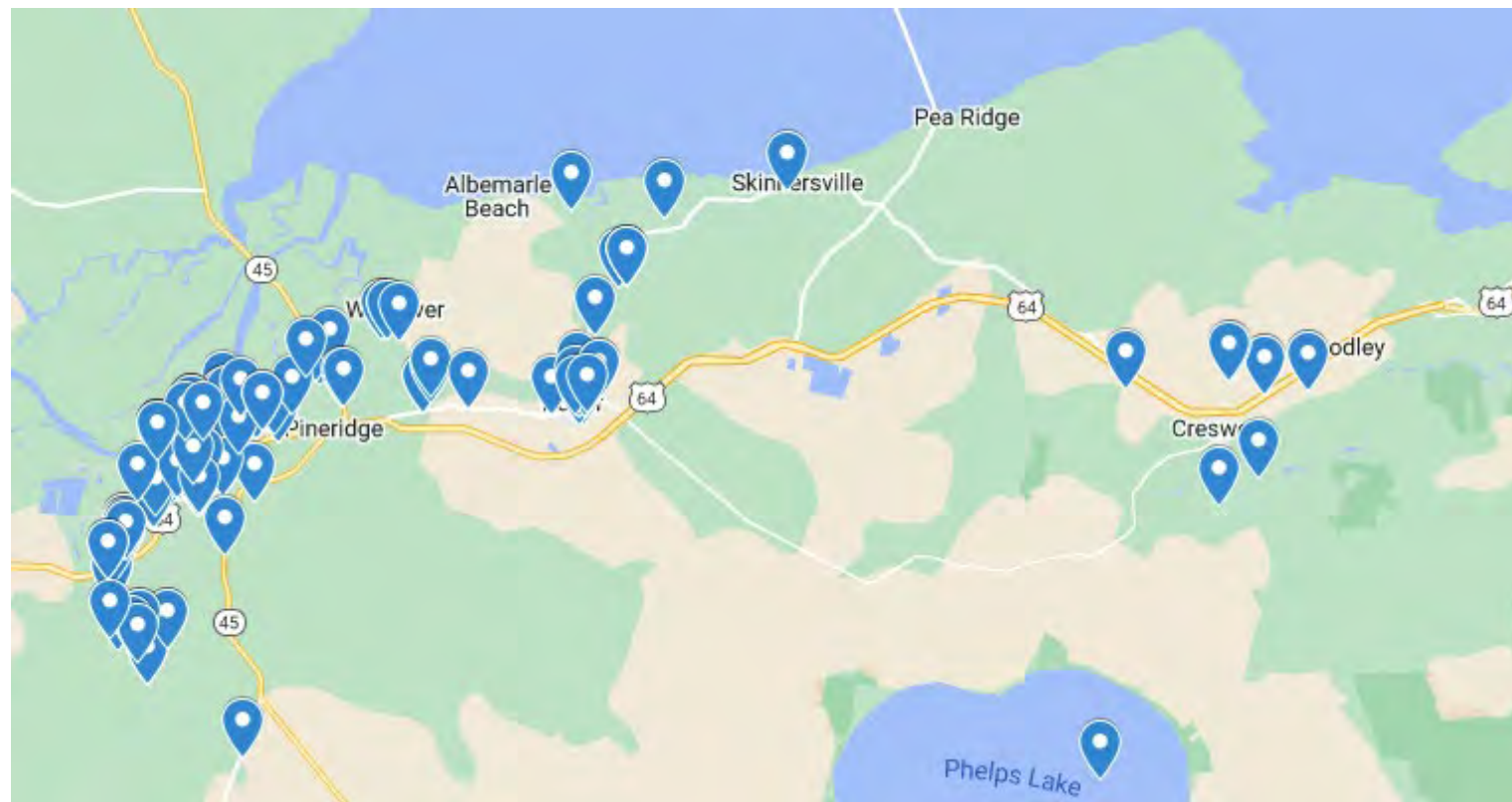
 **Recreation staff must reassess outdoor sports programming due to PHS field unavailability.**

# Participant Mapping – Senior Center





# Participant Mapping - Recreation





# Final Recommendation Summary

✓ **PHS: Good for Indoor Recreation** but **costly renovations & field limitations impact viability.**

✓ **WCMS: Better for Elections, Health Services, & Senior Center** due to **lower costs, better security, accessibility, & easier renovations.**

Adds the ability to include both an EMS and Sheriff substations to increase safety and health in the Roper community

If Recreation is moved, a Plymouth footprint will remain

◆ **If long-term investment is considered, replacing PHS may be more cost-effective than renovating it.**

# Next Steps



## Decision Considerations

- Budget & Renovation/upfit costs
- Security & accessibility priorities
- Community impact assessments, interest surveys



## Next Steps

Public Hearing in April BoC Meeting



Decide on Elections Relocation  
Site selection for consolidation

Thank you

# SWOT Analysis for Site Relocation

## 1. Strengths (Internal, Positive Factors)

- **Location** – Proximity to key populations, transportation hubs, or economic centers.
- **Infrastructure Readiness** – Availability of roads, utilities, & communication networks.
- **Support from Stakeholders** – Local government, community groups, or investors backing the site.
- **Budget/Cost Advantages** – Cost of programming, Acquisition or development costs.

## 2. Weaknesses (Internal, Negative Factors)

- **Accessibility** – Poor transportation links or lack of pedestrian-friendly access.
- **High Development Costs** – Renovations, permits, or infrastructure upgrades.
- **Regulatory Challenges** – Zoning restrictions, environmental regulations, or bureaucratic delays.
- **Market Limitations** – Limited workforce, low demand, or competition in the area.
- **Security & Safety Concerns** – Crime rates or vulnerability to natural disasters.

## 3. Opportunities (External, Positive Factors)

- **Community & Economic Growth** – Expanding population or business incentives in the area.
- **Government Incentives** – Tax breaks, grants, or subsidies for development.
- **Partnerships & Collaboration** – Potential to work with local organizations or businesses.
- **Sustainability & Green Initiatives** – Potential for eco-friendly development or renewable energy use.
- **Emerging Market Trends** – Rising demand for certain services or industries in the location.

## 4. Threats (External, Negative Factors)

- **Economic Downturns** – Market instability or financial risks impacting sustainability.
- **Competitive Landscape** – Presence of strong competitors reducing market share.
- **Environmental & Climate Risks** – Flood zones, extreme weather, or pollution concerns.
- **Community Opposition** – Resistance from residents or local organizations.

\*All above mentioned are just things to consider when preparing your SWOT analysis

# 1. Strengths (Internal, Positive Factors)

## PHS

Location-centrally located in Plymouth

Parking

Space

Newer/Larger Gym

Adult toilets

Outdoor facilities-Good shape

Secured Parking

Mixed-use/Multipurpose Spaces

Layout

SC can keep meals on wheels

Larger kitchen & Cafeteria

## SC

- Nice Bathrooms-near Dining Area
- Lots of space to expand or offer more programming that can run concurrently
- Plenty of storage and office space
- Locked area for parking of County buses outside Band area
- Canteen Area located within Cafeteria-can be used for special events and morning Coffee station
- Cafeteria large enough for feeding area and fitness/scheduled program area
- Sectioned layout rather than current open-concept floor plan
- Most populated Township
- Close to food, gas and courthouse
- Area located on perimeter of site-allowing for quick evacuations in case of emergencies-i.e. Fires, etc.
- Greenhouse on location

## Recreation

- Recently Renovated: New floor, goals, scoreboards, and seating make it a high-quality facility.
- Size & Capacity: Large enough to accommodate all spectators.

## WCMS

Isolated – Only 2 county departments in Roper

Centrally located (mid-point)

Less upfront maintenance

Easier to secure

Independent media & multipurpose rooms

Easier to separate departments

Independent entrances

Flat entrances, no slanted surfaces

Kitchen

Close to US-64 (immediately off the highway)

Parking

Adjacent office spaces to operational areas

Stage

## SC.

- Entry area allows for direct transit drop offs -has small step or ramp í both of which have a substantial rail
- Lots of space to expand or offer more programming that can run concurrently
- Plenty of storage and office space
- Parking areas that can be sectioned based on departments
- Proximity to on-site gymnasium
- Cafeteria large enough for feeding area and fitness/scheduled program area
- Sectioned layout rather than current open-concept floor plan
- Area located on perimeter of site-allowing for quick evacuations in case of emergencies-i.e. Fires, etc.
- Centrally located within the County and will cut down on transit rides for our Roper, Pea Ridge, & Creswell participants-which has been a complaint from our participants
- Single level throughout area chosen, except small, railed step at entry and small step entry into one of the rooms but could easily be marked with signage and wall rail added.
- Private fenced courtyard
- Private restroom & kitchenette for staff in break room/Director's office.
- Directly off Roper HWY 64 Exit

2 of 3 staff members are just as close if not closer to location

## Recreation

<ul style="list-style-type: none"> <li>• Proximity to Other Recreation Facilities: Near Joyner Field and the Recreation Center, allowing for multi-sport events.</li> <li>• Ideal for Tournaments: Attracts teams from Raleigh and the Outer Banks.</li> <li>• Economic Impact: Location supports local businesses, including hotels, gas stations, and restaurants.</li> <li>• Accessibility: Within walking distance for most participants, reducing transportation issues.</li> </ul> <p>MTW</p> <ul style="list-style-type: none"> <li>• Proximity to Patients; Being in Plymouth? this site would be more convenient for a larger portion of your patient base? potentially improving show rates and patient retention;</li> <li>• Community Access; As a central community hub? Plymouth High School could offer better visibility and accessibility to a larger population? which might increase awareness and use of health services;</li> </ul> <p>Elections</p> <p>I have not toured neither schools and I am only interested in WCMS.</p>	<p>MTW</p> <ul style="list-style-type: none"> <li>• Better Facility Condition; Washington County Middle School is in better condition overall? with a more suitable layout compared to Plymouth High School; This could potentially reduce the cost and effort required for renovation;</li> <li>• More Space; The middle school offers a more open and flexible floor plan? which may more easily accommodate the department's requirements;</li> <li>• Partnering Opportunities; Collaboration with nearby senior center? recreation programs? and other community services could provide unique opportunities for health outreach and community engagement;</li> </ul> <p>Elections.</p> <p>Centrally located (mid-point) Independent media &amp; multipurpose room has enough space for elections. Parking lot meets state guidelines.</p>
<h2>2. Weaknesses (Internal, Negative Factors)</h2> <p><u>PHS</u></p> <p>Area-Lots of loitering Condition-Renovation, Fire Alarms, Boiler Entrance non-handicap friendly Shared Building; shared fields Layout-Site Security Utility Cost(s) Upfront Cost Slanted entrance-no handicap ramps Difficult to navigate Higher ongoing maintenance/utility cost New access system would be required</p> <p>SC</p> <ul style="list-style-type: none"> <li>- Slanted front entry way with no railings</li> <li>- Slanted walkways with no-railings leading to room; Band room plans to be used for</li> </ul>	<p><u>WCMS</u></p> <p>Harder to find on GPS Low population density Gym seating needs replacement Smaller gym Needs a scoreboard Library box would need to be moved from the SC Athletic fields drainage issues Poorer condition of outdoor athletic space</p> <p>SC</p> <ul style="list-style-type: none"> <li>- Toilets would need to be re-tted for adults and handicap rails added. The bathrooms in the main hallway are the closest to us. Although not centrally located like current Center, not anything unreasonable considering the new possible size and multiple stall format. These bathrooms would be shared, and cleaning would need to be coordinated with departments involved.</li> </ul>

exercise equipment-so participants should be able to handle this slant

- Located across from housing known for unwanted loitering and gun violence
- Future walking trail seems unfeasible while sharing location with school system
- Very little handicap parking/walking-step required along most of the front or side lots.
- Very difficult to secure location if other departments' visitors could access areas easily without staff noticing right away
- Would need to install more handicap rails in the front entry restrooms
- Only one door to separate the Center off from other parts of the building, although it would need to remain open during open hours for bathroom access.

#### Recreation

/ High\_crime.area

#### MTW

- **Building Condition:** Plymouth High School may require significant renovations to meet the health department's need, and the structure may not be as suitable as Washington County Middle School, particularly in terms of layout and condition.
- **Space Limitations:** The more "cut up" layout could result in inefficient space use, potentially requiring costly and extensive remodeling to meet the department's needs.
- **Proximity to a Busy Secondary Road:** Plymouth High School's location near a busy secondary road could lead to traffic congestion, safety concerns, and accessibility issues, especially during peak hours. (When compared to the WCMS Location).

- Although centrally located, Roper has no real options for dining, gas, or anything other than DG.
- Gym seating condition is poor and stage curtains need to be replaced. Also dry-wall falling ceilings in stage area for safety

#### Recreation

- / **Facility Limitations:** Requires significant repairs and lacks space and fields for tournaments.
- **Economic Drawbacks:** Limited infrastructure to support tournament-related tourism.
- Accessibility Issues:** Transportation challenges could reduce youth participation.

#### MTW

- **Patient Show Rate:** Moving further from the Plymouth area could result in a decline in patient show rates, as many patients already struggle with attending appointments when they are in Plymouth. This issue could worsen with a location farther away.
- **Access and Transportation Issues:** Some patients may face difficulties reaching Washington County Middle School, particularly if public transportation or other forms of access are limited in the area.
- **Patient Reluctance to Travel:** Relocating to a less centrally located area could discourage patients who rely on proximity and convenience, potentially decreasing visit frequency and affecting overall service delivery.

#### Elections

Don't have a closed room to store equipment.

### 3. Opportunities (External, Positive Factors)

#### PHS

NC existing building codes  
Zoning collaboration with ToP  
Reduced transportation barriers  
Central location as state games host  
Greenhouse  
Better programming (Rec)

#### SC

- Chance to update Center's lunch program's dilapidated and un-t equipment. The current kitchen layout is more residential, making it difficult to clean/store the commercial caterer's equipment. Our current steam table does not have a drainage port, causing staff to scrape water out daily. The school's current warming table, stoves, sinks and refrigeration could be used while surplus excess.
- Opportunity to become Albemarle Senior Games host-site with gymnasium on location
- Chance to expand more programming with gymnasium on location
- Chance to pull more people from housing across the street due to press advertising location move
- More men with more private and well stocked game room in Wood Shop room
- Move will allow for reset of Center protocols, duties, and expectations of staff and participants
- Gives Commissioners the opportunity to show they care about the Older Adults in Washington County by giving us a place that is larger and presents more opportunities.

#### Recreation

/ Increase.Revenue.for.the.County;Hosting.tournaments.at.Plymouth.High.can.boost.local.businesses.and.tourism;  
/ Expand.Sports.Offerings;The.available.fields.and.gym.space.enable.a.variety.of.sports.to.be.played;  
/ Improve.Community.Engagement;More.accessible.location.encourages.youth.participation.and.organized.recreation;

#### WCMS

NC existing building codes  
Increased property security  
Sheriff substation  
Library satellite location  
Increases in offerings in Roper  
Keeps Roper water afloat  
More participation from eastern Washington County

#### SC

- Chance to update Center's lunch program's dilapidated and un-t equipment. The current kitchen layout is more residential, making it difficult to clean/store the commercial caterer's equipment. Our current steam table does not have a drainage port, causing staff to scrape water out daily. The school's current warming table, stoves, sinks and refrigeration could be used while surplus excess.
- Opportunity to become Albemarle Senior Games host-site with gymnasium & fields on location
- Chance to expand more programming with gymnasium and fields on location
- Chance to pull more people from housing across the street due to press advertising location move
- Chance to have DOT Senior Center signed moved from current location to at Roper exit and stop sign
- Create fundraisers by moving unneeded lockers to Cafeteria dining area/ scheduled program area to rent monthly for participants to store items at the Center.
- Bring more to the Roper area-possible spurring a movement
- More possible interaction from Roper, Pea Ridge & Creswell residents
- Chance to create Roper Meals on Wheels route
- Opportunity to have walking trail installed around fields
- Opportunity to create an outdoor picnic/seated area and gardening area in gated courtyard area
- Move will allow for reset of Center protocols, duties, and expectations of staff and participants
- Gives Commissioners the opportunity to show they care about the Older Adults in Washington County by giving us a place that is larger and presents more opportunities.



/ Attract.Sponsors.™.Partnerships;Modern? tournament\_ready.facilities.could.draw.investments. from.sports.organizations.or.corporate.sponsors;

MTW

- Partnerships with Other Programs: Like Location A, Plymouth High School could facilitate collaborations with local election offices, mobile clinics, or health awareness campaigns, enhancing community involvement.
- Recreation and Wellness Programs Collaboration
- Collaboration with Senior Centers: Proximity to senior centers in Plymouth could enhance service delivery for the elderly, potentially increasing patient access to care.

Recreation

- Expand Sports Offerings: The available fields and gym space enable a variety of sports to be played.
- Improve Community Engagement: More accessible location encourages youth participation and organized recreation.
- Attract Sponsors & Partnerships: Modern, tournament-ready facilities could draw investments from sports organizations or corporate sponsors.

MTW.

- Collaboration.with.Senior.Center.
- Better.Use.of.Space;A.more.flexible.floor. plan.could.allow.for.service.expansion?including. additional.health.programs.or.community\_driven. initiatives;

Elections

Sheriff substation  
Increased property security

### 4. Threats (External, Negative Factors)

PHS

2<sup>nd</sup> floor renovation  
Vehicle security  
Spillover potential (fights, etc.)  
Liability  
More grass to mow

SC

- Housing across the street and pedestrians may deter people who feel safe at our current, more secluded, location.
- Continue to inadvertently ostracize our citizens who live in eastern areas of the County by moving closer into Town of Plymouth (Roper, Pea Ridge, Creswell).

Recreation

/ Potential.Funding.Challenges;Continued. improvements.and.maintenance.at.Plymouth.High. may.require.additional.funding;

WCMS

Transit & transportation of children  
Poorer roads leading to site  
Longer law & EMS response times  
Travel time for Plymouth residents  
Community dissatisfaction  
In flood zone  
Lack of commerce-no food & limited gas

SC

- Plymouth participants may have to travel farther, causing a dip in attendance from that area.
- Plymouth Meals on Wheels route could be affected

Recreation

/ Resistance.to.Change;Some.may.still.favor. Roper.as.a.central.location.despite.its.shortcomings;  
/ Competition.from.Other.Areas;Neighboring. counties.with.better.facilities.could.still.attract. teams.and.tournaments;

<p>/ Competition.from.Other.Areas;Neighboring counties.with.better.facilities.could.still.attract.teams.and.tournaments;</p> <p>/ Transportation.Concerns;While.Plymouth.is.more.accessible.to.most?those.in.remote.areas.may.still.face.challenges;</p> <p>MTW</p> <ul style="list-style-type: none"> <li>Limited.Space.for.Expansion;Significant remodeling.or.restructuring.would.be.needed.to.meet.the.department's.needs;</li> <li>Cost.of.Renovation;The.building.may.need.more.costly.renovations.than.Location.A?driving.up.the.initial.investment.required.to.make.the.space.suitable.for.the.health.department's.operations;</li> </ul>	<p>MTW</p> <ul style="list-style-type: none"> <li>Potential.Drop.in.Patients;The.farther.location.could.make.it.harder.for.patients?especially.those.from.Plymouth?to.access.services?ultimately.reducing.your.patient.base.and.show.rate;</li> <li>Cost.of.Moving;Relocation.involves.significant.financial.investment.for.renovation.and.repurposing.the.space.to.meet.the.health.department's.needs?</li> <li>risk.if.funding.is.limited;</li> <li>Long_Term.Sustainability;If.patient.access.continues.to.be.an.issue.due.to.the.location's.distance?the.department's.ability.to.sustain.services.could.be.jeopardized?particularly.in.the.long.run</li> </ul> <p>Elections</p> <p>Poor roads leading to the site</p> <p>Lack of commerce-no food</p> <p>Longer law and EMS response time</p>
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**Senior Center Notes:**

I fear if we do not move, the same mindset held by participants will continue. Participants expect staff to provide programming and will not participate without constant staff encouragement. The encourages new people who join to follow suit, or discourages new people by them seeing a less independent group. Other Centers in our Region have moved away from morning specific programming, reaching a different audience. For staff to be able to “shake-up and reset” our group and programming, create a more inclusive environment we need to move.

**Recreation Notes:**

Plymouth High School Gym is the stronger option for hosting recreational activities and tournaments, providing a well-equipped facility, economic benefits, and accessibility advantages. While Roper Elementary Gym is centrally located, its lack of space, fields, and necessary repairs make it a less viable option.

**MTW Notes:**

**Financial Considerations and Concerns**

If we approach the relocation with an open mind, our primary concern would be the potential cost involved in relocating and remodeling either of the proposed locations. Both options would require substantial modifications to accommodate our health department’s space requirements, including:

- 25 office spaces for staff and administration (At a minimum)
- Four exam rooms for medical consultations and patient care.
- Four dental bays to continue essential dental services.
- Four front desk offices for patient check-in and scheduling for both the clinic and dental clinic.
- One Lab
- A dedicated WIC (Women, Infants, and Children) department, which requires specific space and privacy considerations.
- 3-5 rooms for nursing staff to provide patient care, including vaccines, wellness checks, and other essential functions.

Given these considerations, my primary concern remains the overall financial impact of relocating, particularly when our current building, though older and in need of improvements, already meets our operational needs. Relocating would require significant investment in remodeling, which could have substantial up-front costs and long-term financial implications. While the current facility may not be ideal, it is functioning to meet the demands of our department. Relocating and remodeling a new space could strain our resources and divert funds that could otherwise be used to improve or upgrade our existing building. Therefore, it's crucial to carefully evaluate whether the long-term benefits of relocation justify the financial and operational costs associated with such a move.

# Conclusions & Recommendations for Department Relocation

## 1. Accessibility and Public Engagement

- **PHS is centrally located in Plymouth**, ensuring easier access for staff and the public.
- **Nearby businesses, gas stations, and hotels** enhance convenience.
- **WCMS is centrally located within the county**, but **pedestrian and vehicle circulation issues** may pose challenges.
- **WCMS's long hallways and narrow corridors** may hinder accessibility for seniors and those with mobility concerns.

## 2. Security and Separation of Departments

- **WCMS is more isolated**, making it easier to secure and separate county departments.
- **Independent entrances provide better privacy for Elections and Health Services staff.**
- **WCMS has operational fire alarm systems and good lighting**, enhancing safety.
- **PHS has higher crime and loitering concerns**, requiring **additional security measures** due to **multiple outdoor openings and a dispersed layout.**

## 3. Recreation and Economic Growth

- **PHS remains a strong option for indoor recreation**, benefiting the Recreation Department and local economy.
- **PHS athletic fields may not be available** due to Washington County Schools' continued use.
- **WCMS gym is smaller and requires seating upgrades**, requiring more investment to become tournament-ready.
- **Drainage and site pavement issues at PHS may limit outdoor usability.**

## 4. Facility Conditions and Renovation Feasibility

- **WCMS has a structurally sound building envelope and well-maintained plumbing and HVAC systems**, requiring fewer major repairs than PHS.
- **However, WCMS's HVAC controls are outdated**, and **one boiler needs replacement**, affecting long-term efficiency.
- **PHS has significant structural concerns**, including **outdated HVAC systems, ADA compliance issues, and envelope deterioration.**
- **Renovations for PHS would be costly**, making it a **less sustainable long-term option.**
- **WCMS is the more viable option for renovation and consolidation** due to **lower renovation costs.**

## 5. Senior Center and Community Programs

- **PHS has a larger kitchen and cafeteria, supporting Meals on Wheels and senior programming.**
- **PHS's proximity to a larger township** enhances participation.
- **WCMS is farther from most senior participants, which may lower attendance and increase transit concerns.**
- **WCMS's long hallways and navigation challenges** may create accessibility issues for seniors.

## 6. Financial Costs and Sustainability

- **WCMS has lower upfront renovation costs, making it less of a financial burden.**
- **PHS has higher ongoing maintenance costs, requiring more staff resources.**
- **Renovations at PHS would be costly and complex, making facility replacement a potential alternative.**
- **If funding is limited, WCMS is the more sustainable option due to fewer infrastructure concerns.**

## 7. Balancing Community Impact and Staff Needs

- **PHS is the best choice for accessibility and economic growth, benefiting Recreation and Senior Services.**
- **WCMS is better for security, privacy, and lower maintenance costs, making it ideal for Health Services and Elections.**
- **Recreation staff must reassess outdoor programming, given PHS field unavailability and potential drainage issues at WCMS.**

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## Recommendation Summary

- **PHS remains viable for Senior Services and indoor recreation, but limited athletic field access and high renovation costs reduce long-term viability.**
  - **WCMS is the more practical choice for Elections, Health Services, and security, with better structural integrity, lower renovation costs, and improved security.**
  - **If long-term investment is required, facility replacement may be more cost-effective than renovating PHS, due to its aging infrastructure.**
-

## **Site-Specific Recommendations**

# **Plymouth High School (PHS)**

## **1. Accessibility and Public Engagement**

- **Centrally located in Plymouth**, ensuring easier access for staff and the public.
- **Surrounded by businesses, gas stations, and restaurants**, enhancing convenience.
- **Security concerns due to multiple outdoor openings and a dispersed layout** require investment in surveillance and access control.

## **2. Recreation and Economic Growth Considerations**

- **PHS athletic fields may not be available**, limiting outdoor sports programming.
- **The gym remains a strong asset**, but the **lack of outdoor space reduces event opportunities**.
- **Drainage and site pavement issues further complicate outdoor use and facility maintenance**.

## **3. High Cost of Renovations**

- **Aging infrastructure requires costly upgrades**, including **HVAC systems, ADA compliance, and structural repairs**.
- **Tight configuration and dispersed layout make long-term sustainability difficult**.

## **4. Senior Center and Indoor Recreation Programs**

- **Larger kitchen and cafeteria support Meals on Wheels and food programs**.
- **Proximity to the most populated township** makes it a strong option for **community engagement**.
- **The indoor gym remains an asset despite limited outdoor fields**.

## **5. Balancing Costs and Security Concerns**

- **PHS is accessible but costly to maintain and renovate**.
- **Security improvements are critical** due to **high-traffic location and multiple entry points**.
- **Facility replacement may be a better long-term investment**.

# **Washington County Middle School (WCMS) (Roper Union Middle School)**

## **1. Security and Departmental Separation**

- **Isolated location improves security and separation of departments.**
- **Independent entrances provide privacy for Elections and Health Services.**
- **Improved security benefits, but circulation and emergency vehicle access remain concerns.**

## **2. Better Facility Conditions and Lower Renovation Costs**

- **Fewer systemic issues make WCMS easier to renovate.**
- **Building envelope, roof drainage, and plumbing are in better condition than PHS.**
- **Lighting and operational fire alarm systems enhance safety.**
- **Long hallways and outdated HVAC controls may require upgrades.**

## **3. Elections and Health Services Staff Needs**

- **Better privacy and independent workspaces.**
- **More structured layout improves efficiency, despite circulation limitations.**
- **Lower cost for long-term use, as fewer systemic upgrades are needed.**

## **4. Recreation and Outdoor Programming Potential**

- **Could be considered for outdoor sports due to PHS field unavailability.**
- **Athletic field drainage issues must be addressed before tournament use.**
- **Smaller gym and outdated seating require upgrades.**

## **5. Balancing Security and Infrastructure Challenges**

- **Limited pedestrian and vehicle circulation could impact safety.**
- **Intercom system does not cover all areas, requiring upgrades.**
- **Adding EMS and Sheriff substations could enhance security for the Roper community.**



## **Final Summary**

- **PHS is viable for Senior Services and indoor recreation, but high renovation costs and field unavailability limit long-term feasibility.**
- **WCMS is better suited for Elections, Health Services, and security, requiring lower renovation costs and offering better security.**
- **Recreation staff must reassess outdoor programming due to PHS field unavailability and potential WCMS drainage issues.**
- **Facility replacement may be a better investment than renovating PHS, given its aging infrastructure and long-term costs.**

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 8**

**DATE: March 3, 2025**

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

**SUMMARY EXPLANATION:**

**ECONOMIC DEVELOPMENT ADVISORY COUNCIL**

At the last Board of Commissioners meeting, the Board discussed candidates for the newly formed EDC. You were given the task of getting your candidates to fill out an application. The Clerk has received five applications and they are attached for your discussion and/or vote. See attached.

## Washington County Economic Development Advisory Council Application

**Introduction:** Thank you for your interest in serving on the Washington County Economic Advisory Development Council (EDC). The Council is dedicated to ensuring the long-term economic sustainability and growth of the County through strategic planning, collaboration with local businesses, and the development of initiatives that promote job creation, investment, and prosperity. We seek individuals with a passion for economic development and a deep understanding of the County's challenges and opportunities.

Please complete this application to be considered for appointment to the Economic Development Council. You may attach additional documents as necessary. Please submit your application to any Washington County Commissioner or Mr. Kelly Chesson, Economic Development Director @ 116 Adams Street or [kchesson@washconc.org](mailto:kchesson@washconc.org).

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### *Personal Information*

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**Full Name:** Dwight Respass **Address:** 4790 Hwy 32 South Plymouth, NC

**Phone Number:** 252-799-6309 **Email Address:** [dwight@apogee-crane.com](mailto:dwight@apogee-crane.com)

**Preferred Method of Contact:**  
(Phone/Email) Email

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### *Professional Background and Relevant Experience*

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**Current Occupation/Professional Title:** President **Organization/Business Name:** Apogee Crane LLC

**Industry:** Crane and Rigging, Grain Handling Equipment Sales **Years of Professional Experience:** 35

**Years of Residence in the County:** 39

**Relevant experience in economic development or long-range planning:**

Please describe your professional experience that is directly relevant to economic development. This can include experience in business development, real estate, urban planning, workforce development, entrepreneurship, local government, or similar fields.

(Example: "I have over 10 years of experience as a business consultant, helping small businesses expand in rural areas, and working with local governments to implement sustainable economic development policies.")

In the early 1990's I owned and electrical contracting business, I then worked 7 years with Pungo Machine Inc. as a project coordinator, primarily with projects in the Mid Atlantic and Southeastern US but with some customers in South America and Southeast Asia. I then worked 24 years with 3B Farms. In 2020, I along with my two sons, started Apogee Crane LLC. We have provided crane, rigging and millwright services throughout eastern North Carolina and southeastern Virginia. In January of 2025 I bought Grain Dryer Sales and Service, a 40+ year old company that serves the farming and grain handling industries with nearly 600 customers in 20 states

**Leadership or Board Positions Held:**

(Please include any relevant leadership roles in business, government, or civic organizations, especially those related to economic development, sustainability, or community engagement.)

I served on the board of directors of Pungo River Volunteer Fire Department for a number of years.

I served for 2 years as the Secretary of the North Carolina Agricultural Aviation Association.

I served for several years on the board of directors of Northeast Regional School of Biotechnology and Agriscience.

I served for 6 years as a deacon at Plymouth Church of Christ and for the past 2 ½ years I have served as an elder.

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### *Vision and Contribution to Economic Sustainability*

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**1. Why do you want to serve on the Economic Development Council?**

As a business owner and father I want to see Washington County grow and thrive. Washington County, along with several other counties down east, have fallen behind in business development and economic growth. We didn't get into this situation overnight and I don't think there are any quick fixes that will cure the problem. It's going to take a long term partnership between county government and business leaders to chart a roadmap to move forward.

**2. What unique skills, experiences, or perspectives do you bring to the EDC?**

I grew up less than a mile from Washington County and moved into Washington County in 1986. I've seen the good, bad and ugly that the county has to offer. We've got to market the good, fix the bad and do away with the ugly.

**3. How do you plan to contribute to the county's economic sustainability?**

I've invested heavily in Grain Dryer Sales and Service and plan to close the Lenoir County location, reduce the size of the Wayne County location and move most of the business to Washington County in mid 2025

**4. What are the key opportunities and challenges you see for the county's economic future?**

Tourism and especially ecotourism has become a big business in Washington County, I think that we have to support and continue to grow that segment of the economy. We have to support agriculture and forestry which are both still the backbone of the County. We need to promote smart development along the Albemarle Sound and Roanoke River waterfronts. I think the #1 priority has to be attracting manufacturing jobs, we need to focus on small niche companies with the potential to support 5-25 employees, once we develop some base of small manufacturing and develop a trained workforce we will be better in a better position to start attracting mid size companies in the 25-150 employee size range. I don't see us ever attracting a 1000 employee size manufacturer and I'm not sure that we would really want to with all the change that it would bring.

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### *Community Engagement*

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1. **Have you previously been involved in any local or regional economic development initiatives? If so, please describe your role and contributions.**

(Please include any volunteer work, involvement in business associations, or participation in county planning or advisory committees.)

I presently serve on the Airport Advisory Committee

I have served as an advisor to Albemarle Drainage District and have written grant applications that have brought in around \$375,000 in Hurricane Relief and Streamflow Assistance Program money.

2. **What connections or partnerships do you have that could benefit the county's economic development efforts?**

(Please list any relationships with local businesses, regional organizations, investors, or other key stakeholders that may help advance economic development.)

I have a good working relationship with almost everyone in the agribusiness community as well as many contacts within the NC Department of Agriculture

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***Additional Information***

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1. **Is there any other information you would like the selection committee to consider when reviewing your application?**

2. **References:**

Please provide two professional references who can speak to your qualifications and suitability for serving on the Economic Development Council. Please include: Name, Relationship, Phone Number, Email Address.

*Reference 1:*

Name: Mike Harris                      Relationship:    longtime friend    Phone: 252-791-2158    Email:

*Reference 2:*

Name: Rex Stotesberry                      Relationship:    longtime friend    Phone: 252-809-9010    Email:

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Please complete this application to be considered for appointment to the Economic Development Council. You may attach additional documents as necessary. Please submit your application to any Washington County Commissioner or Mr. Kelly Chesson, Economic Development Director @ 116 Adams Street or [kchesson@washconc.org](mailto:kchesson@washconc.org).

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### *Personal Information*

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**Full Name:** Harvey West Jr

**Address:** 378 Jordan Thick Rd

Plymouth NC 27962

**Phone Number:** 252 809 2223

**Email Address:** [harvey@harveylwest.com](mailto:harvey@harveylwest.com)

**Preferred Method of Contact:** Text

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### *Professional Background and Relevant Experience*

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**Current Occupation/Professional Title:** President

**Organization/Business Name:** Richard West Co. Inc.

**Industry:**

**Years of Professional Experience:** 20+

**Years of Residence in the County:** 54

#### **Relevant experience in economic development or long-range planning:**

Please describe your professional experience that is directly relevant to economic development. This can include experience in business development, real estate, urban planning, workforce development, entrepreneurship, local government, or similar fields.

(Example: "I have over 10 years of experience as a business consultant, helping small businesses expand in rural areas, and working with local governments to implement sustainable economic development policies.")

The Richard West Co Inc is a family owned and operated business established in 1937. Starting out as a salvage yard and feed grinding mill, our company has had to diversify and change as the economic landscape changed for Washington County. Over the past 88 years, RWC has served Washington County with various services. We built the first motel on highway 64 in 1963, the Roanoke Lodge, now the Sportsman's Inn. We have served as a welding shop, as well as a remanufacturing plant for Weyerhaeuser Wood Products Division manufacturing deck and stair components in the 1980s and 90s. Servicing the logging and timber industry in manufacturing access mating for wet terrain. I became President of Richard West Co Inc in 2017. Since that time, RWC has had the pleasure of expanding

our access mating division to include the utility and construction industries, expand our retail sales in new structural steel and welding supplies, and added a service division in the mulching and land management industry.

**Leadership or Board Positions Held:**

(Please include any relevant leadership roles in business, government, or civic organizations, especially those related to economic development, sustainability, or community engagement.)

**2009-Present Vice Chairman / Executive Director Local Political Action Committee representing 14 North Eastern North Carolina Counties.**

**2017 Elected Vice Chairman Washington County Chamber of Commerce**

**2009, 2017-2020, 2021, 2024-2025 Served on Plan of Organization Committee drafting and interpreting organizational by-laws for a State level Political Party.**

**2019-Present Chairman of a Political Party 1<sup>st</sup> Congressional District covering 22 counties in NC**

**2024- Present appointed to the Board of Directors National Black Bear Festival**

**2018-Present Washington County Emergency Ham Radio Coordinator for Auxcom Emergency Management Services**

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***Vision and Contribution to Economic Sustainability***

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**1. Why do you want to serve on the Economic Development Council?**

I understand that the future of Washington County requires a strong Economic Development plan. Coming from an entrepreneurial family, I believe I have a historical knowledge of where Washington County has come from and a strong desire to assist Washington County in its future economic direction.

**2. What unique skills, experiences, or perspectives do you bring to the EDC?**

I fully understand that the key to successful Economic Development is the ability to develop and maintain relationships with groups and individuals vital to economic growth. I am very proficient in Roberts' Rules of Order and Parliamentary Procedure and very comfortable in the deliberative process.

**3. How do you plan to contribute to the county's economic sustainability?**

Through my Political experience I have had the opportunity to meet business leaders from across NC. Some of these folks work for domestic and international organizations across a wide range of industries both large and small.

**4. What are the key opportunities and challenges you see for the county's economic future?**

One key opportunity I see is in transportation. Washington County has 2 major rail lines ending in our county. With our close proximity to the Port of Norfolk, I could easily see a exchange hub from rail to highway transportation.

One major challenge for Washington County is an uneducated/unskilled workforce. In my own business, ninety percent of applicants don't know how to read a ruler or measuring tape. These applicants have never used a weed eater or driven a riding lawn mower. They do not understand the importance of showing up to work on time, nor understand the basic expectations of having a job.

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### ***Community Engagement***

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1. **Have you previously been involved in any local or regional economic development initiatives? If so, please describe your role and contributions.**  
(Please include any volunteer work, involvement in business associations, or participation in county planning or advisory committees.)

Served as Vice Chairman of Washington County Chamber of Commerce
2. **What connections or partnerships do you have that could benefit the county's economic development efforts?**  
(Please list any relationships with local businesses, regional organizations, investors, or other key stakeholders that may help advance economic development.)

---

### ***Additional Information***

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1. **Is there any other information you would like the selection committee to consider when reviewing your application?**

Please See Attached
2. **References:**  
Please provide two professional references who can speak to your qualifications and suitability for serving on the Economic Development Council. Please include: Name, Relationship, Phone Number, Email Address.

*Reference 1:*

Name: <b>Walter Roberts</b>	Relationship: <b>Business Associate</b>
Phone: <b>252 799 7824</b>	Email: <a href="mailto:ecsupply@greenvillenc.com">ecsupply@greenvillenc.com</a>

*Reference 2:*

Name: <b>Jason Simmona</b>	Relationship: <b>Chairman/Executive Director NCGOP</b>
Phone: <b>803 479 6945</b>	Email: <a href="mailto:Jason.simmons@ncgop.org">Jason.simmons@ncgop.org</a>



# Harvey West Jr

378 Jordan Thick Rd Plymouth NC 27962  
[harveylwest@gmail.com](mailto:harveylwest@gmail.com) cell phone: 252 809 2223

## Elected Positions and Appointments

- 2024 Elected National Delegate Republican National Convention
- 2019-Present NCGOP Central Committee (Governing Body of day to day activities)
- 2008-Present Member NCGOP State Executive Committee
- 2024 NCGOP 2024 Convention Committee State Chairman Appointment
- 2024-2025 NCGOP Plan of Organization Committee State Chairman Appointment
- 2023 Elected Chairman NC 1<sup>st</sup> Congressional District
- 2023 Elected Vice President Northeast Region NC Federation of Rep Men
- 2021 Elected Chairman NC 1<sup>st</sup> Congressional District
- 2021 NCGOP Plan of Organization Committee State Chairman Appointment
- 2020 Elected National Delegate 2020 Republican National Convention
- 2020 NCGOP Plan of Organization Committee District Appointment
- 2019 Elected Chairman NC 1<sup>st</sup> Congressional District Executive Committee
- 2019 NCGOP Plan of Organization Committee, District Appointment
- 2019 Elected Vice Chairman NC 1<sup>st</sup> Congressional District
- 2018 NCGOP Plan of Organization Committee, District Appointment
- 2017 NCGOP Plan of Organization Committee, District Appointment
- 2017 NCGOP Hall of Fame Selection Committee
- 2017 -2019 NC 1<sup>st</sup> Congressional Executive Committee At Large Member
- 2016-2018 Vice President / Director Northeast Region NC Federation of Rep Men
- 2013-2017 NCGOP Plan of Organization Committee, State Chairman Appointment
- 2011-2017 NC 3<sup>rd</sup> Congressional District Executive Committee Member
- 2011 NCGOP Platform Committee, District Appointment
- 2011- Present Vice Chairman /Program Director Al-Pam Republican Club
- 2009-Present Washington Co NCGOP Executive Committee
- 2009-2011 NC 1<sup>st</sup> Congressional District At-Large Member
- 2009 NCGOP Plan of Organization Committee, District Appointment
- 2008-Present Precinct Chairman Washington County NC GOP P-3
- 2008-2010 Regional Director NC Federation of Young Republicans
- 2007-2008 County Coordinator Fred Smith Campaign, Washington & Tyrrell Counties

## **Significant Accomplishments**

- Founder of the Down East Judicial Picnic fundraiser sponsored by the NC Federation of Republican Men and the Al-Pam Republican Club raising over \$151,000.00 for NC Judicial Candidates since 2020.
- Organized annual fundraisers for NC House and Senate Candidates, and the NC House Caucus totaling over \$100,000 since 2020.

### **Al-Pam Republican Club**

- Organized first ever Council of State Forum in Northeastern North Carolina.
- Organized two Freedom Works sponsored Empower events featuring Rev. C. L. Bryant engaging the black community.
- Raised funds and purchased half of statewide yard signs for Bob Edmonds Supreme Court Justice campaign 2016.
- Organized fundraisers to support statewide Judicial candidates.

### **NC GOP Plan of Organization Committee**

- Successfully motioned and lobbied for the NC Chapter of the Fredrick Douglas Foundation to be recognized as a Republican affiliate group and seated as a member of the NCGOP Central Committee. Once passed, "The NC Chapter of the Fredrick Douglas Foundation became the first officially recognized Black/African American Republican affiliate group in North Carolina."

### **NC Federation of Young Republicans**

- Assisted with 2008 NC Federation of Young Republican Fundraiser raising \$40,000 for the NC House Caucus.

### **NCGOP 1<sup>st</sup> Congressional District**

- Currently serving third term as Chairman of 1<sup>st</sup> Congressional District where emphasis was placed on building for the future. Prioritizing district infrastructure and fundraising.
- Through executive committee involvement, organized the inaugural NCGOP 1<sup>st</sup> Congressional District Council of State Oyster Roast where we raised \$11,000 for NC Council of State Candidates.
- Through executive committee involvement, opened Federal Election Commission account to better fund 1<sup>st</sup> District Congressional Candidates.

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### *Personal Information*

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**Full Name:** Maurice Hill

**Address:** P. O. Box 151 Roper, N. C. 27970

**Phone Number:** 757 642 6806

**Email Address:** [mhill0706@yahoo.com](mailto:mhill0706@yahoo.com)

**Preferred Method of Contact:** Email  
(Phone/Email)

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### *Professional Background and Relevant Experience*

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**Current Occupation/Professional Title:** Retired  
Merchant Marine

**Organization/Business Name:** U. S. Navy/U. S

**Industry:**

**Years of Professional Experience:** 31

**Years of Residence in the County:** 68

**Relevant experience in economic development or long-range planning:**

Please describe your professional experience that is directly relevant to economic development. This can include experience in business development, real estate, urban planning, workforce development, entrepreneurship, local government, or similar fields.

(Example: "I have over 10 years of experience as a business consultant, helping small businesses expand in rural areas, and working with local governments to implement sustainable economic development policies.") My experience varies, I was a substitute teacher in my early years, a community organizer (developing assemblies) with the National Association of the Southern Poor) throughout N. C. I am a people person and while advancing in the military, I was always involved in planning, logistics and mission success. I have assisted in team building/methods in supplying aid to the citizens of various countries.

**Leadership or Board Positions Held:**

(Please include any relevant leadership roles in business, government, or civic organizations, especially those related to economic development, sustainability, or community engagement.) Washington County Planning Board, A Lay Reader for St' Luke's/St. Anne's Episcopal Church (provide morning prayer service for worshipers when the pastor is absent). My ultimate goal is to volunteer in advancing the opportunities of the citizens of Washington County.

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***Vision and Contribution to Economic Sustainability***

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- 1. Why do you want to serve on the Economic Development Council? I consider our county a retirement town. If we establish business/job opportunities, then maybe our kids of the future will return and move us forward.**
- 2. What unique skills, experiences, or perspectives do you bring to the EDC? My skill set is one of truth, a motivation to expand in development and engage with members with the focus of county improvement.**
- 3. How do you plan to contribute to the county's economic sustainability? Every economic board must work with other gov't/business agencies to sustain current laws of the counties. We must stay/confined to our development in rules and regulations (bylaws).**
- 4. What are the key opportunities and challenges you see for the county's economic future? We are a dwindling county ship in reference to young and middle-aged entrepreneurs. The history, location and cost of living gives us an advantage in attracting opportunity. The world is constantly changing and the attitude of the citizens will make a difference.**

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***Community Engagement***

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- 1. Have you previously been involved in any local or regional economic development initiatives? If so, please describe your role and contributions. Washington County Planning Board**  
(Please include any volunteer work, involvement in business associations, or participation in county planning or advisory committees.)
- 2. What connections or partnerships do you have that could benefit the county's economic development efforts? The American Legion Post 164 (Plymouth), The Great Fraternity of Kappa Alpha Psi**

(Please list any relationships with local businesses, regional organizations, investors, or other key stakeholders that may help advance economic development.)

