

**Washington County  
Board of Commissioners  
Special Called Meeting  
March 21, 2025**





WASHINGTON COUNTY BOARD OF COMMISSIONERS

**SPECIAL CALLED MEETING AGENDA**

FRIDAY, MARCH 21, 2025

**COMMISSIONERS' ROOM**

**116 ADAMS STREET**

**PLYMOUTH, NC 27962**

2:00 PM Call to Order—Chair Phelps

Item 1 2:01 PM EMTOC Bids, Mr. Curtis Potter, CM/CA

Item 2 2:15 PM Airport Obstruction Removal Bids, Mr. Jason Squires, ACM

Item 3 2:30 PM Budget Transfers & Amendments, Ms. Missy Dixon, Finance Officer

Adjourn

# WASHINGTON COUNTY BOARD OF COMMISSIONERS

## AGENDA STATEMENT

**ITEM NO: 1**

**DATE: March 21, 2025**

**ITEM: EMTOC Bids, Mr. Curtis Potter, CM/CA**

**SUMMARY EXPLANATION:**

Please see attached memo on the abovementioned subject.

**STAFF RECOMMENDATION:**

1. **VOTE** to award the base bid only to A.R. Chesson Construction as the lowest responsive responsible bidder, and authorize the Board Chair, County Manager, and/or Finance Officer to negotiate, execute, and deliver a construction contract on behalf of Washington County using a Standard Form AIA contract template, subject to any modifications recommended by the County Attorney.
2. **VOTE** to approve the allocation of the following additional amounts to be added to the EMTOC project budget line 58-4203-001 (EM Bldg Local Match) to help facilitate the anticipated project costs to proceed with the construction of the EMTOC facility:
  - a. \$300,000 to be transferred from the EMS Fund Balance
  - b. \$700,000 to be transferred from the General Fund Balance

**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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**AGENDA ITEM MEMO**

**MEMO Date:** March 20, 2025      **MEETING Date:** March 21, 2025      **ITEM:**  
**SUBJECT:** Emergency Management & Training Operations Center (EMTOC) Bids  
**DEPARTMENT:** Emergency Management/EMS/911  
**FROM:** Curtis S. Potter, County Manager / County Attorney

**ATTACHMENTS:**

- A- Oakley Collier Architects Recommendation Letter re EMTOC Bids dated 3/6/25 (1pg)
- B- Oakley Collier Architects EMTOC Bid Tabulation dated 3/5/25 (2pgs)
- C- Legislative Funding Request Letter dated 3/12/25 (3pgs)

**PURPOSE:** To review the EMTOC bids and consider awarding the project to A.R. Chesson Construction as the lowest responsive responsible bidder.

**SUMMARY & FINANCIAL ANALYSIS:** Seven bids were received and opened for this project on 3/4/25. Subsequently one of the bids was withdrawn due to a verifiable mathematical error. All of the base bids for the main EMTOC facility (without considering the alternate bids for additional options such as the construction of ambulance bays) came in above the original project estimates and the current project budget.

Depending on several variables (including additional grant funding sources we are still pursuing and may receive as well as how much of the project contingency is actually required to complete the project) staff estimates moving forward with just the main EMTOC facility at this time without the additional alternates will still require an additional \$0.7M to \$1M in local funds from currently available fund balances. Because part of the project is for a new EMS sub-station it is appropriate to consider allocation a portion of the additional funds from the EMS fund balance in addition to considering available fund balance of the general fund.

If additional funding is received it would be feasible to add the bays and other alternates back into the project via change order later this year. Otherwise they could be built as a second phase after completion of the EMTOC facility. Moving forward with the alternates would require closer to \$1.5M - \$1.8M.

A request for an additional \$2M in legislative funding (attached) has been submitted to Senator Sanderson and Representative Goodwin.

**STAFF RECOMMENDATION:**

1. **VOTE** to award the base bid only to A.R. Chesson Construction as the lowest responsive responsible bidder, and authorize the Board Chair, County Manager, and/or Finance Officer to negotiate, execute, and deliver a construction contract on behalf of Washington County using a Standard Form AIA contract template, subject to any modifications recommended by the County Attorney.
  