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***Additional Information***

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1. **Is there any other information you would like the selection committee to consider when reviewing your application? I am a military person. So, being out of the county for extended periods and in the county (on leave periods), I can be productive in helping the EDB.**

2. **References:**

Please provide two professional references who can speak to your qualifications and suitability for serving on the Economic Development Council. Please include: Name, Relationship, Phone Number, Email Address.

*Reference 1:*

Name:

Relationship:

Phone:

Email:

*Reference 2:*

Name:

Relationship:

Phone:

Email:

## Washington County Economic Development Advisory Council Application

**Introduction:** Thank you for your interest in serving on the Washington County Economic Advisory Development Council (EDC). The Council is dedicated to ensuring the long-term economic sustainability and growth of the County through strategic planning, collaboration with local businesses, and the development of initiatives that promote job creation, investment, and prosperity. We seek individuals with a passion for economic development and a deep understanding of the County's challenges and opportunities.

Please complete this application to be considered for appointment to the Economic Development Council. You may attach additional documents as necessary. Please submit your application to any Washington County Commissioner or Mr. Kelly Chesson, Economic Development Director @ 116 Adams Street or [kchesson@washconc.org](mailto:kchesson@washconc.org).

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### Personal Information

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**Full Name:** Mark William Pardue

**Address:** 5120 NC Hwy 32 N, Roper, NC 27970

**Phone Number:** 256-702-0596

**Email Address:** [pardue5876@gmail.com](mailto:pardue5876@gmail.com)

**Preferred Method of Contact:**  
(Phone/Email) phone

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### Professional Background and Relevant Experience

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**Current Occupation/Professional Title:** Curator

**Organization/Business Name:** Roanoke River Maritime Museum

**Industry:** Museum / Tourism

**Years of Professional Experience:** 8 months

**Years of Residence in the County:** 2 years 6 months

#### Relevant experience in economic development or long-range planning:

Please describe your professional experience that is directly relevant to economic development. This can include experience in business development, real estate, urban planning, workforce development, entrepreneurship, local government, or similar fields.

(Example: "I have over 10 years of experience as a business consultant, helping small businesses expand in rural areas, and working with local governments to implement sustainable economic development policies.")

#### Previous professional experience:

Executive Director - Kingman Area Foodbank 2021-2022  
Vice President Sales and Marketing - ES Robbins Corporation 2015-2017  
Channel Marketing Manager - Apex Tool Group 1999-2015  
Vice President Sales and Marketing - Window Concepts 1996-1999

#### Overview:

I have over 25 years of experience in senior leadership roles, primarily focused on business and product development across various product and retailer categories. I have led teams with upwards of 17 direct reports in various functions, including sales management, sales, marketing, and business development. Additionally, I have successfully led a large 501(c)(3) organization serving 38,000 families and providing 1.9 million pounds of food annually. Under my leadership, I grew the donation portfolio from \$38,000 to over \$360,000 annually.

#### Leadership or Board Positions Held:

(Please include any relevant leadership roles in business, government, or civic organizations, especially those related to economic development, sustainability, or community engagement.)

As Executive Director at Kingman Area Food Bank, I was the point of contact for all governmental and civic organizations. I regularly spoke at civic and religious organizations, building support for and expanding the outreach of the organization. The organization was recognized as the most Outstanding Non-Profit Organization in Mohave County and as the top-performing food bank in Northern Arizona for outreach growth and income generation.

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## *Vision and Contribution to Economic Sustainability*

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### 1. Why do you want to serve on the Economic Development Council?

My reason for wanting to serve on the Economic Development Council is simple: I want to see Washington County grow and all its citizens prosper. I am committed to fostering positivity through successful business development that will bring good-paying jobs and careers to the citizens, particularly the youth in the county.

### 2. What unique skills, experiences, or perspectives do you bring to the EDC?

I am a servant leader, deeply committed to the success of the organization and the positive impact the Economic Development Council can have on the lives of Washington County's citizens. My focus is not on my own success, but on the growth and prosperity of the community. Having lived in various parts of North Carolina and across the United States, I bring a broadened perspective on driving economic development in Washington County.

### 3. How do you plan to contribute to the county's economic sustainability?

My contribution to the county's economic sustainability will be driven by my dedication, creativity, and commitment to excellence—all centered on the success of the county and its citizens.

### 4. What are the key opportunities and challenges you see for the county's economic future?

Leveraging Diverse Talent Pool: Encouraging local education and training programs to create a workforce that meets the needs of emerging industries. Public-Private Partnerships: Fostering collaboration between the government and private sector to innovate and drive economic growth. Infrastructure Investment: Investing in infrastructure improvements to attract new businesses and support existing ones. Local Business Support: Providing resources and support for local businesses to thrive and expand. Attracting New Industries: Diversifying the economic base by attracting new industries to the county.

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## *Community Engagement*

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### 1. Have you previously been involved in any local or regional economic development initiatives? If so, please describe your role and contributions.

(Please include any volunteer work, involvement in business associations, or participation in county planning or advisory committees.)

While I have not been directly involved in formal economic development plans, I have extensive experience working with local and tribal government groups. I expanded the service reach of the Kingman Area Food Bank to remote locations in Mohave County and on the Hualapai Indian Reservation. Currently, I am assisting the Washington County Arts Council in expanding and activating their programs countywide. Additionally, I am a member of the Washington County 250 Committee, representing Plymouth on that committee.

### 2. What connections or partnerships do you have that could benefit the county's economic development efforts?

(Please list any relationships with local businesses, regional organizations, investors, or other key stakeholders that may help advance economic development.)

Through previous experiences I have connections with the NC Economic Development Council, the USDA Department of Rural Development, EDF Renewables, and Harvest Beam Inc.

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## *Additional Information*

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### 1. Is there any other information you would like the selection committee to consider when reviewing your application?

My entire professional background has been focused on organizational growth. I have never looked at an opportunity and said, "what is in it for me?". I see my success in the success of the organization. I would carry that same attitude and philosophy onto this opportunity.

### 2. References:

Please provide two professional references who can speak to your qualifications and suitability for serving on the Economic Development Council. Please include: Name, Relationship, Phone Number, Email Address.

#### *Reference 1:*

**Name:** Ann Keyes      **Relationship:** Board Member      **Phone:** 252-217-1135      **Email:** akeyescomm4@gmail.com  
Wash. Cty Watrways Comm

#### *Reference 2:*

**Name:** Tom Harrison      **Relationship:** Business Acquaintance      **Phone:** 252-793-6627      **Email:** harrison@plymouthnc.com



## Washington County Economic Development Advisory Council Application

**Introduction:** Thank you for your interest in serving on the Washington County Economic Advisory Development Council (EDC). The Council is dedicated to ensuring the long-term economic sustainability and growth of the County through strategic planning, collaboration with local businesses, and the development of initiatives that promote job creation, investment, and prosperity. We seek individuals with a passion for economic development and a deep understanding of the County's challenges and opportunities.

Please complete this application to be considered for appointment to the Economic Development Council. You may attach additional documents as necessary. Please submit your application to any Washington County Commissioner or Mr. Kelly Chesson, Economic Development Director @ 116 Adams Street or [kchesson@washconc.org](mailto:kchesson@washconc.org).

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### *Personal Information*

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**Full Name:** RICKECIA JAMES

**Address:** 5497 NC HWY 32 N ROPER, NC 27970

**Phone Number:** 252 661 2468

**Email Address:** KECIA.JAMES@CAROLINACOM.NET

**Preferred Method of Contact:** EMAIL...SAME AS ABOVE  
(Phone/Email)

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### *Professional Background and Relevant Experience*

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**Current Occupation/Professional Title:** AREA SALES MANAGER **Organization/Business Name:** US CELLULAR

**Industry:** RETAIL

**Years of Professional Experience:** 19

**Years of Residence in the County:** 51

#### **Relevant experience in economic development or long-range planning:**

Please describe your professional experience that is directly relevant to economic development. This can include experience in business development, real estate, urban planning, workforce development, entrepreneurship, local government, or similar fields.

(Example: "I have over 10 years of experience as a business consultant, helping small businesses expand in rural areas, and working with local governments to implement sustainable economic development policies.")

**I HAVE 19 YEARS OF EXPERIENCE IN RETAIL SALES IN WHICH I OVERSEE MULTIPLE BUSINESS ACCOUNTS AND FIND WIRELESS SOLUTIONS FOR THEIR BUSINESS NEEDS. HELPING BOTH LARGE AND SMALL BUSINESSES UNCOVER NEEDS THAT HELP THEM CONDUCT TRANSACTIONS IN A TIMELY AND SEEMLESS MANNER.**

#### **Leadership or Board Positions Held:**

(Please include any relevant leadership roles in business, government, or civic organizations, especially those related to economic development, sustainability, or community engagement.)



I HAVE OVER 15 YEARS OF MANAGEMENT EXPERIENCE IN BOTH RETAIL AND THE FOOD SERVICE INDUSTRY. HELPING TO LEAD TO HAVE A SUCCESSFUL AND PRODUCTIVE TEAM

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***Vision and Contribution to Economic Sustainability***

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- 1. Why do you want to serve on the Economic Development Council? TO PARTNER WITH OTHERS TO COME TOGETHER AND HELP MOVE OUR COMMUNITY FORWARD IN A POSITIVE MANNER**
- 2. What unique skills, experiences, or perspectives do you bring to the EDC?**  
I HAVE STRONG COMMUNICATION SKILLS, I AM OPEN TO ALL IDEAS AND SUGGESTIONS AND I WORK WELL WITH OTHERS.
- 3. How do you plan to contribute to the county's economic sustainability?**  
BY MAKING THE MOST OF THE OPPORTUNITY TO HELP DEVELOP OUR COUNTY TO BE THE BEST WE CAN BE.
- 4. What are the key opportunities and challenges you see for the county's economic future?**  
MAKING EVERYONE IN OUR COUNTY FEEL IMPORTANT AND THAT WE ARE ALL RESPONSIBLE FOR MAKING OUR COUNTY A GREAT PLACE FOR PEOPLE OF ALL AGES TO LIVE.

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***Community Engagement***

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- 1. Have you previously been involved in any local or regional economic development initiatives? If so, please describe your role and contributions.**  
(Please include any volunteer work, involvement in business associations, or participation in county planning or advisory committees.) NO
- 2. What connections or partnerships do you have that could benefit the county's economic development efforts?**  
(Please list any relationships with local businesses, regional organizations, investors, or other key stakeholders that may help advance economic development.) I HAVE GREAT WORKING RELATIONSHIPS WITH SEVERAL SMALL BUSINESSES IN THE SURROUNDING AREAS. I TRAVEL BETWEEN EDGECOMBE, CHOWAN, PITT, AND WASHINGTON COUNTIES

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***Additional Information***

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1. **Is there any other information you would like the selection committee to consider when reviewing your application? NOT AT THIS TIME**

2. **References:**

Please provide two professional references who can speak to your qualifications and suitability for serving on the Economic Development Council. Please include: Name, Relationship, Phone Number, Email Address.

*Reference 1:*

Name: ANN KEYES                      Relationship: FRIEND                      Phone:                      Email:

*Reference 2:*

Name: MARGO JORDAN                      Relationship: AUNT                      Phone: 2522170044                      Email:

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 9**

**DATE: March 3, 2025**

**ITEM: Finance Officer's Report**

**SUMMARY EXPLANATION:**

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

See attached.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** February 4, 2025  
**RE:** Contingency/Clerk of Court

**BT #: 2025 - 060**

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

Account Code	Work	Old	+ or (-)	New
10-9990-000	Contingency	27,760.00	(15,968.00)	11,792.00
10-4265-204	Clerk of Court - AOC Contract	-	15,968.00	15,968.00
<b>Clerk of Court</b>		<b>27,760.00</b>	<b>-</b>	<b>27,760.00</b>

**Justification:**

This transfer is to move monies from the Contingency line to the Clerk of Court AOC Contract line in order to pay for the Temporary Position in the Clerk of Court's Office from February 1 to June 30, 2025 as approved by the County Commissioners at the February 4th Board Meeting.

Budget Officer's Initials DS  
CSP

Approval Date: 2/6/2025

Initials:	[Signature]
Batch #:	2025-060
Date:	2/6/2025

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2025- 061

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

Date: March 3, 2025

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-013	SS Admin - Salaries & Wages-Longevity	18,473.00	(274.00)	18,199.00
10-5310-180	SS Admin - Legal-Protective Services	50,000.00	(2,700.00)	47,300.00
10-5310-315	SS Admin - Training	30,000.00	(3,000.00)	27,000.00
10-5310-260	SS Admin - Departmental Supplies	37,000.00	5,954.00	42,954.00
10-5310-600	SS Admin - Contracted Services	227,620.00	20.00	227,640.00
<b>SS Admin</b>				
<b>Balanced:</b>		<b>363,093.00</b>	<b>-</b>	<b>363,093.00</b>

**Justification:**

*This request is to increase the expenditure line for Departmental Supplies and Contracted Services. We have increased Departmental supplies by \$5000 in October and \$2000 in December. Items such as papertowels, toilet paper, ink cartridges and cleaning supplies are purchased out of the funds in this line. With 55+ staff members contracted and regular staff, we use a variety of supplies within a month. For example, during LIEAP application season we needed additional headsets for workers to answer the phones and type applications into NC FAST. Those headset costs were \$147.96. Additional toners for printers in the agency average \$300 and in December several toners were replaced at \$675.27. Also in December our security camera server crashed and we replaced it at a cost of \$400. This replacement was vital for law enforcement in a recent arrest at the agency in which the camera caught a suspect throwing a container of drugs under the front picnic table. That footage was supplied to law enforcement. Also during December the agency purchased calendars for staff to utilize in conjunction with tracking timeframes for their programs. Calendars are vital to track the number of days on application processing and important timeframes, all of which are measured by the State on our MOU. We also had to purchase new envelopes as we were about out at a cost of \$695. Calendars for the staff cost \$541.04. Monthly cost of toilet paper, paper towels, general cleaning supplies and hand towels is \$279.13. Foaming hand soap is \$88.99 per bottle. All of which is necessary for staff to maintain clean surfaces and hands during flu and cold season. These are just a few of the recurring costs the agency incurs in addition to daily fundamental needs for cleanliness. In anticipation of the remaining needs of the agency through fiscal year end and the spending cutoff, this request is needed to carry us through June 30. There is also an increase of \$20 to contracted services as a result of a slight increase in cost to the Shred contract. All lines effected are reimburseable at the same rate and therefore this transfer is not budget impactive.*

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

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

Initials: 

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Batch #: 

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Date: 

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Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** February 17, 2025  
**RE:** Senior Center

**BT #: 2025 - 062**

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

Account Code	Work	Old	+ or (-)	New
10-5150-320	Senior Center - Communications	6,000.00	(2,000.00)	4,000.00
10-5150-310	Senior Center - Travel	3,000.00	2,000.00	5,000.00
<b>Senior Center</b>		<b>9,000.00</b>	<b>-</b>	<b>9,000.00</b>

**Justification:**

This transfer is to move monies within the Senior Center budget from the Communications line to the Travel line to allow staff to take Senior Center participants on a trip to Washington DC on May 6th. There are ROAP Grant Funds allotted in the DSS Budget to cover a refund of these expenses. The monies are available because the Communications line was overbudgeted due to the unknown cost of installation of a TV & Internet at the Center that ended up coming in under the estimate.

Budget Officer's Initials ESP

Approval Date: 2/17/25

Initials:	<u>MD</u>
Batch #:	<u>2025-062</u>
Date:	<u>2/17/25</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** February 17, 2025  
**RE:** Soil & Water

**BT #: 2025 - 063**

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

Account Code	Work	Old	+ or (-)	New
10-6060-315	Soil & Water - Training	2,400.00	(500.00)	1,900.00
10-6060-350	Soil & Water - Maintenance & Repair-Equipment	1,500.00	(500.00)	1,000.00
10-6060-380	Soil & Water - Advertising	350.00	(250.00)	100.00
10-6060-200	Soil & Water - Departmental Supplies	1,499.00	1,250.00	2,749.00
<b>Soil &amp; Water</b>		<b>5,749.00</b>	<b>-</b>	<b>5,749.00</b>

**Justification:**

This transfer is to move monies within the Soil & Water Department from various lines to Departmental Supplies. This transfer is being requested in order to go ahead and make the purchase of a winch and snatch block accessories to go with it.

**Budget Officer's Initials** CPD

**Approval Date:** 2/17/25

<b>Initials:</b>	<u>MD</u>
<b>Batch #:</b>	<u>2025-063</u>
<b>Date:</b>	<u>2/17/25</u>

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 064**

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

**Date:** March 3, 2025

**RE:** Sheriff/Senior Center/Social Services/Cooperative Extension/Recreation/School Capital Outlay Projects and Grants Fund

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	(2,145.00)	(320.00)	(2,465.00)
10-4310-611	Gun Permits Discretionary - County Portion	50,610.00	320.00	50,930.00
10-3540-030	Gun Permits-State Portion	(2,510.00)	(290.00)	(2,800.00)
10-4310-612	Gun Permits-State Portion	3,520.00	290.00	3,810.00
10-3540-040	Finger Printing	(575.00)	(60.00)	(635.00)
10-4310-613	Finger Printing	7,031.00	60.00	7,091.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(8,839.00)	(1,062.00)	(9,901.00)
10-5150-380	Senior Center Trips	8,839.00	1,062.00	9,901.00
10-3509-020	Senior Center Donations	(2,657.34)	(350.00)	(3,007.34)
10-5150-650	Senior Center Donations	2,905.34	350.00	3,255.34
<b>Senior Center</b>				
10-3500-081	DSS Community Donations-Christmas	(2,657.00)	(16.00)	(2,673.00)
10-5310-258	DSS Community Donations-Christmas	3,640.00	16.00	3,656.00
<b>SS Admin</b>				
10-3500-290	Wash Co Pesticide Container Recycle Grant	-	(3,450.00)	(3,450.00)
10-6050-997	Wash Co Pesticide Container Recycle Grant	-	3,450.00	3,450.00
<b>Recreation</b>				
10-3360-000	Recreation - Donations	(2,000.00)	(25.00)	(2,025.00)
10-6120-650	Recreation - Donations	4,081.00	25.00	4,106.00
<b>Recreation</b>				
21-3230-402	Truist PK-12 Financing-Earned Income	(159,930.11)	(26,830.91)	(186,761.02)
21-5912-701	Truist PK-12 Financing-Earned Income	221,755.56	26,830.91	248,586.47
<b>School Capital Outlay</b>				
58-3290-000	Interest Earned	(4,009.66)	(515.49)	(4,525.15)
58-4100-001	Expenditure of Interest Earned	16,640.47	515.49	17,155.96
<b>Projects/Grants Fund</b>				
<b>Balanced:</b>		<b>133,699.26</b>	<b>-</b>	<b>133,699.26</b>

**Justification:**

This amendment will put into budget additional revenues received in the following departments: Sheriff - gun permitting and finger printing, Senior Center - trip monies and donations, Social Services - donations received for Christmas, Cooperative Extension - grant received for Pesticied Recycling, School Capital Outlay - interest earned on the Loan, and the Projects and Grants Fund for interest earned.

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

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

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



Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 065**

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

**Date:** March 3, 2025

**RE:** DSS Trust Funds

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

Account Code	Description	Old	+ or (-)	New
51-3990-000	Appropriated Fund Balance-Trust Accounts	-	(78,171.00)	(78,171.00)
51-3100-001	DSS Trust Fund Accounts Revenue	(210,000.00)	(10,000.00)	(220,000.00)
51-4100-001	DSS Trust Fund Accounts Expenditures	210,000.00	88,171.00	298,171.00
<b>DSS Trust Funds</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

This amendment is being done to allocate fund balance and increase the revenue and expenditure lines. This is needed due to the agency having to spend monies not originally budgeted to close out some of the larger trust accounts that had monies sitting in the fund balance for several years and taking on several new clients that are receiving monies from Social Security.

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

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2025- 066

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

**Date:** March 3, 2025

**RE:** SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-140	SS Admin - Workmans Comp	54,364.00	(10,000.00)	44,364.00
10-5310-181	SS Admin - Group Insurance	459,344.00	(30,000.00)	429,344.00
10-5310-250	SS Admin - Maintenance & Repair Vehicle	14,000.00	5,000.00	19,000.00
10-5310-600	SS Admin - Contracted Services	227,620.00	35,000.00	262,620.00
<b>SS Admin</b>				
		<b>Balanced:</b>		
		755,328.00	-	755,328.00

**Justification:**

This request is to increase expenditure lines for Vehicle Maintenance, and Contracted Services. As the Board is aware, we have vacancies in the Services side of the agency. As a result, we are contracting out staff services to keep the protection of Adults and Children a priority. In doing so, we have created a larger need for funding in the area of Contracted Services to ensure we have funding to pay for contracted Social Workers and possibly a contracted Adult Protective Services Supervisor. This transfer also provides for additional funding to the Vehicle Maintenance line to cover repair costs to the Jeep Compass. Repairs are growing and we have decided to stop the bleed, pay the current repair cost as it stands and cease paying further for this vehicle. It will be replaced next budget year, but it is not worth the additional funds needed to continue to try to repair this vehicle. Both of these lines are reimbursable at the same rate as they are transferring to, therefore there will be no change in revenues.

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

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2025- 067

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

**Date:** March 3, 2025

**RE:** SS Admin/SS Economic Support

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

Account Code	Description	Old	+ or (-)	New
10-5380-379	SS Economic Support - Special Assistance	85,000.00	(3,000.00)	82,000.00
10-5380-381	SS Economic Support - Title IV-E Adoption	24,510.00	(3,000.00)	21,510.00
10-5380-403	SS Economic Support - Blind Commission	2,500.00	(204.00)	2,296.00
10-5310-257	SS Admin - General Assistance	10,000.00	6,204.00	16,204.00
<b>SS Admin/SS Economic Support</b>				
<b>Balanced:</b>		<b>122,010.00</b>	<b>-</b>	<b>122,010.00</b>

**Justification:**

This request is to increase the expenditure line for County General Assistance. This line is used to assist the citizens of the county as well as wards of the county with expenditures that they may incur in which no other program in the agency may be available for assistance. This line is used for paying for unclaimed bodies, food for a homeless family or cost of care for a ward until their resources are diverted to the county. With the reduction in funds from our heating and cooling programs this year, we have had additional needs for assistance with heaters, as well as hotel stays for families in need during child protective services matters or simply to provide a warm place to stay for a homeless person until we could transport them to a shelter. This request is to move funds from non-reimbursable lines to this line which is also non-reimbursable to continue to assist those citizens of the county in need.

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

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

**Initials:**

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**Batch #:**

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**Date:**

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Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 068**

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

**Date:** March 3, 2025

**RE:** Airport Grants Fund

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

Account Code	Description	Old	+ or (-)	New
38-3700-020	Obstruction Removal (Design/Bid)-AV Block Grant	-	(44,403.00)	(44,403.00)
38-8130-601	Obstruction Removal (Design/Bid)-AV Block Grant	-	44,403.00	44,403.00
<b>Airport Grants Fund</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

This budget amendment request is to allocate funds that have been awarded to the Airport thru an AV Block Grant for the Design and Bidding portion the Obstruction Removal Project.

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

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 069**

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

**Date:** March 3, 2025

**RE:** Airport Operations Fund

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

Account Code	Description	Old	+ or (-)	New
39-4530-032	Salaries & Wages-Part Time	15,000.00	(7,508.00)	7,492.00
39-4530-350	Maintenance & Repair - Building	8,000.00	(2,500.00)	5,500.00
39-4530-450	Insurance	5,500.00	(1,078.00)	4,422.00
39-4530-997	Designated for Future Appropriation	10,670.00	(3,000.00)	7,670.00
39-4530-010	Salaries & Wages-Regular	42,026.00	6,200.00	48,226.00
39-4530-030	Salaries & Wages-Longevity	862.00	73.00	935.00
39-4530-100	Retirement	9,341.00	825.00	10,166.00
39-4530-101	401K Contributions	1,286.00	170.00	1,456.00
39-4530-180	Group Insurance	9,091.00	240.00	9,331.00
39-4530-351	Maintenance & Repair - Equipment	20,000.00	6,578.00	26,578.00
<b>Airport Operations Fund</b>				
<b>Balanced:</b>		<b>121,776.00</b>	<b>-</b>	<b>121,776.00</b>

**Justification:**

This budget amendment is to request a transfer within the Airport Operations Fund from and to various lines for the following reasons: transfer to Salary and Benefits lines to cover an increase in costs due to the payout related to the Airport Directors Retirement and the movement of the Senior Project Manager into the Airport Development Director Role; and transfer to Maintenance & Repair Equipment to cover the unexpected cost of repairing and maintenance of the fuel farm.

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

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

**Initials:**

**Batch #:**

**Date:**

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 070**

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

**Date:** March 3, 2025

**RE:** Finance

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

Account Code	Description	Old	+ or (-)	New
10-4130-031	Salaries & Wages- Part Time	15,273.00	(10,000.00)	5,273.00
10-4130-260	Departmental Supplies	6,499.00	10,000.00	16,499.00
<b>Finance</b>				
<b>Balanced:</b>		<b>21,772.00</b>	<b>-</b>	<b>21,772.00</b>

**Justification:**

This budget amendment requests a transfer within the Finance Department budget from Part-Time Salaries & Wages to Departmental Supplies to purchase two new laptops (for the Finance Officer and Grants/Procurement Manager) and one desktop computer (for the Accounts Payable Tech). The current computers used by these staff members are 4 to 5 years old, no longer under warranty, and running Windows 10, which is being phased out. Although we have actively sought applicants for the requested part-time HR position and continue to advertise, we have yet to receive any applications. This request aims to allow us to purchase the necessary computers before the end of the year using available funds, thus avoiding the need to request additional funds in the next year's budget. However, we will continue to advertise the part-time position and will request funding for it again in next year's budget.

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

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

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

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 071**

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

**Date:** March 3, 2025

**RE:** Sheriff/Detention/EMS Transport

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

Account Code		Description	Old	+ or (-)	New
10-4310-010		Sheriff - Salaries & Wages - Regular	856,006.00	(20,000.00)	836,006.00
10-4310-031		Sheriff - Salaries & Wages - Overtime	12,748.00	20,000.00	32,748.00
<b>Sheriff</b>					
10-4320-010		Detention - Salaries & Wages - Regular	397,629.00	(50,000.00)	347,629.00
10-4320-030		Detention - Salaries & Wages - Overtime	80,500.00	50,000.00	130,500.00
<b>Detention</b>					
37-4376-040		Transport - Salaries & Wages - Part Time	10,000.00	(2,000.00)	8,000.00
37-4376-030		Transport - Salaries & Wages - Overtime	22,346.00	2,000.00	24,346.00
<b>EMS Transport</b>					
<b>Balanced:</b>			<b>1,379,229.00</b>	<b>-</b>	<b>1,379,229.00</b>

**Justification:**

This budget amendment requests a transfer within the within the Sheriff, Detention and Transport Departments budgets from Regular and Part Time Salary lines to Overtime lines. This amendment is needed due to these departments being short staffed and the need for current employees to work overtime to cover shifts. I have attempted to move enough monies to cover these overtime lines through fiscal year end however the unpredictability of the payroll makes that very difficult. We may have to come back with a similar request prior to year end.

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

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

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

## Monthly Financial Summary

### as of February 27, 2025

	Budget	YTD Activity
<b>General Fund (10):</b>		
Revenues	20,531,177.79	12,039,238.48
Expenditures	(20,531,177.79)	(13,034,727.34)
<b>Balance:</b>	<b>-</b>	<b>(995,488.86)</b>
<i>*Fund Balance Appropriation</i>		<i>1,830,392.12</i>
<i>*Transfer to General Fund</i>		<i>-</i>

<b>Capital Outlay-Washington Co Schools (21):</b>		
Revenues	23,458,767.53	12,834,023.59
Expenditures	(23,458,767.53)	(19,630,613.14)
<b>Balance:</b>	<b>-</b>	<b>(6,796,589.55)</b>
<i>*Fund Balance Appropriation</i>		<i>10,031,851.53</i>
<i>*Transfer from General Fund</i>		<i>1,700,000.00</i>

<b>Drainage Fund (30):</b>		
Revenues	438,936.00	87,096.28
Expenditures	(438,936.00)	(53,234.83)
<b>Balance:</b>	<b>-</b>	<b>33,861.45</b>
<i>*Fund Balance Appropriation</i>		<i>81,515.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

<b>Sanitation Fund (33):</b>		
Revenues	1,680,954.00	1,363,369.19
Expenditures	(1,680,954.00)	(891,156.99)
<b>Balance:</b>	<b>-</b>	<b>472,212.20</b>
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>50,000.00</i>

<b>Water Fund (35):</b>		
Revenues	1,848,742.00	946,357.56
Expenditures	(1,848,742.00)	(728,124.30)
<b>Balance:</b>	<b>-</b>	<b>218,233.26</b>
<i>*Fund Balance Appropriation</i>		<i>356,242.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

	Budget	YTD Activity
<b>Waterworks Capital Projects Fund (36):</b>		
Revenues	6,409,867.00	128,947.75
Expenditures	(6,409,867.00)	(165,777.75)
<b>Balance:</b>	<b>-</b>	<b>(36,830.00)</b>
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>-</i>

<b>EMS Fund (37):</b>		
Revenues	2,492,462.00	1,491,238.48
Expenditures	(2,492,462.00)	(1,407,568.45)
<b>Balance:</b>	<b>-</b>	<b>83,670.03</b>
<i>*Fund Balance Appropriation</i>		<i>199,292.00</i>
<i>*Transfer from General Fund</i>		<i>399,620.00</i>

<b>Airport Taxi Lane Grant Fund (38):</b>		
Revenues	2,178,449.00	296,770.00
Expenditures	(2,178,449.00)	(300,569.48)
<b>Balance:</b>	<b>-</b>	<b>(3,799.48)</b>
<i>*Fund Balance Appropriation</i>		<i>16,667.00</i>
<i>*Transfer from General Fund</i>		<i>-</i>

<b>Airport Fund (39):</b>		
Revenues	234,463.00	160,417.80
Expenditures	(234,463.00)	(148,977.22)
<b>Balance:</b>	<b>-</b>	<b>11,440.58</b>
<i>*Fund Balance Appropriation</i>		<i>42,706.00</i>
<i>*Transfer from General Fund</i>		<i>99,905.00</i>

<b>WC Hospital Pension Fund (40):</b>		
Revenues	450,000.00	519,962.72
Expenditures	(450,000.00)	(242,880.00)
<b>Balance:</b>	<b>-</b>	<b>277,082.72</b>
<i>*Fund Balance Appropriation</i>		<i>-</i>
<i>*Transfer from General Fund</i>		<i>450,000.00</i>



	Budget	YTD Activity
<b>Opioid Settlement Distribution Fund (50):</b>		
Revenues	62,790.00	231,604.59
Expenditures	(62,790.00)	(31,230.19)
<b>Balance:</b>	<b>-</b>	<b>200,374.40</b>
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

<b>DSS Trust Fund Accounts (51):</b>		
Revenues	210,000.00	158,711.33
Expenditures	(210,000.00)	(213,127.58)
<b>Balance:</b>	<b>-</b>	<b>(54,416.25)</b>
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

<b>Projects/Grants Fund (58):</b>		
Revenues	5,679,085.85	3,432,751.66
Expenditures	(5,679,085.85)	(560,485.89)
<b>Balance:</b>	<b>-</b>	<b>2,872,265.77</b>
<i>*Fund Balance Appropriation</i>		<i>1,113,863.81</i>
<i>*Transfer from General Fund</i>		<i>93,410.45</i>

<b>Community Development Block Grant (61):</b>		
Revenues	162,000.00	-
Expenditures	(162,000.00)	-
<b>Balance:</b>	<b>-</b>	<b>-</b>
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		-

	Budget	YTD Activity
<b>Travel &amp; Tourism Fund (63):</b>		
Revenues	247,326.00	102,437.99
Expenditures	(247,326.00)	(107,479.03)
<b>Balance:</b>	<b>-</b>	<b>(5,041.04)</b>
<i>*Fund Balance Appropriation</i>		<i>87,326.00</i>
<i>*Transfer from General Fund</i>		-

<b>E-911 Fund (69):</b>		
Revenues	123,078.00	64,213.86
Expenditures	(123,078.00)	(65,846.80)
<b>Balance:</b>	<b>-</b>	<b>(1,632.94)</b>
<i>*Fund Balance Appropriation</i>		<i>4,126.00</i>
<i>*Transfer from General Fund</i>		-

<b>Revaluation Fund (70):</b>		
Revenues	40,000.00	45,194.50
Expenditures	(40,000.00)	-
<b>Balance:</b>	<b>-</b>	<b>45,194.50</b>
<i>*Fund Balance Appropriation</i>		-
<i>*Transfer from General Fund</i>		<i>40,000.00</i>

**Washington County**  
Statement of Revenue and Expenditures - Standard

*Revenue Account Range: First to zz-zzzz-zzz*

*Include Non-Anticipated: Yes*

*Year To Date As Of: 02/27/25*

*Expend Account Range: First to zz-zzzz-zzz*

*Include Non-Budget: No*

*Current Period: 02/01/25 to 02/27/25*

*Print Zero YTD Activity: No*

*Prior Year: Thru 06/30/24*

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3010-000	TAXES-AD VALOREM CURRENT YEAR	7,075,767.02	7,434,420.00	69,025.60	6,487,694.19	946,725.81-	87
10-3010-010	CURRENT YEAR TAX DISCOUNTS	47,231.56-	50,000.00-	0.00	40,809.02-	9,190.98	0
10-3011-000	TAXES-AD VALOREM 1ST PRIOR YR	125,472.88	200,000.00	8,239.45	173,772.10	26,227.90-	87
10-3012-000	TAXES-AD VALOREM ALL PRIOR YRS	79,050.78	1,600,000.00	2,277.28	49,680.96	1,550,319.04-	3
10-3018-000	NCVTS-WASHINGTON CO MOTOR VEH TAX	1,023,372.95	957,600.00	91,033.26	608,740.38	348,859.62-	64
10-3018-001	NCVTS-WASH CO BILL/CC CONTRA REV	33,170.49-	35,000.00-	0.00	0.00	35,000.00	0
10-3018-002	NCVTS-WASH CO REFUNDS-CONTRA REVEN	7,150.17-	0.00	0.00	0.00	0.00	0
10-3018-003	NCVTS-WASH CO INTEREST	11,178.62	0.00	0.00	0.00	0.00	0
10-3030-000	PREPAYMENT-PROPERTY TAXES	79,853.72	55,000.00	2,562.82	16,131.14	38,868.86-	29
10-3080-000	GROSS TAX REC LEASED VEHICLES	766.87	500.00	45.64	422.54	77.46-	85
10-3090-000	PAYMENTS IN LIEU OF TAXES	13,263.00	13,500.00	0.00	0.00	13,500.00-	0
10-3170-000	CURRENT YEAR TAX PENALTIES	11,944.00	10,000.00	702.99	14,329.41	4,329.41	143
10-3170-010	PRIOR YEAR TAX PENALTIES	1,248.99	1,000.00	64.81	119,895.69	118,895.69	***
10-3180-000	CURRENT YEAR TAX INTEREST	36,882.81	28,000.00	1,999.50	5,150.37	22,849.63-	18
10-3180-010	PRIOR YEAR TAX INTEREST	55,336.28	280,000.00	1,746.83	338,102.46	58,102.46	121
10-3250-000	PRIVILAGE AND BEER LICENSES	800.00	750.00	0.00	0.00	750.00-	0
10-3270-000	MOTEL OCCUPANCY TAX -6%	177,221.00	0.00	0.00	0.00	0.00	0
10-3280-000	FRANCHISE FEES-CABLE TV	8,194.19	9,000.00	0.00	2,050.83	6,949.17-	23
10-3290-000	INTEREST EARNED ON INVESTMENTS	906,615.81	375,000.00	0.14	446,797.57	71,797.57	119
10-3310-000	RENTS AND CONCESSIONS	11,300.00	11,100.00	0.00	5,650.00	5,450.00-	51
10-3312-000	JAIL CONCESSIONS	31,883.24	25,000.00	0.00	8,063.83	16,936.17-	32
10-3350-000	MISCELLANEOUS REVENUES	10,706.10	0.00	0.00	608.19	608.19	0
10-3350-001	JURY DUTY PAY	92.00	0.00	12.00	12.00	12.00	0
10-3352-000	ELECTIONS-TOWN REIMB & FILING	26,913.09	100.00	0.00	0.00	100.00-	0

**Washington County**  
Statement of Revenue and Expenditures

02/27/2025

10:37 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3353-000	INSURANCE PROCEEDS	63,207.51	0.00	0.00	0.00	0.00	0
10-3354-000	CRESWELL LEVY ADMINISTRATION FEE	5,164.42	4,000.00	0.00	0.00	4,000.00-	0
10-3360-000	RECREATION-DONATIONS	2,599.00	2,000.00	25.00	2,025.00	25.00	101
10-3360-013	RECREATION-VENDOR RENTS AND CONCES	500.00	400.00	100.00	400.00	0.00	100
10-3361-013	NCDEQ GRANT-RECREATION-VOLKSWAGON	110,098.00	0.00	0.00	0.00	0.00	0
10-3410-000	WINE AND BEER TAX	32,847.53	33,000.00	0.00	0.00	33,000.00-	0
10-3415-000	ABC PROFIT DISTRIBUTION	46,088.00	35,000.00	0.00	0.00	35,000.00-	0
10-3420-000	SALES TAX-ONE HALF CENT-ART 44	0.00	0.00	0.00	0.34	0.34	0
10-3430-000	SALES TAX-ONE HALF CENT-ST-A42	269,206.16	245,000.00	23,433.04	90,085.71	154,914.29-	37
10-3440-000	SALES TAX-ONE-HALF CENT-ST-A40	771,074.14	770,000.00	65,432.63	315,345.59	454,654.41-	41
10-3450-000	SALES TAX ONE CENT LOCAL	1,310,558.65	1,200,000.00	113,461.89	425,002.45	774,997.55-	35
10-3460-000	SALES TAX - REDISTRIBTUTION	439,530.84	439,500.00	37,078.19	185,428.07	254,071.93-	42
10-3470-000	SALES TAX-LOCAL 1/4 CENT-A46 (100%)	26.38	300,000.00	319,176.53	430,587.54	130,587.54	144
10-3470-020	ABC ALCOHOLISM BOTTLE TAX	3,882.48	3,800.00	284.33	2,288.65	1,511.35-	60
10-3480-013	RAP LEPC TIER II GRANT	1,000.00	5,000.00	0.00	0.00	5,000.00-	0
10-3480-020	EMERGENCY MANAGEMENT PROG FUND	39,698.11	39,000.00	0.00	0.00	39,000.00-	0
10-3480-023	WEYERHAEUSER GIVING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
10-3480-029	GRANT-EM CAPACITY BLDG COMPETITIVE G	47,690.00	94,600.00	0.00	0.00	94,600.00-	0
10-3480-087	ARPA REVENUE REPLACEMENT	72,294.14	0.00	0.00	0.00	0.00	0
10-3480-099	HYPER REACH-REVENUE FROM OTHERS	0.00	12,655.00	0.00	12,655.00	0.00	100
10-3490-000	DSS-ADMINISTRATION REIMBURSE	2,344,202.71	3,034,597.00	224,125.08	1,415,720.06	1,618,876.94-	47
10-3490-001	MEDICAID EXPANSION ADMIN COSTS	120,680.36	0.00	0.00	0.00	0.00	0
10-3500-000	DSS-DAY CARE - DCD	0.00	0.00	0.00	23,834.00	23,834.00	0
10-3500-050	DSS-FOSTER CARE/ADOPTIONRETURN	70,554.03	155,622.00	2.81	41,665.87	113,956.13-	27
10-3500-080	DSS-COMMUNITY DONATIONS-EMERGENCY	200.00	0.00	0.00	0.00	0.00	0
10-3500-081	DSS COMMUNITY DONATIONS-CHRISTMAS	790.00	2,657.00	16.00	2,673.00	16.00	101
10-3500-082	DSS COMMUNITY DONATIONS-FOSTER CHIL	200.00	0.00	0.00	0.00	0.00	0

**Washington County**  
Statement of Revenue and Expenditures

02/27/2025

10:37 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3500-120	DSS-TITLE IV-D CHILD SUPPORT	40,700.21	15,000.00	276.27	11,446.94	3,553.06-	76
10-3500-130	HOME & CC BLOCK GRANT-ALB COMM	78,077.92	78,133.00	6,306.45	39,325.87	38,807.13-	50
10-3500-140	DSS-TYRRELL IV-D CONTRACT	30,000.00	0.00	0.00	0.00	0.00	0
10-3500-190	DSS-MEDICAID CAP	208,293.00	150,000.00	20,358.00	138,359.00	11,641.00-	92
10-3500-191	DSS MODIVCARE & ONECALL CONTRACTS	5,645.10	3,500.00	57.50	2,680.70	819.30-	77
10-3500-200	DOT - ROAP & CTS GRANTS	412,921.00	206,689.00	6,137.00	129,569.00	77,120.00-	63
10-3500-270	SHIIP-SENIOR HEALTH INS INF	7,818.00	3,632.00	0.00	3,632.00	0.00	100
10-3500-280	MIPPA GRANT-MEDICAID IMPROVEMENT FOF	3,189.00	2,362.00	2,362.00	2,362.00	0.00	100
10-3508-000	ALB COMM NUTRITION SITE DIRECTOR	6,690.72	7,882.00	0.00	852.12	7,029.88-	11
10-3508-001	ALB COMM GENERAL PURPOSE GRANT	3,718.00	3,719.00	0.00	0.00	3,719.00-	0
10-3509-000	SENIOR CITIZENS FUNDS	1,130.00	1,500.00	45.00	435.00	1,065.00-	29
10-3509-010	SENIOR CENTER TRIPS	6,096.39	8,839.00	635.40	9,901.85	1,062.85	112
10-3509-020	SENIOR CENTER DONATIONS	442.30	2,657.34	340.00	3,007.34	350.00	113
10-3509-040	SENIOR CTR STIPEND-COOP EXT SHIIP ADMI	999.00	1,000.00	0.00	0.00	1,000.00-	0
10-3509-100	NCDIT DIGITAL CHAMPION GRANT	0.00	44,639.33	0.00	9,600.00	35,039.33-	22
10-3510-010	COURT COST, FEES AND CHARGES	15,175.56	14,000.00	1,219.51	8,511.44	5,488.56-	61
10-3510-020	OFFICERS FEES	8,607.50	9,000.00	246.55	1,811.77	7,188.23-	20
10-3540-000	SHERIFF FEES	557.54	500.00	37.89	369.79	130.21-	74
10-3540-010	DRUG/DONATIONS/GRANT LEO	36.25	0.00	0.00	0.00	0.00	0
10-3540-020	GUN PERMITS DISCRETIONARY-COUNTY PO	6,035.00	2,145.00	285.00	2,500.00	355.00	117
10-3540-030	GUN PERMITS-STATE PORTION	7,135.00	2,510.00	245.00	2,840.00	330.00	113
10-3540-040	FINGER PRINTING	1,470.00	575.00	40.00	635.00	60.00	110
10-3540-070	DONATIONS-ANIMAL CONTROL	386.00	25.00	0.00	25.00	0.00	100
10-3540-083	NC ANIMAL SHELTER SUPPORT FUND GRAN	0.00	12,500.00	0.00	12,500.00	0.00	100
10-3541-000	SHERIFF'S SERVICE FEES	16,683.50	11,000.00	1,800.00	15,904.00	4,904.00	145
10-3541-010	SHERIFF-DONATIONS	25.00	35.00	0.00	35.00	0.00	100
10-3542-000	SHERIFF-ABC BOARD FUNDING	8,350.00	2,400.00	0.00	1,200.00	1,200.00-	50

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-3550-000	BUILDING PERMIT FEES - (GC)	47,210.06	45,000.00	2,728.50	28,448.00	16,552.00-	63
10-3550-010	PLANNING CONTRACTED SERVICES-BLDG IN	2,668.50	10,000.00	507.50	6,425.50	3,574.50-	64
10-3550-030	ZONING FEES	1,565.00	1,500.00	50.00	550.00	950.00-	37
10-3560-000	REGISTER OF DEEDS FEES	62,488.90	70,000.00	2,180.40	46,026.26	23,973.74-	66
10-3560-010	MARRIAGE LICENSES	2,230.00	2,500.00	60.00	1,320.00	1,180.00-	53
10-3580-000	JAIL FEES/STATE REIMBURSEMENTS	2,411.68	700.00	113.69	964.20	264.20	138
10-3590-000	JAIL HOUS/TRANS/CO/US MARSHALL	113,870.53	120,000.00	0.00	74,215.11	45,784.89-	62
10-3600-001	GRANT-DHHS CORRECTIONS COVID19	4,628.42	0.00	0.00	0.00	0.00	0
10-3700-000	GRANT-NCDIT WASHINGTON CO RADIO UPG	0.00	100,462.00	0.00	0.00	100,462.00-	0
10-3830-000	SALE OF FIXED ASSETS	11,654.72	0.00	0.00	19,601.00	19,601.00	0
10-3830-001	SALE OF FORECLOSED PROPERTIES	30,873.99	10,000.00	0.00	5,425.00	4,575.00-	54
10-3900-000	NC EDUCATION LOTTERY	0.00	0.00	186,000.00-	0.00	0.00	0
10-3970-020	M-T-W COURT COORDINATOR GRANT	83,715.52	90,994.00	20,370.55	40,710.77	50,283.23-	45
10-3970-040	JCPC-ROANOKE AREA YOUTH	52,707.00	69,257.00	5,771.00	46,173.00	23,084.00-	67
10-3970-041	JCPC-WASHINGTON COUNTY YOUTH	8,183.00	8,773.00	731.00	5,849.00	2,924.00-	67
10-3970-042	JCPC-ADMINISTRATION	3,685.51	10,910.00	909.00	7,274.00	3,636.00-	67
10-3970-050	SCHOOL REIMB-WCU/CHS SRO	38,788.69	149,146.00	8,146.85	57,266.24	91,879.76-	38
10-3970-060	BALLGAME REIMBURSEMENTS FROM SCHOI	2,524.35	0.00	0.00	2,982.66	2,982.66	0
10-3970-090	CONTRI FROM SOIL & WATER DIST	23,192.00	20,000.00	0.00	0.00	20,000.00-	0
10-3970-120	COST ALLOCATION-WATERWORKS	100,000.00	110,000.00	0.00	110,000.00	0.00	100
10-3980-020	TOURISM DEVELOP AUTHOR 3% ADMN	4,500.00	4,500.00	0.00	4,500.00	0.00	100
10-3990-000	APPROPRIATED FUND BALANCE	0.00	1,830,392.12	0.00	0.00	1,830,392.12-	0
10-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	30.00	0.00	0.00	0.00	0.00	0
	<b>GENERAL FUND Revenue Totals</b>	<b>16,821,513.45</b>	<b>20,531,177.79</b>	<b>856,805.88</b>	<b>12,039,238.48</b>	<b>8,491,939.31-</b>	<b>58</b>
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd

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10-0000-000	GENERAL FUND:	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
10-4110-010	SALARIES & WAGES-BOARD	35,400.00	35,400.00	2,950.00	23,600.08	11,799.92	67
10-4110-020	SALARIES & WAGES-BOARD TRAVEL STIPEN	14,100.00	14,100.00	1,175.00	9,400.10	4,699.90	67
10-4110-030	SALARIES & WAGES-CELLPHONE STIPEND	3,000.00	3,000.00	250.00	2,000.00	1,000.00	67
10-4110-090	GOVERNING BOARD- FICA TAX EXPENSE	4,057.56	4,016.00	338.14	2,705.10	1,310.90	67
10-4110-140	GOVERNING BOARD- WORKMAN'S COMP	1,272.00	1,600.00	0.00	1,584.00	16.00	99
10-4110-200	GOVERNING BOARD- DEPT SUPPLIES	1,951.97	2,000.00	333.43	975.59	1,024.41	49
10-4110-310	GOVERNING BOARD- TRAVEL	11,401.13	20,000.00	0.00	5,611.64	14,388.36	28
10-4110-320	GOVERNING BOARD- COMMUNICATIONS	600.00	600.00	50.00	400.00	200.00	67
10-4110-350	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
10-4110-370	GOVERNING BOARD- PRINTING	0.00	500.00	0.00	0.00	500.00	0
10-4110-380	ADVERTISING	1,961.00	2,500.00	0.00	740.50	1,759.50	30
10-4110-390	COMMISSIONERS-SPECIAL SPONSORED	9,191.09	10,000.00	0.00	9,096.17	903.83	91
10-4110-391	GOVERNING BOARD- DUES & SUBSCRIPTION	5,630.00	6,158.00	0.00	5,637.00	521.00	92
10-4110-392	OTHER COMMUNITY CONTRIBUTIONS	4,000.00	12,000.00	0.00	6,000.00	6,000.00	50
10-4110-442	CONTRACTED SERVICES	2,000.00	0.00	0.00	0.00	0.00	0
10-4110-443	CONTRACTED SERVICES - LOBBYING	36,000.00	37,006.00	7,004.00	25,004.00	12,002.00	68
	<b>4110 GOVERNING BOARD:</b>	<b>130,564.75</b>	<b>148,980.00</b>	<b>12,100.57</b>	<b>92,754.18</b>	<b>56,225.82</b>	<b>62</b>
10-4120-000	MANAGERS OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4120-010	MANAGERS OFFICE- S & W- REGULAR	290,171.84	310,819.00	27,746.26	213,170.58	97,648.42	69
10-4120-040	SALARIES & WAGES-LONGEVITY	1,924.71	2,941.00	0.00	2,940.37	0.63	100
10-4120-090	MANAGERS OFFICE- FICA TAX EXPENSE	22,082.39	23,925.00	2,102.22	16,356.13	7,568.87	68
10-4120-100	MANAGERS OFFICE- RETIREMENT	58,762.12	68,303.00	5,732.38	44,648.53	23,654.47	65
10-4120-101	MANAGERS OFFICE 401 (K) CONTRIB	8,705.26	9,382.00	832.39	6,395.16	2,986.84	68
10-4120-130	MANAGERS OFFICE- UNEMPLOYMENT INS.	0.00	1,570.00	0.00	0.00	1,570.00	0

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10-4120-140	MANAGERS OFFICE- WORKMAN'S COMP	1,764.00	1,905.00	0.00	1,813.00	92.00	95
10-4120-180	MANAGERS OFFICE- GROUP INS.	40,911.12	47,764.00	3,778.18	29,485.94	18,278.06	62
10-4120-190	LEGAL SERVICES	6,677.13	5,000.00	0.00	205.00-	5,205.00	4-
10-4120-191	MANAGERS OFFICE-UNC SOG LFNC INTERN I	5,000.00	20,000.00	10,000.00	20,000.00	0.00	100
10-4120-260	MANAGERS OFFICE- DEPARTMENTAL SUPPL	13,061.28	9,000.00	167.13	2,771.87	6,228.13	31
10-4120-270	MANAGERS OFFICE - SERVICE AWARDS	0.00	175.00	0.00	175.00	0.00	100
10-4120-310	MANAGERS OFFICE- TRAVEL	3,763.21	5,300.00	307.61	2,301.13	2,998.87	43
10-4120-315	TRAINING	9,357.22	11,000.00	1,627.80	4,770.68	6,229.32	43
10-4120-320	MANAGERS OFFICE- COMMUNICATIONS	2,168.82	3,300.00	173.10	1,311.70	1,988.30	40
10-4120-330	POSTAGE	54.13	100.00	0.00	22.12	77.88	22
10-4120-355	MAINT & REPAIR-VEHICLE	1,172.39	2,000.00	0.00	80.00	1,920.00	4
10-4120-370	MANAGERS OFFICE- PRINTING	0.00	250.00	0.00	0.00	250.00	0
10-4120-380	ADVERTISING	5,457.50	6,000.00	378.00	2,224.50	3,775.50	37
10-4120-381	MANAGERS OFFICE-LOST REF-EDUCATION	6,024.04	0.00	0.00	0.00	0.00	0
10-4120-390	MANAGERS OFFICE- DUES AND SUBSCRIPTI	1,924.08	3,350.00	119.99	3,280.63	69.37	98
10-4120-440	CONTRACTED SERVICES-ECONOMIC DEVEL	0.00	8,000.00	0.00	0.00	8,000.00	0
10-4120-540	MANAGERS OFFICE - CAPITAL OUTLAY-VEHI	25,958.32	35,000.00	0.00	34,220.00	780.00	98
	<b>4120 MANAGERS OFFICE:</b>	<b>504,939.56</b>	<b>575,084.00</b>	<b>52,965.06</b>	<b>385,762.34</b>	<b>189,321.66</b>	<b>67</b>
10-4130-000	FINANCE OFFICE:	0.00	0.00	0.00	0.00	0.00	0
10-4130-010	FINANCE OFFICE- S & W- REGULAR	220,305.49	229,397.00	20,285.08	161,655.07	67,741.93	70
10-4130-031	FINANCE OFFICE-PARTTIME	0.00	15,273.00	0.00	0.00	15,273.00	0
10-4130-040	SALARIES & WAGES-LONGEVITY	2,587.45	2,755.00	0.00	2,754.07	0.93	100
10-4130-090	FINANCE OFFICE- FICA TAX EXPENSE	16,092.09	18,918.00	1,447.60	11,743.79	7,174.21	62
10-4130-100	FINANCE OFFICE- RETIREMENT	44,825.61	50,674.00	4,190.90	33,967.00	16,707.00	67
10-4130-101	FINANCE OFFICE- 401(K) CONTRIB.	6,609.27	6,961.00	608.55	4,849.64	2,111.36	70
10-4130-130	FINANCE OFFICE- UNEMPLOYMENT INS.	0.00	1,884.00	0.00	0.00	1,884.00	0

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10-4130-140	FINANCE OFFICE- WORKMAN'S COMP	1,354.00	1,506.00	0.00	1,269.00	237.00	84
10-4130-180	FINANCE OFFICE- PROFESSIONAL SERVICES	83,826.21	103,000.00	10,657.00	79,975.27	23,024.73	78
10-4130-181	FINANCE OFFICE- GROUP INS.	37,482.95	45,517.00	3,605.50	28,841.60	16,675.40	63
10-4130-260	FINANCE OFFICE- DEPARTMENTAL SUPPLIES	12,985.13	6,499.00	279.04	3,371.32	3,127.68	52
10-4130-270	FINANCE OFFICE-SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0
10-4130-280	FINANCE OFFICE- POSTAGE	2,264.71	2,500.00	159.68	1,453.33	1,046.67	58
10-4130-310	FINANCE OFFICE- TRAVEL	210.82	500.00	46.55	134.01	365.99	27
10-4130-315	TRAINING	3,139.80	3,300.00	434.69	2,228.23	1,071.77	68
10-4130-320	FINANCE OFFICE- COMMUNICATIONS	1,370.43	1,200.00	96.25	713.62	486.38	59
10-4130-390	FINANCE OFFICE- DUES & SUBSCRIPTIONS	713.00	1,000.00	0.00	469.00	531.00	47
10-4130-410	FINANCE OFFICE- LEASE EQUIPMENT	494.63	550.00	0.00	252.00	298.00	46
10-4130-540	FINANCE OFFICE - CAPITAL OUTLAY EQUIP	5,250.00	0.00	0.00	0.00	0.00	0
	<b>4130 FINANCE OFFICE:</b>	<b>439,561.59</b>	<b>491,434.00</b>	<b>41,810.84</b>	<b>333,676.95</b>	<b>157,757.05</b>	<b>68</b>
10-4140-000	TAX ADMIN:	0.00	0.00	0.00	0.00	0.00	0
10-4140-010	TAX ADMIN.- S & W- REGULAR	200,386.05	259,456.00	16,682.33	150,102.51	109,353.49	58
10-4140-040	SALARIES & WAGES-LONGEVITY	1,820.89	1,851.00	0.00	1,303.62	547.38	70
10-4140-090	TAX ADMIN.- FICA TAX EXPENSE	14,267.66	19,990.00	1,201.08	10,692.19	9,297.81	53
10-4140-100	TAX ADMIN.- RETIREMENT	40,687.89	57,069.00	3,446.57	31,280.48	25,788.52	55
10-4140-101	TAX ADMIN.- 401(K) CONTRIB.	4,938.94	7,839.00	344.28	3,259.88	4,579.12	42
10-4140-130	TAX ADMIN.- UNEMPLOYMENT INS.	0.00	2,198.00	0.00	0.00	2,198.00	0
10-4140-140	TAX ADMIN.- WORKMAN'S COMP	2,985.00	3,694.00	0.00	3,112.00	582.00	84
10-4140-180	TAX ADMIN.- GROUP INS.	44,819.18	65,499.00	3,761.68	34,415.66	31,083.34	53
10-4140-260	TAX ADMIN.- OFFICE & DEPTAL SUPPLIES	11,940.43	11,001.00	922.81	4,763.00	6,238.00	43
10-4140-270	SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0
10-4140-310	TAX ADMIN.- TRAVEL	105.00	500.00	0.00	0.00	500.00	0
10-4140-315	TRAINING	1,807.08	6,000.00	325.00	2,030.80	3,969.20	34



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10-4140-320	TAX ADMIN.- COMMUNICATIONS	1,390.30	1,500.00	71.25	514.04	985.96	34
10-4140-325	TAX ADMIN-POSTAGE	14,330.19	15,000.00	77.43	8,219.26	6,780.74	55
10-4140-341	ADVERTISING	2,796.50	3,500.00	273.00	846.00	2,654.00	24
10-4140-370	PRINTING	5,870.38	8,000.00	0.00	3,372.95	4,627.05	42
10-4140-390	TAX ADMIN.- DUES & SUBSCRIPTIONS	6,657.72	6,750.00	971.67	4,799.78	1,950.22	71
10-4140-500	TAX ADMIN - CONTRACTED SERVICES	6,925.00	25,000.00	0.00	0.00	25,000.00	0
10-4140-501	TAX ADMIN-CONTR. SERVICES-KEYSTONE M	0.00	41,852.00	0.00	0.00	41,852.00	0
10-4140-502	TAX ADMIN-CONTRACTED SERVICES-GIS	0.00	12,000.00	0.00	10,815.00	1,185.00	90
10-4140-510	CONTRACTED SERVICES-ZACCHAEUS	4,141.97	6,500.00	0.00	0.00	6,500.00	0
10-4140-511	TAX ADMIN - CONTRACTED SERV FILE STOR.	360.00	480.00	0.00	240.00	240.00	50
10-4140-550	TAX ADMIN - CAPITAL OUTLAY	122,751.57	46,017.00	0.00	6,047.00	39,970.00	13
	<b>4140 TAX ADMIN:</b>	<b>489,081.75</b>	<b>601,696.00</b>	<b>28,077.10</b>	<b>275,814.17</b>	<b>325,881.83</b>	<b>46</b>
10-4170-000	BOARD OF ELECTIONS:	0.00	0.00	0.00	0.00	0.00	0
10-4170-010	BOARD OF ELECTIONS- S & W - REGULAR	46,684.25	47,260.00	4,328.67	33,967.32	13,292.68	72
10-4170-011	SALARIES & WAGES-BOARD	6,820.00	5,640.00	160.00	4,800.00	840.00	85
10-4170-030	BOARD OF ELECTIONS- SALARIES- PART-TIM	35,522.63	24,364.00	586.41	20,107.53	4,256.47	83
10-4170-031	BOARD OF ELECTIONS - S & W-OVERTIME	9,340.64	7,554.00	0.00	7,553.18	0.82	100
10-4170-040	SALARIES & WAGES-LONGEVITY	922.12	1,283.00	0.00	1,282.30	0.70	100
10-4170-090	BOARD OF ELECTIONS- FICA TAX EXPENSE	7,572.91	6,390.00	382.57	5,157.54	1,232.46	81
10-4170-100	BOARD OF ELECTIONS- RETIREMENT EXPEN	11,448.60	11,690.00	894.30	8,786.51	2,903.49	75
10-4170-101	BOARD OF ELECTIONS- 401(K) CONTRIB.	1,680.75	1,606.00	129.86	1,237.41	368.59	77
10-4170-130	BOARD OF ELECTIONS- UNEMPLOYMENT IN:	0.00	1,256.00	0.00	0.00	1,256.00	0
10-4170-140	BOARD OF ELECTIONS- WORKMANS COMP	456.00	508.00	0.00	429.00	79.00	84
10-4170-180	BOARD OF ELECTIONS- GROUP INS. EXPENS	8,168.23	9,108.00	722.35	5,778.32	3,329.68	63
10-4170-260	BOARD OF ELECTIONS- DEPART SUPPLIES	4,213.25	8,499.00	45.00-	4,494.73	4,004.27	53
10-4170-270	BOARD OF ELECTIONS-SERVICE AWARDS	0.00	135.00	0.00	135.00	0.00	100

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10-4170-310	BOARD OF ELECTIONS- TRAVEL	1,555.19	2,500.00	25.00	903.96	1,596.04	36
10-4170-315	TRAINING	8,791.82	7,000.00	0.00	3,727.48	3,272.52	53
10-4170-320	BOARD OF ELECTIONS- COMMUNICATIONS	2,863.57	5,000.00	366.10	3,048.10	1,951.90	61
10-4170-330	POSTAGE	977.77	3,083.00	406.52	2,189.66	893.34	71
10-4170-350	BOARD OF ELECTIONS- MAINT & REPAIR- EQ	733.00	1,500.00	0.00	491.25	1,008.75	33
10-4170-360	CONTRACTED SERVICES	18,523.65	19,317.00	0.00	19,238.58	78.42	100
10-4170-370	BOARD OF ELECTIONS- PRINTING	19,648.64	12,000.00	0.00	11,557.90	442.10	96
10-4170-380	ADVERTISING	1,291.50	600.00	0.00	600.00	0.00	100
10-4170-390	BOARD OF ELECTIONS- DUES & SUBSCRIPTI	33.00	500.00	0.00	0.00	500.00	0
10-4170-550	CAPITAL OUTLAY-EQUIPMENT	0.00	15,417.00	0.00	15,416.35	0.65	100
	<b>4170 BOARD OF ELECTIONS:</b>	<b>187,247.52</b>	<b>192,210.00</b>	<b>7,956.78</b>	<b>150,902.12</b>	<b>41,307.88</b>	<b>79</b>
10-4180-000	REGISTER OF DEEDS:	0.00	0.00	0.00	0.00	0.00	0
10-4180-010	REGISTER- OF- DEEDS- S & W- REGULAR	82,944.37	84,257.00	7,285.00	57,051.03	27,205.97	68
10-4180-030	REGISTER OF DEEDS- S & W- PART-TIME	7,922.67	8,000.00	84.64	797.05	7,202.95	10
10-4180-040	SALARIES & WAGES-LONGEVITY	1,085.82	1,647.00	0.00	1,409.58	237.42	86
10-4180-090	REGISTER- OF- DEEDS- FICA TAX EXPENSE	6,599.47	7,184.00	527.49	4,242.86	2,941.14	59
10-4180-100	REGISTER- OF- DEEDS- RETIREMENT	16,902.85	18,761.00	1,505.08	12,077.97	6,683.03	64
10-4180-101	REGISTER OF DEEDS- 401(K) CONTRIB.	2,488.38	2,577.00	218.55	1,711.52	865.48	66
10-4180-102	REGISTER OF DEEDS- REG DS SUPPLEMEN1	657.84	1,000.00	51.41	402.67	597.33	40
10-4180-130	REGISTER OF DEEDS- UNEMPLOYMENT INS.	0.00	942.00	0.00	0.00	942.00	0
10-4180-140	REGISTER OF DEEDS- WORKMAN'S COMP	458.00	572.00	0.00	482.00	90.00	84
10-4180-180	REGISTER- OF- DEEDS- GROUP INS.	16,248.74	18,182.00	1,435.45	11,493.92	6,688.08	63
10-4180-260	REGISTER-OF-DEEDS-DEPARTMENTAL SUPP	3,915.00	6,499.00	107.83	1,266.31	5,232.69	19
10-4180-270	SERVICE AWARDS	0.00	50.00	0.00	50.00	0.00	100
10-4180-310	REGISTER- OF- DEEDS- TRAVEL	0.00	200.00	0.00	0.00	200.00	0
10-4180-315	TRAINING	514.00	2,500.00	0.00	0.00	2,500.00	0

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10-4180-320	REGISTER- OF- DEEDS- COMMUNICATIONS	583.89	600.00	46.25	313.78	286.22	52
10-4180-330	POSTAGE	85.22	200.00	4.86	75.90	124.10	38
10-4180-350	REGISTER- OF- DEEDS- MAINT AND REPAIR F	385.00	2,000.00	0.00	288.75	1,711.25	14
10-4180-390	REGISTER- OF- DEEDS- DUES AND SUBSCRI	375.00	550.00	0.00	375.00	175.00	68
10-4180-600	REGISTER OF DEEDS- CONTRACTED SERVIC	12,875.00	14,500.00	0.00	0.00	14,500.00	0
	<b>4180 REGISTER OF DEEDS:</b>	<b>154,041.25</b>	<b>170,221.00</b>	<b>11,266.56</b>	<b>92,038.34</b>	<b>78,182.66</b>	<b>54</b>
10-4210-000	INFORMATION TECHNOLOGY:	0.00	0.00	0.00	0.00	0.00	0
10-4210-010	INFO. TECH- S & W- REGULAR	55,202.87	55,259.00	4,720.00	37,644.92	17,614.08	68
10-4210-040	SALARIES & WAGES-LONGEVITY	1,657.77	1,700.00	0.00	1,699.20	0.80	100
10-4210-090	INFO. TECH- FICA TAX EXPENSE	3,735.06	4,354.00	309.74	2,599.10	1,754.90	60
10-4210-100	INFO. TECH- RETIREMENT	11,437.18	12,431.00	975.15	8,128.48	4,302.52	65
10-4210-101	INFO. TECH- 401(K) CONTRIB.	1,656.12	1,708.00	141.60	1,129.35	578.65	66
10-4210-130	INFO. TECH- UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0
10-4210-140	INFO. TECH- WORKMAN'S COMP	285.00	347.00	0.00	292.00	55.00	84
10-4210-180	INFO. TECH- CONTRACTED SERVICES	0.00	22,000.00	0.00	0.00	22,000.00	0
10-4210-181	INFO. TECH- GROUP INS.	10,162.39	11,113.00	888.53	7,107.76	4,005.24	64
10-4210-200	INFO. TECH- DEPARTMENTAL SUPPLIES	1,982.83	1,499.00	5.53	14.26	1,484.74	1
10-4210-270	INFO. TECH-SERVICE AWARDS	0.00	200.00	0.00	200.00	0.00	100
10-4210-310	INFO. TECH- TRAVEL	100.00	100.00	0.00	0.00	100.00	0
10-4210-315	TRAINING	20.00	2,000.00	0.00	0.00	2,000.00	0
10-4210-320	INFO. TECH- COMMUNICATIONS	323.55	500.00	37.67	265.02	234.98	53
10-4210-330	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
10-4210-350	INFO. TECH- MAINT. & REPAIR- EQUIPMENT	34,797.36	55,000.00	5,561.32	24,471.18	30,528.82	44
10-4210-550	INFO. TECH- CAPITAL OUTLAY EQUIPMENT	0.00	40,000.00	0.00	0.00	40,000.00	0
	<b>4210 INFORMATION TECHNOLOGY:</b>	<b>121,360.13</b>	<b>208,625.00</b>	<b>12,639.54</b>	<b>83,551.27</b>	<b>125,073.73</b>	<b>40</b>
10-4260-000	BUILDINGS:	0.00	0.00	0.00	0.00	0.00	0

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10-4260-440	CONTRACT SERVICES-COURTHOUSE SECUF	70,119.87	75,000.00	5,226.49	47,072.76	27,927.24	63
10-4260-550	BUILDINGS- PUBLIC DEFENDER HOUSING	4,452.00	4,452.00	0.00	0.00	4,452.00	0
10-4260-554	PROBATION & PAROLE-FORBES	1,323.24	0.00	0.00	0.00	0.00	0
10-4260-555	SMART START LEASE ASSISTANCE	4,200.00	4,200.00	0.00	2,100.00	2,100.00	50
10-4260-562	CAP OUTLAY-OTHER CIP BUILDING PROJECT	0.00	500,000.00	0.00	0.00	500,000.00	0
10-4260-564	EXPENDITURE: LEASE FINANCING PRINCIPA	3,746.30	0.00	0.00	0.00	0.00	0
10-4260-565	EXPENDITURE: INTEREST	3.70	0.00	0.00	0.00	0.00	0
	<b>4260 BUILDINGS:</b>	<b>83,845.11</b>	<b>583,652.00</b>	<b>5,226.49</b>	<b>49,172.76</b>	<b>534,479.24</b>	<b>8</b>
10-4265-000	FACILITY SERVICES:	0.00	0.00	0.00	0.00	0.00	0
10-4265-010	FACILITY SERVICES- S & W- REGULAR	191,672.04	203,352.00	18,353.01	138,338.67	65,013.33	68
10-4265-090	FACILITY SERVICES- FICA TAX EXPENSE	14,361.48	15,556.00	1,372.67	10,368.91	5,187.09	67
10-4265-100	FACILITY SERVICES- RETIREMENT	38,551.56	44,412.00	3,791.73	28,585.58	15,826.42	64
10-4265-101	FACILITY SERVICES- 401(K) CONTRIB.	5,025.77	6,101.00	480.54	3,607.64	2,493.36	59
10-4265-130	FACILITY SERVICES- UNEMPLOYMENT INS.	0.00	1,884.00	0.00	0.00	1,884.00	0
10-4265-140	FACILITY SERVICES- WORKMAN'S COMP	13,919.00	15,824.00	0.00	3,940.00	11,884.00	25
10-4265-181	FACILITY SERVICES- GROUP INS.	46,905.93	54,383.00	4,316.85	33,129.18	21,253.82	61
10-4265-200	FACILITY SERVICES- DEPT SUPPLIES & MATE	17,128.55	20,000.00	0.00	13,640.50	6,359.50	68
10-4265-201	CLERK OF COURT DEPARTMENTAL SUPPLIE	2,631.09	3,200.00	3.87	1,008.12	2,191.88	32
10-4265-202	CLERK OF COURT-MAINT & REPAIR-BUILDING	443.46	1,900.00	0.00	0.00	1,900.00	0
10-4265-204	CLERK OF COURT - AOC CONTRACT	0.00	15,968.00	0.00	0.00	15,968.00	0
10-4265-215	FACILITY SERVICES- MAINT AND REPAIR BLD	62,031.46	85,000.00	1,743.79	47,832.89	37,167.11	56
10-4265-230	FACILITY SERVICES- DEPT SUPPLIES-SAFET	2,854.11	4,000.00	158.00	1,868.73	2,131.27	47
10-4265-250	FACILITY SERVICES-SUPPLIES-VEHICLE	7,045.46	4,000.00	46.20	2,276.04	1,723.96	57
10-4265-256	FACILITY SERVICES- INSURANCE CLAIMS	25,826.38	0.00	0.00	0.00	0.00	0
10-4265-315	FACILITY SERVICES-TRAINING	0.00	1,500.00	0.00	0.00	1,500.00	0
10-4265-320	FACILITY SERVICES- COMMUNICATIONS	4,953.04	5,500.00	284.30	2,929.15	2,570.85	53

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10-4265-325	POSTAGE	19.00	100.00	0.00	0.00	100.00	0
10-4265-330	FACILITY SERVICES- UTILITIES-ELECTRICITY	111,539.18	120,000.00	8,818.07	63,969.13	56,030.87	53
10-4265-331	UTILITIES-FUEL/GAS	10,764.29	12,000.00	3,056.90	5,601.85	6,398.15	47
10-4265-332	UTILITIES-WATER	25,695.80	35,000.00	1,546.05	12,122.15	22,877.85	35
10-4265-355	MAINT & REPAIR-VEHICLES	694.02	3,000.00	0.00	1,122.13	1,877.87	37
10-4265-440	CONTRACTED SERVICES-MOWING	15,827.00	17,000.00	0.00	8,031.75	8,968.25	47
10-4265-540	FACILITIES- CAPITAL OUTLAY - EQUIPMENT	669.92	0.00	0.00	0.00	0.00	0
10-4265-551	MAINT AGREEMENTS-COMMANDER SOFTWA	1,790.00	2,500.00	0.00	2,499.00	1.00	100
10-4265-601	CONTRACTED SERVICES-SECURITY SYSTEM	2,034.75	3,000.00	216.72	1,001.01	1,998.99	33
10-4265-602	CONTRACTED SERVICES-EXTERMINATING	6,877.00	8,000.00	0.00	6,252.00	1,748.00	78
10-4265-603	CONTRACTED SERVICES-ELEVATOR	10,618.04	17,000.00	0.00	7,963.53	9,036.47	47
10-4265-604	CONTRACTED SERVICES-REPUBLIC	9,023.58	10,000.00	745.98	5,365.50	4,634.50	54
10-4265-605	CONTRACTED SERVICES-FIRE EXT	3,155.20	3,600.00	143.00	1,063.00	2,537.00	30
	<b>4265 FACILITY SERVICES:</b>	<b>632,057.11</b>	<b>713,780.00</b>	<b>45,077.68</b>	<b>402,516.46</b>	<b>311,263.54</b>	<b>56</b>
10-4310-000	SHERIFF:	0.00	0.00	0.00	0.00	0.00	0
10-4310-010	SHERIFF- S & W- REGULAR	749,782.70	856,006.00	67,850.11	532,694.14	323,311.86	62
10-4310-030	SHERIFF- SALARIES AND WAGES PART-TIME	27,587.96	29,423.00	2,562.38	24,793.15	4,629.85	84
10-4310-031	SALARIES & WAGES-OVERTIME	115.29	12,748.00	3,796.99	16,544.66	3,796.66-	130
10-4310-040	SALARIES & WAGES-LONGEVITY	4,721.28	4,797.00	0.00	4,279.75	517.25	89
10-4310-090	SHERIFF- FICA TAX EXPENSE	56,944.62	69,078.00	5,467.14	42,489.45	26,588.55	62
10-4310-100	SHERIFF- RETIREMENT	155,383.28	198,536.00	15,299.37	117,476.75	81,059.25	59
10-4310-101	SHERIFF- 401K CONTRIB.	34,048.06	41,215.00	2,952.52	23,957.89	17,257.11	58
10-4310-102	SHERIFF-SUPPLEMENTAL PENSION FUND	1,033.05	1,300.00	0.00	0.00	1,300.00	0
10-4310-130	SHERIFF- UNEMPLOYMENT INS.	1,500.77	5,966.00	0.00	0.00	5,966.00	0
10-4310-140	SHERIFF- WORKMAN'S COMP	35,453.00	56,873.00	0.00	33,193.00	23,680.00	58
10-4310-180	SHERIFF- PROFESSIONAL SERVICES	12,799.48	12,000.00	0.00	5,970.00	6,030.00	50

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10-4310-181	SHERIFF- GROUP INS.	118,952.69	165,902.00	10,958.70	89,916.67	75,985.33	54
10-4310-210	SHERIFF- UNIFORMS	7,764.63	10,000.00	575.96	7,849.35	2,150.65	78
10-4310-250	SHERIFF- SUPPLIES-VEHCILE	64,604.48	65,000.00	5,068.50	38,615.87	26,384.13	59
10-4310-260	SHERIFF- DEPARTMENTAL SUPPLIES	17,748.28	16,499.00	1,706.02	8,644.39	7,854.61	52
10-4310-270	SERVICE AWARDS	235.00	75.00	0.00	75.00	0.00	100
10-4310-310	SHERIFF- TRAVEL	8,519.96	4,000.00	0.00	2,463.92	1,536.08	62
10-4310-315	TRAINING	2,838.20	3,000.00	0.00	53.00	2,947.00	2
10-4310-320	SHERIFF- COMMUNICATIONS	12,446.38	17,500.00	699.42	8,784.91	8,715.09	50
10-4310-330	POSTAGE	2,273.16	2,000.00	10.15	1,019.85	980.15	51
10-4310-350	SHERIFF- MAINT. & REPAIR EQUIPMENT	738.14	4,000.00	153.90	3,340.85	659.15	84
10-4310-355	SHERIFF- MAINT.- VEHICLE	26,878.96	23,000.00	2,229.37	14,572.58	8,427.42	63
10-4310-370	SHERIFF- PRINTING	0.00	200.00	0.00	0.00	200.00	0
10-4310-380	ADVERTISING	0.00	200.00	0.00	0.00	200.00	0
10-4310-390	SHERIFF- DUES & SUBSCRIPTIONS	192.44	500.00	0.00	436.79	63.21	87
10-4310-392	SHERIFF- UNDERCOVER INVESTIGATIONS	4,000.00	7,000.00	5,000.00	5,000.00	2,000.00	71
10-4310-412	MAINT AGREEMENT-FINGERPRINT MACHINE	3,829.00	4,100.00	4,020.00	4,020.00	80.00	98
10-4310-413	LEASE-BUILDING	825.00	840.00	0.00	825.00	15.00	98
10-4310-414	MAINT AGREEMENTS-HRMS & QTR MASTER	1,310.00	1,336.00	0.00	1,336.00	0.00	100
10-4310-415	MAINT AGREEMENTS-RMS & RAMBLER	4,878.00	4,976.00	0.00	4,976.00	0.00	100
10-4310-417	LEASE - ANKLE MONITORING DEVICES	1,457.50	1,800.00	0.00	0.00	1,800.00	0
10-4310-540	CAPITAL OUTLAY VEHICLES	182,921.56	112,000.00	0.00	0.00	112,000.00	0
10-4310-550	SHERIFF- CAPITAL OUTLAY - EQUIPMENT	28,938.97	0.00	0.00	0.00	0.00	0
10-4310-600	SHERIFF- ANIMAL CONTROL	9,656.47	10,000.00	956.63	6,987.36	3,012.64	70
10-4310-601	DONATIONS-ANIMAL CONTROL	0.00	3,786.00	1,658.00	3,065.00	721.00	81
10-4310-602	SHERIFF-ABC BOARD FUNDING	9,433.99	21,194.00	0.00	0.00	21,194.00	0
10-4310-603	SHERIFF DONATIONS-PURCHASE OF K-9	0.00	774.00	0.00	0.00	774.00	0
10-4310-604	SHERIFF-COUNTY CONTRIB-PURCHASE OF I	1,328.87	1,500.00	0.00	1,342.46	157.54	90

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10-4310-611	GUN PERMITS DISCRETIONARY-COUNTY PO	0.00	50,610.00	0.00	0.00	50,610.00	0
10-4310-612	GUN PERMITS-STATE PORTION	8,155.00	3,520.00	490.00	2,510.00	1,010.00	71
10-4310-613	FINGERPRINTING	222.33	7,031.00	0.00	0.00	7,031.00	0
10-4310-650	SHERIFF-DONATIONS	0.00	1,899.00	0.00	0.00	1,899.00	0
10-4310-904	NC ANIMAL SHELTER SUPPORT FUND GRAN	0.00	12,500.00	0.00	4,793.00	7,707.00	38
	<b>4310 SHERIFF:</b>	<b>1,599,518.50</b>	<b>1,844,684.00</b>	<b>131,455.16</b>	<b>1,012,026.79</b>	<b>832,657.21</b>	<b>55</b>
10-4311-000	SRO - WASHINGTON COUNTY UNION:	0.00	0.00	0.00	0.00	0.00	0
10-4311-010	SRO- WASH CO UNION-S & W- REGULAR	41,846.79	41,410.00	3,998.75	31,892.42	9,517.58	77
10-4311-040	SRO-UNION-LONGEVITY	456.86	0.00	0.00	0.00	0.00	0
10-4311-090	SRO- WASH CO UNION- FICA TAX EXPENSE	3,188.19	3,168.00	302.08	2,272.60	895.40	72
10-4311-100	SRO- WASH CO UNION- RETIREMENT EXPEN	8,999.71	9,731.00	880.92	7,025.87	2,705.13	72
10-4311-101	SRO- WASH CO UNION- 401(K) CONTRIB.	2,092.36	2,071.00	199.94	1,594.64	476.36	77
10-4311-130	SRO - WASH CO UNION- UNEMPLOYMENT IN	0.00	314.00	0.00	0.00	314.00	0
10-4311-140	SRO- WASH CO UNION- WORKMAN'S COMP E	2,643.00	2,844.00	0.00	2,394.00	450.00	84
10-4311-180	SRO- WASH CO UNION- GROUP INS.	6,725.04	9,089.00	722.85	5,782.32	3,306.68	64
10-4311-210	SRO- WASH CO UNION- UNIFORMS	237.84	1,000.00	0.00	700.62	299.38	70
10-4311-250	MAINTENANCE & REPAIR-VEHICLE	1,123.73	3,000.00	165.83	1,082.81	1,917.19	36
10-4311-260	SRO- WASH CO UNION-DEPARTMENTAL SUP	0.00	199.00	0.00	0.00	199.00	0
10-4311-270	SRO-WAS CO UNION-SERVICE AWARDS	50.00	0.00	0.00	0.00	0.00	0
10-4311-310	SRO- WASH CO UNION- TRAVEL	1,467.59	2,000.00	0.00	0.00	2,000.00	0
10-4311-315	TRAINING	0.00	500.00	0.00	0.00	500.00	0
	<b>4311 SRO - WASHINGTON COUNTY UNION:</b>	<b>68,831.11</b>	<b>75,326.00</b>	<b>6,270.37</b>	<b>52,745.28</b>	<b>22,580.72</b>	<b>70</b>
10-4313-000	SRO- CRESWELL:	0.00	0.00	0.00	0.00	0.00	0
10-4313-010	SRO- CRESWELL-S & W- REGULAR	0.00	41,410.00	0.00	0.00	41,410.00	0
10-4313-090	SRO- CRESWELL- FICA TAX EXPENSE	0.00	3,168.00	0.00	0.00	3,168.00	0





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10-4320-010	DETENTION CENTER- S & W - REGULAR	283,624.68	397,629.00	25,269.70	213,276.83	184,352.17	54
10-4320-030	SALARIES & WAGE - OVERTIME	110,404.63	80,500.00	12,476.45	83,117.53	2,617.53-	103
10-4320-031	DETENTION CENTER - S&W PARTTIME	53,139.47	31,000.00	2,556.32	20,502.25	10,497.75	66
10-4320-040	SALARIES & WAGES - LONGEVITY	2,907.15	3,252.00	0.00	3,251.27	0.73	100
10-4320-090	DETENTION CENTER- FICA TAX EXPENSE	33,520.83	39,191.00	3,018.25	23,954.05	15,236.95	61
10-4320-100	DETENTION CENTER- RETIREMENT	79,830.16	105,116.00	7,639.61	61,748.04	43,367.96	59
10-4320-101	DETENTION CENTER- 401(K) CONTRIB.	8,588.17	14,439.00	838.41	6,785.61	7,653.39	47
10-4320-130	DETENTION CENTER- UNEMPLOYMENT INS.	0.00	4,710.00	0.00	0.00	4,710.00	0
10-4320-140	DETENTION CENTER- WORKMAN'S COMP	27,493.00	34,685.00	0.00	29,616.00	5,069.00	85
10-4320-181	DETENTION CENTER- GROUP INS.	65,452.25	117,788.00	5,750.33	50,309.92	67,478.08	43
10-4320-185	TRAVEL	69.50	2,500.00	0.00	51.50	2,448.50	2
10-4320-190	DETENTION CENTER- TRAINING	3,405.02	5,000.00	85.85	2,835.15	2,164.85	57
10-4320-200	DETENTION CENTER- DEPARTMENTAL SUPP	15,300.80	18,000.00	2,562.96	15,772.58	2,227.42	88
10-4320-210	DETENTION CENTER- UNIFORMS	5,310.55	7,500.00	0.00	5,913.32	1,586.68	79
10-4320-244	CONTRACTED SERVICES-SOUTHERN HEALT	132,875.20	150,000.00	11,385.37	102,468.33	47,531.67	68
10-4320-247	DETENTION CENTER- FOOD & PROVISIONS	73,697.45	90,000.00	6,849.15	66,069.15	23,930.85	73
10-4320-270	SERVICE AWARDS	175.00	135.00	0.00	135.00	0.00	100
10-4320-290	SUPPLIES & MATERIALS-HYGIENE	2,352.70	3,500.00	0.00	489.59	3,010.41	14
10-4320-299	DETENTION CENTER- LAUNDRY & DRY CLEA	6,186.88	7,500.00	357.00	3,689.00	3,811.00	49
10-4320-320	DETENTION CENTER- COMMUNICATIONS	979.29	1,500.00	96.57	715.12	784.88	48
10-4320-330	POSTAGE	100.49	250.00	0.69	34.31	215.69	14
10-4320-350	DETENTION CENTER- MAINT & REPAIR- EQUI	978.53	1,300.00	0.00	1,212.06	87.94	93
10-4320-550	DETENTION CENTER- CAPITAL OUTLAY- EQU	0.00	20,000.00	0.00	0.00	20,000.00	0
10-4320-600	DETENTION CENTER- CONTRACTED SERVIC	90,492.63	109,200.00	2,145.26	17,086.56	92,113.44	16
10-4320-601	CONTRACTED SERVICES-OPTUM	3,021.84	4,000.00	0.00	3,204.00	796.00	80
10-4320-602	MAINTENANCE AGREEMENTS-SOUTHERN SC	3,815.00	3,900.00	0.00	3,891.00	9.00	100
10-4320-603	MAINTENANCE AGREEMENTS-TOP GUARD	99.00	100.00	0.00	0.00	100.00	0

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10-4320-605	CONTRACTED SERVICES-DETENTION CTR S	0.00	11,625.00	0.00	0.00	11,625.00	0
10-4320-900	GRANT-DHHS CORRECTIONS COVID19	4,628.42	0.00	0.00	0.00	0.00	0
	<b>4320 DETENTION CENTER:</b>	<b>1,008,448.64</b>	<b>1,264,320.00</b>	<b>81,031.92</b>	<b>716,128.17</b>	<b>548,191.83</b>	<b>57</b>
10-4330-000	EMERGENCY MANAGEMENT:	0.00	0.00	0.00	0.00	0.00	0
10-4330-010	EMERGENCY MGMT - S & W- REGULAR	56,961.00	57,019.00	4,870.42	38,844.52	18,174.48	68
10-4330-090	EMERGENCY MGMT - FICA TAX EXPENSE	3,616.01	4,362.00	310.68	2,476.34	1,885.66	57
10-4330-100	EMERGENCY MGMT - RETIREMENT	11,458.34	12,453.00	1,006.23	8,025.29	4,427.71	64
10-4330-101	EMERGENCY MGMT - 401(K) CONTRIB.	1,708.86	1,711.00	146.11	1,165.32	545.68	68
10-4330-130	EMERGENCY MGMT - UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0
10-4330-140	EMERGENCY MGMT - WORKMAN'S COMP	2,621.00	2,807.00	0.00	2,450.00	357.00	87
10-4330-180	EMERGENCY MGMT - GROUP INS.	8,183.22	9,140.00	723.60	5,788.32	3,351.68	63
10-4330-250	MAINTENANCE & REPAIR - VEHICLE	453.97	1,200.00	69.96	973.81	226.19	81
10-4330-260	EMERGENCY MGMT - DEPARTMENTAL SUPPI	1,992.67	3,200.00	376.95	2,168.44	1,031.56	68
10-4330-270	EMERGENCY MGMT - GENERATOR FUEL	0.00	2,400.00	0.00	0.00	2,400.00	0
10-4330-310	EMERGENCY MGMT - TRAVEL	3,051.51	3,000.00	273.92	1,604.85	1,395.15	54
10-4330-315	TRAINING	1,875.51	3,000.00	305.93	380.93	2,619.07	13
10-4330-320	EMERGENCY MGMT - COMMUNICATIONS	1,808.90	5,500.00	299.85	2,098.89	3,401.11	38
10-4330-330	POSTAGE	57.43	150.00	0.00	15.28	134.72	10
10-4330-350	EMERGENCY MGMT - MAINT. & REPAIR- EQUI	2,184.13	7,500.00	0.00	0.00	7,500.00	0
10-4330-370	EMERGENCY MGMT - PRINTING	208.09	400.00	0.00	225.77	174.23	56
10-4330-380	ADVERTISING	344.26	400.00	0.00	0.00	400.00	0
10-4330-390	EMERGENCY MGMT - DUES & SUBSCRIPTION	1,795.00	2,200.00	0.00	200.00	2,000.00	9
10-4330-400	EM DONATIONS-EMERGENCY RESPONSE BA	0.00	1,442.00	0.00	0.00	1,442.00	0
10-4330-401	DONATIONS - EMERGENCY MANAGEMENT	0.00	878.00	0.00	0.00	878.00	0
10-4330-540	EMERGENCY MGMT - CAPITAL OUTLAY- VEHI	60,702.21	17,800.00	0.00	0.00	17,800.00	0
10-4330-600	EMERGENCY MGMT - CONTRACTED SERVI	2,950.00	8,500.00	0.00	6,000.00	2,500.00	71

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10-4330-693	RAP LEPC TIER II GRANT	0.00	4,000.00	0.00	0.00	4,000.00	0
10-4330-703	WEYERHAEUSER GIVING GRANT	1,964.94	0.00	0.00	0.00	0.00	0
10-4330-707	GRANT-EM CAPACITY BLDG COMPETITIVE G	47,690.00	94,600.00	11,699.07	23,740.84	70,859.16	25
10-4330-995	MAINTENANCE AGREEMENTS - HYPER REAC	1,945.00	14,600.00	0.00	14,600.00	0.00	100
	<b>4330 EMERGENCY MANAGEMENT:</b>	<b>213,572.05</b>	<b>258,576.00</b>	<b>20,082.72</b>	<b>110,758.60</b>	<b>147,817.40</b>	<b>43</b>
10-4340-000	FIRE PROTECTION:	0.00	0.00	0.00	0.00	0.00	0
10-4340-991	PLYMOUTH VFD-OPERATIONAL	129,259.00	129,476.00	10,789.67	86,317.36	43,158.64	67
10-4340-992	ROPER VFD-OPERATIONAL	81,727.00	81,864.00	6,822.00	54,576.00	27,288.00	67
10-4340-993	CRESWELL VFD-OPERATIONAL	51,685.00	51,772.00	4,314.33	34,514.64	17,257.36	67
10-4340-994	MCVFD-OPERATIONAL	58,309.00	58,406.00	4,867.17	38,937.36	19,468.64	67
10-4340-995	LAKE PHELPS VFD-OPERATIONAL	46,034.00	46,111.00	3,842.58	30,740.64	15,370.36	67
10-4340-996	PUNGO VFD-OPERATIONAL	23,750.00	23,789.00	1,982.42	15,859.36	7,929.64	67
10-4340-997	PINETOWN/LONG ACRE VFD	8,188.00	8,202.00	683.50	5,468.00	2,734.00	67
10-4340-999	ADDITIONAL 5TH CENT RESERVES	0.00	99,905.00	0.00	18,350.70	81,554.30	18
	<b>4340 FIRE PROTECTION:</b>	<b>398,952.00</b>	<b>499,525.00</b>	<b>33,301.67</b>	<b>284,764.06</b>	<b>214,760.94</b>	<b>57</b>
10-4345-000	FORESTRY:	0.00	0.00	0.00	0.00	0.00	0
10-4345-991	FORESTRY MATCH (35%)	82,022.96	129,156.00	7,832.31	49,661.08	79,494.92	38
10-4350-000	INSPECTIONS & PLANNING:	0.00	0.00	0.00	0.00	0.00	0
10-4350-121	SALARIES & WAGES-REGULAR	102,628.59	104,602.00	9,014.84	70,466.16	34,135.84	67
10-4350-127	SALARIES & WAGES-LONGEVITY	725.12	744.00	0.00	743.24	0.76	100
10-4350-181	FICA TAX	6,499.45	8,057.00	572.23	4,508.18	3,548.82	56
10-4350-182	RETIREMENT	20,790.33	23,003.00	1,862.46	14,711.89	8,291.11	64
10-4350-183	GROUP INSURANCE	18,249.61	20,228.00	1,604.13	12,832.08	7,395.92	63
10-4350-184	401(K) CONTRIBUTIONS	3,078.83	3,160.00	270.44	2,113.96	1,046.04	67