2. **VOTE** to approve the allocation of the following additional amounts to be added to the EMTOC project budget line 58-4203-001 (EM Bldg Local Match) to help facilitate the anticipated project costs to proceed with the construction of the EMTOC facility:
  - a. \$300,000 to be transferred from the EMS Fund Balance
  
  - b. \$700,000 to be transferred from the General Fund Balance

March 6, 2025



Curtis Potter  
Washington County  
PO Box 1007  
Plymouth, NC 27962

Reference:                   New Facility for Washington County EOC & EMS Station  
Project No. 23010

Dear Mr. Potter,

Enclosed is the official Bid Tabulation in regard to the above project. We received a total of 7 (seven) bids, with one of those bids being withdrawn. The apparent low base bidder is **A.R. Chesson Construction Company Inc.**, license number 13540, with a base bid amount of **\$4,362,000**. The project also includes 3 Add Alternates; No. G-1 Apparatus Bay, No. L-1 Supplemental Landscaping, and No. G-1 Additional Storage Bays. Given the project budget, we do not recommend awarding any of the add alternates.

Additionally, the bidders must show good faith efforts in their Minority Business Participation. They must earn at least 50 points from the good faith efforts form for their bid to be considered responsive. A.R. Chesson Construction Company, Inc. earned 75 points in response to Minority Business Participation.

It is our recommendation that you award the project to A.R. Chesson Construction Company, Inc, based on being the lowest responsible bidder. After your review and approval, if you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Timothy D. Oakley".

Timothy D. Oakley, AIA, LEED AP  
Enclosure

# BID TABULATION



Project: Washington County EOC & EMS Station			OCA Project #: 23010			
Washington County			Bid Opening Date/Time: March 4, 2025 2:00 PM			
<b>General Contractors:</b>	<b>A.R. Chesson Construction*</b>	Berry Building Group	Cooper Tacia General Contracting	Group III Mgt, Inc.	O'Connor Company	Place Services Inc.
GC License Number:	<b>13540</b>	81204	65299	22369	58959	No Bid Submitted
Bonds:	<b>X</b>	X	X	X	X	
Receipt of Addenda:	<b>X</b>	X	X	X	X	
MBE Forms:	<b>X</b>	X	X	X	X	
<b>Base Bid:</b>	<b>\$4,362,000</b>	\$4,770,000	\$5,043,000	\$4,838,000	\$5,276,523	
Site Contractor:	<b>Stevenson Sand Inc Lic # 65348 \$954,354</b>	Laser Lic # 87371 \$1,052,000	Laser Lic # 87371 \$897,000	Laser Lic # 87371 \$1,002,940	Laser Lic # 87371 \$1,020,593	
Plumbing Subcontractor:	<b>Joey Reynolds Plumbing Lic # 13676 \$135,000</b>	Climate East Lic # 18813 \$90,000	CL Waters LLC Lic # 20220 \$138,350	Climate East Lic # 18813 \$96,445	Climate East Lic # 18813 \$89,353	
Mechanical Subcontractor:	<b>Performance Heating &amp; Cooling Lic # 13303 \$307,100</b>	Costa & Company Lic # 12337 \$319,000	Performance Heating & Cooling Lic # 13303 \$345,900	Performance Heating & Cooling Lic # 13303 \$339,900	Performance Heating & Cooling Lic # 13303 \$347,800	
Electrical Subcontractor:	<b>Mike Taylor Electric Lic # 10723-U \$455,000</b>	Luminent Lic # U34227 \$433,889	Proneal Lic # U27183 \$411,500	Luminent Lic # U34227 \$433,889	Thomas Electrical Solutions Lic # 29307U \$489,500	
Alternate No. G-1: Apparatus Bay	<b>\$846,000</b>	\$810,000	\$819,369	\$653,000	\$839,000	
Alternate No. L-1: Supplemental Landscaping	<b>\$21,900</b>	\$10,500	\$80,000	\$9,500	\$25,000	
Alternate No. C-1: Additional Clearing	<b>\$14,500</b>	\$17,000	\$10,000.00	\$18,000	\$16,900	

\* indicates apparent low bidder

I hereby certify the above information to be correct and true to the best of my knowledge.

Signature: 

Date: 3/5/2025

# BID TABULATION

Project: Washington County EOC & EMS Station			OCA Project #: 23010			
Washington County			Bid Opening Date/Time: March 4, 2025 2:00 PM			
<b>General Contractors:</b>	Stocks & Taylor Construction, Inc.	TCC Enterprises, Inc	TST Construction			
GC License Number:	69099	Bid Withdrawn	No Bid Submitted			
Bonds:	X					
Receipt of Addenda:	X					
MBE Forms:	X					
<b>Base Bid:</b>	\$4,442,000					
Site Contractor:	Be Singleton & Sons Lic # 5226 \$1,065,000					
Plumbing Subcontractor:	Climate East Lic # 18813 \$89,400					
Mechanical Subcontractor:	Performance Heating & Cooling Lic # 13303 \$339,900					
Electrical Subcontractor:	Thomas Electrical Solutions Lic # 29037U \$422,000					
Alternate No. G-1: Apparatus Bay	\$781,300					
Alternate No. L-1: Supplemental Landscaping	\$10,100					
Alternate No. C-1: Additional Clearing	\$7,560					

\* indicates apparent low bidder



I hereby certify the above information to be correct and true to the best of my knowledge.