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10-4350-185	UNEMPLOYMENT INSURANCE	0.00	628.00	0.00	0.00	628.00	0
10-4350-186	WORKMAN'S COMP	4,228.00	5,069.00	0.00	3,582.00	1,487.00	71
10-4350-260	DEPARTMENTAL SUPPLIES	2,419.30	4,000.00	75.57	677.82	3,322.18	17
10-4350-311	TRAVEL	844.43	1,000.00	66.30	588.53	411.47	59
10-4350-320	COMMUNICATIONS	1,243.53	1,500.00	92.34	646.32	853.68	43
10-4350-330	INSPECTIONS - POSTAGE	10.99	250.00	0.00	0.00	250.00	0
10-4350-341	PRINTING	234.29	500.00	0.00	0.00	500.00	0
10-4350-352	MAINT & REPAIR-EQUIPMENT	0.00	500.00	0.00	0.00	500.00	0
10-4350-353	MAINT & REPAIR-VEHICLE	132.11	1,000.00	0.00	426.10	573.90	43
10-4350-370	ADVERTISING	469.00	500.00	0.00	476.00	24.00	95
10-4350-395	TRAINING	2,125.00	2,500.00	0.00	0.00	2,500.00	0
10-4350-491	DUES & SUBSCRIPTIONS	370.00	500.00	60.00	60.00	440.00	12
10-4350-500	DECOMMISSIONING BOND-SOLAR FARMS	0.00	50,000.00	0.00	0.00	50,000.00	0
10-4350-600	CONTRACTED SERV-ABANDONED PROPERT	0.00	10,000.00	0.00	0.00	10,000.00	0
10-4350-602	CONTRACTED SERVICES-LEGAL	0.00	10,000.00	0.00	0.00	10,000.00	0
	<b>4350 INSPECTIONS &amp; PLANNING:</b>	<b>164,048.58</b>	<b>247,741.00</b>	<b>13,618.31</b>	<b>111,832.28</b>	<b>135,908.72</b>	<b>45</b>
10-4915-000	GEOGRAPHIC INFORMATION SYSTEMS:	0.00	0.00	0.00	0.00	0.00	0
10-4915-181	GIS-PROFESSIONAL SERVICES	9,240.00	0.00	0.00	0.00	0.00	0
10-5110-000	DISTRICT HEALTH	0.00	0.00	0.00	0.00	0.00	0
10-5110-991	MTW HEALTH DEPARTMENT	219,281.00	251,494.00	20,957.83	167,662.64	83,831.36	67
10-5110-993	2ND DIST DRUG COURT COORDINATOR POS	83,715.52	90,994.00	20,376.85	47,481.54	43,512.46	52
	<b>5110 DISTRICT HEALTH</b>	<b>302,996.52</b>	<b>342,488.00</b>	<b>41,334.68</b>	<b>215,144.18</b>	<b>127,343.82</b>	<b>63</b>
10-5150-000	SENIOR CITIZENS CENTER:	0.00	0.00	0.00	0.00	0.00	0
10-5150-010	SENIOR CITIZENS CENT- S & W- REGULAR	99,241.92	97,827.00	8,665.33	67,604.18	30,222.82	69

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10-5150-040	SALARIES & WAGES-LONGEVITY	1,103.89	1,065.00	0.00	1,064.24	0.76	100
10-5150-090	SENIOR CITIZENS CENT- FICA TAX EXPENSE	7,208.62	7,562.00	618.77	4,900.26	2,661.74	65
10-5150-100	SENIOR CITIZENS CENT- RETIREMENT	20,228.91	21,588.00	1,790.25	14,186.91	7,401.09	66
10-5150-101	SENIOR CITIZENS CENT- 401(K) CONTRIB.	2,979.06	2,965.00	259.97	2,028.15	936.85	68
10-5150-130	SENIOR CITIZENS CTR- WORKMAN'S COMP	1,431.00	1,392.00	0.00	1,392.00	0.00	100
10-5150-131	SENIOR CENTER- UNEMPLOYMENT INS.	0.00	874.00	0.00	0.00	874.00	0
10-5150-180	SENIOR CITIZENS CENT- GROUP INS.	24,680.39	27,179.00	2,155.55	17,243.00	9,936.00	63
10-5150-247	APPROPRIATION-ALBEMARLE NUTRITION	47,807.00	47,807.00	0.00	35,855.25	11,951.75	75
10-5150-250	SEN CENTER-MAINTENANCE & REPAIR-VEHI	0.00	2,000.00	638.10	1,253.79	746.21	63
10-5150-257	DEPARTMENT SUPPLIES-CRAFTS/CERAMICS	4,340.11	4,000.00	338.74	2,809.51	1,190.49	70
10-5150-260	DEPARTMENTAL SUPPLIES	4,939.36	5,500.00	1,249.72	3,767.88	1,732.12	69
10-5150-270	SERVICE AWARDS	0.00	75.00	0.00	75.00	0.00	100
10-5150-280	POSTAGE	14.63	250.00	2.09	13.05	236.95	5
10-5150-310	SENIOR CITIZENS CTR- TRAVEL	1,542.40	5,000.00	429.78	1,390.44	3,609.56	28
10-5150-315	TRAINING	2,980.79	6,000.00	140.00	275.00	5,725.00	5
10-5150-320	SENIOR CITIZENS CENT- COMMUNICATIONS	1,851.95	4,000.00	382.89	2,480.79	1,519.21	62
10-5150-330	UTILITIES-GAS	5,306.20	8,000.00	2,650.30	4,374.60	3,625.40	55
10-5150-350	SENIOR CENTER- MAINT & REPAIR- BUILDING	881.20	1,500.00	0.00	491.88	1,008.12	33
10-5150-351	SENIOR CENTER- MAINT & REPAIR - EQUIP	0.00	1,000.00	0.00	0.00	1,000.00	0
10-5150-370	TRAVEL-SENIOR GAMES	300.00	300.00	0.00	300.00	0.00	100
10-5150-380	SENIOR CENTER TRIPS	6,046.60	8,839.00	0.00	7,419.55	1,419.45	84
10-5150-390	SENIOR CENTER-DUES & SUBSCRIPTIONS	1,579.93	1,270.00	12.00	554.74	715.26	44
10-5150-550	CAPITAL OUTLAY-EQUIPMENT	0.00	3,500.00	79.99	2,449.52	1,050.48	70
10-5150-600	SENIOR CITIZENS CTR- CONTRACTED SERVI	3,633.00	5,000.00	117.00	1,875.00	3,125.00	38
10-5150-601	CONTRACTED SERVICES - SCHEDULING SYE	900.00	900.00	0.00	0.00	900.00	0
10-5150-650	SENIOR CENTER DONATIONS	4,808.02	2,905.34	230.94	1,940.48	964.86	67
10-5150-698	NCDIT DIGITAL CHAMPION GRANT	0.00	9,600.00	1,704.20	1,704.20	7,895.80	18

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	<b>5150 SENIOR CITIZENS CENTER:</b>	<b>243,804.98</b>	<b>277,898.34</b>	<b>20,606.06</b>	<b>177,449.42</b>	<b>100,448.92</b>	<b>64</b>
10-5155-000	VETERAN SERVICE:	0.00	0.00	0.00	0.00	0.00	0
10-5155-320	VETERAN SERVICE OFFC- COMMUNICATION	80.43	0.00	0.00	0.00	0.00	0
10-5310-000	SOCIAL SERVICES- ADMINISTRATION:	0.00	0.00	0.00	0.00	0.00	0
10-5310-010	SALARIES & WAGES-BOARD	1,187.50	1,195.00	75.00	675.00	520.00	56
10-5310-011	SS ADMIN.- S & W- REGULAR	2,043,674.76	2,079,321.00	172,777.95	1,334,124.24	745,196.76	64
10-5310-013	SALARIES & WAGES-LONGEVITY	19,948.12	18,473.00	0.00	18,198.71	274.29	99
10-5310-030	LEGAL - IV-D	7,464.97	0.00	0.00	0.00	0.00	0
10-5310-031	CHILD SUPPORT CONTRACT	134,477.00	277,492.00	23,124.33	161,870.31	115,621.69	58
10-5310-090	SS ADMIN.- FICA TAX	151,193.43	163,809.00	12,752.22	99,590.98	64,218.02	61
10-5310-100	SS ADMIN.- RETIREMENT	414,896.42	467,331.00	35,695.91	279,389.76	187,941.24	60
10-5310-101	SS ADMIN.- 401(K) CONTRIB.	58,945.22	64,194.00	5,090.35	39,090.14	25,103.86	61
10-5310-130	HUMAN SERVICES- UNEMPLOYMENT INS.	0.00	17,270.00	0.00	0.00	17,270.00	0
10-5310-140	SS ADMIN.- WORKMAN'S COMP	48,461.00	54,364.00	0.00	42,774.00	11,590.00	79
10-5310-180	LEGAL-PROTECTIVE SERVICES	24,574.04	50,000.00	3,990.00	19,452.50	30,547.50	39
10-5310-181	SS ADMIN.- GROUP INS.	388,318.50	459,344.00	32,695.19	261,640.76	197,703.24	57
10-5310-250	MAINT & REPAIR - VEHICLE	8,867.04	14,000.00	1,077.20	12,428.85	1,571.15	89
10-5310-257	SS ADMIN.- COUNTY GENERAL ASSISTANCE	11,442.07	10,000.00	1,772.87	9,727.48	272.52	97
10-5310-258	DSS COMMUNITY DONATIONS-CHRISTMAS	1,595.00	3,640.00	0.00	2,051.24	1,588.76	56
10-5310-259	DSS COMMUNITY DONATIONS-FOSTER CHIL	490.34	321.00	0.00	192.37	128.63	60
10-5310-260	DEPARTMENTAL SUPPLIES	44,572.73	37,000.00	2,038.02	36,808.08	191.92	99
10-5310-268	FOOD STAMPS DIRECT CHARGE	4,392.59	5,000.00	0.00	2,423.71	2,576.29	48
10-5310-270	SERVICE AWARDS	600.00	450.00	0.00	450.00	0.00	100
10-5310-310	TRAVEL	9,889.67	5,000.00	28.92	961.88	4,038.12	19
10-5310-311	SS ADMIN - VEHICLE FUEL	10,409.61	9,000.00	320.94	4,347.46	4,652.54	48

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10-5310-315	TRAINING	18,197.55	30,000.00	408.01	16,495.79	13,504.21	55
10-5310-320	SS ADMIN.- COMMUNICATIONS	20,687.95	20,000.00	1,141.32	13,020.90	6,979.10	65
10-5310-330	UTILITITES	27,899.23	30,000.00	1,877.71	14,530.27	15,469.73	48
10-5310-340	SS ADMIN.- POSTAGE	7,462.44	8,500.00	1,012.51	5,396.83	3,103.17	63
10-5310-350	SS ADMIN.- MAINT AND REPAIR- BLDG.	25,799.73	17,000.00	361.36	13,759.64	3,240.36	81
10-5310-351	SS ADMIN.- REPAIR AND MAINT- EQUIP.	8,284.34	6,000.00	326.59	4,928.06	1,071.94	82
10-5310-370	SS ADMIN.- ADVERTISING	1,157.02	1,500.00	24.50	119.00	1,381.00	8
10-5310-390	SS ADMIN.- DUES AND SUBSCRIPTION	14,549.62	15,000.00	382.87	7,180.85	7,819.15	48
10-5310-550	SOCIAL SERVICES- CAPITAL OUTLAY- EQUIPM	214,122.18	38,108.00	0.00	38,107.66	0.34	100
10-5310-600	SOCIAL SERVICES- CONTRACTED SERVICES	186,572.62	227,620.00	24,830.91	190,020.72	37,599.28	83
10-5310-601	MAINT AGREEMENTS-NC CORRELS	1,217.00	1,300.00	0.00	0.00	1,300.00	0
10-5310-602	MAINT AGREEMENTS-INFO INC.	4,909.20	5,110.00	0.00	3,829.14	1,280.86	75
10-5310-605	SS ADMIN - SECURITY CONTRACT	2,716.00	7,500.00	0.00	290.00	7,210.00	4
10-5310-610	SS ADMIN.- VENDOR FEES	776.50	8,000.00	75.00	1,017.00	6,983.00	13
10-5310-611	SS FAMILY REUNIFICATION (PSYCH EVALS)	10,789.50	17,500.00	0.00	3,937.50	13,562.50	22
	<b>5310 SOCIAL SERVICES- ADMINISTRATION:</b>	<b>3,930,540.89</b>	<b>4,170,342.00</b>	<b>321,879.68</b>	<b>2,638,830.83</b>	<b>1,531,511.17</b>	<b>63</b>
10-5380-000	SOCIAL SERVICES-ECONOMIC SUPPORT:	0.00	0.00	0.00	0.00	0.00	0
10-5380-011	IN-HOME SERVICES (100%)	88,179.33	81,922.00	5,695.00	58,890.00	23,032.00	72
10-5380-030	SS ECONOMIC SUPPORT- CRISIS INTERVEN'	5,544.66	10,000.00	0.00	336.94	9,663.06	3
10-5380-190	WF EMPLOYMENT SERVICES	3,764.89	10,000.00	0.00	59.33	9,940.67	1
10-5380-370	TANF-EMERGENCY ASSISTANCE	31,339.90	30,000.00	0.00	30,000.00	0.00	100
10-5380-375	DSS COMMUNITY DONATIONS-EMERGENCY	269.57	246.00	0.00	195.61	50.39	80
10-5380-376	TITLE IV-FOSTER CARE	179,996.99	164,125.00	20,236.00	133,020.06	31,104.94	81
10-5380-377	STATE FOSTER HOME CARE	58,207.96	75,000.00	4,785.00	70,495.51	4,504.49	94
10-5380-379	SS ECONOMIC SUPPORT- SPECIAL ASSISTAN	81,487.50	85,000.00	4,355.00	43,592.90	41,407.10	51
10-5380-381	TITLE IV-E ADOPTION	20,830.42	24,510.00	1,077.57	10,843.77	13,666.23	44

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10-5380-383	SPECIAL LINKS (100%)	433.25	5,000.00	0.00	1,681.93	3,318.07	34
10-5380-384	CHILD CARE (MOE-PART OF &65K MIN)	8,531.64	15,000.00	2,269.78	10,300.57	4,699.43	69
10-5380-403	SS ECONOMIC SUPPORT- BLIND COMMISSIC	2,134.34	2,500.00	0.00	2,295.23	204.77	92
10-5380-404	SS ECONOMIC SUPP-CIP/LIEAP SUPPLEMEN	13,806.72	0.00	0.00	0.00	0.00	0
10-5380-405	LIHWAP-LOW INCOME HOUSEHLD WATER AS	14,423.99	0.00	0.00	0.00	0.00	0
10-5380-406	LIEAP PAYMENTS	19,766.55	25,000.00	0.00	4,000.00	21,000.00	16
10-5380-407	ADOPTION PROMOTIONS	2,647.82	69,998.00	1,156.20	3,409.17	66,588.83	5
10-5380-408	SS ECON SUPPORT - MEDICAID PAYBACKS	0.00	10,000.00	0.00	0.00	10,000.00	0
10-5380-409	SS ECON SUPPORT - STATE PROGRAM RETL	7,160.00	9,892.00	0.00	0.00	9,892.00	0
10-5380-410	GENERAL ASSISTANCE-FOSTER CARE CHIL	3,221.17	5,000.00	30.51	1,302.17	3,697.83	26
	<b>5380 SOCIAL SERVICES-ECONOMIC SUPPOR</b>	<b>541,746.70</b>	<b>623,193.00</b>	<b>39,605.06</b>	<b>370,423.19</b>	<b>252,769.81</b>	<b>59</b>
10-5400-000	SOCIAL SERVICES TRANSPORTATION:	0.00	0.00	0.00	0.00	0.00	0
10-5400-200	DOT GRANT - OFFICE SUPPLIES (85% REIMB	2,707.83	6,500.00	0.00	1,073.26	5,426.74	17
10-5400-202	DOT GRANT-CLEANING/OTHER SUPPLIES (85	6,370.98	6,000.00	359.07	3,372.46	2,627.54	56
10-5400-250	MAINT & REPAIR-VEHICLE	24,037.97	35,000.00	3,604.76	13,441.25	21,558.75	38
10-5400-260	- TRANSIT ADVERTISING	4,087.09	5,000.00	0.00	4,186.21	813.79	84
10-5400-310	SS TRANSPORTATION- WF TRANSPORTATIO	4,595.10	5,000.00	0.00	3,523.41	1,476.59	70
10-5400-311	RIVERLIGHT TRANSIT VEHICLE FUEL	33,785.54	37,500.00	1,567.23	12,952.72	24,547.28	35
10-5400-315	DOT GRANT - TRAVEL/TRAINING (85% REIMB	1,072.00	4,500.00	232.00	895.66	3,604.34	20
10-5400-320	SS TRANSPORTATION- COMMUNICATIONS	7,429.86	8,500.00	670.54	5,183.10	3,316.90	61
10-5400-347	GRANT-RDC TRANSPORTATION	4,993.20	6,000.00	0.00	2,242.00	3,758.00	37
10-5400-372	VOLUNTEER TRANSPORATION-MEDICAID	25,097.61	35,000.00	1,738.75	10,925.05	24,074.95	31
10-5400-390	DOT-DUES AND SUBSCRIPTIONS (85% REIME	920.00	750.00	0.00	484.00	266.00	65
10-5400-540	CAPITAL OUTLAY-VAN REPLACEMENT	249,232.24	0.00	0.00	0.00	0.00	0
10-5400-600	SS TRANSPORTATION- WORK FIRST DOT	3,962.00	5,133.00	0.00	3,694.90	1,438.10	72
10-5400-601	MAINT AGREEMENTS-CTS SOFTWARE	11,226.00	11,800.00	963.58	7,708.64	4,091.36	65



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10-5400-602	CONTRACTED LABOR - RIVERLIGHT	3,533.63	10,000.00	465.75	3,668.63	6,331.37	37
10-5400-603	DRUG TEST CONTRACT-SAFETY WORKS	577.00	1,000.00	67.00	188.00	812.00	19
10-5400-610	SENIOR CENTER TRANSPORTATION	425.20	6,000.00	572.93	572.93	5,427.07	10
	<b>5400 SOCIAL SERVICES TRANSPORTATION:</b>	<b>384,053.25</b>	<b>183,683.00</b>	<b>10,241.61</b>	<b>74,112.22</b>	<b>109,570.78</b>	<b>40</b>
10-5830-000	JUVENILE SERVICE:	0.00	0.00	0.00	0.00	0.00	0
10-5830-200	JCPC-WASHINGTON COUNTY YOUTH	9,001.17	9,650.00	187.94	388.55	9,261.45	4
10-5830-250	JCPC - CBA	3,685.51	10,910.00	228.68	373.24	10,536.76	3
10-5830-299	JCPC - ROANOKE AREA YOUTH	57,977.57	76,183.00	5,457.93	35,808.57	40,374.43	47
	<b>5830 JUVENILE SERVICE:</b>	<b>70,664.25</b>	<b>96,743.00</b>	<b>5,874.55</b>	<b>36,570.36</b>	<b>60,172.64</b>	<b>38</b>
10-5910-000	EDUCATION-SCHOOLS/COMMUNITY COLLEG	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	1,156,666.64	578,333.36	67
10-5911-000	COMMUNICATIONS:	0.00	0.00	0.00	0.00	0.00	0
10-5911-010	COMMUNICATIONS-S & W- REGULAR	180,210.55	233,426.00	22,314.40	172,644.12	60,781.88	74
10-5911-030	SALARIES & WAGES-OVERTIME	68,065.73	65,000.00	7,139.19	59,030.70	5,969.30	91
10-5911-031	SALARIES & WAGES-PARTTIME	45,859.93	50,000.00	2,523.60	11,286.10	38,713.90	23
10-5911-040	SALARIES & WAGES-LONGEVITY	323.60	0.00	0.00	0.00	0.00	0
10-5911-090	COMMUNICATIONS- FICA TAX	22,027.56	26,655.00	2,378.38	18,145.72	8,509.28	68
10-5911-100	COMMUNICATIONS- RETIREMENT	51,124.65	65,176.00	6,156.86	48,878.85	16,297.15	75
10-5911-130	COMMUNICATIONS- 401(K) CONTRIB.	4,469.59	8,953.00	534.15	4,272.43	4,680.57	48
10-5911-131	COMMUNICATIONS - UNEMPLOYMENT	0.00	2,826.00	0.00	0.00	2,826.00	0
10-5911-140	COMMUNICATIONS- WORKERS' COMP	1,769.00	2,122.00	0.00	1,788.00	334.00	84
10-5911-180	COMMUNICATIONS- GROUP INS.	36,912.64	72,386.00	5,037.95	38,164.41	34,221.59	53
10-5911-210	UNIFORMS	0.00	1,500.00	0.00	0.00	1,500.00	0
10-5911-260	DEPARTMENTAL SUPPLIES	2,328.16	4,999.00	78.32	1,201.47	3,797.53	24

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10-5911-310	TRAVEL	470.24	1,000.00	0.00	32.95	967.05	3
10-5911-315	TRAINING	405.02	4,000.00	0.00	0.00	4,000.00	0
10-5911-320	COMMUNICATIONS	14,141.16	16,000.00	57.85	1,297.75	14,702.25	8
10-5911-330	POSTAGE	10.31	100.00	0.00	11.15	88.85	11
10-5911-412	MAINT AGREEMENTS-DCI/OMINIX	1,500.00	1,500.00	0.00	1,500.00	0.00	100
10-5911-413	MAINT AGREEMENTS-SOUTHERN SOFTWARE	2,208.00	2,252.00	0.00	2,252.00	0.00	100
10-5911-415	MAINTENANCE AGREEMENT - MOTOROLA	14,550.20	15,317.00	0.00	15,277.71	39.29	100
10-5911-610	GRANT-NCDIT WASHINGTON CO RADIO UPG	0.00	100,462.00	0.00	86,365.23	14,096.77	86
	<b>5911 COMMUNICATIONS:</b>	<b>446,376.34</b>	<b>673,674.00</b>	<b>46,220.70</b>	<b>462,148.59</b>	<b>211,525.41</b>	<b>69</b>
10-5940-000	REHABILITATION:	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	13,500.00	13,500.00	50
10-5940-992	TRILLIUM-ABC BOTTLE TAX	3,000.00	3,000.00	0.00	1,500.00	1,500.00	50
10-5940-993	ALBEMARLE TIDELAND RET OPEB	13,239.97	13,240.00	0.00	13,239.97	0.03	100
	<b>5940 REHABILITATION:</b>	<b>43,239.97</b>	<b>43,240.00</b>	<b>0.00</b>	<b>28,239.97</b>	<b>15,000.03</b>	<b>65</b>
10-6000-000	MEDICAL EXAMINER:	0.00	0.00	0.00	0.00	0.00	0
10-6000-180	CONTRACT-MEDICAL EXAMINER	12,100.00	15,000.00	400.00	3,150.00	11,850.00	21
10-6050-000	COOPERATIVE EXT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
10-6050-010	COOPERATIVE EXT SERV- S & W - REGULAR	97,087.40	97,000.00	8,092.90	53,084.08	43,915.92	55
10-6050-090	COOPERATIVE EXT SERV- FICA TAX EXPENS	7,146.30	7,420.00	597.75	3,884.03	3,535.97	52
10-6050-100	COOPERATIVE EXT SERV- RETIREMENT	24,289.46	26,190.00	1,945.54	12,761.45	13,428.55	49
10-6050-130	COOPERATIVE EXT SERV- UNEMPLOYMENT	0.00	970.00	0.00	0.00	970.00	0
10-6050-140	COOPERATIVE EXT SERV- WORKMAN'S COM	0.00	114.00	0.00	0.00	114.00	0
10-6050-180	COOPERATIVE EXT SERV- GROUP INS.	13,789.68	17,010.00	1,229.83	7,901.06	9,108.94	46
10-6050-260	DEPARTMENTAL SUPPLIES	1,666.49	1,800.00	270.67	1,107.27	692.73	62

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10-6050-310	TRAVEL	0.00	1,200.00	0.00	0.00	1,200.00	0
10-6050-320	COOPERATIVE EXT SERV- COMMUNICATION:	1,202.62	1,500.00	118.44	796.80	703.20	53
10-6050-340	COOPERATIVE EXT SERV- POSTAGE	150.00	150.00	0.00	0.00	150.00	0
10-6050-350	MAINT & REPAIR-EQUIPMENT	0.00	300.00	75.90	135.28	164.72	45
10-6050-390	DUES & SUBSCRIPTIONS	791.36	1,020.00	110.00	651.40	368.60	64
10-6050-410	LEASE-EQUIPMENT	2,125.00	2,125.00	2,124.99	2,124.99	0.01	100
10-6050-998	MIPPA GRANT-MEDICAID IMPROVEMENT FOF	3,189.00	2,362.00	0.00	0.00	2,362.00	0
10-6050-999	GRANT - SHIP	7,817.48	3,632.00	400.00	3,620.76	11.24	100
	<b>6050 COOPERATIVE EXT SERVICE:</b>	<b>159,254.79</b>	<b>162,793.00</b>	<b>14,966.02</b>	<b>86,067.12</b>	<b>76,725.88</b>	<b>53</b>
10-6060-000	SOIL & WATER:	0.00	0.00	0.00	0.00	0.00	0
10-6060-030	SALARIES & WAGES-REGULAR	31,999.42	32,439.00	2,898.50	22,594.68	9,844.32	70
10-6060-031	SALARIES & WAGES-PART TIME	1,186.39	0.00	0.00	0.00	0.00	0
10-6060-090	SOIL & WATER- FICA TAX	2,538.80	2,482.00	218.39	1,711.77	770.23	69
10-6060-100	SOIL & WATER- RETIREMENT	6,437.03	7,085.00	598.83	4,668.04	2,416.96	66
10-6060-101	SOIL AND WATER- 401(K) CONTRIB.	959.98	973.00	86.96	677.85	295.15	70
10-6060-130	SOIL & WATER- UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0
10-6060-140	SOIL & WATER- WORKMAN'S COMP	1,054.00	1,295.00	0.00	1,090.00	205.00	84
10-6060-180	SOIL & WATER CONSERV- GROUP INS.	8,129.22	9,059.00	719.10	5,752.32	3,306.68	64
10-6060-200	SOIL & WATER- DEPTAL SUPPLIES	1,145.82	2,749.00	0.00	482.99	2,266.01	18
10-6060-310	SOIL & WATER- TRAVEL	1,868.18	2,000.00	63.99	864.59	1,135.41	43
10-6060-315	TRAINING	754.99	1,900.00	0.00	563.52	1,336.48	30
10-6060-320	SOIL & WATER- COMMUNICATIONS	1,963.90	2,000.00	173.85	1,406.19	593.81	70
10-6060-330	SOIL & WATER - POSTAGE	10.00	250.00	0.00	0.00	250.00	0
10-6060-350	MAINT & REPAIR - EQUIPMENT	798.63	1,000.00	0.00	499.43	500.57	50
10-6060-380	SOIL & WATER - ADVERTISING	0.00	100.00	0.00	0.00	100.00	0
10-6060-390	DUES & SUBSCRIPTIONS	99.99	300.00	19.99	166.96	133.04	56

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	<b>6060 SOIL &amp; WATER:</b>	<b>58,946.35</b>	<b>63,946.00</b>	<b>4,779.61</b>	<b>40,478.34</b>	<b>23,467.66</b>	<b>63</b>
10-6110-000	CULTURAL/LIBRARY:	0.00	0.00	0.00	0.00	0.00	0
10-6110-991	REGIONAL LIBRARY	205,000.00	216,500.00	18,041.67	144,333.36	72,166.64	67
10-6120-000	RECREATION:	0.00	0.00	0.00	0.00	0.00	0
10-6120-010	RECREATION-S & W- REGULAR	46,321.83	46,949.00	4,322.67	33,595.67	13,353.33	72
10-6120-030	SALARIES & WAGES-PARTTIME	15,324.12	18,000.00	1,876.25	10,728.25	7,271.75	60
10-6120-040	SALARIES & WAGES-LONGEVITY	1,159.23	1,519.00	0.00	1,518.21	0.79	100
10-6120-090	RECREATION- FICA TAX EXPENSE	4,595.54	5,320.00	456.79	3,367.47	1,952.53	63
10-6120-100	RECREATION- RETIREMENT	9,550.59	10,557.00	893.06	7,254.50	3,302.50	69
10-6120-101	RECREATION- 401(K) CONTRIB.	1,389.62	1,450.00	129.68	1,007.88	442.12	70
10-6120-130	RECREATION- UNEMPLOYMENT INS.	0.00	628.00	0.00	0.00	628.00	0
10-6120-140	RECREATION- WORKMAN'S COMP	2,816.00	3,842.00	0.00	2,888.00	954.00	75
10-6120-180	RECREATION- GROUP INS.	8,113.47	9,107.00	716.85	5,734.32	3,372.68	63
10-6120-200	SUPPLIES & MATERIALS	4,677.88	6,000.00	79.45	2,591.19	3,408.81	43
10-6120-250	SUPPLIES - VEHICLES	3,002.23	5,000.00	39.63	967.68	4,032.32	19
10-6120-260	OFFICE SUPPLIES	7,256.80	3,000.00	0.00	1,320.93	1,679.07	44
10-6120-270	SPORTS EQUIPMENT	8,567.81	9,000.00	1,615.91	4,501.25	4,498.75	50
10-6120-271	RECREATION-SERVICE AWARDS	0.00	175.00	0.00	175.00	0.00	100
10-6120-310	TRAVEL	3,854.66	5,000.00	0.00	0.00	5,000.00	0
10-6120-315	TRAINING	0.00	750.00	0.00	0.00	750.00	0
10-6120-320	RECREATION- COMMUNICATIONS	3,820.32	4,000.00	315.60	2,265.31	1,734.69	57
10-6120-325	POSTAGE	0.00	260.00	0.00	160.35	99.65	62
10-6120-330	RECREATION- COUNTY RECREATION- UTILIT	17,780.94	20,000.00	3,421.43	10,996.22	9,003.78	55
10-6120-350	MAINT & REPAIR - BUILDINGS	13,517.12	19,840.00	21.05	7,294.68	12,545.32	37
10-6120-355	MAINT & REPAIR - VEHICLE	3,497.69	5,000.00	439.25	1,234.30	3,765.70	25

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10-6120-390	DEPARTMENTAL SUPPLIES - AWARDS	1,776.61	2,000.00	0.00	0.00	2,000.00	0
10-6120-450	INSURANCE AND BONDS	2,202.00	2,203.00	0.00	2,202.00	1.00	100
10-6120-491	DUES & SUBSCRIPTIONS-TOURNAMENT FEE	1,250.00	2,000.00	125.00	770.00	1,230.00	38
10-6120-550	CAPITAL OUTLAY - EQUIPMENT	18,553.20	15,000.00	0.00	0.00	15,000.00	0
10-6120-553	MAINTENANCE/EQUIPMENT - SKINNERS	0.00	4,000.00	0.00	0.00	4,000.00	0
10-6120-610	CONTRACTED SERVICES-LEAD/ASST/OFFICI	6,550.00	7,500.00	1,250.00	5,375.00	2,125.00	72
10-6120-650	RECREATION-DONATIONS	3,791.98	4,081.00	0.00	218.82	3,862.18	5
10-6120-693	NCDEQ GRANT-RECREATION-VOLKSWAGON	110,098.00	0.00	0.00	0.00	0.00	0
	<b>6120 RECREATION:</b>	<b>299,467.64</b>	<b>212,181.00</b>	<b>15,702.62</b>	<b>106,167.03</b>	<b>106,013.97</b>	<b>50</b>
10-6180-000	COMMUNITY ALTERNATIVE:	0.00	0.00	0.00	0.00	0.00	0
10-6180-600	CONTRACTED SERVICES - IN HOME (100%)	2,884.56	5,000.00	282.80	1,583.68	3,416.32	32
10-8300-000	CENTRAL SERVICES:	0.00	0.00	0.00	0.00	0.00	0
10-8300-120	ADDITIONAL SALARY/BENEFIT EXP-COMP ST	0.00	258,204.00	0.00	0.00	258,204.00	0
10-8300-130	ADDITIONAL UNEMPLOYMENT INSURANCE	0.00	3,000.00	0.00	0.00	3,000.00	0
10-8300-140	COPIER MAINTENANCE AGREEMENT	3,385.62	6,000.00	267.31	1,838.36	4,161.64	31
10-8300-321	CENTRAL SERVICES-COMMUNICATIONS-TEL	4,398.78	31,000.00	792.73	18,675.67	12,324.33	60
10-8300-391	CENTRAL SERVICES-SOFTWARE LICENSES	19,397.22	20,980.00	84.70	4,520.40	16,459.60	22
10-8300-451	INSURANCE-PROPERTY & LIABILITY	298,929.00	361,850.00	0.00	358,332.00	3,518.00	99
10-8300-452	INSURANCE-TRANSPORTATION (15 PASSENG	12,500.00	15,000.00	0.00	15,000.00	0.00	100
10-8300-491	APPROP-ALBEMARLE COMMISSION	9,583.83	13,073.00	8,290.05	10,060.70	3,012.30	77
	<b>8300 CENTRAL SERVICES:</b>	<b>348,194.45</b>	<b>709,107.00</b>	<b>9,434.79</b>	<b>408,427.13</b>	<b>300,679.87</b>	<b>58</b>
10-9800-000	TRANSFERS:	0.00	0.00	0.00	0.00	0.00	0
10-9800-033	TRANSFER TO SANITATION	100,000.00	50,000.00	0.00	50,000.00	0.00	100
10-9800-039	TRANSFER TO AIRPORT FUND	99,738.00	99,905.00	0.00	99,905.00	0.00	100

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10-9800-040	TRANSFER TO WCH PENSION FUND	450,000.00	450,000.00	0.00	450,000.00	0.00	100
10-9800-058	TRANSFER TO PROJECTS/GRANTS FUND	166,333.00	93,410.45	0.00	93,410.45	0.00	100
10-9800-070	TRANSFER TO RE-VAL FUND	40,000.00	40,000.00	0.00	40,000.00	0.00	100
10-9800-982	TRANSFER TO WASH CO EMS	398,952.00	399,620.00	0.00	399,620.00	0.00	100
10-9800-986	TRANSFER TO WASH CO SCHOOLS CAP OUT	0.00	1,700,000.00	0.00	1,700,000.00	0.00	100
	<b>9800 TRANSFERS:</b>	<b>1,255,023.00</b>	<b>2,832,935.45</b>	<b>0.00</b>	<b>2,832,935.45</b>	<b>0.00</b>	<b>100</b>
10-9990-000	CONTINGENCY	0.00	11,792.00	0.00	0.00	11,792.00	0
10-9999-999	OCCUPANCY TAXES REMITTED TO TTA-EXPE	177,221.00	0.00	0.00	0.00	0.00	0
	<b>GENERAL FUND Expenditure Totals</b>	<b>16,508,887.73</b>	<b>20,531,177.79</b>	<b>1,210,734.18</b>	<b>13,034,727.34</b>	<b>7,496,450.45</b>	<b>63</b>

<b>10 GENERAL FUND</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>16,821,513.45</b>	<b>856,805.88</b>	<b>12,039,238.48</b>
<b>Expenditures:</b>	<b>16,508,887.73</b>	<b>1,210,734.18</b>	<b>13,034,727.34</b>
<b>Net Income:</b>	<b>312,625.72</b>	<b>353,928.30-</b>	<b>995,488.86-</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
21-3230-320	SALES TAX-ARTICLE 40 (30%)/\$735,000	330,460.35	330,000.00	28,042.56	135,148.11	194,851.89-	41
21-3230-321	SALES TAX-ARTICLE 42 (60%)/\$400,000	403,809.20	360,000.00	35,149.57	135,128.57	224,871.43-	38
21-3230-400	GRANT-NEEDS BASED PUBLIC SCHOOL CAP	37,343,155.67	10,476,985.89	0.00	10,476,985.89	0.00	100
21-3230-402	TRUIST PK-12 FINANCING-EARNED INCOME	433,372.43	159,930.11	11,681.17	186,761.02	26,830.91	117
21-3230-404	PK-12 RENTAL INCOME	0.00	400,000.00	200,000.00	200,000.00	200,000.00-	50
21-3980-000	TRANSFER FROM GENERAL FUND	0.00	1,700,000.00	0.00	1,700,000.00	0.00	100
21-3990-000	APPROPRIATED FUND BALANCE-WC SCHOO	0.00	10,031,851.53	0.00	0.00	10,031,851.53-	0
	<b>CAPITAL OUTLAY-WASHINGTON CO SCHOOL</b>	<b>38,510,797.65</b>	<b>23,458,767.53</b>	<b>274,873.30</b>	<b>12,834,023.59</b>	<b>10,624,743.94-</b>	<b>54</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
21-0000-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOL	0.00	0.00	0.00	0.00	0.00	0
21-5912-000	CAPITAL OUTLAY-WASHINGTON CO SCHOOL	0.00	0.00	0.00	0.00	0.00	0
21-5912-691	CAPITAL OUTLAY-WASHINGTON COUNTY SCI	400,000.00	100,000.00	8,333.33	66,666.64	33,333.36	67
21-5912-693	CAP OUT-ARCH, PLANNING, SURVEYING, EN	0.00	14,597.00	1,595.00	14,596.25	0.75	100
21-5912-695	GRANT-NEEDS BASED PUB SC-PLANNING/DE	652,318.10	480,715.76	15,504.12	472,212.76	8,503.00	98
21-5912-696	GRANT-NEEDS BASED PUB SC-CONSTRUCTI	37,303,324.38	9,996,270.13	0.00	9,839,830.30	156,439.83	98
21-5912-698	GRANT-NEEDS BASED PUB SC-ENGINEERIN	247,294.41	0.00	0.00	0.00	0.00	0
21-5912-700	TRUIST PK12 FUNDED CONSTRUCTION	9,241,233.98	10,807,629.08	899,548.35	7,399,507.99	3,408,121.09	68
21-5912-701	TRUIST PK-12 LOAN-EXPENSE-EARNED INCC	0.00	221,755.56	0.00	0.00	221,755.56	0
	<b>5912 CAPITAL OUTLAY-WASHINGTON CO SC</b>	<b>47,844,170.87</b>	<b>21,620,967.53</b>	<b>924,980.80</b>	<b>17,792,813.94</b>	<b>3,828,153.59</b>	<b>82</b>
21-9100-001	TRUIST PRINCIPAL (STARTS IN FY 25)	0.00	1,042,000.00	0.00	1,042,000.00	0.00	100
21-9200-001	TRUIST INTERERST (STARTS IN FY 24)	431,057.90	795,800.00	0.00	795,799.20	0.80	100
	<b>CAPITAL OUTLAY-WASHINGT Expenditure To</b>	<b>48,275,228.77</b>	<b>23,458,767.53</b>	<b>924,980.80</b>	<b>19,630,613.14</b>	<b>3,828,154.39</b>	<b>84</b>

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<b>21 CAPITAL OUTLAY-WASHINGTON CO SCHC</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>38,510,797.65</b>	<b>274,873.30</b>	<b>12,834,023.59</b>
<b>Expenditures:</b>	<b>48,275,228.77</b>	<b>924,980.80</b>	<b>19,630,613.14</b>
<b>Net Income:</b>	<b>9,764,431.12-</b>	<b>650,107.50-</b>	<b>6,796,589.55-</b>



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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
30-3920-010	WATERSHED 1972 REFERENDUM TAX-CURRI	83,345.14	85,000.00	789.60	77,821.38	7,178.62-	92
30-3920-020	WATERSHED 1972 REF TAX-CURR YR DISCOI	559.08-	600.00-	0.00	525.39-	74.61	0
30-3920-030	WATERSHED 1972 TAX REF-CURR YR PENAL	132.19	125.00	6.32	166.68	41.68	133
30-3920-040	WATERSHED 1972 REF TAX-CURR YR INTERE	983.51	750.00	20.76	61.79	688.21-	8
30-3921-010	WATERSHED 1972 REF TAX-1ST PRIOR YR	19,764.83	2,400.00	75.98	1,009.30	1,390.70-	42
30-3921-020	WATERSHED 1972 REF TAX-OTHER PRIOR YE	789.52	800.00	62.09	514.48	285.52-	64
30-3921-030	WATERSHED 1972 REF TAX-PRIOR YR PENAL	1,834.76	10.00	1.39	11.88	1.88	119
30-3921-040	WATERSHED 1972 TAX REF-PRIOR YR INTER	5,451.94	3,500.00	200.45	2,247.09	1,252.91-	64
30-3930-000	DRAINAGE ASSESSMENT-EDDIE SMIT	6,460.27	6,150.00	0.00	5,783.80	366.20-	94
30-3940-000	EDDIE SMITH-RECAP ASSESSMENT04	0.00	0.00	0.00	5.27	5.27	0
30-3951-002	STREAMFLOW REHAB ASSISTANCE PROG (S	0.00	259,286.00	0.00	0.00	259,286.00-	0
30-3990-000	APPROP WATERSHED RESERVE	0.00	81,515.00	0.00	0.00	81,515.00-	0
	<b>DRAINAGE Revenue Totals</b>	<b>118,203.08</b>	<b>438,936.00</b>	<b>1,156.59</b>	<b>87,096.28</b>	<b>351,839.72-</b>	<b>19</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
30-0000-000	DRAINAGE FUND:	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
30-7140-040	PROFESSIONAL SERVICES-EDDIE SMITH CAI	0.00	1,000.00	0.00	0.00	1,000.00	0
30-7140-380	EDDIE SMITH CANAL-ADVERTISING	56.00	250.00	0.00	0.00	250.00	0
30-7140-600	EDDIE SMITH CANAL- DRAINAGE- CON SVC F	0.00	15,000.00	0.00	5,849.91	9,150.09	39
	<b>7140 EDDIE SMITH CANAL:</b>	<b>56.00</b>	<b>16,250.00</b>	<b>0.00</b>	<b>5,849.91</b>	<b>10,400.09</b>	<b>36</b>
30-8000-000	WATERSHED IMPROVEMENT:	0.00	0.00	0.00	0.00	0.00	0
30-8000-010	DRAINAGE-S&W REGULAR	0.00	27,874.00	2,472.75	11,831.15	16,042.85	42
30-8000-090	DRAINAGE-FICA TAX EXPENSE	0.00	2,132.00	189.16	905.06	1,226.94	42
30-8000-100	DRAINAGE-RETIREMENT	0.00	6,087.00	510.87	2,444.31	3,642.69	40

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
30-8000-101	DRAINAGE-401(K) CONTRIBUTION	0.00	836.00	0.00	0.00	836.00	0
30-8000-130	DRAINAGE-UNEMPLOYMENT INS	0.00	314.00	0.00	0.00	314.00	0
30-8000-140	DRAININAGE-WORKMAN'S COMP	0.00	1,113.00	0.00	1,112.00	1.00	100
30-8000-180	DRAINAGE-GROUP INSURANCE	0.00	9,044.00	43.98	222.40	8,821.60	2
30-8000-340	BEAVER CONTROL	26,980.00	35,000.00	11,540.00	30,870.00	4,130.00	88
30-8000-352	STREAMFLOW REHAB ASSISTANCE PROG (S	0.00	259,286.00	0.00	0.00	259,286.00	0
30-8000-600	AQUATIC WEED SPRAYING	9,570.00	20,000.00	0.00	0.00	20,000.00	0
30-8000-610	CLEARING & SNAGGING	28,736.00	50,000.00	0.00	0.00	50,000.00	0
30-8000-611	MAUL 7 KENDRICKS CREEKS PROJECT	10,941.99	11,000.00	0.00	0.00	11,000.00	0
	<b>8000 WATERSHED IMPROVEMENT:</b>	<b>76,227.99</b>	<b>422,686.00</b>	<b>14,756.76</b>	<b>47,384.92</b>	<b>375,301.08</b>	<b>11</b>
	<b>DRAINAGE Expenditure Totals</b>	<b>76,283.99</b>	<b>438,936.00</b>	<b>14,756.76</b>	<b>53,234.83</b>	<b>385,701.17</b>	<b>12</b>