Signature:



Date:

3/5/2025



**BOARD OF COMMISSIONERS:**

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JOHN C. SPRUILL, VICE-CHAIR  
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JULIE J. BENNETT, MMC, NCMCC  
CLERK TO THE BOARD  
jbennett@washconc.org

March 12, 2025

**The Honorable Norman W. Sanderson**

North Carolina Senate, District 2  
300 N. Salisbury Street, Room 309  
Raleigh, NC 27603  
Phone: (919) 733-5706  
Email: [Norman.Sanderson@ncleg.gov](mailto:Norman.Sanderson@ncleg.gov)

**The Honorable Edward Goodwin**

North Carolina House of Representatives, District 1  
16 West Jones Street, Rom 2217  
Raleigh, NC 27603  
Phone: (919) 733-0010  
Email: [Edward.Goodwin@ncleg.gov](mailto:Edward.Goodwin@ncleg.gov)

Re Request for Legislative Appropriation to Help Fund Washington County EMTOC Building

Dear Senator Sanderson and Representative Goodwin,

On behalf of Washington County, I am writing to respectfully request your support for an additional legislative appropriation of \$2 million to help cover the anticipated budgetary shortfall for the County's new Emergency Management & Training Operations Center (EMTOC) located on US64 just east of Plymouth's town limits.

This facility is essential to the ongoing welfare and public safety of our County and the broader northeastern North Carolina region. It will replace not only our Emergency Operations Center (currently operating from the County's 65 year old Management Building), our primary 911 Center (currently operating from an inadequately sized and deteriorating space in our 100+ year old courthouse) and our primary EMS station (currently operating from borrowed privately owned and outdated space in our 50+ year old local hospital that is constantly threatened by financial solvency issues).

As you may recall, our initial project budget did not anticipate needing to acquire land because we originally planned to build the EMTOC at our County Airport. However, we were unable to work through NCDOT and FAA regulations to secure the viable use of that location. This unexpected change required the County to acquire new property, and to rethink the full scope of the initially intended project leading to delays and increased costs.

Now, with final designs complete and construction bids received, the lowest viable bid for construction costs alone is \$4.37 million, necessitating a total remaining project budget of just over \$5 million. With only \$4 million currently remaining, we now face a potential \$1 million shortfall just to construct the core facility, without including essential alternatives such as ambulance bays and an emergency equipment storage building.

We would also take this opportunity to request an additional \$150,000 to ensure the EMTOC is equipped with state-of-the-art HAM radio communications equipment. HAM radio is a crucial backup communication system during emergencies, particularly in a region vulnerable to hurricanes and other natural disasters. It provides a critical lifeline when traditional communication infrastructure is compromised, ensuring coordination among emergency response agencies and maintaining public safety.

Washington County (which provides EMS services to Tyrrell County) serves as a central hub for emergency response and logistical operations for much of northeastern North Carolina. This facility is a key component of our regional preparedness strategy, ensuring the efficient distribution of supplies and coordination of emergency response efforts across multiple counties.

Without additional funding, the County will likely be forced to appropriate the necessary funding from our already limited and swiftly decreasing fund balance. Our reserves have been significantly impacted by our commitment to funding a new consolidated PK-12 school—an investment that will generate long-term cost savings but has required us to borrow approximately \$5 million more than anticipated, further straining our short-term cash flow and financial flexibility.

We are committed to being responsible stewards of local and state tax dollars, and this request aligns with that responsibility. We have already committed \$1 million in local funds to this project, and dedicating an additional \$1 million at this stage would place a significant burden on our County's financial health in the coming years.

By securing this additional appropriation, we can preserve our fund balance at a more fiscally responsible level, and later this fall, potentially restore critical elements of the project—such as the ambulance bays and emergency management storage building—that will enhance the effectiveness and longevity of this vital facility.

We greatly appreciate your support and advocacy on behalf of Washington County. We welcome the opportunity to discuss this request further and provide any additional information that may assist in securing the necessary funding. Thank you for your continued leadership and commitment to our region.