<b>30 DRAINAGE</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>118,203.08</b>	<b>1,156.59</b>	<b>87,096.28</b>
<b>Expenditures:</b>	<b>76,283.99</b>	<b>14,756.76</b>	<b>53,234.83</b>
<b>Net Income:</b>	<b>41,919.09</b>	<b>13,600.17-</b>	<b>33,861.45</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
33-3350-001	CONSTR CONTRACTERS DISPOSAL FEES(BII	84,696.52	80,000.00	5,468.20	52,343.66	27,656.34-	65
33-3400-000	METAL/WHITE GOODS REVENUE	4,980.53	0.00	4,272.71	4,272.71	4,272.71	0
33-3400-001	NCDENR GRANT	6,100.88	3,500.00	0.00	0.00	3,500.00-	0
33-3501-000	RURAL SOLID WASTE FEE-COUNTY	1,281,539.69	1,403,154.00	22,962.73	1,136,871.53	266,282.47-	81
33-3501-001	RSW FEE MUNICIPAL TIPPING REIMB (BILLEC	70,347.37	51,000.00	6,273.76	53,783.95	2,783.95	105
33-3503-000	WHITE GOODS DISP FEE & GRANTS	6,173.71	6,000.00	1,309.90	2,857.29	3,142.71-	48
33-3504-000	SOLID WASTE DISPOSAL TAX	7,086.75	7,200.00	1,747.87	3,584.04	3,615.96-	50
33-3670-010	STATE TIRE TAX REVENUES	20,337.27	20,000.00	4,868.91	9,992.86	10,007.14-	50
33-3670-020	STATE TIRE TAX REVENUES(BILLED)	185.12	100.00	0.00	896.48	796.48	896
33-3795-000	PENALTIES AND INTEREST(BILLED)	25.00	0.00	0.00	0.00	0.00	0
33-3970-075	TOWN SOLID WASTE	109,628.65	60,000.00	6,160.00	48,766.67	11,233.33-	81
33-3980-000	TRANSFER FROM GENERAL FUND	100,000.00	50,000.00	0.00	50,000.00	0.00	100
	<b>SANITATION Revenue Totals</b>	<b>1,691,101.49</b>	<b>1,680,954.00</b>	<b>53,064.08</b>	<b>1,363,369.19</b>	<b>317,584.81-</b>	<b>81</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
33-0000-000	SANITATION FUND:	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
33-7400-010	LANDFILL & COLLECT-S & W- REGULAR	40,292.86	59,020.00	4,941.09	25,043.20	33,976.80	42
33-7400-031	LANDFILL & COLLECT - S & W PARTTIME	4,806.00	5,000.00	0.00	3,033.00	1,967.00	61
33-7400-040	LANDFILL & COLLECT- PROFESSIONAL SERV	24,263.50	37,400.00	0.00	13,124.05	24,275.95	35
33-7400-090	LANDFILL & COLLECT- FICA TAX EXPENSE	3,454.42	4,898.00	370.35	2,125.13	2,772.87	43
33-7400-100	LANDFILL & COLLECT- RETIREMENT EXPENS	2,804.91	12,890.00	1,020.83	5,169.04	7,720.96	40
33-7400-101	LANDFILL & COLLECT- 401(K) CONTRIB.	1,063.29	1,771.00	68.77	271.20	1,499.80	15
33-7400-130	LANDFILL & COLLECTIO- UNEMPLOYMENT IN	0.00	942.00	0.00	0.00	942.00	0
33-7400-140	LANDFILL & COLLECT- WORKMAN'S COMP	5,818.00	7,604.00	0.00	3,777.00	3,827.00	50
33-7400-180	LANDFILL & COLLECT- GROUP INS.	9,413.18	18,099.00	1,436.45	4,441.06	13,657.94	25



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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
33-8100-601	DESIGNATED FOR FUTURE APPROPRIATION	0.00	17,958.00	0.00	0.00	17,958.00	0
	<b>SANITATION Expenditure Totals</b>	<b>1,661,793.26</b>	<b>1,680,954.00</b>	<b>133,138.09</b>	<b>891,156.99</b>	<b>789,797.01</b>	<b>53</b>

<b>33 SANITATION</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>1,691,101.49</b>	<b>53,064.08</b>	<b>1,363,369.19</b>
<b>Expenditures:</b>	<b>1,661,793.26</b>	<b>133,138.09</b>	<b>891,156.99</b>
<b>Net Income:</b>	<b>29,308.23</b>	<b>80,074.01-</b>	<b>472,212.20</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
35-3290-000	INTEREST EARNED ON INVESTMENTS	8,716.72	7,500.00	0.00	4,128.33	3,371.67-	55
35-3710-000	UTILITY BASE CHARGES	909,436.06	900,000.00	0.00	535,100.27	364,899.73-	59
35-3710-010	UTILITY CONSUMPTION CHARGES	543,755.06	550,000.00	0.90-	370,844.86	179,155.14-	67
35-3730-000	TAP & CONNECTION FEES	21,823.00	12,000.00	0.00	19,105.92	7,105.92	159
35-3750-000	RECONNECTION FEES	19,250.00	18,000.00	0.00	13,544.41	4,455.59-	75
35-3760-000	WATER ASSESSMENTS	0.00	0.00	0.00	35.00	35.00	0
35-3790-000	PENALTIES & INTEREST-UTIL BILL	5,869.32	5,000.00	0.00	3,598.36	1,401.64-	72
35-3790-021	NCDEQ VUR PEA RIDGE TRANS GRANT	15,000.00	0.00	0.00	0.00	0.00	0
35-3790-023	NCDEQ VUR TRAINING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
35-3821-000	FEES COLLECTED FOR METER TAMPERING	518.34	0.00	0.00	0.00	0.00	0
35-3990-990	FUND BALANCE APPROPRIATED	0.00	356,242.00	0.00	0.00	356,242.00-	0
35-9999-001	OVERPAYMENTS	0.00	0.00	0.00	0.41	0.41	0
	<b>WATER Revenue Totals</b>	<b>1,526,368.50</b>	<b>1,848,742.00</b>	<b>0.90-</b>	<b>946,357.56</b>	<b>902,384.44-</b>	<b>51</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
35-0000-000	WATER WORKS:	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
35-7130-010	OPERATION&MAINT.-S & W- REGULAR	212,230.92	231,523.00	13,573.80	152,602.63	78,920.37	66
35-7130-040	OPERATION&MAINT.- PROFESSIONAL SERVIK	3,505.51	33,301.00	0.00	4,620.37	28,680.63	14
35-7130-050	SALARIES & WAGES-LONGEVITY	1,846.06	2,017.00	0.00	2,016.21	0.79	100
35-7130-090	OPERATION&MAINT.- FICA TAX EXPENSE	15,943.61	17,855.00	1,005.57	11,487.34	6,367.66	64
35-7130-100	OPERATION&MAINT.- RETIREMENT EXPENSE	21,462.78	50,898.00	2,804.35	31,944.26	18,953.74	63
35-7130-101	OPERATION- 401(K) CONTRIB.	5,930.93	7,002.00	407.21	4,579.97	2,422.03	65
35-7130-130	OPERATION&MAINT.- UNEMPLOYMENT INS.	0.00	2,198.00	0.00	0.00	2,198.00	0
35-7130-140	OPERATION&MAINT.- WORKMAN'S COMP	7,130.00	13,647.00	0.00	11,204.00	2,443.00	82
35-7130-180	OPERATION&MAINT.- GROUP INS.	48,206.35	65,341.00	2,877.40	37,388.59	27,952.41	57

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
35-7130-200	SUPPLIES & MATERIALS	30,175.59	30,000.00	227.37	29,117.73	882.27	97
35-7130-210	OPERATION&MAINT.- UNIFORMS	1,042.69	4,000.00	0.00	3,390.13	609.87	85
35-7130-250	VEHICLE SUPPLIES	19,971.05	17,500.00	1,077.54	10,818.63	6,681.37	62
35-7130-260	DEPARTMENTAL SUPPLIES	2,573.79	6,599.00	81.98	465.63	6,133.37	7
35-7130-298	MAINT & REPAIR-TANK	64,330.08	66,000.00	16,484.58	49,453.74	16,546.26	75
35-7130-315	TRAINING	255.50	4,000.00	0.00	0.00	4,000.00	0
35-7130-320	OPERATION&MAINT.- COMMUNICATIONS	1,597.24	2,600.00	154.87	925.86	1,674.14	36
35-7130-330	UTILITIES-ELECTRICITY	10,939.77	14,000.00	1,323.78	6,813.90	7,186.10	49
35-7130-340	OPERATION&MAINT.- POSTAGE	23,012.29	24,000.00	2,074.16	17,939.11	6,060.89	75
35-7130-350	MAINT & REPAIR-EQUIPMENT	42,183.99	25,000.00	0.00	5,646.34	19,353.66	23
35-7130-370	OPERATION&MAINT.- ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
35-7130-390	OPERATION&MAINT.- DUES & SUBSCRIPTION	3,576.98	6,500.00	278.70	4,404.22	2,095.78	68
35-7130-550	CAPITAL OUTLAY-EQUIPMENT	17,041.32	197,000.00	0.00	0.00	197,000.00	0
35-7130-580	DEBT SERVICE-NCDENR	0.00	27,993.00	0.00	0.00	27,993.00	0
35-7130-600	CONTRACTS-MOWING	17,325.00	22,000.00	0.00	9,275.00	12,725.00	42
35-7130-693	NCDEQ VUR TRAINING GRANT	2,000.00	0.00	0.00	0.00	0.00	0
35-7130-800	DEPRECIATION-OTHER EQUIPMENT	272,584.00	0.00	0.00	0.00	0.00	0
35-7130-998	COST ALLOCATION-GENERAL FUND	100,000.00	110,000.00	0.00	110,000.00	0.00	100
	<b>7130 OPERATIONS &amp; MAINTENANCE:</b>	<b>924,865.45</b>	<b>981,474.00</b>	<b>42,371.31</b>	<b>504,093.66</b>	<b>477,380.34</b>	<b>51</b>
35-7135-000	TREATMENT PLANT:	0.00	0.00	0.00	0.00	0.00	0
35-7135-010	TREATMENT PLANT-S & W- REGULAR	41,889.04	42,912.00	3,809.33	29,711.09	13,200.91	69
35-7135-040	SALARIES & WAGES-LONGEVITY	0.00	446.00	0.00	445.43	0.57	100
35-7135-090	TREATMENT PLANT- FICA TAX EXPENSE	3,253.07	3,315.00	293.33	2,322.32	992.68	70
35-7135-100	TREATMENT PLANT- RETIREMENT EXPENSE	8,498.66	9,443.00	787.01	6,230.33	3,212.67	66
35-7135-101	TREATMENT PLANT- 401(K) CONTRIB.	1,267.74	1,300.00	114.28	891.34	408.66	69
35-7135-130	TREATMENT PLANT- UNEMPLOYMENT INS.	0.00	314.00	0.00	0.00	314.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
35-7135-140	TREATMENT PLANT- WORKMAN'S COMP	4,363.00	3,240.00	0.00	1,556.00	1,684.00	48
35-7135-180	TREATMENT PLANT- GROUP INS.	8,217.60	9,094.00	721.35	5,770.32	3,323.68	63
35-7135-200	SUPPLIES & MATERIALS	1,888.15	16,700.00	48.75	6,498.05	10,201.95	39
35-7135-210	TREATMENT PLANT- UNIFORMS	1,963.63	2,300.00	0.00	1,321.89	978.11	57
35-7135-250	TREATMENT PLANT- FUEL	2,083.71	4,000.00	201.50	976.89	3,023.11	24
35-7135-270	SERVICE AWARDS	0.00	50.00	0.00	50.00	0.00	100
35-7135-298	CONTRACTS	17,957.67	23,000.00	390.00	13,089.00	9,911.00	57
35-7135-299	WATER TREATMENT CHEMICALS	50,973.97	60,000.00	2,820.00	26,702.36	33,297.64	44
35-7135-315	TRAINING	0.00	2,500.00	0.00	1,317.00	1,183.00	53
35-7135-320	TREATMENT PLANT- COMMUNICATIONS	3,500.16	3,700.00	348.04	3,088.75	611.25	83
35-7135-330	TREATMENT PLANT- UTILITIES	41,179.28	34,000.00	2,534.06	21,261.80	12,738.20	63
35-7135-340	TREATMENT PLANT- POSTAGE	38.34	250.00	0.00	0.00	250.00	0
35-7135-350	MAINT & REPAIR-EQUIPMENT	11,558.35	36,000.00	26.00	25,670.02	10,329.98	71
35-7135-370	TREATMENT PLANT- ADVERTISING	170.46	500.00	0.00	0.00	500.00	0
35-7135-390	TREATMENT PLANT- DUES & SUBSCRIPTION:	3,267.38	5,000.00	7.70	2,576.20	2,423.80	52
35-7135-540	TREATMENT PLANT- CAPITAL OUTLAY- VEHIC	0.00	60,000.00	799.93	53,651.85	6,348.15	89
35-7135-541	CAPITAL OUTLAY-EQUIPMENT	0.00	223,107.00	0.00	20,900.00	202,207.00	9
35-7135-600	DESIGNATED FOR FUTURE APPROPRIATION	0.00	900.00	0.00	0.00	900.00	0
	<b>7135 TREATMENT PLANT:</b>	<b>202,070.21</b>	<b>542,071.00</b>	<b>12,901.28</b>	<b>224,030.64</b>	<b>318,040.36</b>	<b>41</b>
35-9100-000	DEBT PRINCIPAL:	0.00	0.00	0.00	0.00	0.00	0
35-9100-030	2021 WATER REV REFUNDING BOND-PRINCII	0.00	270,000.00	0.00	0.00	270,000.00	0
35-9200-000	DEBT INTEREST:	0.00	0.00	0.00	0.00	0.00	0
35-9200-030	2021 WATER REV REFUNDING BOND-INTERE	60,276.28	55,197.00	0.00	0.00	55,197.00	0
35-9200-900	AMORTIZATION ON DEFERRED CHARGES	4,127.87	0.00	0.00	0.00	0.00	0
	<b>9200 DEBT INTEREST:</b>	<b>64,404.15</b>	<b>55,197.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,197.00</b>	<b>0</b>



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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	<b>WATER Expenditure Totals</b>	<b>1,191,339.81</b>	<b>1,848,742.00</b>	<b>55,272.59</b>	<b>728,124.30</b>	<b>1,120,617.70</b>	<b>39</b>

<b>35 WATER</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>1,526,368.50</b>	<b>0.90-</b>	<b>946,357.56</b>
<b>Expenditures:</b>	<b>1,191,339.81</b>	<b>55,272.59</b>	<b>728,124.30</b>
<b>Net Income:</b>	<b>335,028.69</b>	<b>55,273.49-</b>	<b>218,233.26</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
36-3100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSM	114,984.00	122,016.00	0.00	11,199.00	110,817.00-	9
36-3100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRAI	109,669.00	5,347,331.00	0.00	115,498.75	5,231,832.25-	2
36-3100-003	NCDEQ VUR ROPER CONNECTION GRANT	29,680.00	940,520.00	0.00	2,250.00	938,270.00-	0
	<b>WATERWORKS CAPITAL PROJECTS FUND: F</b>	<b>254,333.00</b>	<b>6,409,867.00</b>	<b>0.00</b>	<b>128,947.75</b>	<b>6,280,919.25-</b>	<b>2</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
36-0000-000	WATERWORKS CAPITAL PROJECTS FUND:	0.00	0.00	0.00	0.00	0.00	0
36-4100-001	NCDEQ GRANT-ASSET INVENTORY ASSESSM	114,984.00	122,016.00	0.00	18,429.00	103,587.00	15
36-4100-002	NCDEQ VUR PEA RIDGE WATER TRANS GRAI	109,669.00	5,347,331.00	0.00	115,498.75	5,231,832.25	2
36-4100-003	NCDEQ VUR ROPER CONNECTION GRANT	29,680.00	940,520.00	0.00	31,850.00	908,670.00	3
	<b>4100 Total</b>	<b>254,333.00</b>	<b>6,409,867.00</b>	<b>0.00</b>	<b>165,777.75</b>	<b>6,244,089.25</b>	<b>3</b>
	<b>WATERWORKS CAPITAL PROJ Expenditure T</b>	<b>254,333.00</b>	<b>6,409,867.00</b>	<b>0.00</b>	<b>165,777.75</b>	<b>6,244,089.25</b>	<b>3</b>

36 WATERWORKS CAPITAL PROJECTS FUND	Prior	Current	YTD
<b>Revenues:</b>	<b>254,333.00</b>	<b>0.00</b>	<b>128,947.75</b>
<b>Expenditures:</b>	<b>254,333.00</b>	<b>0.00</b>	<b>165,777.75</b>
<b>Net Income:</b>	<b>0.00</b>	<b>0.00</b>	<b>36,830.00-</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
37-3290-000	INTEREST	3,138.36	0.00	0.00	1,948.86	1,948.86	0
37-3350-000	NCACC WASHINGTON EMS	128,442.00	100,000.00	0.00	0.00	100,000.00-	0
37-3490-000	EMS REVENUE	790,453.97	840,000.00	659.50	423,770.99	416,229.01-	50
37-3490-010	WEYERHAEUSER GRANT	1,500.00	0.00	0.00	0.00	0.00	0
37-3490-020	DUKE RACE-CARS GRANT	6,125.00	2,900.00	0.00	2,900.00	0.00	100
37-3490-021	UNC PECC+ PROGRAM GRANT	3,600.00	600.00	0.00	600.00	0.00	100
37-3500-000	TRANSPORT SERVICE REVENUE	267,163.55	275,000.00	0.00	212,348.63	62,651.37-	77
37-3833-840	EMS DONATIONS	100.00	50.00	0.00	50.00	0.00	100
37-3901-000	TYRRELL-EMS CONTRACT	675,000.00	675,000.00	56,250.00	450,000.00	225,000.00-	67
37-3902-000	FUND BALANCE APPROPRIATED	0.00	199,292.00	0.00	0.00	199,292.00-	0
37-3980-010	TRANSFER FROM GENERAL FUND	398,952.00	399,620.00	0.00	399,620.00	0.00	100
	<b>EMS Revenue Totals</b>	<b>2,274,474.88</b>	<b>2,492,462.00</b>	<b>56,909.50</b>	<b>1,491,238.48</b>	<b>1,001,223.52-</b>	<b>59</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
37-0000-000	WASHINGTON COUNTY EMS:	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
37-4330-010	SALARIES & WAGES-REGULAR	667,502.37	829,128.00	56,849.68	447,139.30	381,988.70	54
37-4330-030	SALARIES & WAGES-OVERTIME	285,818.10	300,000.00	27,160.57	203,446.57	96,553.43	68
37-4330-040	SALARIES & WAGES-PARTTIME	16,842.44	20,000.00	1,281.49	12,454.14	7,545.86	62
37-4330-050	SALARIES & WAGES-LONGEVITY	4,493.25	5,825.00	0.00	5,824.34	0.66	100
37-4330-090	FICA TAXES	71,301.21	81,775.00	6,238.00	49,173.12	32,601.88	60
37-4330-100	- RETIREMENT EXPENSE	191,396.82	229,091.00	17,356.53	135,573.70	93,517.30	59
37-4330-101	- 401K CONTRIB.	24,039.03	31,469.00	2,229.69	17,319.73	14,149.27	55
37-4330-130	EMS OPERATIONS- UNEMPLOYMENT INS.	0.00	6,280.00	0.00	0.00	6,280.00	0
37-4330-140	- WORKMAN COMP	70,527.00	101,510.00	0.00	71,925.00	29,585.00	71
37-4330-180	GROUP INSURANCE	135,426.94	181,492.00	10,091.90	84,260.58	97,231.42	46

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
37-4330-190	TRAINING	211.84	6,000.00	0.00	198.00	5,802.00	3
37-4330-200	SUPPLIES & MATERIALS	53,608.61	55,000.00	5,029.78	30,140.47	24,859.53	55
37-4330-210	UNIFORMS	3,355.33	4,000.00	107.95	2,759.17	1,240.83	69
37-4330-250	FUEL	71,024.22	75,000.00	4,529.62	31,992.47	43,007.53	43
37-4330-260	DEPARTMENTAL SUPPLIES	11,319.93	14,000.00	7.50	886.09	13,113.91	6
37-4330-270	SERVICE AWARDS	75.00	125.00	0.00	125.00	0.00	100
37-4330-295	PORTABLE COMM HARDWARE	0.00	2,500.00	0.00	114.95	2,385.05	5
37-4330-320	- COMMUNICATIONS	5,117.73	5,100.00	23.10	3,347.62	1,752.38	66
37-4330-350	POSTAGE	0.00	100.00	0.00	0.00	100.00	0
37-4330-355	MAINT & REPAIR-EQUIPMENT	52,070.29	50,000.00	13,775.78	40,188.15	9,811.85	80
37-4330-390	WASH EMS - DUES & SUBSCRIPTIONS	6,393.78	8,100.00	371.70	5,292.97	2,807.03	65
37-4330-396	EMS-MEDICAID COST REPORT	8,300.00	8,000.00	0.00	1,500.00	6,500.00	19
37-4330-399	QUARTERLY INTERGOVERNMENTAL TRANSF	18,720.91	30,000.00	2,137.39	2,137.39	27,862.61	7
37-4330-540	CAPITAL OUTLAY-VEHICLES	42,955.05	10,941.00	0.00	6,294.19	4,646.81	58
37-4330-550	WASH CO EMS- CAPITAL OUTLAY- EQUIPMEN	17,477.88	25,000.00	0.00	24,661.44	338.56	99
37-4330-600	CONTRACTS-MEDICAL DIRECTOR	23,248.00	23,250.00	1,937.50	15,500.00	7,750.00	67
37-4330-610	CONTRACTS-BILLING	43,469.55	49,980.00	3,298.72	22,123.97	27,856.03	44
37-4330-611	WASH EMS-CONTRACTS-DRUG SCREENING	0.00	5,180.00	0.00	0.00	5,180.00	0
37-4330-650	EMS DONATIONS	0.00	678.00	0.00	0.00	678.00	0
37-4330-652	DUKE RACE-CARS GRANT	16,100.00	5,950.00	0.00	331.28	5,618.72	6
37-4330-653	UNC PECC+ PROGRAM GRANT	0.00	10,525.00	0.00	0.00	10,525.00	0
37-4330-654	WEYERHAEUSER GIVING GRANT	1,500.00	0.00	0.00	0.00	0.00	0
	<b>4330 WASHINGTON COUNTY EMS:</b>	<b>1,842,295.28</b>	<b>2,175,999.00</b>	<b>152,426.90</b>	<b>1,214,709.64</b>	<b>961,289.36</b>	<b>56</b>
37-4376-000	TRANSPORT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
37-4376-010	SALARIES & WAGES-REGULAR	39,443.43	108,652.00	9,190.02	69,262.16	39,389.84	64
37-4376-030	SALARIES & WAGES-OVERTIME	11,310.42	22,346.00	1,477.80	22,804.72	458.72-	102

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
37-4376-040	SALARIES & WAGES-PARTTIME	8,130.62	10,000.00	0.00	3,669.56	6,330.44	37
37-4376-090	FICA TAXES	4,371.82	10,786.00	783.04	7,103.00	3,683.00	66
37-4376-100	TRANSPORT SERVICE- RETIREMENT EXPEN:	10,002.10	27,518.00	2,203.97	18,970.55	8,547.45	69
37-4376-101	TRANSPORT SERVICE- 401K CONTRIB.	912.09	3,780.00	320.04	2,652.67	1,127.33	70
37-4376-130	TRANSPORT- UNEMPLOYMENT INS.	0.00	1,256.00	0.00	0.00	1,256.00	0
37-4376-140	TRANSPORT SERVICE- WORKMAN'S COMP	3,979.00	13,389.00	0.00	3,957.00	9,432.00	30
37-4376-180	GROUP INSURANCE	9,361.15	36,174.00	2,156.80	13,115.76	23,058.24	36
37-4376-200	SUPPLIES & MATERIALS	16,213.79	20,000.00	1,065.86	10,473.67	9,526.33	52
37-4376-210	TRANSPORT SERVICE- UNIFORMS	1,711.03	2,500.00	0.00	772.76	1,727.24	31
37-4376-250	FUEL	6,496.08	12,000.00	565.84	4,486.78	7,513.22	37
37-4376-260	TRANSPORT - DEPARTMENTAL SUPPLIES	5,096.97	11,999.00	16.55	10,357.90	1,641.10	86
37-4376-295	PORTABLE COMM HARDWARE	0.00	1,000.00	0.00	196.00	804.00	20
37-4376-320	TRANSPORT SERVICE- COMMUNICATIONS	1,673.37	1,800.00	620.21	1,230.03	569.97	68
37-4376-355	MAINT & REPAIR-EQUIPMENT	5,544.14	10,000.00	1,061.02	7,307.88	2,692.12	73
37-4376-370	ADVERTISING	793.60	2,000.00	0.00	0.00	2,000.00	0
37-4376-390	TRANSPORT - DUES & SUBSCRIPTIONS	4,689.78	4,900.00	367.93	2,550.07	2,349.93	52
37-4376-550	CAPITAL OUTLAY-EQUIPMENT	24,385.44	0.00	0.00	0.00	0.00	0
37-4376-610	CONTRACTS-BILLING	16,375.41	16,363.00	1,347.36	13,948.30	2,414.70	85
	<b>4376 TRANSPORT SERVICE:</b>	<b>170,490.24</b>	<b>316,463.00</b>	<b>21,176.44</b>	<b>192,858.81</b>	<b>123,604.19</b>	<b>61</b>
	<b>EMS Expenditure Totals</b>	<b>2,012,785.52</b>	<b>2,492,462.00</b>	<b>173,603.34</b>	<b>1,407,568.45</b>	<b>1,084,893.55</b>	<b>56</b>

37 EMS	Prior	Current	YTD
Revenues:	2,274,474.88	56,909.50	1,491,238.48
Expenditures:	2,012,785.52	173,603.34	1,407,568.45
Net Income:	261,689.36	116,693.84-	83,670.03

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
38-3800-000	APPROPRIATED FUND BALANCE	0.00	16,667.00	0.00	0.00	16,667.00-	0
38-3800-083	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	806,271.03	1,468,408.00	133,482.00	253,398.00	1,215,010.00-	17
38-3800-091	NPE FEDERAL GRANT-FY 20-21	123,947.00	43,373.00	0.00	43,372.00	1.00-	100
38-3800-092	NPE FEDERAL GRANT-FY 21-22	0.00	166,667.00	0.00	0.00	166,667.00-	0
38-3800-093	NPE FEDERAL GRANT-FY 22-23	0.00	166,667.00	0.00	0.00	166,667.00-	0
38-3800-094	NPE FEDERAL GRANT-FY 23-24	0.00	166,667.00	0.00	0.00	166,667.00-	0
38-3800-095	NPE FEDERAL GRANT-FY 24-25	0.00	150,000.00	0.00	0.00	150,000.00-	0
	<b>AIRPORT PROJECTS Revenue Totals</b>	<b>930,218.03</b>	<b>2,178,449.00</b>	<b>133,482.00</b>	<b>296,770.00</b>	<b>1,881,679.00-</b>	<b>13</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
38-8135-000	AIRPORT:	0.00	0.00	0.00	0.00	0.00	0
38-8135-663	AIRFIELD LIGHTING REPLACE (CON/CA/RPR)	807,120.69	1,468,408.00	133,482.13	253,398.48	1,215,009.52	17
38-8135-671	NPE FEDERAL GRANT FY 20-21	123,096.27	43,373.00	0.00	43,371.00	2.00	100
38-8135-672	NPE FEDERAL GRANT FY 21-22	0.00	166,667.00	0.00	3,800.00	162,867.00	2
38-8135-673	NPE FEDERAL GRANT FY 22-23	0.00	166,667.00	0.00	0.00	166,667.00	0
38-8135-674	NPE FEDERAL GRANT-FY 23-24	0.00	166,667.00	0.00	0.00	166,667.00	0
38-8135-675	NPE FEDERAL GRANT FY 24-25	0.00	166,667.00	0.00	0.00	166,667.00	0
	<b>8135 AIRPORT:</b>	<b>930,216.96</b>	<b>2,178,449.00</b>	<b>133,482.13</b>	<b>300,569.48</b>	<b>1,877,879.52</b>	<b>14</b>
	<b>AIRPORT PROJECTS Expenditure Totals</b>	<b>930,216.96</b>	<b>2,178,449.00</b>	<b>133,482.13</b>	<b>300,569.48</b>	<b>1,877,879.52</b>	<b>14</b>

38 AIRPORT PROJECTS	Prior	Current	YTD
<b>Revenues:</b>	<b>930,218.03</b>	<b>133,482.00</b>	<b>296,770.00</b>
<b>Expenditures:</b>	<b>930,216.96</b>	<b>133,482.13</b>	<b>300,569.48</b>
<b>Net Income:</b>	<b>1.07</b>	<b>0.13-</b>	<b>3,799.48-</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
39-3570-000	AIRPORT FUEL SALES	63,869.80	75,000.00	2,629.81	43,660.80	31,339.20-	58
39-3600-000	HANGER RENTAL	15,600.00	15,600.00	0.00	15,600.00	0.00	100
39-3600-001	FARM LAND LEASE	1,252.00	1,252.00	0.00	1,252.00	0.00	100
39-3980-010	TRANSFER FROM GENERAL FUND	99,738.00	99,905.00	0.00	99,905.00	0.00	100
39-3990-000	APPROPRIATED FUND BALANCE	0.00	42,706.00	0.00	0.00	42,706.00-	0
39-3999-900	CANCELLED PRIOR YEAR EXPENDITURES	234.82	0.00	0.00	0.00	0.00	0
	<b>AIRPORT OPERATIONS Revenue Totals</b>	<b>180,694.62</b>	<b>234,463.00</b>	<b>2,629.81</b>	<b>160,417.80</b>	<b>74,045.20-</b>	<b>68</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
39-0000-000	AIRPORT OPERATIONS:	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
39-4530-010	AIRPORT-S & W- REGULAR	41,983.33	42,026.00	3,612.75	33,710.41	8,315.59	80
39-4530-030	SALARIES & WAGES-LONGEVITY	840.52	862.00	0.00	934.25	72.25-	108
39-4530-032	SALARIES & WAGES - PARTTIME	13,654.97	15,000.00	0.00	559.39	14,440.61	4
39-4530-090	FICA TAX	4,297.65	4,733.00	276.37	2,677.78	2,055.22	57
39-4530-100	AIRPORT - RETIREMENT	8,613.97	9,341.00	746.39	7,157.56	2,183.44	77
39-4530-101	AIRPORT - 401K	1,259.56	1,286.00	108.38	1,013.48	272.52	79
39-4530-130	AIRPORT- UNEMPLOYMENT INS.	0.00	628.00	0.00	0.00	628.00	0
39-4530-140	AIRPORT- WORKMAN'S COMP	2,392.00	3,907.00	0.00	3,289.00	618.00	84
39-4530-180	AIRPORT - GROUP INSURANCE	8,071.03	9,091.00	721.35	6,441.97	2,649.03	71
39-4530-190	CONTRACTED SERVICES	0.00	12,330.00	873.00	9,330.00	3,000.00	76
39-4530-200	AIRPORT- DEPARTMENTAL SUPPLIES	5,025.92	3,999.00	46.57	1,342.33	2,656.67	34
39-4530-250	AIRPORT- AV GAS AND JET FUEL	59,270.50	67,500.00	0.00	50,835.35	16,664.65	75
39-4530-270	AIRPORT - SERVICE AWARDS	100.00	0.00	0.00	0.00	0.00	0
39-4530-310	AIRPORT- TRAVEL	1,119.93	1,500.00	0.00	462.99	1,037.01	31
39-4530-320	AIRPORT- COMMUNICATIONS	1,171.95	1,865.00	146.03	876.49	988.51	47

**Washington County**  
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
39-4530-330	AIRPORT- UTILITIES	7,132.04	8,500.00	1,061.33	4,767.34	3,732.66	56
39-4530-331	POSTAGE	11.14	50.00	0.00	9.21	40.79	18
39-4530-350	MAINT & REPAIR-BUILDING	4,909.68	8,000.00	2,200.50	2,864.43	5,135.57	36
39-4530-351	MAINT & REPAIR-EQUIPMENT	6,543.23	20,000.00	0.00	14,820.68	5,179.32	74
39-4530-352	MAINT & REPAIR - FUELMASTER	1,675.00	1,675.00	0.00	0.00	1,675.00	0
39-4530-390	AIRPORT- DUES AND SUBSCRIPTIONS	752.50	1,000.00	7.70	541.20	458.80	54
39-4530-450	INSURANCE	4,422.00	5,500.00	0.00	4,422.00	1,078.00	80
39-4530-550	AIRPORT- CAPITAL OUTLAY- EQUIPMENT	38,810.00	0.00	0.00	0.00	0.00	0
39-4530-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	10,670.00	0.00	0.00	10,670.00	0
39-4530-998	AIRPORT- SALES TAX ON FUEL	4,570.57	5,000.00	98.95	2,921.36	2,078.64	58
	<b>4530 AIRPORT:</b>	<b>216,627.49</b>	<b>234,463.00</b>	<b>9,899.32</b>	<b>148,977.22</b>	<b>85,485.78</b>	<b>64</b>
	<b>AIRPORT OPERATIONS Expenditure Totals</b>	<b>216,627.49</b>	<b>234,463.00</b>	<b>9,899.32</b>	<b>148,977.22</b>	<b>85,485.78</b>	<b>64</b>

<b>39 AIRPORT OPERATIONS</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>180,694.62</b>	<b>2,629.81</b>	<b>160,417.80</b>
<b>Expenditures:</b>	<b>216,627.49</b>	<b>9,899.32</b>	<b>148,977.22</b>
<b>Net Income:</b>	<b>35,932.87-</b>	<b>7,269.51-</b>	<b>11,440.58</b>



**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
40-3290-000	INTEREST EARNED ON INVESTMENTS	124,400.14	0.00	0.00	69,962.72	69,962.72	0
40-3960-000	TRANSFER FROM GENERAL FUND	450,000.00	450,000.00	0.00	450,000.00	0.00	100
<b>WC HOSPITAL PENSION FUND: Revenue Total</b>		<b>574,400.14</b>	<b>450,000.00</b>	<b>0.00</b>	<b>519,962.72</b>	<b>69,962.72</b>	<b>115</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
40-0000-000	WC HOSPITAL PENSION FUND:	0.00	0.00	0.00	0.00	0.00	0
40-4155-000	WC HOSPITAL PENSION FUND:	0.00	0.00	0.00	0.00	0.00	0
40-4155-190	PROF SERVICE-HOSPITAL PENSION-LEGAL	0.00	50,000.00	0.00	0.00	50,000.00	0
40-4155-215	PROFESSIONAL SERVICES-HOSPITAL	29,323.00	30,000.00	8,350.00	17,880.00	12,120.00	60
40-4155-997	DESIGNATED FOR FUTURE APPROPRIATION	0.00	70,000.00	0.00	0.00	70,000.00	0
40-4155-999	PROFESSIONAL SERVICE-HOSPITAL PENSIO	300,000.00	300,000.00	0.00	225,000.00	75,000.00	75
<b>4155 WC HOSPITAL PENSION FUND:</b>		<b>329,323.00</b>	<b>450,000.00</b>	<b>8,350.00</b>	<b>242,880.00</b>	<b>207,120.00</b>	<b>54</b>
<b>WC HOSPITAL PENSION FUN Expenditure Tot</b>		<b>329,323.00</b>	<b>450,000.00</b>	<b>8,350.00</b>	<b>242,880.00</b>	<b>207,120.00</b>	<b>54</b>

<b>40 WC HOSPITAL PENSION FUND:</b>	Prior	Current	YTD
<b>Revenues:</b>	<b>574,400.14</b>	<b>0.00</b>	<b>519,962.72</b>
<b>Expenditures:</b>	<b>329,323.00</b>	<b>8,350.00</b>	<b>242,880.00</b>
<b>Net Income:</b>	<b>245,077.14</b>	<b>8,350.00-</b>	<b>277,082.72</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
50-3000-001	OPIOID SETTLEMENT DISTRIBUTION	132,184.93	62,790.00	0.00	231,601.79	168,811.79	369
50-3290-000	INTEREST EARNED	241.00	0.00	0.00	2.80	2.80	0
	<b>OPIOID SETTLEMENT FUND: Revenue Totals</b>	<b>132,425.93</b>	<b>62,790.00</b>	<b>0.00</b>	<b>231,604.59</b>	<b>168,814.59</b>	<b>368</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
50-0000-000	OPIOID SETTLEMENT FUND:	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
50-4100-001	2ND JUDICIAL DIST DRUG REC COURT CONT	5,000.00	10,000.00	0.00	10,000.00	0.00	100
50-4200-001	STRATEGY 7- NALOXONE DISTRIBUTION	10,615.10	10,616.00	0.00	10,615.10	0.90	100
50-4200-002	STRATEGY 9 - HARM REDUCTION SSP	10,615.09	10,616.00	0.00	10,615.09	0.91	100
	<b>4200 Total</b>	<b>21,230.19</b>	<b>21,232.00</b>	<b>0.00</b>	<b>21,230.19</b>	<b>1.81</b>	<b>100</b>
50-9990-000	CONTINGENCY	0.00	31,558.00	0.00	0.00	31,558.00	0
	<b>OPIOID SETTLEMENT FUND: Expenditure Tot</b>	<b>26,230.19</b>	<b>62,790.00</b>	<b>0.00</b>	<b>31,230.19</b>	<b>31,559.81</b>	<b>50</b>

<b>50 OPIOID SETTLEMENT FUND:</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>132,425.93</b>	<b>0.00</b>	<b>231,604.59</b>
<b>Expenditures:</b>	<b>26,230.19</b>	<b>0.00</b>	<b>31,230.19</b>
<b>Net Income:</b>	<b>106,195.74</b>	<b>0.00</b>	<b>200,374.40</b>

**Washington County**  
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
51-3100-001	DSS TRUST FUND ACCOUNTS	198,398.50	210,000.00	14,199.00	158,711.33	51,288.67-	76
51-3999-900	CANCELLED PRIOR YEAR REVENUE	185.63	0.00	0.00	0.00	0.00	0
	<b>TRUSTEES Revenue Totals</b>	<b>198,584.13</b>	<b>210,000.00</b>	<b>14,199.00</b>	<b>158,711.33</b>	<b>51,288.67-</b>	<b>75</b>

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
51-0000-000	DSS TRUST FUND ACCOUNTS:	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
51-4100-001	DSS TRUST ACCOUNTS	213,041.98	210,000.00	16,804.72	213,127.58	3,127.58-	101
	<b>TRUSTEES Expenditure Totals</b>	<b>213,041.98</b>	<b>210,000.00</b>	<b>16,804.72</b>	<b>213,127.58</b>	<b>3,127.58-</b>	<b>101</b>

<b>51 TRUSTEES</b>	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>198,584.13</b>	<b>14,199.00</b>	<b>158,711.33</b>
<b>Expenditures:</b>	<b>213,041.98</b>	<b>16,804.72</b>	<b>213,127.58</b>
<b>Net Income:</b>	<b>14,457.85-</b>	<b>2,605.72-</b>	<b>54,416.25-</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
52-3100-001	COLLECTIONS ON BEHALF OF INMATES	49,456.52	0.00	0.00	0.00	0.00	0
	<b>Fund 52 Revenue Totals</b>	<b>49,456.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
52-4100-000	DETENTION TRUST ACCOUNT:	0.00	0.00	0.00	0.00	0.00	0
52-4100-001	PAYMENTS ON BEHALF OF INMATES	57,326.96	0.00	0.00	0.00	0.00	0
	<b>Fund 52 Expenditure Totals</b>	<b>57,326.96</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
<b>Revenues:</b>	<b>49,456.52</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures:</b>	<b>57,326.96</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income:</b>	<b>7,870.44-</b>	<b>0.00</b>	<b>0.00</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
55-3100-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	0.00	0.00	0.00	0.00	0
<b>Fund 55 Revenue Totals</b>		<b>72,294.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
55-4100-000	AMERICAN RESCUE PLAN ACT (ARPA) OF 20	0.00	0.00	0.00	0.00	0.00	0
55-4200-001	LOCAL ASSIST & TRIBAL CONSISTENCY(LAC	72,294.14	0.00	0.00	0.00	0.00	0
<b>Fund 55 Expenditure Totals</b>		<b>72,294.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>

55 Fund	Prior	Current	YTD
<b>Revenues:</b>	<b>72,294.14</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures:</b>	<b>72,294.14</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
58-3101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR G	0.00	468,209.00	0.00	0.00	468,209.00-	0
58-3102-000	DEPT OF COMM - MOTORSPORTS GRANT	63,558.95	136,317.38	0.00	136,317.38	0.00	100
58-3103-000	WEYERHAEUSER GIVING GRANT	0.00	2,000.00	0.00	2,000.00	0.00	100
58-3290-000	INTEREST EARNED	578.62	4,009.66	0.00	17,155.78	13,146.12	428
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	100
58-3300-001	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	66,131.95	183,868.05	0.00	183,868.05	0.00	100
58-3300-002	DPS-WCSO DIR APPROP S.L. 2021.180	84,269.66	0.00	0.00	0.00	0.00	0
58-3300-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	0.00	0.00	677,407.50-	0
58-3300-004	HB103 LPR DIR APPROPRIATION	44,658.84	0.00	0.00	0.00	0.00	0
58-3980-010	TRANSFER FROM GENERAL FUND	166,333.00	93,410.45	0.00	93,410.45	0.00	100
58-3990-000	APPROPRIATED FUND BALANCE	0.00	1,113,863.81	0.00	0.00	1,113,863.81-	0
	<b>PROJECTS/GRANTS FUND Revenue Totals</b>	<b>425,531.02</b>	<b>5,679,085.85</b>	<b>0.00</b>	<b>3,432,751.66</b>	<b>2,246,334.19-</b>	<b>60</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
58-0000-000	PROJECTS/GRANTS FUND:	0.00	0.00	0.00	0.00	0.00	0
58-4100-001	EXPENDITURE OF INTEREST EARNED	578.62	16,640.47	0.00	0.00	16,640.47	0
58-4101-001	RURAL DOWNTOWN ECON DEV-ELEVATOR G	0.00	468,209.00	0.00	0.00	468,209.00	0
58-4202-000	DEPT OF COMMERCE - MOTORSPORTS GRA	63,558.95	136,317.38	0.00	41,264.20	95,053.18	30
58-4203-000	WEYERHAEUSER GIVING GRANT	0.00	2,000.00	0.00	0.00	2,000.00	0
58-4203-001	EM BLDG LOCAL MATCH	0.00	894,900.00	1,000.00	335,733.64	559,166.36	38
58-4203-002	ELEVATOR LOCAL MATCH	0.00	23,410.45	0.00	0.00	23,410.45	0
	<b>4203 WEYERHAEUSER GIVING GRANT</b>	<b>0.00</b>	<b>920,310.45</b>	<b>1,000.00</b>	<b>335,733.64</b>	<b>584,576.81</b>	<b>36</b>
58-4260-556	CAP RESERVES ROOF REPAIRS/REPLACEME	0.00	47,500.00	0.00	0.00	47,500.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
58-4260-557	CAP OUTLAY ROOF REPAIRS/REPLACEMENT	0.00	112,500.00	0.00	0.00	112,500.00	0
58-4260-558	CAP RESERVES HVAC REPAIRS/REPLACEME	0.00	47,107.00	0.00	0.00	47,107.00	0
	<b>4260 Total</b>	<b>0.00</b>	<b>207,107.00</b>	<b>0.00</b>	<b>0.00</b>	<b>207,107.00</b>	<b>0</b>
58-4300-003	DPS-WCSO DIR APPROP S.L. 2021-180	84,269.66	0.00	0.00	0.00	0.00	0
58-4300-004	HB103 LPR DIR APPROPRIATION	44,658.84	0.00	0.00	0.00	0.00	0
	<b>4300 Total</b>	<b>128,928.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
58-4301-001	EM BLDG DIRECT APPROP S.L. 2021.180	5,100.00	3,000,000.00	0.00	0.00	3,000,000.00	0
58-4301-002	CAP PROJ DIR APPROP SL 2021-180 SEC 40.8	66,131.95	183,868.05	0.00	183,488.05	380.00	100
58-4301-003	NCDIT-E911 GRANT-EMTOC	0.00	677,407.50	0.00	0.00	677,407.50	0
	<b>4301 Total</b>	<b>71,231.95</b>	<b>3,861,275.55</b>	<b>0.00</b>	<b>183,488.05</b>	<b>3,677,787.50</b>	<b>5</b>
58-6200-001	PARTF GRANT LOCAL MATCH	0.00	69,226.00	0.00	0.00	69,226.00	0
	<b>PROJECTS/GRANTS FUND Expenditure Total</b>	<b>264,298.02</b>	<b>5,679,085.85</b>	<b>1,000.00</b>	<b>560,485.89</b>	<b>5,118,599.96</b>	<b>10</b>

**58 PROJECTS/GRANTS FUND**

	Prior	Current	YTD
<b>Revenues:</b>	<b>425,531.02</b>	<b>0.00</b>	<b>3,432,751.66</b>
<b>Expenditures:</b>	<b>264,298.02</b>	<b>1,000.00</b>	<b>560,485.89</b>
<b>Net income:</b>	<b>161,233.00</b>	<b>1,000.00-</b>	<b>2,872,265.77</b>

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
59-3010-211	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	167,469.64	0.00	15,426.84	95,486.03	95,486.03	0
59-3010-212	PLYMOUTH NCVTS CONTRA REVENUE ACCC	8,368.93-	0.00	0.00	0.00	0.00	0
59-3010-221	ROPER MOTOR VEHICLE TAX - NCVTS	20,975.32	0.00	1,682.60	11,176.04	11,176.04	0
59-3010-222	ROPER NCVTS CONTRA REVENUE ACCOUNT	1,152.45-	0.00	0.00	0.00	0.00	0
59-3010-241	CRESWELL MOTOR VEHICLE TAX - NCVTS	11,241.74	0.00	838.67	8,176.74	8,176.74	0
59-3010-242	CRESWELL NCVTS CONTRA REVENUE ACCC	514.72-	0.00	0.00	0.00	0.00	0
59-3010-320	CRESWELL TAX LEVY	104,096.43	0.00	910.88	84,510.19	84,510.19	0
59-3010-350	DRAINAGE DISTRICT 5 LEVY	34,037.30	0.00	465.26	33,509.33	33,509.33	0
59-3010-360	ALBEMARLE DRAINAGE DISTRICT	111,784.92	0.00	93.73	110,563.93	110,563.93	0
59-3010-370	PUNGO RIVER DRAINAGE DISTRICT	40,509.19	0.00	0.00	38,293.05	38,293.05	0
	<b>DMV MUNICIPAL TAXES Revenue Totals</b>	<b>480,078.44</b>	<b>0.00</b>	<b>19,417.98</b>	<b>381,715.31</b>	<b>381,715.31</b>	<b>0</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
59-0000-000	FUND 59:	0.00	0.00	0.00	0.00	0.00	0
59-6900-298	LEVY- DRAINAGE DISTRICT 5 LEVY	34,037.30	0.00	10,140.07	33,044.07	33,044.07-	0
59-6900-404	CRESWELL TAX LEVY	98,123.92	0.00	49,081.38	79,419.34	79,419.34-	0
59-6900-411	PLYMOUTH MOTOR VEHICLE TAX - NCVTS	159,100.71	0.00	14,328.54	80,059.19	80,059.19-	0
59-6900-412	ROPER MOTOR VEHICLE TAX - NCVTS	19,822.87	0.00	2,260.97	9,493.44	9,493.44-	0
59-6900-413	CRESWELL MOTOR VEHICLE TAX - NCVTS	10,727.02	0.00	1,242.81	7,338.07	7,338.07-	0
59-6900-414	ALBEMARLE DRAINAGE DISTRICT	111,784.92	0.00	71,980.19	110,470.20	110,470.20-	0
59-6900-415	PUNGO RIVER DRAINAGE DISTRICT	40,509.19	0.00	34,095.52	38,293.05	38,293.05-	0
	<b>6900 Total</b>	<b>474,105.93</b>	<b>0.00</b>	<b>183,129.48</b>	<b>358,117.36</b>	<b>358,117.36-</b>	<b>0</b>
	<b>DMV MUNICIPAL TAXES Expenditure Totals</b>	<b>474,105.93</b>	<b>0.00</b>	<b>183,129.48</b>	<b>358,117.36</b>	<b>358,117.36-</b>	<b>0</b>

**59 DMV MUNICIPAL TAXES**

Prior	Current	YTD
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**Washington County**  
Statement of Revenue and Expenditures

<b>Revenues:</b>	<b>480,078.44</b>	<b>19,417.98</b>	<b>381,715.31</b>
<b>Expenditures:</b>	<b>474,105.93</b>	<b>183,129.48</b>	<b>358,117.36</b>
<b>Net Income:</b>	<b>5,972.51</b>	<b>163,711.50-</b>	<b>23,597.95</b>

**Washington County**  
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
61-3490-010	REVENUE	0.00	162,000.00	0.00	0.00	162,000.00-	0
	<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>0.00</b>	<b>162,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>162,000.00-</b>	<b>0</b>

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
61-8300-000	SFR:	0.00	0.00	0.00	0.00	0.00	0
61-8300-552	SINGLE FAMILY REHAB 2023	0.00	162,000.00	0.00	0.00	162,000.00	0
	<b>COMMUNITY DEVELOPMENT B Expenditure 1</b>	<b>0.00</b>	<b>162,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>162,000.00</b>	<b>0</b>

**61 COMMUNITY DEVELOPMENT BLOCK GRA**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Washington County**  
Statement of Revenue and Expenditures

02/27/2025  
10:39 AM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
63-3270-000	MOTEL OCCUPANCY TAX	177,221.00	160,000.00	9,877.66	102,437.99	57,562.01-	64
63-3990-000	TTA-FUND BALANCE APPROPRIATION	0.00	87,326.00	0.00	0.00	87,326.00-	0
	<b>TRAVEL AND TOURISM Revenue Totals</b>	<b>177,221.00</b>	<b>247,326.00</b>	<b>9,877.66</b>	<b>102,437.99</b>	<b>144,888.01-</b>	<b>41</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
63-0000-000	FUND 63:	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
63-4960-010	MUSEUM/HISTORIC SOCIETY	14,000.00	14,000.00	1,166.67	9,333.36	4,666.64	67
63-4960-020	WASH CO AFRICAN AMERICAN MUSEUM OPE	6,000.00	5,000.00	416.67	3,333.36	1,666.64	67
63-4960-100	BILLBOARD ADVERTISEMENTS	24,132.00	36,820.00	3,233.00	16,874.00	19,946.00	46
63-4960-130	DDA-SIGNAGE, OPEN AIR MARKET, XMAS MK	2,968.40	10,600.00	2,275.00	2,275.00	8,325.00	21
63-4960-140	CIVIL WAR TRAIL SIGNS MAINTENANCE	1,000.00	4,900.00	0.00	1,000.00	3,900.00	20
63-4960-180	HISTORIC ALBEMARLE TOUR DUES	350.00	1,000.00	0.00	0.00	1,000.00	0
63-4960-181	ROANOKE RIVER PARTNERS DUES	1,500.00	1,500.00	0.00	1,500.00	0.00	100
63-4960-200	NORTH CAROLINA BEAR FESTIVAL	30,000.00	30,000.00	0.00	0.00	30,000.00	0
63-4960-260	HISTORICAL SOCIETY OF WASHINGTON CO	0.00	500.00	0.00	0.00	500.00	0
63-4960-341	MARITIME MUSEUM & LIGHTHOUSE	10,000.00	10,000.00	833.33	6,666.64	3,333.36	67
63-4960-345	LASER LIGHT SHOW	5,000.00	5,000.00	0.00	5,000.00	0.00	100
63-4960-346	AFRICAN AMERIC EXPERIENCE OF NE NC DL	2,000.00	2,000.00	0.00	2,000.00	0.00	100
63-4960-370	CONTRACT-WEBSITE HOST & MAINT	1,067.88	1,200.00	200.00	700.00	500.00	58
	<b>4960 TRAVEL &amp; TOURISM:</b>	<b>98,018.28</b>	<b>122,520.00</b>	<b>8,124.67</b>	<b>48,682.36</b>	<b>73,837.64</b>	<b>40</b>
63-4970-000	TRAVEL & TOURISM:	0.00	0.00	0.00	0.00	0.00	0
63-4970-010	SALARIES & WAGES-DIRECTOR	24,999.96	25,000.00	2,083.33	16,666.64	8,333.36	67
63-4970-090	TRAVEL- FICA TAX	1,420.67	1,750.00	154.72	1,026.62	723.38	59
63-4970-100	TRAVEL- RETIREMENT	5,029.26	5,266.00	430.42	3,443.36	1,822.64	65

**Washington County**  
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
63-4970-131	TRAVEL - UNEMPLOYMENT	0.00	250.00	0.00	0.00	250.00	0
63-4970-140	TRAVEL- WORKER'S COMP	128.00	160.00	0.00	129.00	31.00	81
63-4970-180	TRAVEL- GROUP INS.S	10,061.22	10,600.00	715.17	6,710.46	3,889.54	63
63-4970-190	TRAVEL - LEGAL SERVICES	0.00	1,583.00	0.00	1,477.50	105.50	93
63-4970-260	DEPARTMENTAL SUPPLIES	2,358.09	500.00	0.00	0.00	500.00	0
63-4970-310	TRAVEL- TRAVEL & TRAINING	625.00	1,000.00	0.00	0.00	1,000.00	0
63-4970-370	MARKETING & ADVERTISING-ADMIN	39,677.28	70,297.00	3,334.62	21,168.09	49,128.91	30
63-4970-390	TRAVEL- DUES & SUBSCRIPTIONS	263.00	400.00	0.00	175.00	225.00	44
63-4970-600	ADMIN FEE 3%- GENERAL FUND	4,500.00	4,500.00	0.00	4,500.00	0.00	100
63-4970-602	PROFESSIONAL SERVICES-AUDIT	4,650.00	3,500.00	0.00	3,500.00	0.00	100
	<b>4970 TRAVEL &amp; TOURISM:</b>	<b>93,712.48</b>	<b>124,806.00</b>	<b>6,718.26</b>	<b>58,796.67</b>	<b>66,009.33</b>	<b>47</b>
	<b>TRAVEL AND TOURISM Expenditure Totals</b>	<b>191,730.76</b>	<b>247,326.00</b>	<b>14,842.93</b>	<b>107,479.03</b>	<b>139,846.97</b>	<b>43</b>

**63 TRAVEL AND TOURISM**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>177,221.00</b>	<b>9,877.66</b>	<b>102,437.99</b>
<b>Expenditures:</b>	<b>191,730.76</b>	<b>14,842.93</b>	<b>107,479.03</b>
<b>Net Income:</b>	<b>14,509.76-</b>	<b>4,965.27-</b>	<b>5,041.04-</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
69-3370-000	E911 TELEPHONE SURCHARGE (1YR)	118,952.52	118,952.00	0.00	64,213.86	54,738.14-	54
69-3990-000	APPROPRIATED PRIOR YR BALANCE	0.00	4,126.00	0.00	0.00	4,126.00-	0
	<b>EMERGENCY TELECOMMUNICATIONS Reven</b>	<b>118,952.52</b>	<b>123,078.00</b>	<b>0.00</b>	<b>64,213.86</b>	<b>58,864.14-</b>	<b>52</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
69-9100-000	911:	0.00	0.00	0.00	0.00	0.00	0
69-9100-180	PROFESSIONAL SERVICES	2,760.00	2,760.00	0.00	2,760.00	0.00	100
69-9100-200	DEPARTMENTAL SUPPLIES	3,869.91	4,665.00	0.00	0.00	4,665.00	0
69-9100-310	TRAINING	2,030.00	4,000.00	850.00	2,770.00	1,230.00	69
69-9100-320	COMMUNICATIONS	8,045.82	8,000.00	57.94	5,523.17	2,476.83	69
69-9100-350	MAINT & REPAIR-EQUIPMENT	612.36	2,000.00	0.00	413.91	1,586.09	21
69-9100-351	CONTRACTED SERVICES-SOUNDSIDE	13,366.80	13,770.00	0.00	13,767.60	2.40	100
69-9100-352	MAINT AGREEMENT-SOUTHERN SOFTWARE	7,796.00	7,952.00	0.00	7,952.00	0.00	100
69-9100-354	MAINT AGREEMENT-SOUTHERN SOFT MAPP	3,280.00	3,346.00	0.00	3,346.00	0.00	100
69-9100-355	MAINT AGREEMENT-SOUTHERN SOFT PAGIN	813.00	829.00	0.00	829.00	0.00	100
69-9100-356	MAINT AGREEMENT-EDGE ONE RECORDER	5,300.00	5,935.00	0.00	5,935.00	0.00	100
69-9100-357	MAINT AGREEMENT-MOTOROLA	0.00	16,811.00	0.00	16,810.12	0.88	100
69-9100-358	MAINT AGREEMENT-ESRI	0.00	1,900.00	0.00	1,900.00	0.00	100
69-9100-361	MAINT AGREEMENT-EMD	3,840.00	4,000.00	0.00	3,840.00	160.00	96
69-9100-362	MAINT AGREEMENT-CAD	0.00	2,000.00	0.00	0.00	2,000.00	0
69-9100-363	MAINT AGREEMENT-ENDPOINT	0.00	110.00	0.00	0.00	110.00	0
69-9100-550	- CAPITAL OUTLAY- EQUIPMENT	16,380.33	45,000.00	0.00	0.00	45,000.00	0
	<b>9100 911:</b>	<b>68,094.22</b>	<b>123,078.00</b>	<b>907.94</b>	<b>65,846.80</b>	<b>57,231.20</b>	<b>54</b>
	<b>EMERGENCY TELECOMMUNICA Expenditure</b>	<b>68,094.22</b>	<b>123,078.00</b>	<b>907.94</b>	<b>65,846.80</b>	<b>57,231.20</b>	<b>54</b>
	<b>69 EMERGENCY TELECOMMUNICATIONS</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>			

Washington County  
Statement of Revenue and Expenditures

<b>Revenues:</b>	<b>118,952.52</b>	<b>0.00</b>	<b>64,213.86</b>
<b>Expenditures:</b>	<b>68,094.22</b>	<b>907.94</b>	<b>65,846.80</b>
<b>Net Income:</b>	<b>50,858.30</b>	<b>907.94-</b>	<b>1,632.94-</b>

**Washington County**  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
70-3290-000	INTEREST ON INVESTMENTS	7,874.50	0.00	0.00	5,194.50	5,194.50	0
70-3980-010	TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	0.00	40,000.00	0.00	100
	<b>REAPPRAISAL Revenue Totals</b>	<b>47,874.50</b>	<b>40,000.00</b>	<b>0.00</b>	<b>45,194.50</b>	<b>5,194.50</b>	<b>112</b>

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
70-0000-000	FUND 70:	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	40,000.00	0
	<b>REAPPRAISAL Expenditure Totals</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0</b>

70 REAPPRAISAL	Prior	Current	YTD
<b>Revenues:</b>	<b>47,874.50</b>	<b>0.00</b>	<b>45,194.50</b>
<b>Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income:</b>	<b>47,874.50</b>	<b>0.00</b>	<b>45,194.50</b>

Washington County  
Statement of Revenue and Expenditures

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<b>Grand Totals</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>64,584,523.04</b>	<b>1,422,414.90</b>	<b>34,284,051.09</b>
<b>Expenditures:</b>	<b>72,823,941.73</b>	<b>2,880,902.28</b>	<b>37,939,916.35</b>
<b>Net Income:</b>	<b>8,239,418.69-</b>	<b>1,458,487.38-</b>	<b>3,655,865.26-</b>



**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 10**

**DATE: March 3, 2025**

**ITEM: Other Items by Chairman, Commissioners, County Manager/Attorney,  
Finance Officer or Clerk**

**SUMMARY EXPLANATION:**

**Items to be discussed:**

- a) Capital Project Update, Mr. Jason Squires, ACM
- b) Pella Endorsement Letter, Mr. Curtis Potter, CM/CA
- Department Head Reports from February 2025 (see attached)
- Statistic Reports (see attached)

Department Head Reports to the Commissioners  
March 3, 2025  
Board of Commissioners' Meeting

EMS

Jennifer O'Neal

**EMS STAFFING:**

The EMS Division currently has (3) Full-Time Paramedic positions and (2) Basic EMT Positions available. The Transport Division has one Full-Time EMT position available. We are also accepting applications for part-time positions for all levels (EMT, A-EMT, and Paramedic). We are anticipating Laquesta Bond to complete her Paramedic training in March.

**SAFETY:**

We continue to participate in the Injury Prevention System program through the NCACC monthly with safety sheets.

**SYSTEM BUSINESS:**

RACECARS Trial is bringing several more AED's into our community soon and we continue to teach the public as the system allows.

Thank you for your continued support of Washington-Tyrrell County EMS.

Recreation

Randy Fulford

All is well with Recreation . We are playing basketball, pickle ball and karate. We are getting our All-Star teams ready for tournaments, EAC, SWAC, and State Games. We are looking forward to having tournaments here, when we get a site to have them. This will bring money into the County.

Elections

Dora Bell

No report submitted.

Library

Brandy Goodwin

No report submitted.



**February 2025**

**Rebecca Liverman, County Extension Director**

- I have made several trips to **Hyde Correctional Facility** to meet with staff and work on logistics and credentialing with BCCC for teaching ServSafe to offenders. Our first class is in March.
- We had the annual **4-H livestock advisory board meeting**. These volunteers will serve two years on the board.
- Our **staff update** included annual civil rights, language access, and non-discrimination training.
- We also visited one of our local goat producers to see her barn-to-bath (baby goats to goat soap) business.
- We are serving about **35 families every Friday** with the mobile market.



# February 2025

## Jalynne Ward - Ag Agent

- Hosted **Blacklands Soybean School** with guest speaker Dr. Shawn Casteel from Purdue University-we had a packed house with **155 attendees**
- Hosted & presented at a **Private Applicator's Training** - **62 farmers** were able to receive V credits
- Private pesticide training for Harris Farms by request





# February 2025

## Sonona Jefferson - 4-H Agent

- February 4-H To The Front Door kits were delivered to 9 participants. Kits included a STEAM activity (elephant toothpaste), 2 social-emotional learning activities, and a Map It Out activity to encourage families to explore Washington County.
- Game of Drones practice continues for the April 12th competition at NC A&T in Greensboro.
- Washington County 4-H conducted a presentation at the Vernon James Center on the 28th on the **Past, Present, and Future of American Agriculture**. VR Headsets from AgriPride provided a 360° agricultural experience on farm equipment harvesting wheat, soybeans, corn, and cotton.



Tax Office  
Sherri Wilkins

1. We continue to work every day with Zacchaeus Legal Services – sending tax information, verifying balances due, completing tax certifications, adding attorney fees and/or suit cost.
2. Foreclosure sales were scheduled for February 20<sup>th</sup> but due to the inclement weather they were moved to February 27<sup>th</sup>.
3. Assisted the taxpayers with the Tag & Tax program, handling value adjustments, refunds, releases, address corrections and general questions regarding motor vehicles. We had several requests that appealed the value, several where the tag had been turned in and several that had been charged taxes for being in a town, but they were not in a town. This takes up a lot of Christal's time.
4. Continue to verify PINs for Deed filings, process Tax Certifications and assign addresses in GIS – we had several address requests. We have a variation of these daily.
5. I had several maps to verify the PIN and stamp off on as Review Officer.
6. Continue to work with the landfill. They call 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.
7. The Statistical report was submitted.
8. Sent mapping updates to Joe with Atlas.
9. The office remains busy with tax payments, releases, appeal questions, exemption questions, questions that always arise after the tax bills are received.
10. We remain busy with the processing of the Business Personal Property forms and Abstract – Individual Personal Property forms.
11. Hollie continues to work on deed transfers and estate transfers and she assists at the front counter as needed.
12. Christal continues to work with the queues with NCVTS.

Planning/Inspections/Floodplain Management  
Allen Pittman

Permits issued	20
Floodplain Reviews	2
Plan/Project Reviews	4
Inspections completed	16

February 7, 14, 28 Tyrrell County Contract  
February 19, 20, 21 Out for snow days  
Planning Board meeting was cancelled due to ice/snow

Continue to work on:

- Questions for Administrative Code and Policy Exam (State of NC Building Code)
- CRS and flood maps being reviewed for Washington County
- Planning Board is reviewing Zoning Ordinance for updates (in conjunction with Economic Development Director)
- Knox Box with Roper Fire Chief
- Budget package

### Emergency Management

Lance Swindell

### **Feb. 4<sup>th</sup> DH Meeting**

Feb. 4<sup>th</sup>-Structure Fire 109 N. Seventh St. Creswell, coordinate needs with Fire, LE, OSFM and SBI

Feb.5<sup>th</sup> -NeoGov Meeting

Jan 8<sup>th</sup>- DH Meeting

Feb 10<sup>th</sup> NeoGov Rep Meeting

Feb. 11<sup>th</sup>- Employee Safety Comm. Meeting

Feb.15<sup>th</sup> – Structure Fire-Remote Callback, Fire Chief

Feb. 17<sup>th</sup>- Swamp Hog Mtg.

Feb.19<sup>th</sup>- Pick up 24' trailer to Advantage RV, upfitting

Feb.19<sup>th</sup>- Winter Weather

Feb. 24<sup>th</sup> - 18-Wheeler and Vac Truck accident on 45 Bridge, assist with Bertie Fire and EM

Feb. 24<sup>th</sup> -Fire Ch. Mtg.

Feb. 25<sup>th</sup>- Eastern Branch Open House-Kinston

Feb. 27<sup>th</sup> BK Radio New technology Virtual and demo

CBCG Grant Progress/Project Completion as of 2/28/2025- Boat/Motor/Trailer-95%,  
Command Trailer/Generator-95%-interior painting. Lined up with maintenance for help  
Other Items: Budget preparation, quotes, planning, maintenance and equipment checks, etc

### **Upcoming**

3/3/25- Swamp Hogs Meeting

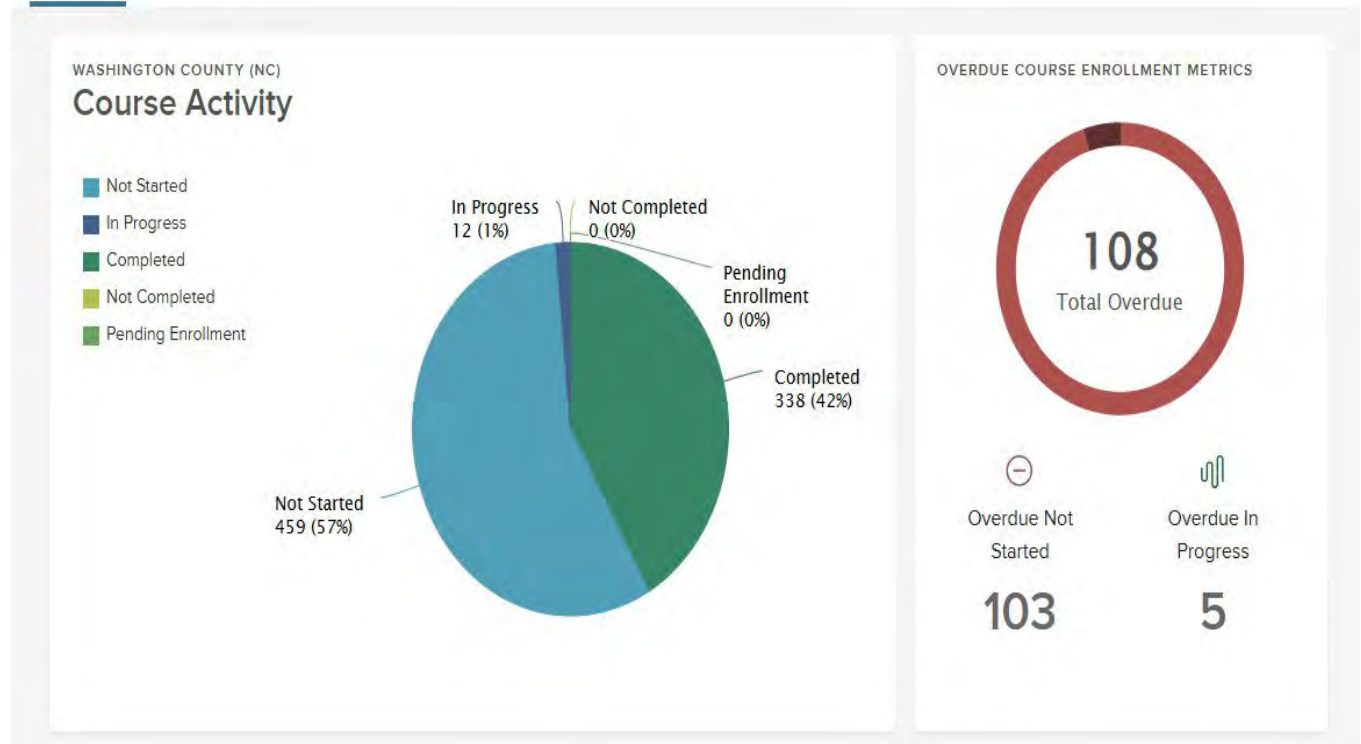
3/5/25- DH Meeting

3/6/25- Senior Center Presentation, Severe Weather Week, Go over Storm Kit List  
 3/13/25-Search and Rescue Training at Creswell-6pm  
 3/17/25- Swamp Hog Mtg.  
 3/18/25- Public Safety Awareness Day- Vernon James-10am -2 pm  
 3/20/25- DAWG Meeting-Hertford 10am  
 3/20/25-Area 1&2 Mtg.-Hertford 11am  
 3/23 through 3/26/25- EM Spring Conference

**Attached below is overall NEOGOV Training Report Countywide for the quarter**

## Training Activity

Courses Learning Plans



Soil and Water  
 Chris Respass

No report submitted.



## Landfill

Hakeim Blakeney

No report submitted.

## Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Harley Spruill

Detention:

1. UNFIRST PICKED UP AND DROPPED OFF LIEN ON 01/03/2025
2. MAINTENANCE CAME TO PAINT B- BLOCK BY THE TOILETS 01/07/2025
3. MAINTENANCE BROUGHT UP COPYING PAPER 01/09/2025.
4. MAINTENANCE CAME TO PAINT A-BLOCK BY THE TOILETS AND IN CELL ONE 01/10/2025.
5. UNFIRST PICKED UP AND DROPPED OFF LIEN ON 01/10/2025.
6. UNFIRST PICKED UP AND DROPPED OFF LIEN ON 01/17/2025.
7. MAINTENANCE CAME TO SEE WHY ALL THE LIGHTS WAS OUT IN VISITATION. IT END UP BEING THE BREAKER WAS SWICHED OFF 01/24/2025.
8. UNFIRST PICKED UP AND DROPPED OFF LIEN ON 01/24/2025.
9. MAINTENANCE CAME TO TAKE PICTURES OF PAINTING IN A-BLOCK ON 01/27/2025.
10. DARLENE FIST CAME WITH SOUND TO REPAIR WALL BRACKET ON 01/29/2025.
11. MAINTENANCE ARRIVED TO WORK ON SHOWER IN HOLDING CELL ON 01/28/2025.
12. MCDANIELS CAME TO BRING THE CANTEEN THAT WAS LATE AND TO FIX ON THE KIOSK MACHINE THAT LOCATED IN THE JAIL LOBBY 01/28/2025.
13. UNFIRST PICKED UP AND DROPPED OFF LIEN ON 01/31/2025.
14. WILLIAMSTON EXTERMINATOR SPRAYED ON 01/29/2025.

## Information Technology

Darlene Fikes

Mediacom: Currently, Mediacom is drawing out a plan to replace cable in Courthouse using the stairwell where they will be able to branch off at each floor.

Tax Office Software Migration: Timeline has been developed. IT working on catalog of files.


FY24 911 Grant: Completed final project report and documentation – emailed to 911 Board on February 14.

- Completed updating Edmunds files on PCs outside network with exception of Soil & Water.
- Review EMAG with Harley and what needs to be done to renew with other carriers.
- Receive corrected invoices for 2024 911 Grant – Review – Have Harley sign – Submit to Finance.
- Troubleshoot issue with postage machine.
- Troubleshoot issue with no internet at Senior Center.
- Start FY25-26 Budget Book.
- Review 911 Revenue/Expenditure Report and Fund Balance with Missy and Harley –

Signed and returned to 911 Board on February 6. Final report approved by 911 Board with ending fund balance of \$390,569.07.

- Review 911 FPT Report with Harley and 911 Board. Email final report February 6.
- Create email for WorkOrders and notify Jason.
- Setup laptop for Kelly Chesson and review settings with him.
- Complete spread sheet with County computer equipment – email to Curtis and Jason.
- Install kvm switch on Sheriff's pc. Troubleshoot issue with connection and printer.
- Troubleshoot issue with McDaniels kiosk connection.
- Reset password for Harris Williams and troubleshoot access to Outlook.
- Reset password and mfa for PMZ.
- Check pc connections after Michele Simpson rearranged desks.
- Troubleshoot issue with connection to Elite on Delinquent Tax pc.
- Troubleshoot issue with network connection on laptop for Laurie Zoll.
- Review/Train Arlo in Edmunds – said he will be doing budget this year.
- Research ups and send info to Sheriff's office to order.
- Research power cord/adapter and battery for Lance Swindell.
- Update Cost Allocation Plan and submit to Finance.
- Update 911 Contact List and give to Harley.
- Disconnect equipment so Facilities can install monitor mount for Tax Collection.
- Replace battery & back cover on VC3 cordless phone at Recreation. Type note for return and ship back to VC3.
- Complete final report for 2024 PSAP Grant. Scan all documentation and email to 911 Board for reimbursement.
- Start updating 2024 PSAP Grant book and folder in My Documents and BaseCamp.
- Work on Elite files for Tax migration – work with Teresa Rowell with Cox & Company.
- Troubleshoot issue with internet at Senior Center.
- Contact Verizon to get contact for Inter-carrier EMAG.
- Check postage machine during the month to determine when postage is needed.
- Attend County Manager group meetings.
- Stamp, sign & copy invoices & take to Finance.
- Verify CopyPro and VC3 invoices for Finance.
- Complete Weekly Activity Report for County Manager

Senior Center  
Renee' Collier



(252) 580-4271  
3720 Patrick Way | Elizabeth City, NC

# FUNDRAISING

## DINE-IN OR TO-GO


»» *Support* ««

Albemarle Commission Senior Nutrition Program  
Meals on Wheels  
**Monday, March 10, 2025**  
4 PM to 9 PM

# 10%

## DONATION NIGHT

Support **Meals on Wheels** by presenting this flyer to the **Elizabeth City Location** and Texas Roadhouse will donate **10%** of your total food purchases to the **organization!**



Washington County Senior Center					Weekly Reoccurring Activities
March 2025 Schedule of Events					
M	T	W	TH	F	
<b>3</b> 10am: Matching  <b>NO DANCE FINTESS</b>	<b>4</b> 10am: Mardi Gras Fat Tuesday Activity	<b>5</b> 10am: Woo-Ball!  3pm: Ceramics (Class #1)	<b>6</b> 10am: Severe Weather Awareness with WCEM	<b>7</b> 10am: Senior Games Practice	<b>Mondays:</b> <b>9:30-10:00am:</b> Fitter Sitters <sup>A</sup> <b>11:00-11:15am:</b> Education Corner <b>1:00-3pm:</b> Pickle Ball <b>5:15-6:05pm:</b> Dance Fitness <b>6:15pm:</b> Yoga
<b>10</b> 10am: Crafts w/ Staff  <b>NO DIAMOND ART</b> 1:30pm: Meals on Wheels Fundraising Trip	<b>11</b> 10am: Digital Navigation Albemarle Commission	<b>12</b> 10am: Chair Volleyball  3pm: Ceramics (Class #2)	<b>13</b> 9am: Plymouth Breakfast & Shopping Trip	<b>14</b> 10am: Senior Games Practice  4pm: Dinner & Bingo Fundraiser (BINGO BEGINS PROMPTLY @ 6PM)	<b>Tuesdays:</b> <b>9:30-10:00am:</b> Getting Fit <b>1:00-2:00pm:</b> Chair Exercise <b>2:00-4:00pm:</b> Uncle Bud's Knitters <b>5:30-6:30pm:</b> Beginner Line Dancing
<b>17</b> 10am: Library Trip	<b>18</b> 10am: Memory Games	<b>19</b> 10am: Bullseye Bounce  3pm: Ceramics (Class #3)	<b>20</b> 10am: Crafts w/ Quinterlene  5pm: Movies @ the Center (must pre-register)	<b>21</b> 10am: Senior Games Practice	<b>Wednesdays:</b> <b>9:30-10:00am:</b> Fitter Sitters <sup>A</sup> <b>11:00-11:15am:</b> Inspirational Moment <b>1:00pm:</b> Crafts with Sandra <b>1:00-3pm:</b> Pickle Ball <b>5:30-6:30pm:</b> Dance Fitness
<b>24</b> 10am: Pictionary	<b>25</b> 10am: Cooking w/ Renee	<b>26</b> 7:30am: Senior Games Corn-Hole @ GC  10am: Football Toss 3pm: Ceramics (Class #4)	<b>27</b> 10am: Coffee Break w/ Director  10:30am: Nutrition Presentation	<b>28</b> 10am: Senior Games Practice	<b>Thursdays:</b> <b>9:30-10:00am:</b> Getting Fit <b>12:30-2:00pm:</b> Diamond Art Class <b>1:00-2:00pm:</b> Chair Exercise <b>5:00-6:00pm:</b> Advanced Line Dancing
<b>31</b> 10am: Puzzle Day					<b>Fridays:</b> <b>9:30-10:00am:</b> Walking Track (Indoors) <b>10:00-11:00am:</b> Corn-Hole *one against all-non regulation*

Washington County Senior Center

## DINNER AND CASH BINGO FUNDRAISER

### FRIDAY, MARCH 14, 2025

To raise funds the Center will be hosting a dinner and cash bingo sessions. This event is open to the public but you must partake in Bingo if staying during game play! 18 or older to participate.

**DINNER** Served 4:00pm through 5:30pm: \$10.00 all you can eat  
 Buffet includes: Side Salad, Pasta Bake, Garlic Bread, Drink and Dessert.  
 To go plates can be purchased for \$7.00 - Pay at entry.

**BINGO (20 Games) 5:30pm: Packs Sale and BINGO begins Promptly at 6pm**  
 Bingo session will cover 20 games. Bingo games and payouts are pre-determined, info sheet handed out alongside pack purchases.

Single Card Pack (20 cards)= \$5.00  
 Three Card Pack (60 cards)= \$12.00

Bingo Daubers/Dollars are the only thing to be recognized for winning cards.  
 Center will have daubers for sale \$1 each

MULTIPLE PACKS CAN BE PURCHASED BUT YOU'RE RESPONSIBLE TO KEEP UP  
 ALL PRIZE MONEY TO BE WON HAS BEEN DONATED TO THE CENTER FOR EVENT!

Thank you for helping us raise \$330 with our Candy Gram Fundraiser this year!



Surplus  
Debbie Knieper

**Personal Property Surplus Year End Update FY2024 to 2025**

**Sold**

ID	Asset	Price	Beginning Bid	Status
2025-002	Panasonic Tough Books	\$100.00		S/PU
2025-003	TV, VCR, DVD	\$20.00		S/PU
2025-001	Dell Optiplex 380 w Monitor	\$0.00		Tossed
2025-004	2010 Ford Fusion	\$3,000.00	1,000	S/PU
2025-005	Ford E 450 2016	\$7,120.00	2750	S/PU
2025-006	HP Jet Pro SC	\$76.00	50	S/PU
2025-007	IBM Printer	\$0.00	40	Tossed
2025-008	HP Jet Pro 8620 Printer	\$40.00	40	S/PU
2025-010	Dell Optiplex 330	\$0.00	20	Tossed
2025-011	Optiplex 3070	\$40.00	40	S/PU
2025-012	2008 Dodge Charger	\$725.00	250	S/PU

Total **\$11,121** No Updates for March Meeting

The total above, \$ has been brought back to county for items not being utilized during FY 2024 to 2025

Airport  
Mary Moscato

**Project Update:**

- Airfield Lighting Improvement Project
  - **Scope:** Project includes the replacement of runway edge and runway threshold lighting, replacement of precision approach path indicator system (PAPI), replacement of runway end indicator lights (REIL), electrical vault modifications, and an existing beacon light fixture to be replaced.
  - **Status:** In the final phase of the project. Pending FAA flight check/calibration of the PAPI, REIL and runway lights.
- RPZ Obstruction
  - **Scope:** Consists of clearing approximately 33 acres of trees from the approach areas of Runway 3 and 21. The project includes design, permitting, bidding, CATEX, and grant assistance services. This Project may include, but is not limited to, such construction elements as clearing, clearing and grubbing, erosion and sediment

control, construction safety and phasing plans, turf restoration, and other similar construction items.

- **Status:** Bid opening was held on February 11<sup>th</sup> and we received four (4) bids ranging from \$537,339.25 - \$1,133,530.45.
- AWOS (Automated Weather Observing System)
  - **Status:** This project is temporarily on hold. After consideration of future development at the airport the location has been shifted 500' North. Before design can start a CATEX needs to be completed, a Pen & Ink Update to the ALP, and an NR study.
- Terminal Parking Lot Rehabilitation
  - **Scope:** Rehabilitate part of the existing access road to the Airport and the airport terminal area parking lot. The project is anticipated to include a mix of full depth pavement replacement of the existing asphaltic pavement and mill and overlay of the existing asphaltic road and parking lot pavement.
  - **Status:** The Work Authorization (WA) has been sent to the NCDOA for review. After the NCDOA provides their concurrence, the WA will require an Independent Fee Estimate (IFE) to be completed prior to submitting the grant application.

**Other Activities:**

- Held the quarterly Airport Advisory Committee meeting on February 17<sup>th</sup>.
- The runway was closed for several days due to icy conditions caused by the recent February snow and sleet event. A NOTAM was issued

**Revenue Update (as of 02/25/25):**

- February Fuel Sales: \$2,629.81
- Total fuel sales for FY25: \$43,660.80 (58.21% Realized)
- Hangar Leases: \$15,600 (100%)

Facility Services

Ricky Young

No report submitted.

DSS

Clifton Hardison

Washington County Board of Social Services  
Regular Meeting Minutes  
Tuesday, January 21, 2025

Attendance

- Board of Social Services: Julius Walker, Harry White and Ann Keyes
- By Phone: Rona Norman
- Staff: Clifton Hardison, Cathy Ange, Angela Freeman and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, January 21, 2025 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. Clifton added Introduction of new staff to the agenda. Ann Keyes moved to approve the agenda with the addition. Harry White gave a second to the motion and the vote in favor of the motion was unanimous.

Introduction of Staff

Kim Blevins introduced Steve White, the new Vehicle Operator to the Board. Angela Freeman introduced Tonya Cahoon to the Board. She came back to the agency as an Income Maintenance Case Worker in the Food and Nutrition Services unit. The Board welcomed them to the agency.

Public Comments

None were given.

Consent Agenda

Rona Norman moved to approve the consent agenda that included the December 21, 2024 regular board meeting minutes. Ann Keyes gave a second to the motion and the vote in favor of the motion was unanimous.

Food and Nutrition Services presentation

Angela Freeman presented the Food and Nutrition Services Presentation. The presentation can be found with the minutes.

Director's Report/Informational Items

Administration: We have four vacancies - two Social Worker IA&T positions and two Permanency Planning positions in the Children Services Unit. All the positions have been posted. We are currently in the process of hiring a permanency planning social worker. Yolanda White has turned in her resignation. She will be going to Bertie County Social Services as a Program Manager.

Food and Nutrition Services: Food Stamp statistics were reviewed.

Child Care: Child Care statistics were reviewed. We have 46 children on the waiting list at this time.

Medicaid: Medicaid and Program Integrity statistics were reviewed.

Children Services: Child Protective Services and Permanency Planning statistics were reviewed. We are currently working with a total of 29 children, all of them are in our custody.

Adult Services: Adult Services statistics were reviewed.

Energy Program: Energy Programs were reviewed. We have requested additional funds for CIP AND LIEAP but we haven't heard back yet. Clifton noted that we have helped several individuals last month who were homeless.

Work First: Work First statistics were reviewed.

Child Support: Child Support statistics were reviewed. Child Support is being managed by Young Williams.

Riverlight Transit: Riverlight Transit statistics were reviewed.

Monitorings: On the IV-E monitoring, there were no findings. The letters can be found with the minutes.

Director's PowerPoint presentation and spreadsheet reports are attached.

Other items: The next meeting for the Board is February 18, 2025 at 9 a.m.

Adjournment

Ms. Keyes made a motion to adjourn and Ms. Norman 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



**WASHINGTON COUNTY  
BOARD OF SOCIAL SERVICES MEETING  
TUESDAY, FEBRUARY 18, 2025  
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, FEBRUARY 18, 2025  
9:00 AM**

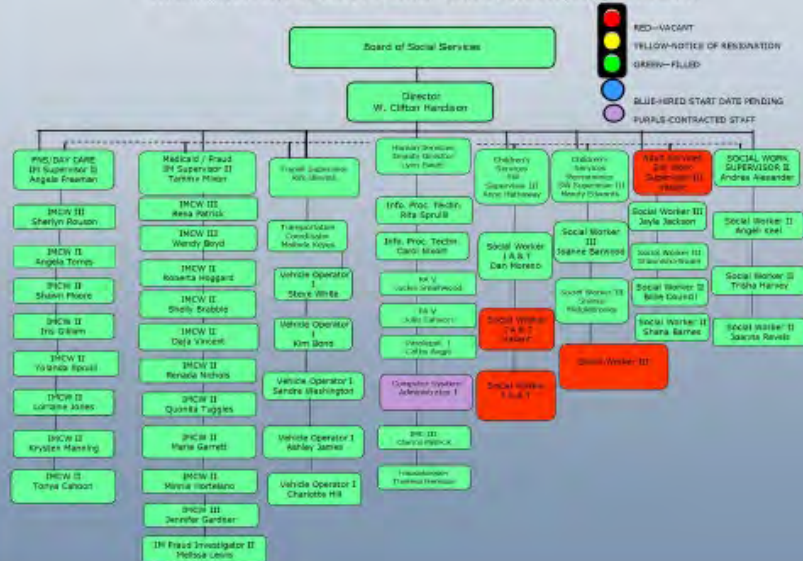
- 1. WELCOME AND CALL TO ORDER –CHAIR, JULIUS WALKER**
- 2. ADDITIONS OR DELETIONS TO THE AGENDA  
– CHAIR, JULIUS WALKER**
- 3. INTRODUCTION OF NEW STAFF**
- 4. PUBLIC COMMENTS – CHAIR, JULIUS WALKER**
- 5. CONSENT AGENDA – CHAIR, JULIUS WALKER**
  - A. OPEN MEETING MINUTES – JANUARY 21, 2025**
- 6. CHILDREN SERVICES PRESENTATION – ANNE HATHAWAY**
- 7. DIRECTOR'S REPORT – CLIFTON HARDISON**
- 8. OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-  
NEXT MEETING – TUESDAY, MARCH 18, 2025 at 9:00 AM**
- 9. 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

\*February 25, 2025 HCCBG In-Home Personal Care Services

## Audit/Monitoring Findings

- We have been notified by DHB the review of the single county audit findings for the one Medicaid case are being calculated. We will receive a letter once the final amount of ineligibility overpayments are confirmed. We are looking at a 10 month period in which the case pulled was ineligible for benefits.