Respectfully Yours,



---

Curtis S. Potter,  
County Manager & County Attorney

Encl: Design Rendering & Floor Plan (1pg)



**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 2**

**DATE: March 21, 2025**

**ITEM: Airport Obstruction Removal Bids, Mr. Jason Squires, ACM**

**SUMMARY EXPLANATION:**

The bid tabulations and the recommendation letter for this project will not be available until tomorrow morning. We will bring these to you at the meeting.

**WASHINGTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA STATEMENT**

**ITEM NO: 3**

**DATE: March 21, 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 consideration.

See attached.

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** February 28, 2025  
**RE:** Soil & Water

**BT #: 2025 - 072**

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

Account Code	Work	Old	+ or (-)	New
10-6060-350	Soil & Water - Maintenance & Repair-Equipment	1,000.00	(500.00)	500.00
10-6060-200	Soil & Water - Departmental Supplies	2,749.00	500.00	3,249.00
<b>Soil &amp; Water</b>		<b>3,749.00</b>	<b>-</b>	<b>3,749.00</b>

**Justification:**

This transfer is to move monies within the Soil & Water Budget from Maintenance & Repair Equipment to Departmental Supplies to make needed purchases through fiscal year end.

**Budget Officer's Initials**     *CDP*    

**Approval Date:**     2/28/25    

<b>Initials:</b>	<i>CDP</i>
<b>Batch #:</b>	2025-072
<b>Date:</b>	2/28/2025

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 073**

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

**Date:** February 28, 2025

**RE:** School Capital Outlay

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

Account Code	Work	Old	+ or (-)	New
21-5912-695	Grant-Needs Based Pub School-Planning/Design	480,715.76	(8,503.00)	472,212.76
21-5912-700	Truist PK 12 Funded Construction	10,807,629.08	(2,233,360.61)	8,574,268.47
21-5912-696	Grant-Needs Based Pub School-Construction	9,996,270.13	8,503.00	10,004,773.13
21-5912-701	Truist PK-12 Loan-Expense -Earned Income	248,586.47	457,726.02	706,312.49
21-8000-600	Designated for Future Appropriations	-	1,775,634.59	1,775,634.59
<b>School Capital Outlay</b>		<b>21,533,201.44</b>	<b>-</b>	<b>21,533,201.44</b>

**Justification:**

This transfer is to move monies within the School Capital Outlay Budget to once again reconcile each of the lines in this fund. As we close in on the final stages of the school build, we will be making various adjustments in order to tie out the individual grant and loan lines.

Budget Officer's Initials CSP

Approval Date: 2/28/25

Initials:	<u>CP</u>
Batch #:	<u>2025-073</u>
Date:	<u>2/28/2025</u>

Washington County  
**BUDGET AMENDMENT**

To: Board of Commissioners

BA #: 2025- 074

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

Date: March 3, 2025

RE: GF Appropriated Fund Balance/Creswell VFD

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance	(1,830,392.12)	(40,000.00)	(1,870,392.12)
10-4340-998	Creswell VFD-Fire Training Facility-CIP	-	40,000.00	40,000.00
<b>GF Appropriated Fund Balance/Creswell VFD</b>				
<b>Balanced:</b>		<b>(1,830,392.12)</b>	<b>-</b>	<b>(1,830,392.12)</b>

**Justification:**

This budget amendment is being done to allocate funding to the Creswell VFD in support of the new Training Facility that is in the process of being developed. They are also requesting these funds for certain needed equipment. This amendment was approved at the March 3, 2025 Board of Commissioners meeting after a presentation by the Creswell VFD Chief.

Approval Date: 3/3/2025  
 Bd. Clerk's Init: [Signature]  
 Initials: [Initials]  
 Batch #: 2025-074  
 Date: 3/5/2024





Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 075**

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

**Date:** March 5, 2025

**RE:** Detention/Planning & Inspections/Recreation

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

Account Code	Work	Old	+ or (-)	New
10-4320-299	Detention - Laundry & Dry Cleaning	7,500.00	(1,000.00)	6,500.00
10-4320-330	Detention - Postage	250.00	(10.00)	240.00
10-4320-200	Detention - Departmental Supplies	18,000.00	1,000.00	19,000.00
10-4320-603	Detention - Maintenance Agreements-Top Guard	100.00	10.00	110.00
<b>Detention</b>				
10-4350-352	Planning & Inspections - Maintenance & Repair-Equipment	500.00	(400.00)	100.00
10-4350-370	Planning & Inspections - Advertising	500.00	400.00	900.00
<b>Planning &amp; Inspections</b>				
10-6120-350	Recreation - Maintenance & Repair-Buildings	19,840.00	(3,000.00)	16,840.00
10-6120-610	Recreation - Contracted Services-Lead/Assit/Officials	7,500.00	3,000.00	10,500.00
<b>Recreation</b>				
		<b>54,190.00</b>	<b>-</b>	<b>54,190.00</b>