## COMMENTS? QUESTIONS?



### DIRECTOR'S TRAVEL

Feb 27 & 28 Eastern Regional Meeting – Atlantic Beach

February 20 - Off

March 7 – Off

March 12 & 13 NCACDSS Meetings - Raleigh

ADMIN. Fy	23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Staff Level	54	51	50	49	48	51	50	50					
Vacancies		3	4	5	6	3	4	4					
Contracted Staff	12												
IT Eligibility								1					
Social Work								2					
								9					
Front Desk Visits		272	246	233	261	153	214	226					
<b>FINANCIAL</b>													
Expenditures from 1571	\$2,786,231	\$410,686	\$380,847	\$407,965	\$429,447	\$414,886	\$368,376	\$374,026					
Percentage of total budget Remaining		87.00%	73.00%	66.00%	60.00%	52.00%	46.00%	39.00%					

FNS FY 23-24	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		2,650	2,655	2,633	2,733	2,782	2,809	2,766					
Benefits	\$3,145,819	\$435,164	\$440,276	\$390,823	\$465,712	\$474,303	\$477,071	\$462,470					
Applications Taken	608	99	88	76	97	51	86	109					
Reviews Completed	944	128	139	105	224	152	87	109					

CHILD CARE FY 23-24	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		170	172	170	164	166	192	185					
Waiting List		59	58	60	36	44	46	51					
Benefit Amount	\$1,152,217	\$82,844	\$88,297	\$84,661	\$83,014	\$86,836	\$84,683	\$82,003	\$85,903				
Total Benefit Issued	\$ 678,241												
Benefit Remaining	\$473,976												

\*\*JANUARY FIGURES ARE PRELIMINARY AND MAY CHANGE IN THE FUTURE

MEDICAID FY 23-24	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,335	4,450	4,474	4,499	4,499	4,554	4,595					
Applications Taken	479	66	61	65	70	67	75	75					
Reviews Completed	859	125	126	130	123	124	107	124					



PROGRAM INTEGRITY FY 23-24												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going												
FNS	74	71	73	76	73	80	79					
Medicaid	1	1	1	1	1	1	1					
WFFA	3	3	3	3	3	3	3					
Child Care	12	12	12	12	12	12	12					

CHILD PROTECTIVE SERVICES FY 23-24												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total Children involved with Foster Care	27	28	29	30	26	29	29					
Total Children in DSS Custody	27	28	29	30	26	29	29					
Total Children not in DSS Custody	0	0	0	0	0	0	0					
Reports Received	12	8	10	6	5	4	6					
Children in Assessments/ Investigations	61	58	45	40	42	42	44					

ADULT PROTECTIVE SERVICES FY '23-24												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Reports Received	3	4	1	7	3	7	2					
Total Active Cases	1	3	5	6	3	5	4					
Guardianship Cases	6	6	6	6	6	6	6					

IN HOME SERVICES FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
In Home Aid Clients		16	16	16	16	16	16	15					
In Home Aid Inquiry List		28	29	29	29	30	29	29					
Special Assist In Home Aid Clients		5	4	4	5	5	4	4					
<b>Community Alternatives Program for Disabled Adult Clients (CAP)</b>													
		56	55	55	53	53	56	59					

Work First Employment & Cash Assistance FY 23-24	ytd Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cash Benefits Issued	\$21,632	\$3,471	\$2,969	\$2,710	\$2,783	\$3,599	\$3,046	\$3,054					
Emergency Assist Issued	\$ 30,095	\$5,663	\$7,288	\$5,341	\$5,809	\$5,900	\$95	\$0					
Employment Assist Issued	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Emergency Relief	\$101	\$0	\$0	\$101	\$0	\$0	\$0	\$0					
Applications Taken	27	2	7	2	4	4	2	6					
Single Parent Caseload	19	3	2	2	2	3	3	4					
Two Parent Caseload		1	0	0	0	0	0	0					
Child Only Cases		13	13	13	13	13	13	14					
200% of Poverty Cases		2	7	7	7	6	6	6					
TOTAL OPEN CASES		19	22	22	22	22	22	24	0	0	0	0	0

ENERGY PROGRAMS FY 23-24	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	167	33	39	34	51	2	0	8					
CIP Paid checkwrite	\$337	\$0	\$0	\$0	\$0	\$337	\$0	\$0					
CIP Paid direct pay	\$52,186	\$3,177	\$15,626	\$7,926	\$15,474	\$8,954	\$1,029	\$0					
CIP remaining balance	\$ -												
LIEAP Apps		0	0	0	0	0	43	13					
LIEAP paid checkwrite	\$ 4,000	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0					
LIEAP paid direct pay	\$ 86,400	\$0	\$0	\$0	\$0	\$0	\$86,100	\$300					
LIEAP remaining balance	\$ 215												

CHILD SUPPORT- WASHINGTON CO. FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads		860	855	844	834	816	801	795					
Paternity Established	8	0	3	0	0	4	1	0					
Total Collections	\$726,454	\$108,612	\$109,367	\$120,933	\$99,530	\$92,209	\$103,628	\$92,175					
Orders Established	1	0	0	0	0	1	0	0					

RIVERLIGHT TRANSIT FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly Unduplicated Riders	71	69	61	84	73	62	69					
Medicaid Transportation	28	24	22	24	20	21	21					
MODIVCARE	5	6	6	10	6	2	4					
ONE CALL	0	0	0	0	0	0	0					
Roanoke Development Center	0	0	0	0	0	0	0					
Senior Center	9	9	9	10	10	10	9					
Rural General Public	6	9	10	18	14	6	10					
Other (DDS, WF, EDTAP)	23	21	14	22	23	23	25					



<b>RIVERLIGHT TRANSIT FY 23-24</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
<b>Monthly One-Way Passenger Trips</b>	<b>662</b>	<b>572</b>	<b>613</b>	<b>726</b>	<b>567</b>	<b>553</b>	<b>516</b>					
<b>Roanoke Development Center</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>Medicaid Transportation</b>	<b>155</b>	<b>123</b>	<b>155</b>	<b>181</b>	<b>133</b>	<b>123</b>	<b>127</b>					
<b>MODIVCARE</b>	<b>12</b>	<b>13</b>	<b>15</b>	<b>27</b>	<b>15</b>	<b>3</b>	<b>7</b>					
<b>ONE CALL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>					
<b>Senior Center</b>	<b>287</b>	<b>228</b>	<b>271</b>	<b>278</b>	<b>243</b>	<b>214</b>	<b>191</b>					
<b>Other (DDS, WF, EDTAP)</b>	<b>170</b>	<b>168</b>	<b>122</b>	<b>168</b>	<b>124</b>	<b>183</b>	<b>152</b>					
<b>Rural General Public</b>	<b>38</b>	<b>40</b>	<b>50</b>	<b>72</b>	<b>52</b>	<b>30</b>	<b>39</b>					

WASHINGTON COUNTY

# STATISTIC REPORT



Reporting Period:

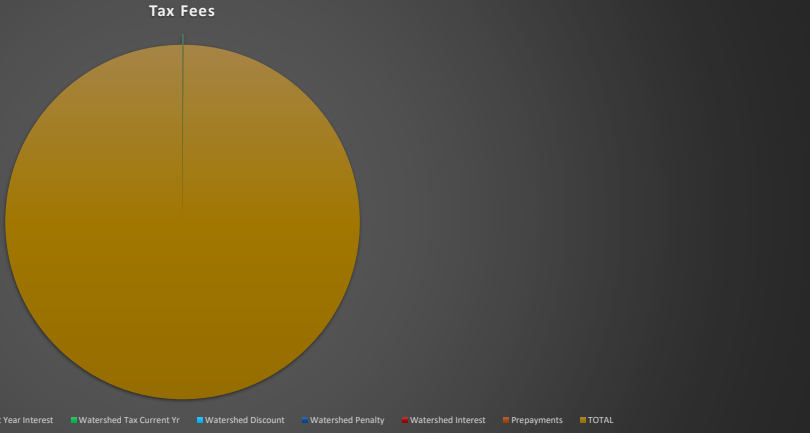
**FEBRUARY 2025**

**TAX  
FY24-25**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Collections</b>													
Amount*													\$ -
Current Year Tax	\$ 1,034,603.36	\$ 472,813.97	\$ 1,716,260.60	\$ 359,027.43	\$ 252,118.91	\$ 2,106,482.61	\$ 700,876.18						\$ 6,642,183.06
Current Yr Discount	\$ -	\$ (2,288.44)	\$ (17,589.09)	\$ -	\$ -	\$ -	\$ -						\$ (19,877.53)
Current Year Penalty	\$ -	\$ 84.94	\$ 3,143.33	\$ 758.09	\$ 282.21	\$ 7,393.01	\$ 1,264.21						\$ 12,925.79
Current Year Interest	\$ -	\$ -	\$ 1.85	\$ 345.61	\$ 18.24	\$ -	\$ 3,333.51						\$ 3,699.21
Watershed Tax Current Yr	\$ 900.00	\$ 1,339.03	\$ 20,694.17	\$ 4,317.62	\$ 2,834.21	\$ 24,967.22	\$ 8,307.65						\$ 63,359.90
Watershed Discount	\$ -	\$ (25.44)	\$ (205.23)	\$ -	\$ -	\$ -	\$ -						\$ -
Watershed Penalty	\$ -	\$ 1.05	\$ 37.18	\$ 7.86	\$ 3.20	\$ 88.08	\$ 13.30						\$ 150.67
Watershed Interest	\$ -	\$ -	\$ -	\$ 3.38	\$ -	\$ -	\$ 35.88						\$ 39.26
Prior Year Tax	\$ 113,986.52	\$ 43,681.96	\$ 24,819.23	\$ 16,739.69	\$ 17,640.25	\$ 14,073.23	\$ 30,405.48						\$ 261,246.36
Prior Year Penalty	\$ 532.81	\$ 46.79	\$ 88.76	\$ 56.61	\$ 118,382.20	\$ 651.67	\$ 99.63						\$ 119,859.47
Prior Year Interest	\$ 107,944.06	\$ 164,514.32	\$ 6,368.56	\$ 3,241.20	\$ 47,996.24	\$ 3,080.20	\$ 5,214.38						\$ 338,358.96
Prior Year Watershed	\$ 427.68	\$ 172.72	\$ 237.18	\$ 185.25	\$ 121.76	\$ 99.19	\$ 263.76						\$ 1,507.54
Prior Year WS Penalty	\$ 5.90	\$ 0.28	\$ 0.91	\$ 0.70	\$ 0.16	\$ 1.99	\$ 0.59						\$ 10.53
Prior Year WS Interest	\$ 483.98	\$ 346.23	\$ 337.46	\$ 331.52	\$ 181.50	\$ 112.78	\$ 253.18						\$ 2,046.65
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Prepayments	\$ -	\$ 83.08	\$ 921.61	\$ 2,654.05	\$ 4,626.74	\$ 2,101.07	\$ 3,111.61						\$ 13,498.16
<b>TOTAL</b>	<b>\$ 1,258,885.31</b>	<b>\$ 680,770.49</b>	<b>\$ 1,755,116.52</b>	<b>\$ 387,669.01</b>	<b>\$ 444,205.62</b>	<b>\$ 2,159,051.05</b>	<b>\$ 753,179.36</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,439,108.03</b>
<b>Advalorem Garnishments</b>													
Initiated	0	0	0	0	-	0	0						0
Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Satisfied/Cancelled	0	0	0	0	-	0	0						0
Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
* Bank Attachments are usually in/out the same month - the bank either pays or sends a notice that no funds are available.													
<b>Tax and Tag Collections</b>	\$ 94,977.77	\$ 91,165.98	\$ 85,475.57	\$ 89,228.29	\$ 70,231.90	\$ 88,471.75	\$ 91,033.26						\$ 515,606.75
<b>Solid Waste Fees</b>													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Collected All Years	\$ 14,532.69	\$ 28,278.01	\$ 360,458.82	\$ 79,282.71	\$ 70,585.68	\$ 204,641.79	\$ 112,884.94						\$ 870,664.64
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
<b>TOTAL</b>	<b>\$ 14,532.69</b>	<b>\$ 28,278.01</b>	<b>\$ 360,458.82</b>	<b>\$ 79,282.71</b>	<b>\$ 70,585.68</b>	<b>\$ 204,641.79</b>	<b>\$ 112,884.94</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 870,664.64</b>
<b>Eddie Smith Drainage</b>													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
Collected Current Yr	\$ 291.70	\$ -	\$ 259.16	\$ 210.84	\$ 265.30	\$ 2,915.79	\$ 1,037.97						\$ 4,980.76
<b>TOTAL</b>	<b>\$ 291.70</b>	<b>\$ -</b>	<b>\$ 259.16</b>	<b>\$ 210.84</b>	<b>\$ 265.30</b>	<b>\$ 2,915.79</b>	<b>\$ 1,037.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,980.76</b>
<b>Drainage Fees - Other</b>													
Collected Current Yr	\$ 6,167.86	\$ 12,381.04	\$ 36,559.47	\$ 10,230.76	\$ 9,486.77	\$ 64,140.63	\$ 26,292.82					0	\$ 165,259.35
<b>Town Collections</b>													
Creswell Levy	\$ 349.86	\$ 1,674.35	\$ 24,831.41	\$ 4,732.93	\$ 741.70	\$ 40,327.43	\$ 6,814.78						\$ 79,472.46
<b>TOTAL TAX DEPOSIT</b>	<b>\$ 1,375,205.19</b>	<b>\$ 814,269.87</b>	<b>\$ 2,262,700.95</b>	<b>\$ 571,354.54</b>	<b>\$ 595,516.97</b>	<b>\$ 2,559,548.44</b>	<b>\$ 991,243.13</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,169,839.09</b>

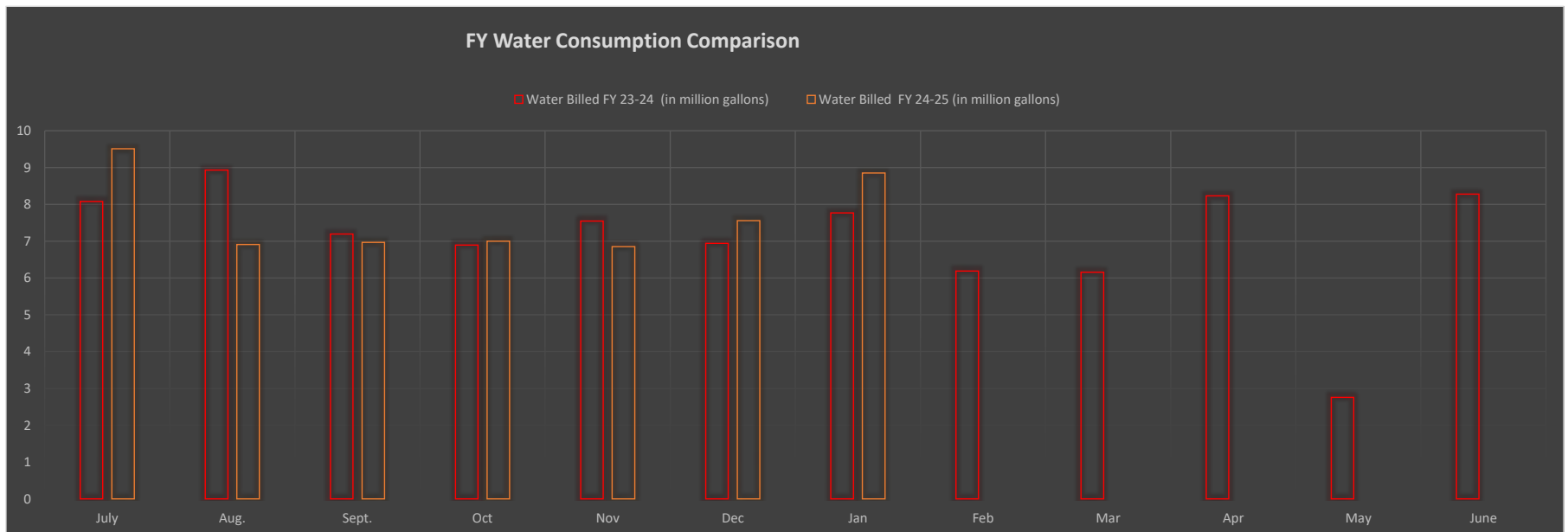
Oct Int is on Deferred Taxes made Due

Oct Int is on Deferred Taxes made Due



Albemarle Beach Solar, LLC We received a payment per the payment plan 11/7/24. I remain in touch regarding additional payments and the proposed sale.  
 VL Group A, LLC We received payment in full for the 2023 taxes. No delinquencies, only the 2024 taxes are due.  
 Plymouth Solar, LLC No payments rec'd on the 2023 taxes. Delinquent balance due \$27,688.26 (there was an adjustment on the 2023 taxes due to an assessment error)  
 I am in contact with the same person who is handling the Albemarle Beach Solar, LLC payment plan for a status on the payments for VL Group, LLC and Plymouth Solar, LLC.  
 We received a payment for VL Group A, LLC to pay the 2023 taxes.

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Water Billed FY 23-24</b> (in million gallons)	8.08	8.93	7	6.896	7.547	6.94	7.77	6.19	6.16	8.23	2.755	8.28	86
<b>Water Billed FY 24-25</b> (in million gallons)	9.51	6.91	6.97	7	6.85	7.56	8.85						30
<b>Base Charges</b>	\$ 71,439	\$ 71,283	\$ 71,361	\$ 71,127	\$ 71,217	\$ 70,934	\$ 70,916						\$ 498,277
Consumption Charges	\$ 81,120	\$ 46,350	\$ 47,445	\$ 47,580	\$ 45,855	\$ 54,570	\$ 73,935						\$ 396,855
Reconnecton Charges	\$ 1,890	\$ 2,240	\$ 2,170	\$ 2,135	\$ 1,470	\$ 1,680	\$ 1,785						\$ 13,370
<b>Number of Abatements</b>	<b>18</b>	<b>9</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>5</b>							<b>49</b>
<b>Dollar Amount of Abatements</b>	<b>\$ 2,408.50</b>	<b>\$ 3,608</b>	<b>\$ 413</b>	<b>\$ 1,493</b>	<b>\$ 186</b>	<b>\$ 1,075</b>							<b>\$ 9,182.50</b>
<b>Water Pumped</b> (in million gallons)	16.4	15.9	14.14	13.16	12								71.900
<b>Number of Customers</b>	2682	2676	2679	2670	2673	2665	2667						18,712
<b>New taps</b>	2	2	1	0	1	1	0						2
<b>Water Billed to Roper</b>	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$4,844.65	\$4,844.65	\$4,844.65						\$ 33,912.55
													0



# EMERGENCY MEDICAL SERVICES (EMS)

## FY24-25

### Washington County

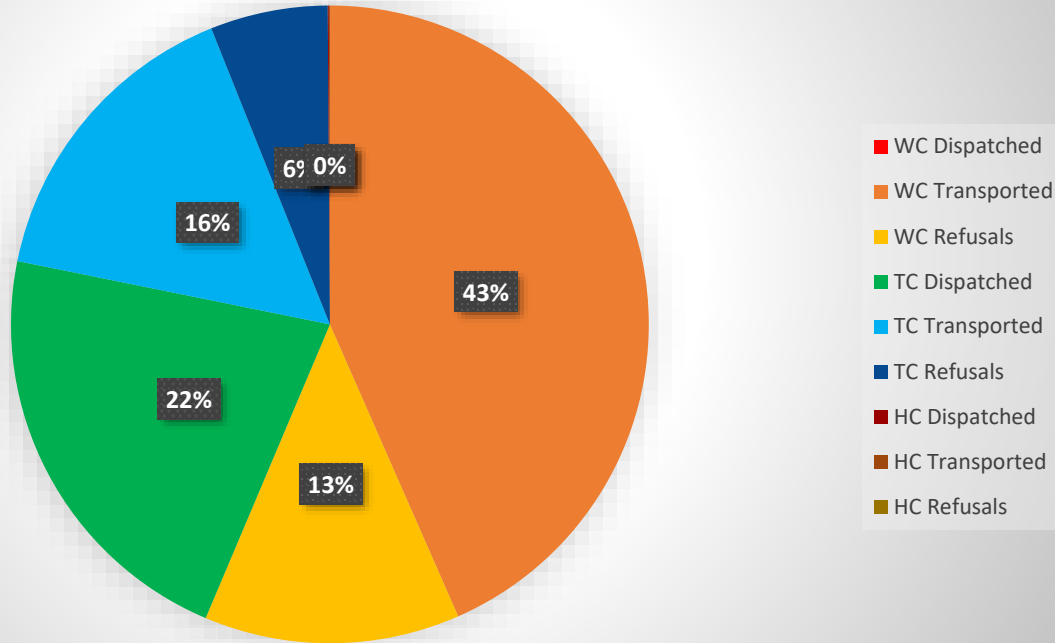
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	161	131	148	151	115	148	179						
WC Transported	124	95	120	113	87	112	143						794
WC Refusals	37	36	28	34	30	36	36						237
<b>Transport Washington</b>													
Hospital to Hospitals	0	1	0	1	0	0	1						3
SNF to Doctors	112	94	132	199	149	177	162						1025
Hospital Discharges	13	9	19	13	6	15	22						97
EMS Back Up	4	5	6	6	2	8	6						37

### Tyrrell County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	51	66	51	69	51	39	72						399
TC Transported	36	41	39	52	35	30	55						288
TC Refusals	15	25	12	15	16	9	17						109
<b>Mutual Aid Hyde</b>													
HC Dispatched	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Transported	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Refusals	0	0	0	0	0	0	0	0	0	0	0	0	0

**EMS Dispatches for FY24-25**

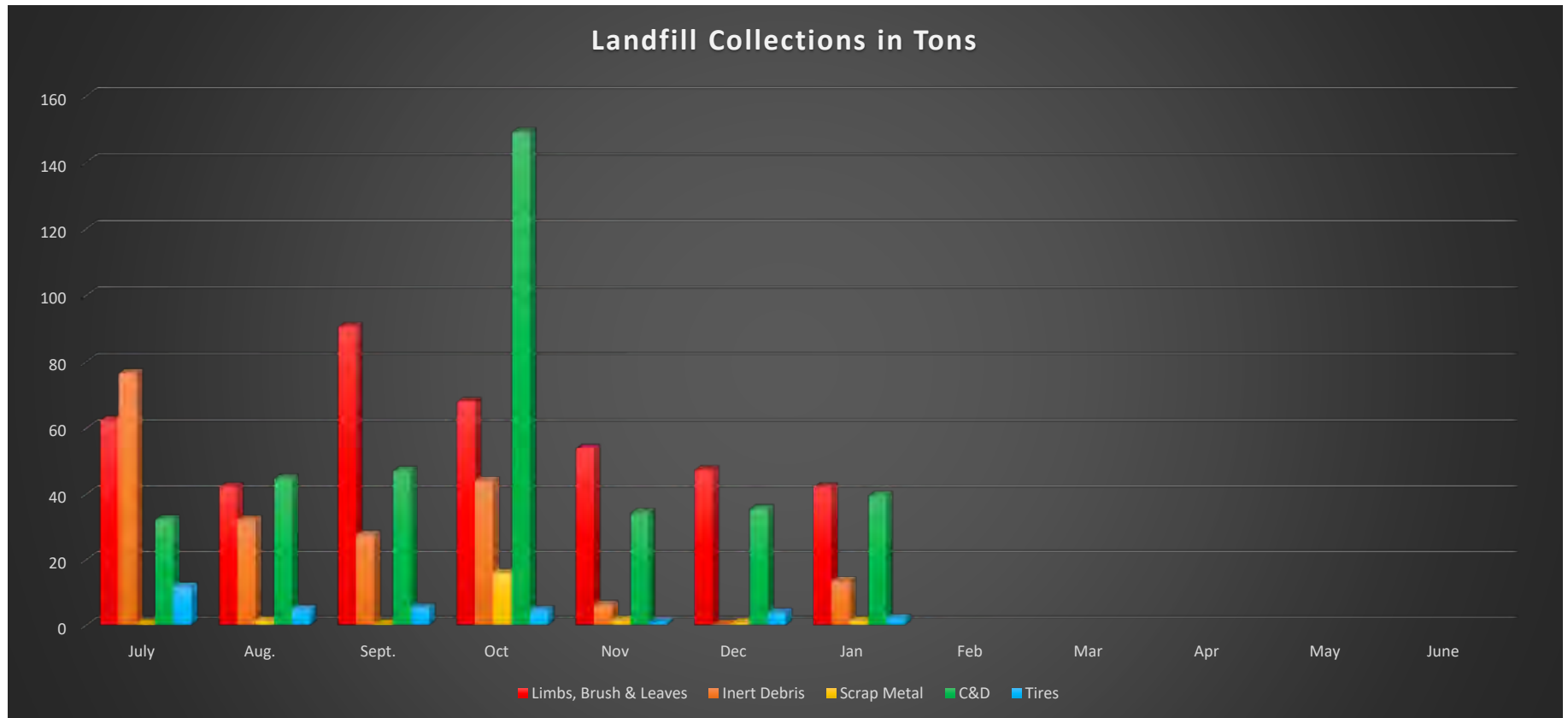
(Washington, Tyrrell & Hyde Counties)



# LANDFILL *(in tons)*

FY 24-25

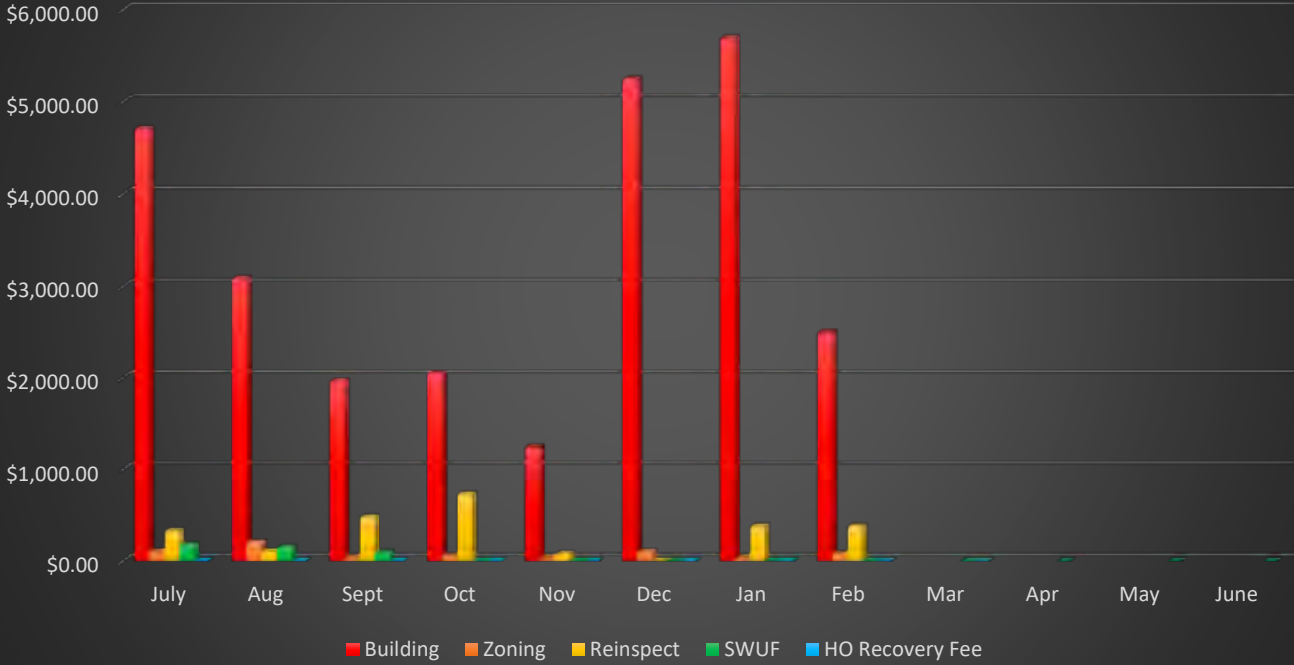
	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Limbs, Brush & Leaves	62.41	42.11	90.43	67.89	53.79	47.32	42.05						406.00
Inert Debris	76.5	32.1	27.58	43.95	6.19	0.27	13.36						199.95
Scrap Metal	0.57	1.34	0.49	15.85	1.51	0.69	1.36						21.81
C&D	32.24	44.74	47.06	149.03	34.31	35.45	39.55						382.38
Tires	11.76	4.92	5.37	4.57	0.77	3.81	2.00						33.20



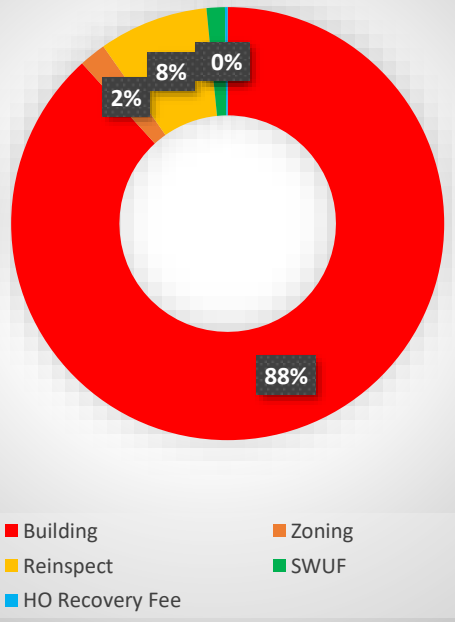
**PLANNING AND ZONING  
FY24-25  
Inspections and Fees**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
<b>Building</b>	\$4,702.70	\$ 3,080.00	\$ 1,960.40	\$ 2,043.50	\$ 1,240.60	\$ 5,243.50	\$ 5,688.80	\$ 2,493.50					\$26,453.00
<b>Zoning</b>	\$ 100.00	\$ 200.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 100.00	\$ 25.00	\$ 75.00					\$600.00
<b>Reinspect</b>	\$ 325.00	\$ 100.00	\$ 475.00	\$ 725.00	\$ 75.00	\$ -	\$ 375.00	\$ 375.00					\$2,450.00
<b>SWUF</b>	\$175.00	\$ 145.84	\$ 87.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$408.34
<b>HO Recovery Fee</b>	\$10.00	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -		\$ -	\$ -	\$60.00
<b>Total</b>	<b>\$5,312.70</b>	<b>\$3,525.84</b>	<b>\$2,547.90</b>	<b>\$2,828.50</b>	<b>\$1,350.60</b>	<b>\$5,353.50</b>	<b>\$6,098.80</b>	<b>\$2,953.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,971.34</b>

**Planning and Zoning Fees Collected (FY24-25)**



**Fees Collected Percentages**





# SENIOR CENTER FY24-25

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
<b>Unduplicated Attendees</b>	79	58	78	78	73	69	61						<b>496</b>
<b>Total Guest Check-Ins</b>	29	28	23	22	7	4	21						<b>134</b>
<b>New Member Forms Submitted</b>	8	1	5	2	1	2							<b>19</b>
<b>Center-Sponsored Events</b>	450	396	375	428	274	315	308						<b>2546</b>
<b>Special Events</b>	149	113	144	207	144	208	143						<b>1108</b>
<b>Caregiver's Support Groups</b>	0	0	0	0	0	0	0						<b>0</b>
<b>Exercise Room</b>	64	57	62	59	50	54	62						<b>408</b>
<b>Fitness Workout (ON HOLD)</b>	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD						<b>0</b>
<b>Yoga</b>	8	5	4	4	5	5	8						<b>39</b>
<b>Chair Exercise</b>	51	39	48	39	12	21	29						<b>239</b>
<b>Line Dance</b>	8	HOLD	24	18	9	4	27						<b>90</b>
<b>Crafts With Sandra Lee</b>	13	14	18	16	5	6	1						<b>73</b>
<b>Drop-in Activities</b>	16	25	34	27	56	20	25						<b>203</b>
<b>Pickle Ball (ON HOLD)</b>	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD						<b>0</b>
<b>Roper Classes</b>	14		HOLD	HOLD	HOLD	HOLD	HOLD						<b>14</b>
<b>Creswell Classes</b>	10		HOLD	HOLD	HOLD	HOLD	HOLD						<b>10</b>
													<b>YTD Total</b>
	<b>1003</b>	<b>987</b>	<b>989</b>	<b>1131</b>	<b>884</b>	<b>783</b>	<b>602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6379</b>
<b>Congregate Meals Served</b>	244	237	279	294	231	208							<b>1493</b>
<b>Home-Delivered Meals Served</b>	759	750	710	837	653	575	602						<b>4886</b>
													<b>YTD Total</b>
	<b>\$ 748.00</b>	<b>\$ 2,754.58</b>	<b>\$ 486.50</b>	<b>\$ 100.00</b>	<b>\$ 32.00</b>	<b>\$ 55.00</b>	<b>\$ 60.00</b>	<b>\$ 385.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,621.08</b>
<b>Congregate Donations to AC</b>	\$69.00	\$27.24	\$72.50										<b>\$ 168.74</b>
<b>MOW Donations to AC</b>	\$550.00	\$308.00	\$205.00										<b>\$ 1,063.00</b>
<b>Activity Fees to County GF</b>	\$ 80.00	\$ 55.00	\$ 50.00	\$ 80.00	\$ 7.00	\$ 30.00	\$ 50.00	\$ 45.00					<b>\$ 397.00</b>
<b>Senior Collected Donations</b>	\$ 49.00	\$ 2,364.34	\$ 159.00	\$ 20.00	\$ 25.00	\$ 25.00	\$ 10.00	\$ 340.00					<b>\$ 2,992.34</b>

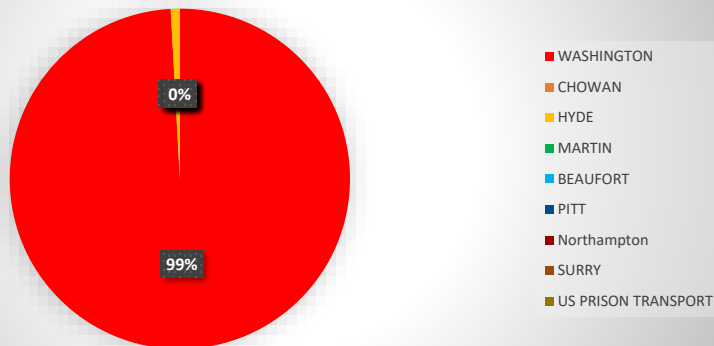
# DETENTION

## FY24-25

### Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		50	52	67	56	67	51	53	40	0	0	0	0	436	436
WASHINGTON	Male	34	34	48	30	41	30	33	28					278	345
	Female	8	8	8	10	11	8	8	6					67	
CHOWAN	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	
HYDE	Male	0	0	1	1	0	0	1	0	0	0	0	0	3	3
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
MARTIN	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	
BEAUFORT	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	
PITT	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	
Northampton	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	
SURRY	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	
SMCP	Male	8	10	10	15	15	13	11	6					88	88
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	

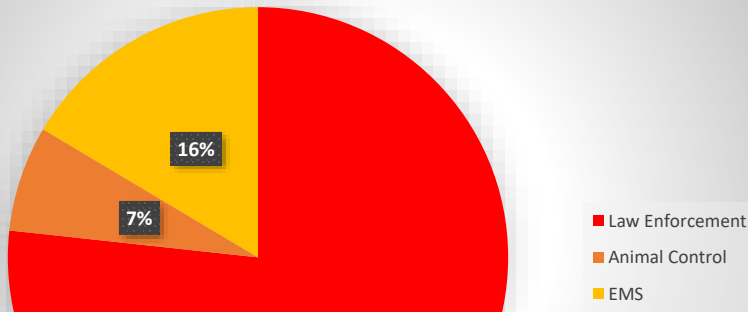
Incarcerations by County (Total FY24-25)

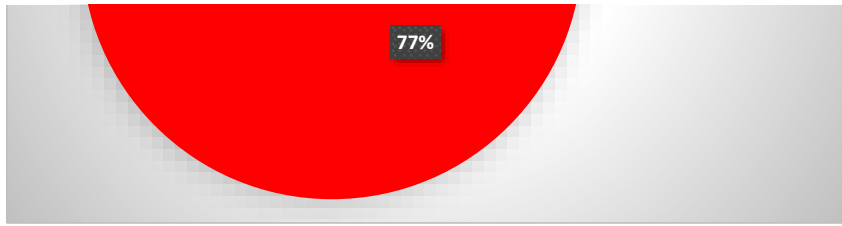


# SHERIFF FY24-25

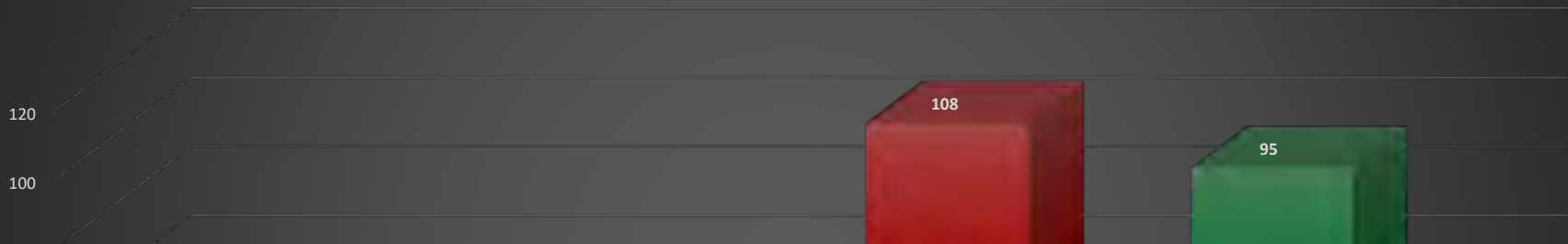
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
<b>Total Number of Dispatched Calls</b>	<b>1105</b>	<b>998</b>	<b>1022</b>	<b>929</b>	<b>915</b>	<b>854</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>5823</b>
Law Enforcement	853	755	776	676	728	679							4467
Animal Control	73	89	77	79	47	33							398
EMS	179	154	169	174	140	142							958
<b>Reported Incidents</b>			<b>31</b>	<b>10</b>									<b>41</b>
<b>Total Arrests</b>								<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Misdemeanor Arrests			7	2	6	0							15
Felony Arrests			10	0	7	1							18
<b>Total Papers Served</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>21</b>	<b>48</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140</b>
Criminal Papers Served			17	4	7	4							32
Civil Papers Served			34	17	41	16							108
<b>Total Papers Outstanding</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>39</b>	<b>31</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>135</b>
Criminal Papers Outstanding			7	19	6	8							40
Civil Papers Outstanding			29	20	25	21							95
<b>Gun Permits Issued N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>0</b>
<b>Conceals Pending N/A</b>			<b>10</b>	<b>9</b>									<b>19</b>
<b>Concealed Permits Issued N/A</b>													<b>0</b>

**Dispatched Calls (FY24-25)**





### Total Arrests & Papers Processed/Served (FY24-25)





**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 11**

**DATE: March 3, 2025**

**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).

February 3, 2025

The Washington County Board of Commissioners met in a regular meeting on Monday, February 3, 2025, at 6:00 PM 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 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.

The Board wished Commissioner Keyes "Happy Birthday".

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

ADDITIONS/DELETIONS: Mr. Potter, CM/CA added RESO 2025-001 Resolution Establishing A Maximum Three-Year Limit Policy to Amend Room Occupancy Tax Reports as Item 10A

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) Regular Session Minutes: January 6, 2025 & Special Called Meeting Minutes January 15-16, 2025 (Budget Workshops)
- b) FY26 Budget Preparation Guidelines

**Commissioner Keyes made a motion to approve the Consent Agenda with the added Resolution from Mr. Potter. Commissioner Spruill seconded; motion carried unanimously.**

PUBLIC FORUM: Ms. Cynthia Downing, a native of Plymouth spoke to the Board. She worked for 20 years at NC AT&T in Economic Development through the College system with a firm concentration in Workforce Development. She brought companies to campus for career fairs among other responsibilities. She is looking forward to working on the Economic Development Advisory Council.

REQUEST FOR FUNDING FOR TEMPORARY CLERK OF COURT

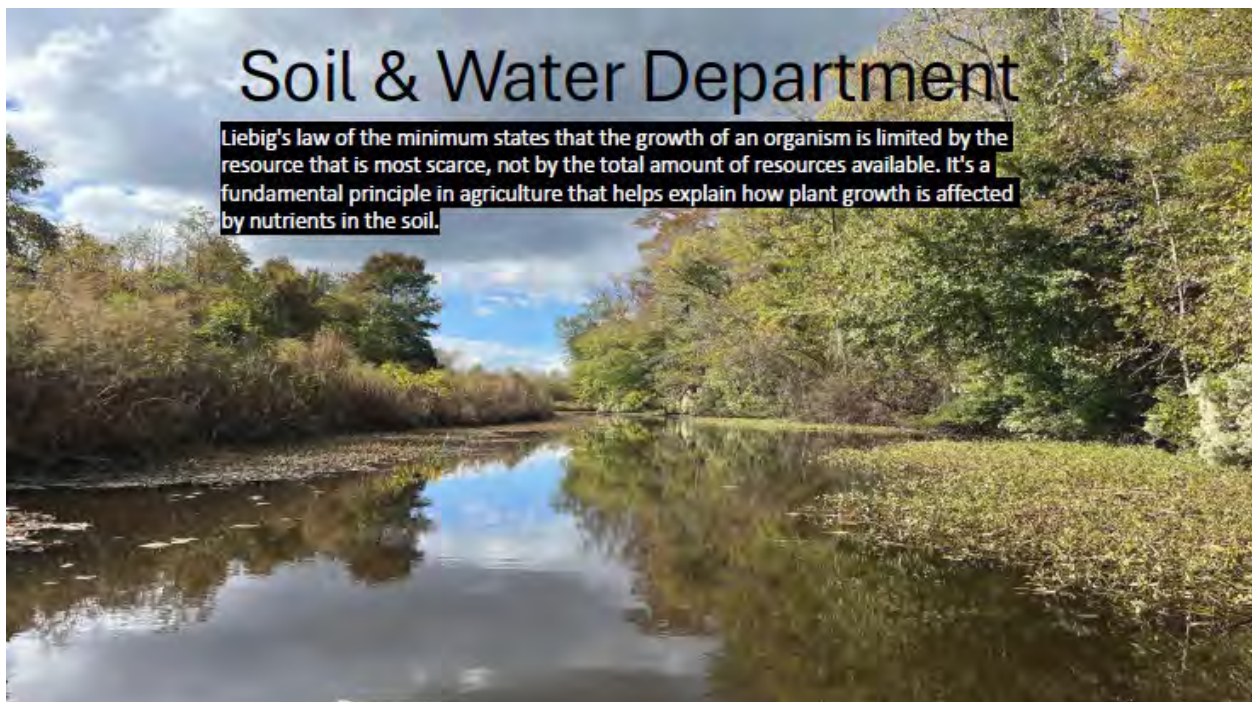
POSITION: Mr. Keith Phelps, Clerk of Court addressed the Board. This matter was recently presented to and discussed in the Board's FY26 Budget Planning Workshop on January 16, 2025. There would be a financial impact of \$15,968 from 2/1/25 to 6/30/25. Mr. Phelps said he will be working with legislation to get additional funding for the temporary position after 6/30/25 or find a way to make the position permanent for the next FY.

Commissioner Johnson asked if the County would be paying the benefits. Mr. Potter said the County will not be paying the benefits.

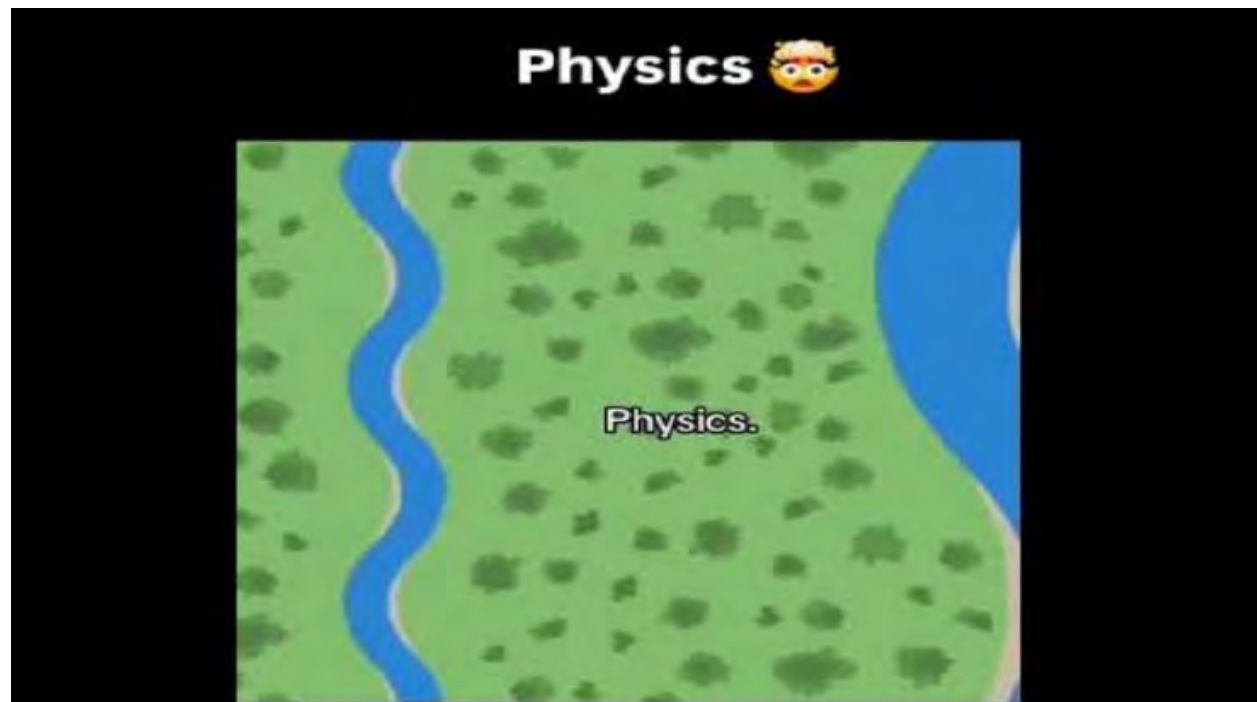
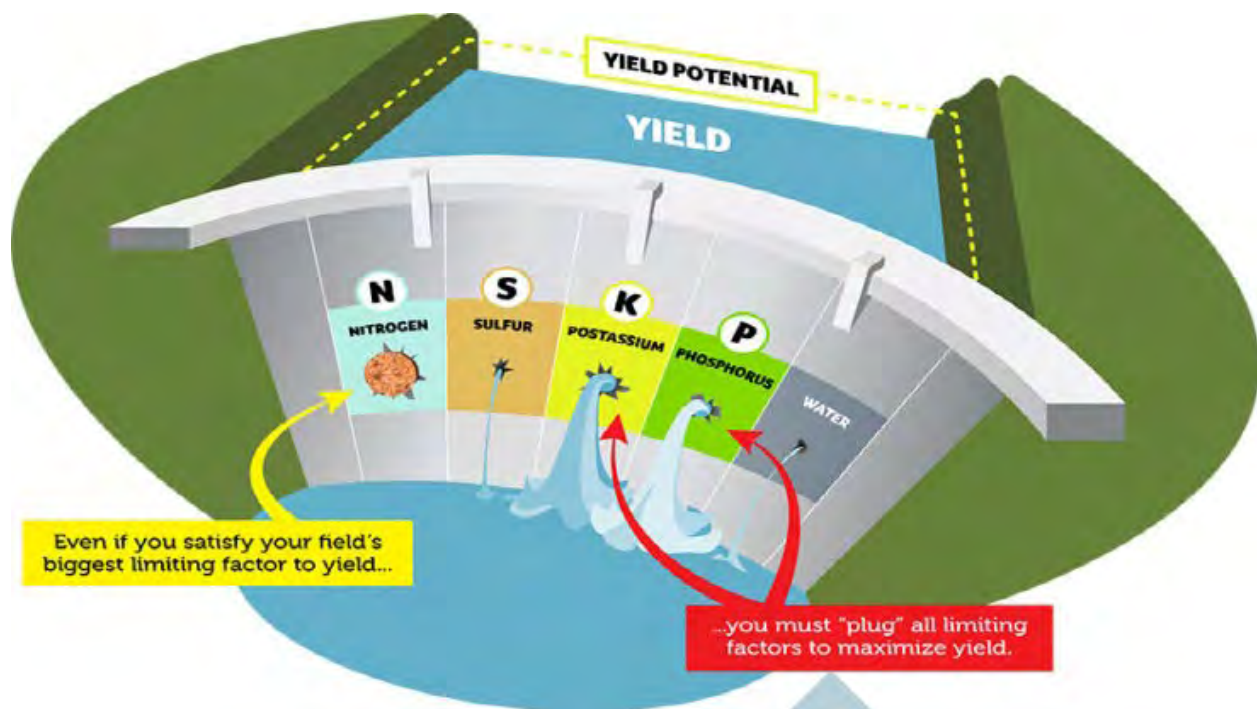
**Commissioner Keyes made a motion to approve the additional funding requested by the Clerk of Court for the temporary position. Commissioner Johnson seconded; motion passed unanimously.**

**Commissioner Walker made a motion to authorize and direct the County Manager and Finance Officer to execute and deliver the proposed AOC contract with any modifications made by the County Attorney in the County's favor to the Administrative Office of the Courts (AOC), and to transfer the necessary funding from contingency or other available funds within the general fund budget for such purpose. Commissioner Keyes seconded; motion passed unanimously.**

DEPARTMENTAL INFORMATION UPDATE—SOIL & WATER: Mr. Chris Respass, Soil & Water Coordinator spoke to the Commissioners.









## Beaver Dam Locations





## Aquatic Weed Management

- \$20,000 a year are budgeted to spray aquatic weeds within the county.
- At most there is 60 Days to complete a contract due to the budget year starting in July.
- Mackey's can not be treated very often due to the agricultural practice of using its waters to irrigate crops.
- Scuppernong River is also outside of a drainage district and needs treatment regularly due to slow flowing water and exposure of sunlight creating the perfect environment for alligator weeds to propagate.
- Chemical treatment has been the going practice for years with no prevail.
- There is another option that would reduce harmful chemicals in our water system and benefit the County and Drainage Districts.



## Snagging and Clearing

- \$50,000 a year is budgeted to remove vegetative debris from main flowing waterways.
- Due to high volumes of water flowing through drainage outlets and causing bank erosion that destabilizes trees and causes them to fall in the stream and block flow.
- New standards adopted by the county that require either removal of debris from 100-year floodplain, chipped at no more than 4 inches deep on the banks, or strapped to established trees in bundles to be held in place when water rise within the flood plain. All methods require the removal of debris 30 feet from shoreline other than chipping.
- In the past this has been a reactive process of waiting for the blockages to form and then contacting a contractor to bid on work meaning even longer of a wait for relief.





## Drainage Budget Summary

- \$35,000- Beaver Management
- \$20,000- Aquatic Weed Management
- \$50,000-Snagging and Clearing
- Total:\$105,000.00

\$259,286 - S.t.r.a.p. Funds

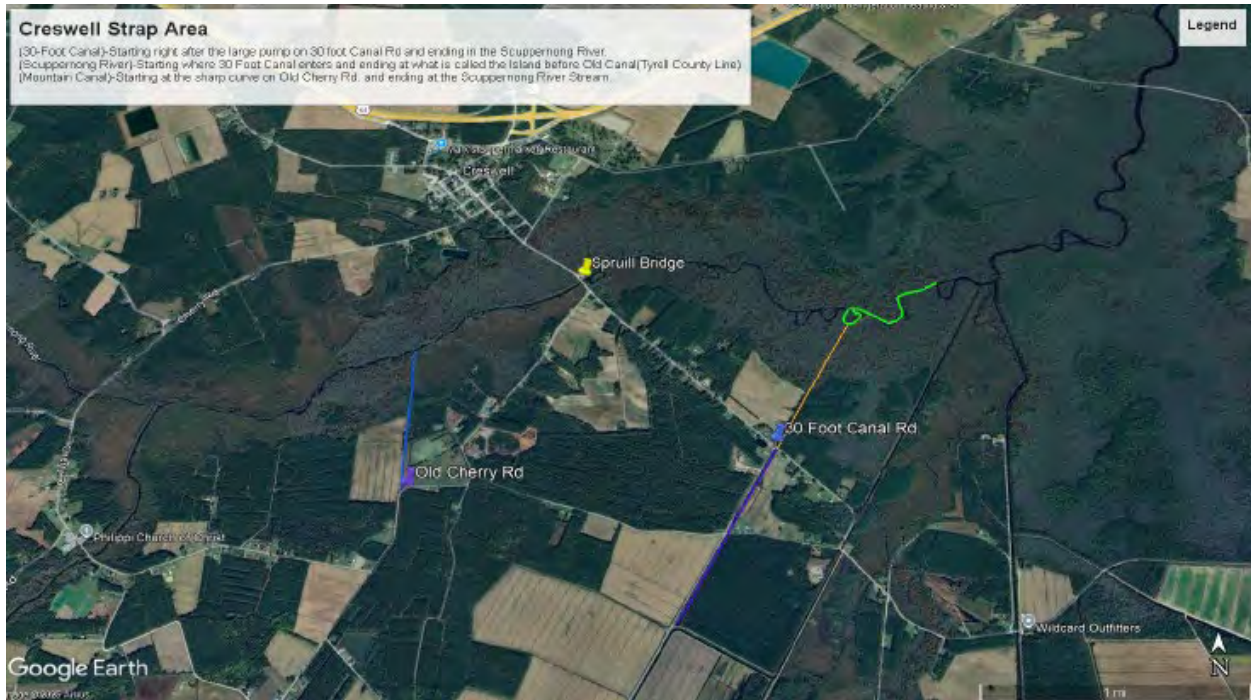
15% of the total encumbered funds is intended to be used to purchase a UTV for Drainage Department.

Coastal Plain average price is **\$10.86 per foot for clearing and snagging.**









# Drainage Issues In Sectors

There are 4 Drainage Districts within Washington County.

- **Pungo-River Drainage District**  
 Charles Fletcher  
 Zack Wright  
 Zack Manning
- **Albemarle-Drainage District**  
 Buster Manning  
 Todd Boyd  
 Micheal Cütler
- **District-5 Drainage District**  
 Wade Elliot  
 Mike Harris  
 Vernon Bell
- **Eddie-Smith Special Assessment District**- This district does not have a board, but collects funds based on land use and the funds are used to maintain Eddie-Smith Canal essentially and nothing else. The funds are administered by myself in areas of interest within the district's boarders. I am advised by land-owners on what they feel needs to be done on the waterway.
- <https://washconc.maps.arcgis.com/apps/webappviewer/index.html?id=1a51e666286842138be02492cab0ac95>





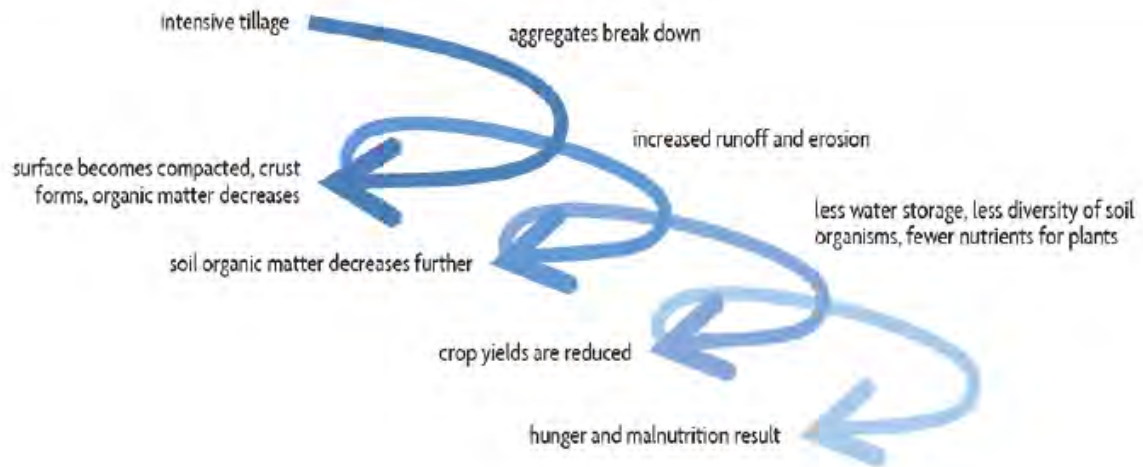








## The Downward Spiral of Soil Loss



# Timeline



Purchase winch and chainsaw and plan to create Storage Facility for Equipment(2025-2026)



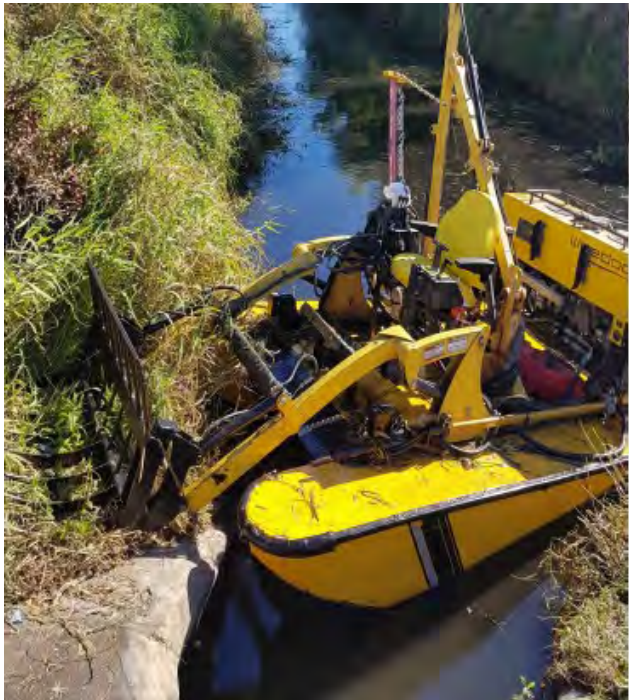
Install Meter Devices on streams to analyze cost to benefit of future best management practices and create a drainage maintenance plan.(2026-2027)



Purchase Wee-Doo Boat for management of Aquatic Weeds in Mackays, Scuppernon, and Conaby Creek(2027/2028)



Best Management Practices Cost Analysis and Planning (2028/2030)



Assembled in Canada 

**PORTABLE  
POWERFUL  
RELIABLE**

**THE ORIGINAL  
PORTABLE WINCH**

- Industrial-grade
- Pulls 2,200 lbs





## Drainage Aspirations



Promoting an inviting atmosphere to learn about soil and water health and how we can all protect and improve these resources.



Creating a cost-effective approach to maintenance of Washington Counties Waterways by combining consistent inspections with vegetative debris removal abilities.



Managing aquatic plants in a manner that will reduce chemical inputs within the water system.



Obtaining ATF certification to remove blockages with explosives.

### Mission Statement

- "To revolutionize soil and water management by delivering innovative, sustainable best management practices that enhance resilience, and improve community cooperation."



The Board thanked Mr. Respass for all he does for the County.

S.T.R.A.P. BIDS: Mr. Chris Respass, Soil & Water Coordinator spoke to the Commissioners and went over the documents in their Agenda Package on this item.

**BOARD OF COMMISSIONERS:**

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



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cpotter@washco.nc.org  
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acm@washco.nc.org  
CATHERINE "MISSY" DIXON  
FINANCE OFFICER  
mdixon@washco.nc.org  
JULIE J. BENNETT, MMC, NCMCC  
CLERK TO THE BOARD  
jbenett@washco.nc.org

**AGENDA ITEM MEMO**

**MEMO Date:** February 3, 2025      **MEETING Date:** February 3, 2025      **ITEM:**  
**SUBJECT:** S.t.r.a.p Funds Bid Award  
**DEPARTMENT:** Soil and Water Department  
**FROM:** Christopher Respass

**ATTACHMENTS:**

- A- Bid Tabulation(1 pg)
- B- Minutes of January 27, 2025 Soil and Water Board Meeting
- C- Email For S.t.r.a.p.

**PURPOSE:** To award the bid winner for the Stream Restoration Contract with the State of North Carolina and Washington County.

**BACKGROUND:**

The bid tabulation is attached with the contractor recommended by the Soil and Water Board and the Department Head highlighted. Also attached are the Minutes reflecting the Soil and Water Board’s recommendation, along with an email that confirms the grant does not require going with the lowest bidder.

**Summary of Key Features:**

1. **Purpose and Scope:** These funds will be used to remove vegetative debris in Washington County’s major flowing waterways. 15% of the total funds encumbered were intended to be used to purchase a UTV for the Drainage Department to increase operational abilities.
2. **Concept of Operations:** 8.85 Miles of Waterways here in Washington County are to be Snagged and Cleared to a standard that will reduce the amount of debris within the streams tremendously, coupled with methods that will prevent what is removed from returning to the stream bed.
3. **15% Requirements:** To use the 15% of funds for equipment purchase we have to first encumbered a certain amount in order to maximize what we have as a total. The highlighted bid within the bid tabulation provides the ability to purchase the intended UTV that was mentioned at the beginning of this process.
4. **Cost of Operation:** The average price per foot in the coastal plane region is **\$10.86 per foot**. Bids below **\$3.00 per foot** are considered by the Department of Soil and Water as high risk and irresponsible based on the average cost of operations.

**FINANCIAL IMPACT:** \$259,286 has been awarded to Washington County for Vegetative Debris Removal. There are 103 miles of waterways in Washington County that need the same best management practice completed. This is curving the operation cost of the county by substantial amounts along with providing the ability to purchase equipment for more efficient methods of inspection of Waterways.

**RECOMMENDED ACTION: VOTE to**

1. **Approve:** J & J Environmental as the winning bid.
2. **Approve:** 15% of funds be used to purchase UTV for Drainage Dept.

Washington County Soil and Water  
S.t.r.a.p. Bid Awards 2/3/2025

Name of Bidder	Equipment List	Insurance	Timeline	References	Total Quoted		
					Amount	Per foot	Years in Existence
HallAmerican Propt	Yes	Yes	No	Yes	\$101,489.20	\$2.17	9
Zulu Marine	Yes	Yes	Yes	Yes	\$1,169,000.00	\$25	22
Grillot Construction	Yes	Yes	Yes	Yes	\$397,460.00	\$8.50	23
J & J Enviromental L	Yes	Yes	Yes	Yes	\$219,000.00	\$4.68	24
R.D.C Debris Remov	Yes	No	Yes	Yes	\$130,460.40	\$2.79	25

**WINNING BIDDER IS HIGHLIGHTED**

Witness Signature/Title: \_\_\_\_\_

Witness Signature/Title: \_\_\_\_\_

Witness Signature/Title: \_\_\_\_\_

Witness Signature/Title: \_\_\_\_\_

Witness Signature/Title: \_\_\_\_\_

Bid awarded to J & J Enviromental LLC based on 15% admin fee requirements and recommendations from the Soil and Water Board.





**Washington County  
SOIL & WATER CONSERVATION DISTRICT  
MEETING MINUTES  
January 27, 2025**

<b>Supervisors Present</b>	<b>Staff / Others Present</b>
Justin Allen (Elected)	Christopher Respass (District Tech.)
Don Small (Appointed)	Megan Conner (Admin Assit.)
Colby Davenport (Vice Chair)	Anthony Hester (NRCS)
Gerda Rhodes (Chair)	
David A. Davenport (Appointed)	

Meeting held at 407 Hwy 32 N Roper NC, FSA Building, 27970 at 8:00 AM

1. **Call to Order:** Gerda Rhodes called the meeting to order at 8:00 a.m.
2. **Welcome - Introductions:** Gerda Rhodes welcomed all in attendance.
3. **Approval of Agenda** – The draft agenda was shared with the supervisors. *Supervisor Gerda Rhodes offered a motion to approve the agenda as presented. Supervisor Don Small seconded the motion, and the motion carried.*
4. **Approval Of Minutes – November 18, 2025 Meeting:** The minutes of the Washington County SWCD meeting held on November 18, 2025 were presented. *Supervisor Gerda Rhodes offered a motion to approve the minutes. Supervisor Don Small seconded the motion, and the motion carried.*

**INFORMATION ITEMS**

- 5a. **Treasurer Report:** Chris Respass presented the treasurer report. **The report is attached.** *Supervisor Gerda Rhodes motioned to approve the treasurer report as presented, Supervisor Don Small seconded the motion, and the motion carried.*
- 5b. **Technician Update:** Chris Respass presented update. *Update is attached.*
- 5c. **FSA Update:** *Update is attached.*
- 5d. **NRCS Update:** Anthony Hester gave his presentation on the update of ira funds and upcoming changes that may be possible.
- 5e. **S.t.r.a.p. Update:** Total award amount: **\$259,286.** *On February 3, 2025 Washington County Board of Commissioners will hold a meeting to choose a contractor for the Snagging and Clearing of Waterways in Washington County. Soil and Water Board Members agreed J&I Environmental seemed to be the best choice for the S.t.r.a.p bid award based on information provided.*

**5f. Area 5 Spring Meeting:** Meeting date is February 20, 2025. All supervisors were informed of the meeting date. Megan Emailed everyone a copy of the meeting information.

**Action Items:**

**6a. Applications:** Supervisor Gerda Rhodes made a motion to approve the following application, ACSP-1:

- **94-2025-009 Application**

Supervisor Justin Allen seconded the motion, the motion carried. Supervisor David A Davenport recused himself from voting in any way due to financial interest in the property.

**6b. Contract:** Supervisor Gerda Rhodes made a motion to approve the following contract, ACSP-1:

- **94-2025-009 Contract**

Supervisor Colby Davenport seconded the motion, the motion carried. Supervisor David A Davenport recused himself from voting in any way due to financial interest in the property.

**6c. Requests for Payment:** District Chair Gerda Rhodes made a motion to approve the following RFPs, ACSP-1:

Contract 94-2024-008, \$11,445 **Approved**

Supervisor Don Small seconded the motion, the motion carried.

Contract 94-2024-007, \$10,203 **Approved**

Supervisor Colby Davenport seconded the motion, the motion carried.

Contract 94-2024-001, \$10,873 **Approved**

Supervisor Justin Allen seconded the motion, the motion carried.

**CONCLUSION**

**7a. Comments:** General discussion included the need for vegetative debris removal within our waterways along with aquatic weed management's necessity.

**8. Next Regular Board Meeting – Monday, February 24, 2025 at 8 a.m. @ 407 Hwy 32 N Roper NC 27970 FSA Building.**

**9. Adjourn:** With no further business, Chair Gerda Rhodes declared the meeting adjourned at 9:00 a.m.

\_\_\_\_\_  
Megan Connor, Admin Assit.  
Washington County SWCD

\_\_\_\_\_  
Christopher Respass, Tech.  
Washington County SWCD

**These minutes were approved by the Washington County SWCD on \_\_\_\_\_.**

\_\_\_\_\_  
Gerda Rhodes, Chair  
Washington County SWCD



**Subject: [External] Requirements of the Grant**

message

**From:** Safford, Matt M <Matt.Safford@ncagr.gov>  
**To:** washingtonsoilandwater <washingtonsoilandwater@gmail.com>

Thu, Jan 16, 2025 at 12:13 PM

Hi Chris,

Yes, that is correct. Your StRAP grant does not require that the contract go to the contractor with the lowest bid. The Division of Soil & Water Conservation does not have any requirements on how you bid out your work or select a contractor. Ultimately you just need to follow your county- or district-level policies. If your local policies allow, I generally encourage grantees to consider not just the cost of bids, but also references or letters of recommendation for each contractor to ensure that they will also do quality work. Though again, this is a personal recommendation, not a requirement of the StRAP grant.

Please let me know if you need anything else.

Best,

Matt Safford  
he/him  
Streamflow Rehabilitation Assistance Program Manager  
NC Division of Soil & Water Conservation  
office: (919) 707-3784  
cell: (984) 960-9168  
[Matt.safford@ncagr.gov](mailto:Matt.safford@ncagr.gov)  
<https://www.ncagr.gov/divisions/soil-water-conservation/programs-initiatives/strap>

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

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**From:** Chris Respass <washingtonsoilandwater@gmail.com>  
**Sent:** Thursday, January 16, 2025 10:18 AM  
**To:** Safford, Matt M <Matt.Safford@ncagr.gov>  
**Subject:** [External] Requirements of the Grant

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Matt,  
Can I just get you to send me an email stating that there is no requirement by the grant to go with the lowest bidder. That way if it comes up with the commissioners we can have an outside reference to back me up.

Chris Respass

Mr. Respass stated that the County will be reimbursed by the State for these funds spent on this contract.

There was discussion over not going with the lowest bidder. Mr. Respass explained he talked with the administrators of the grant and they said there was no requirement to go with the lowest bidder. Mr. Respass said that same information was in their Agenda Package. He feels his Board went with the most qualified bidder.



**Commissioner Johnson made a motion to approve bidder J&J Environmental. Commissioner Keyes seconded; motion carried unanimously.**

**Commissioner Keyes made a motion to approve 15% of funds to be used to purchase a UTV for Soil & Water Dept. Commissioner Spruill seconded; motion carried unanimously.**

TAX COLLECTOR'S REPORT: Ms. Sherri Wilkins, Tax Administrator spoke to the Board and gave the following report.

TAX COLLECTOR'S REPORT  
UNPAID 2024 TAXES THAT ARE LIENS ON REAL PROPERTY  
JANUARY 31, 2025

In accordance with North Carolina General Statute 105-369(a), the following represents the total of unpaid 2024 taxes that are liens on real property to date:

\$ 796,790.23

*Sherri M. Wilkins*

---

Sherri M. Wilkins  
Tax Collector

The Washington County Tax Collector is ordered to advertise unpaid 2024 taxes that are liens on real property, pursuant to North Carolina General Statute 105-369(a).

By: \_\_\_\_\_  
Carol V. Phelps, Chair

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

ATTEST:

---

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

In accordance with NCGS 105-369(a) the following represents the total of unpaid 2024 taxes that are liens on Real Property as of January 31, 2025 - \$796,790.23.

In accordance with NCGS 105-369 (b1) letters will be mailed the week of March 10<sup>th</sup> to notify the taxpayers of their delinquencies and that the delinquent taxes will be advertised in April. The letters will include the Debt Set-off information and the Notice of Lien Advertisement information (also referred to as the 2<sup>nd</sup> Notice letter). The taxes have to be delinquent 60 days to send the Debt Set-off letter (the date of delinquency is January 7<sup>th</sup>), that is why the letters will be mailed in March. After 30 days from the date of the letter we will advertise the delinquent taxes in April.

Taxpayers are contacting our office to set up monthly payments. We are setting up payment agreements to have the taxes paid by June 2025. If they default on their monthly payment we will enforce collections through wage garnishment, bank attachment or foreclosure. Our Delinquent Tax Coordinator, Christal Watkins, will be using enforced collection – wage garnishment, bank attachment, debt setoff and foreclosure – to collect delinquent taxes.

**Commissioner Spruill made a motion to approve the Tax Collector's Report. Commissioner Keyes seconded; motion carried unanimously.**

**ECONOMIC DEVELOPMENT/STRATEGIC PLAN (PART 2) UPDATE:**

Mr. Kelly Chesson, Economic Development Director spoke to the Board and went over the following:

Sustainable Economic Growth and Development							Last Revised/Updated:	1/23/2025
Action Items								
Goal 1	Collaborate with educational and industrial partners to develop and deliver a more formally organized, proactive, and effective economic development program.							
Goal 2	Provide well-planned and strategically placed infrastructure to attract and support continued economic development and growth, particularly for private business and industry.							
Goal 3	Leverage partners and stakeholders to enhance economic development capacity and opportunities.							
Goal 4	Attract, retain, and increase a diverse and sustainable tax base.							
	Goals	Primary Contact / Department	Barriers/All Solutions	Short-Term Priorities	Ongoing Timelines	% Done	Comments/Next Steps	
ECC0204.1	Re-establish an Economic Development Committee or other similar body to meet regularly and begin developing and coordinating a more formalized county economic development program.	1 Kelly Cheson / CMO		Establish Bylaws; BOCC Approval & Member Appointment; Initial Meeting	Schedule regularly recurring committee mtg	20%		
ECC0204.2	Work with the Washington County Travel and Tourism Agency (TTA) to continue supporting and to better measure and understand the economic impact of tourism development (approved as the primary economic development pursuit by the Board of Commissioners).	1 CMO/CFO/EDC; CSP/MO/KC		KC to pull TT stats for review and discussion with TTA/BOCC.	Continuous	50%	Consider revising this goal as too broad/general?	
ECC0204.3	Hold recurring collaborative discussions with municipal partners to identify and pursue mutually beneficial economic development strategies and opportunities including community development.	1 CMO; KC & EDC		Add representation from municipal partners into EDC		0%	Consider collapsing into EDC; bylaws were adopted for EDC to do this	
ECC0204.4	Re-establish and hold regular meetings of the Collaborative Business & Industry Innovation Council.	1 CMO; CSP/KC		KC to set up initial collaboration meeting ASAP	Continuous; Ex. Initial mtg to discuss collaboration by 12/31/25 and develop CY2025 timeline for further action	50%	Overlaps with EDU 24.6; consider collapsing/revising	
ECC0204.5	Work with the GoldenEAP SITE program to identify and create a countywide database and future development plan for future targeted economic development.	2 CMO/CFO; CSP/SJ/KC/LZ		KC to develop/link database for website inclusion ASAP	Continuous; work with EDC to review sites and prioritize targets/development plans for inclusion in FY26 Budget/6/30/25	50%	Pursue acquisition and development of preferred track.	
ECC0204.6A	Complete the dedication of the Morristown Road Sewer Line to the Town of Plymouth.	2 CMO; CSP		CSP to finish dedication agreement draft for TDP review	Complete dedication by 6/30/25	10%		
ECC0204.6B	Begin construction on major VUR/utility grant funded utility projects to increase water capacity and efficiency.	2 CMO/CFO; CSP/KC/SJ/MG/LZ WC-Utilities; LS			KC-FILL IN TIMELINE INFO	35%		
ECC0204.7	Continue pursuing opportunities to expand affordable broadband access countywide.	2 John Waterman / CMO		CAI Challenge Period ends October 3. Attend NCDIT Town Hall December 5. Keep pace with other updates from NCDIT as-needed.	ISP partner Brightspeed plans to serve 1,267 of 1,272 eligible locations in the county with CAI funding. All CAI construction must be completed by October 2025. Remaining locations may be served with state DEAD funds to be appropriated in Q1 2025.	75%	Consider revising goal to align with measurable stat	
ECC0204.8	Designate a primary staff person to attend and regularly report information gathered from North-Eastern Economic Development (NEED) & other key regional economic development meetings.	3 CMO; KC		Set up next NEED mtg and push for pre-set quarterly mtg schedule	Continuous;	100%	Revise goal to include desired outcome from participating in this group.	
ECC0204.9	Engage lobbyist to pursue targeted economic development funding opportunities during upcoming legislative sessions.	3 BOCC & CMO; CSP				100%	Define specific requests for long session in 2025	
ECC0204.10	Create and adopt a standing economic development incentive policy designed to attract additional and/or outside economic investment opportunities.	4 CMO; KC		Create draft policy; review with EDC; review and approval by BOCC.	Draft created in FY24; review with new EDC in early 2025 and seek BOCC approval by 6/30/25	33%	EDC review	

Strong Educational Opportunities		Last Revised/Updated		1/23/2025			
Goal 1	Establish and maintain collaborative partnerships with Washington County Schools to proactively and more efficiently coordinate annual budgeting; plan for and complete long term capital projects; and pursue and accomplish other mutually beneficial initiatives.						
Goal 2	Collaborate with all educational partners to increase and more efficiently provide collaborative educational and other public service related opportunities.						
Goal 3	Support the recruitment and retention of highly qualified and experienced public school teachers and staff to improve academic achievement and quality.						
Goal 4	Advocate for appropriate allocation of school funding from Federal and state sources.						
Action Items	Goals being Contact / Outputs	Barriers/20k Solutions	Short Term Priorities	Original Timeline	% Done	Comments/Next Steps	
EDU2024.1A	Monitor and support the successful completion of the new PK-12 School at US64/NC45.	1. CMO/CFO: CSP/IS/MO	Logistics/Timing	Lease Agreement/Funding Agreement Revisions/ Punch List Completion	1. CO by 12/4/24; 2. WCS Using School by 1/31/25 3. Punch List Completion by 3/1/25	90%	Complete Phase II
EDU2024.1B	Work with the Town of Plymouth to prepare lift station capacity for new facility.	1. CMO: KC	Grant Cycle; Interlocal Cooperation	Waiting on Lift Station Grant Response in early 2025	1. Lift Station Grant Response Due by 3/1/25; 2. Finalize Interlocal Lift Station Agmt by 4/1/25; 3. Design Lift Station by 6/30/25; 4. Lift Station Bidding & Project	15%	
EDU2024.2	Identify and pursue additional funding sources such as legislative appropriations, grants, and additional local option sales taxes to raise additional revenues to offset the local costs associated with the PK-12 Construction and Consolidation Project.	1. CMO/CFO: CSP/MD/L	Heavily Tax Base. Consider early rent or modification to 80% solar exemption	1. AIR46 LOST Sales Tax - Completed; 2. Continuously review grant opportunities; 3. Reassess grant/legislative funding opportunities prior to 2025 legislative session before 2/1/25.	Continuous	33%	Confirm 2025 Long Session Lobbying Priorities
EDU2024.3	Conduct an effective Local Option Sales Tax public information campaign highlighting the need to raise additional revenues to offset additional debt service associated with the PK-12 School.	1. CMO: Asia Nikison		Completed	Completed	100%	
EDU2024.4	Work with School Officials to update and revise the current Funding Agreement between both parties updating its financial terms by replacing previously projected cost estimates with actual current financial data, and to further address how to resolve any current or future budgetary shortfalls and the longer term plans for the early college and other school facilities.	1. CMO/CFO: CSP/MD	PK12 Completion Timing	Transfer Site walk through/inventory est. 2/1/25; Transfer est. 3/1/25; Review EC options by 6/1/25	Develop full understanding of future plans and contingencies for known capital priorities and facility requirements before adoption of FY25 Budget/6/30/25	80%	Finalize/sign Lease & Revised Funding Agmt Meet w/ WCS to discuss site transition planning
EDU2024.5	Work with Beaufort County Community College to increase programming available at the Washington County Center / Roper Annex Building.	1. CMO: KC/JS 2. WCS: CTE Dept/TBD		2/KC to set up initial collaboration meeting ASAP	Continuous; but review options by 6/30/25	10%	Est. initial mtg to discuss collaboration by 3/1/25 and develop CY2025 Timeline for Further Action
EDU2024.6	Work with BCCC, Washington County Schools, and Pocomoke Innovative Charter School to identify and increase joint recreational and economic development programming opportunities (including reviving regular meetings of the Collaborative Business & Industry Innovation Council).	1. CMO: KC/CSP 2. WCS: CTE Dept/TBD 3. PIC: TBD	WCS/PIC Cooperation	KC/CSP to work with leadership of both parties to set up initial collaboration meeting ASAP	Continuous; Est. initial mtg to discuss collaboration by 6/30/25 to help develop CY2025 Timeline for Further Action	33%	overlaps with ED Goal 2.4.8; consider collapsing; also committee reinstated in CY24
EDU2024.7	Review teacher supplement use, effectiveness, and funding during FY25 budget process to increase or maintain regional competitiveness.	3. CMO/CFO: CSP/MD	Available \$\$\$; overshadowed in 2024 by PK12 Capital Priorities	CMO to discuss with WCS during FY25 Budget Discussions	Continuous;	0%	FY25 overshadowed by PK12; Review to annual review
EDU2024.8	Engage lobbyist to pursue this objective during upcoming state legislative visits.	4. CMO: CSP		Renew Lobbyist Contract for 2025/2026	Continuous Biennial Legislative Cycle	80%	Work w/ lobbyist to pursue priorities in early 2025.

Phase II School Construction

Mr. Chesson said he attended the NC East Alliance meeting last Friday and gained a lot of useful information on how to move forward with our Economic Development. He will be attending a “shopping center” conference in Charlotte in March 2025.

Mr. Chesson said he is also meeting with a potential new business owner who is looking at various sites in the County.

He said he has been working with GIS to add layers to our maps to help potential business owners when they are looking at the County’s maps.

The Commissioners commended Mr. Chesson on hitting the ground running!

**PK12 FUNDING AGREEMENT (FIRST AMENDMENT) AND LEASE:** Mr. Curtis Potter, CM/CA spoke to the Board on this subject. In the Commissioners’ Agenda Package, they received the revised First Amendment to the PK12 Funding Agreement and Lease for the PK12 School.

Both include a copy of the revised Schedule D – Debt Service Amounts and Funding Sources reflecting the most up to date projections related to funding the debt service associated with the newly constructed school.

**Commissioner Johnson made a motion to approve the PK Funding Agreement (First Amendment) and Lease. Commissioner Keyes seconded; motion carried unanimously.**

**BOARDS & COMMITTEES:** Ms. Julie J. Bennett, Clerk to the Board, spoke to the Board about the following.

**ECONOMIC DEVELOPMENT ADVISORY COUNCIL**

Ms. Bennett noted that at the last Board of Commissioners meeting, the Board discussed Commissioners Spruill & Walker to be on the newly formed Economic Development Advisory Council, but no action was taken.

The Board needs to make the appropriate appointment of Commissioners to this Council.

**Commissioner Keyes made a motion to appoint Commissioners Spruill & Walker to the Economic Development Advisory Council. Commissioner Spruill seconded; motion carried unanimously.**

Commissioner Keyes brought forth a few names of citizens who may do well on this Council: Dwight Respass, Latesha James, Bill Lucas, David Rouson, and Maurice Hill.

Commissioner Spruill brought forth the following names: Harvey West, Jr., and Tom Harrison.

Mr. Potter said that the TTA Board would probably put Tom Harrison forward for the TTA.

Staff will make an application for the members nominated to fill out and bring back to the March meeting and will also check on ballot voting.

**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 #: 2025 - 054**

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

**Date:** January 10, 2025

**RE:** Sheriff

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

Account Code	Work	Old	+ or (-)	New
10-4310-613	Sheriff - Fingerprinting	7,417.00	(456.00)	6,961.00
10-4310-030	Sheriff - Salaries & Wages - Part Time	29,000.00	423.00	29,423.00
10-4310-090	Sheriff - FICA Tax Expense	69,045.00	33.00	69,078.00
<b>Sheriff</b>		<b>105,462.00</b>	<b>-</b>	<b>105,462.00</b>

**Justification:**

This transfer is to move monies within the Sheriff's Office Budget from the Fingerprinting Line to the Part Time Salary Line and the FICA Tax Line to cover the cost of 32 hours of part time work for an Animal Control Officer. Our current Officer has resigned effective January 17th. A new Officer has been chosen and offered the position however, Administration feels that it would be in the County's best interest to allow the new employee to train with the outgoing Officer in the final week of his employment due to all of the technical aspects of the Animal Control job.

**Budget Officer's Initials** MD

**Approval Date:** 1/10/25

<b>Initials:</b>	MD
<b>Batch #:</b>	3045-054
<b>Date:</b>	1/10/2025

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 055**

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

**Date:** January 28, 2025

**RE:** Elections/Sheriff/Water Operations/Water Treatment

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

Account Code	Work	Old	+ or (-)	New
10-4170-550	Elections - Capital Outlay Equipment	20,000.00	(4,583.00)	15,417.00
10-4170-260	Elections - Departmental Supplies	4,999.00	3,500.00	8,499.00
10-4170-330	Elections - Postage	2,000.00	1,083.00	3,083.00
<b>Elections</b>				
10-4310-010	Sheriff - Salaries & Wages-Regular	860,149.00	(4,143.00)	856,006.00
10-4310-031	Sheriff - Salaries & Wages-Overtime	8,605.00	4,143.00	12,748.00
<b>Sheriff</b>				
35-7130-180	Water Operations - Group Insurance	65,407.00	(66.00)	65,341.00
35-7130-050	Water Operations - Salaries & Wages-Longevity	1,951.00	66.00	2,017.00
<b>Water Operations</b>				
35-7135-600	Water Treatment - Designated for Future Appropriations	8,900.00	(8,000.00)	900.00
35-7135-200	Water Treatment - Supplies & Materials	8,700.00	8,000.00	16,700.00
<b>Water Treatment</b>				
		<b>980,711.00</b>	<b>-</b>	<b>980,711.00</b>

**Justification:**

This transfer is to move monies as follows: within the Elections budget from Capital Outlay Equipment to the Postage line to cover the cost of postage through fiscal year end and to the Departmental Supplies line to purchase a printer as the current one has quit working; within the Sheriff's budget from Regular Salaries to the Overtime line to cover the costs associated with having to pay two deputy's for comp hours worked in excess of 480 as required by Fair Labor Standards; within the Water Operations budget from Group Insurance to the Longevity line due to the prorated longevity that had to be paid out per policy for a retiring employee; and within the Water Treatment budget from Designated for Future Appropriations to the Supplies & Materials line due to this line running short as a result of the amount supplies that have had to be ordered thus far and the need to order more prior to fiscal year end.

Budget Officer's Initials CSJ

Approval Date: 1/28/25

Initials:	<u>CSJ</u>
Batch #:	<u>2025-055</u>
Date:	<u>1/28/25</u>



Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 056**

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

**Date:** February 3, 2025

**RE:** School Capital Outlay Fund (21)

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

Account Code	Description	Old	+ or (-)	New
21-3230-400	Grant-Needs Based Public School Capital	(10,399,451.35)	(77,534.54)	(10,476,985.89)
21-3990-000	Appropriated Fund Balance-WC Schools Capital Outlay	(12,699,838.36)	2,667,986.83	(10,031,851.53)
21-5912-693	Capital Outlay-Architecture, Planning, Surveying, Engineering	14,338.00	259.00	14,597.00
21-5912-695	Grant-Needs Based Public School-Planning/Design	637,155.59	(156,439.83)	480,715.76
21-5912-696	Grant-Needs Based Public School-Construction	9,839,830.30	156,439.83	9,996,270.13
21-5912-701	Trust PK12 Loan-Expense-Earned Income	645,425.85	(423,670.29)	221,755.56
21-8000-600	Designated for Future Appropriation-BOE Cap Outlay	2,167,041.00	(2,167,041.00)	-
<b>School Capital Outlay Fund (21)</b>				
<b>Balanced:</b>		<b>(9,795,498.97)</b>	<b>-</b>	<b>(9,795,498.97)</b>

**Justification:**

This amendment is being done to reduce the fund balance allocation to match the closing fund balance at FYE 2024. We are also tying each grant line and grant expenditure line out to match the funding amount of \$50 million received from NCDPI.

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

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

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



Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2025- 057

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

Date: February 3, 2025

RE: DSS

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

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	7,000.00	(2,000.00)	5,000.00
10-5310-605	SS Admin - Security Contract	10,000.00	(2,500.00)	7,500.00
10-5310-610	SS Admin - Vendor Fees	10,000.00	(2,000.00)	8,000.00
10-5380-408	SS Economic Support - Medicaid Paybacks	12,500.00	(2,500.00)	10,000.00
10-5380-409	SS Economic Support - State Program Returns	12,392.00	(2,500.00)	9,892.00
10-5400-310	SS Transportation - WF Transportation	10,000.00	(5,000.00)	5,000.00
10-5380-376	SS Economic Support - Title IV-Foster Care	135,000.00	29,125.00	164,125.00
10-3490-000	DSS - Administration Reimbursement	(3,021,972.00)	(12,625.00)	(3,034,597.00)
<b>DSS</b>				
		<b>Balanced:</b>	<b>(2,825,080.00)</b>	<b>-</b>
				<b>(2,825,080.00)</b>

**Justification:**

This budget amendment request comes as a result of receiving the current and expected expenditures for the cost of care for children in DSS Custody that are IV-E eligible. These children incur costs that are higher than normal due to behavioral and mental health issues. As a result, it is anticipated that we will not have adequate funding in the current budget to cover these costs. We are requesting to move funds from non-reimbursable and reimbursable lines (at lower rates). This amendment will increase originally anticipated revenues.

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

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

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #:** 2025- 058

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

**Date:** February 3, 2025

**RE:** Cooperative Extension

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

Account Code	Description	Old	+ or (-)	New
10-3500-280	MIPPA Grant-Medicaid Improvement for Patience	(3,189.00)	827.00	(2,362.00)
10-6050-998	MIPPA Grant-Medicaid Improvement for Patience	3,189.00	(827.00)	2,362.00
<b>Cooperative Extension</b>				
<b>Balanced:</b>		-	-	-

**Justification:**

This amendment will reduce the budgets in both the revenue and expenditure lines in the Cooperative Extension budget lines for the MIPPA Grant. We have received our funding award and the amount is lower than we originally anticipated.

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

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

**Initials:**

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**Batch #:**

--

**Date:**

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Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2025- 059

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

Date: February 3, 2025

RE: Sheriff/Senior Center/Social Services/Projects and Grants Fund

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	(1,745.00)	(400.00)	(2,145.00)
10-4310-611	Gun Permits Discretionary - County Portion	50,210.00	400.00	50,610.00
10-3540-030	Gun Permits-State Portion	(2,020.00)	(490.00)	(2,510.00)
10-4310-612	Gun Permits-State Portion	3,030.00	490.00	3,520.00
10-3540-040	Finger Printing	(505.00)	(70.00)	(575.00)
10-4310-613	Finger Printing	6,961.00	70.00	7,031.00
<b>Sheriff</b>				
10-3509-010	Senior Center Trips	(8,632.75)	(206.25)	(8,839.00)
10-5150-380	Senior Center Trips	8,632.75	206.25	8,839.00
10-3509-020	Senior Center Donations	(2,642.34)	(15.00)	(2,657.34)
10-5150-650	Senior Center Donations	2,890.34	15.00	2,905.34
<b>Senior Center</b>				
10-3500-081	DSS Community Donations-Christmas	(2,643.00)	(14.00)	(2,657.00)
10-5310-258	DSS Community Donations-Christmas	3,626.00	14.00	3,640.00
<b>SS Admin</b>				
58-3290-000	Interest Earned	(3,570.34)	(439.32)	(4,009.66)
58-4100-001	Expenditure of Interest Earned	16,201.15	439.32	16,640.47
<b>Projects/Grants Fund</b>				
<b>Balanced:</b>		<b>69,792.81</b>	<b>-</b>	<b>69,792.81</b>

**Justification:**

This amendment will put into budget additional revenues received in the following departments: Sheriff - gun permitting and finger printing, Senior Center - trip monies and donations, Social Services - donations received for Christmas, and the Projects and Grants Fund for interest earned.

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

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

Initials:	_____
Batch #:	_____
Date:	_____

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

Ms. Dixon went over a sample of a new Financial Report that she could create for the Board to give them more concise information on each accounts BA's/BT's. This report would be sent out before the Board meeting instead of with the Board Agenda Package.

RESO 2025-001 RESOLUTION ESTABLISHING A MAXIMUM THREE-YEAR LIMIT POLICY TO AMEND ROOM OCCUPANCY TAX REPORTS: Mr. Potter explained the reason for needing this resolution.

## COUNTY OF WASHINGTON

### BOARD OF COMMISSIONERS:

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



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### ADMINISTRATIVE STAFF:

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

## RESOLUTION 2025-001

### **A RESOLUTION ESTABLISHING A MAXIMUM THREE-YEAR LIMIT POLICY TO AMEND ROOM OCCUPANCY TAX REPORTS**

**WHEREAS**, the County of Washington currently levies a room occupancy tax pursuant to applicable North Carolina General Statutes; and

**WHEREAS**, the Board of Commissioners recognizes the need to establish clear guidelines for the amendment of room occupancy tax reports to ensure administrative efficiency and fiscal accountability; and

**WHEREAS**, the Board of Commissioners has determined that a reasonable limitation period for amending occupancy tax reports promotes effective tax administration while providing sufficient time for taxpayers to make necessary corrections;

**WHEREAS**, North Carolina law appears to impose a three (3) year limitation on amending certain similar reports such as NC Income Tax Returns and NC Sales & Use Tax Returns.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Washington County, North Carolina, that:

1. Policy Adoption: The County hereby adopts a policy that limits the period within which any room occupancy tax report may be amended.
2. Amendment Period: Any amendments to room occupancy tax reports must be submitted no later than three (3) years from the original due date of the report.

3. Effective Date: This policy shall become effective immediately upon adoption and shall apply both retroactively to all occupancy tax reports filed on or before this date, as well as to all occupancy tax reports filed hereafter.

Adopted this 3<sup>rd</sup> day of February, 2025.

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Carol V. Phelps, Chair

Attest:

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

**Commissioner Spruill made a motion to approve RESO 2025-001 Resolution Establishing a Maximum Three-Year Limit Policy to Amend Room Occupancy Tax Reports. Commissioner Walker seconded; motion carried unanimously.**

**OTHER ITEMS BY COMMISSIONERS OR STAFF:**

Commissioner Johnson listed the top 5 legislative goals voted on by the NCACC for 2025-2026:

1. Support legislation promoting teacher recruitment and retention
2. Repeal or amend NCGS 105-275(45) regarding solar energy property taxation
3. Increased funding for farmland preservation
4. Expand funding for medical and social services in County detention facilities
5. Provide State support for critical facility construction

Commissioner Johnson said these would all benefit Washington County.

Commissioner Spruill said he received a request from the family of the late John Sawyer III to have a bridge named for him, an overpass in Roper over Millpond Road on Hwy 64. The Board of Commissioners would need to unanimously pass a Resolution in support of this. Handouts were presented to show the process.

Ms. Bennett, Clerk to the Board, said the Board would need to have a public hearing on this matter before voting on it.

The Board agreed to table this discussion until the next meeting after the public hearing.

Chair Phelps mentioned the Fin, Fur & Feather dinner Saturday night in Creswell.

Ms. Bennett reminded the Board of the 2025 Winter Gala sponsored by Adult Treatment Court, being held in Washington this Thursday, February 6, 2025. Commissioner tickets are free but must purchase spouse tickets. Please let the Clerk know on Tuesday if you will be attending so she can give them a head count.

Mr. Potter commended Mr. Squires on his idea of putting pictures in a recent legislative letter in hopes of garnering more attention.

Ms. Dixon said she attended a meeting that may benefit the County with savings on Detention medical expenses.

Commissioner Spruill asked for update on EMTOC building. Mr. Squires said staff has been working with the architect on the layout of the building and of outlying areas that would need to be fenced in. Commissioner Spruill noted there is a pre-bid meeting on February 19<sup>th</sup> @ 10:00 AM in the Commissioners' Room.

**Commissioner Spruill made a motion to adjourn. Commissioner Keyes seconded; motion carried unanimously.**

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

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Carol V. Phelps  
Chair