**Justification:**

This transfer is to move monies as follows: Detention - from the Laundry and Postage lines to the Departmental Supplies & Top Guard Maintenance Agreement lines in order to purchase additional supplies such as toilet tissue, wipes, cleaning supplies etc. prior to fiscal year end and to pay the Detex Software Maintenance Agreement that had a slight increase; Planning & Inspections - from Equipment Maintenance & Repair to Advertising - the advertising line is not easily estimated during budget preparations as it is highly dependant on public rezonings, variances and other items that require advertising for public involvement, therefore, there is additional funds needed to carry us through fiscal year end; Recreation - from Building Maintenance & Repair to Contracted Services to continue to pay for Officials for the games - there have been more participants and games this year requiring a larger number of Officials and the season is not over until the state games in June.

Budget Officer's Initials CP

Approval Date: 3/5/25

Initials:	<u>MD</u>
Batch #:	<u>2025-075</u>
Date:	<u>3/5/2025</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** March 10, 2025  
**RE:** Landfill/EMS/Transport

**BT #: 2025 - 076**

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

Account Code	Work	Old	+ or (-)	New
33-7400-250	Landfill - Supplies & Materials-Vehicle	5,000.00	(800.00)	4,200.00
33-7400-315	Landfill - Training	1,500.00	800.00	2,300.00
<b>Landfill</b>				
37-4330-140	EMS - Workmans Comp	101,510.00	(4,000.00)	97,510.00
37-4376-140	Transport - Workmans Comp	13,389.00	(2,000.00)	11,389.00
37-4376-370	Transport - Advertising	2,000.00	(2,000.00)	-
37-4376-610	Transport - Contracts Billing	16,363.00	8,000.00	24,363.00
<b>EMS/Transport</b>				
		<b>139,762.00</b>	<b>-</b>	<b>139,762.00</b>

**Justification:**

This transfer is to move monies as follows: within the Landfill Budget from Vehicle Supplies & Materials to Training to pay for the new Chief Landfill Operator and one of the Water Technicians to be sent for their Landfill Certification; and within the EMS and Transport Budgets from EMS Workmans Comp and Transport Workmans Comp and Advertising to Transport Contract Billing in order to pay Colleton for our third party billing for transport calls through fiscal year end.

**Budget Officer's Initials** CSB

**Approval Date:** 3/10/25

<b>Initials:</b>	<u>CSB</u>
<b>Batch #:</b>	<u>2025-076</u>
<b>Date:</b>	<u>3/10/2025</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 077**

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

**Date:** March 13, 2025

**RE:** Detention/Emergency Management/Senior Center

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

Account Code	Work	Old	+ or (-)	New
10-4320-550	Detention - Capital Outlay Equipment	20,000.00	(100.00)	19,900.00
10-4320-350	Detention - Maintenance & Repair Equipment	1,300.00	100.00	1,400.00
<b>Detention</b>				
10-4330-320	Emergency Management - Communications	5,500.00	(600.00)	4,900.00
10-4330-260	Emergency Management - Departmental Supplies	3,200.00	600.00	3,800.00
<b>Emergency Management</b>				
10-5150-315	Senior Center - Training	6,000.00	(500.00)	5,500.00
10-5150-310	Senior Center - Travel	5,000.00	500.00	5,500.00
<b>Senior Center</b>				
		<b>41,000.00</b>	<b>-</b>	<b>41,000.00</b>

**Justification:**

This transfer is to move monies as follows: within the Detention Budget from Capital Outlay Equipment to Maintenance & Repair Equipment to pay Soundside to repair a phone jack in the Detention Center; within Emergency Management from Communications to Departmental Supplies to purchase the purchase of the Starlink Equipment for use on the new rescue boat; and within the Senior Center from Training to Travel to cover the cost of fuel for the remainder of the fiscal year.

**Budget Officer's Initials** CP

**Approval Date:** 3/13/25

<b>Initials:</b>	<u>MD</u>
<b>Batch #:</b>	<u>2025-077</u>
<b>Date:</b>	<u>3/13/2025</u>

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 078**

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

**Date:** March 13, 2025

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

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

Account Code	Work	Old	+ or (-)	New
10-5400-250	SS Transportation - Maintenance & Repair Vehicle	35,000.00	(5,000.00)	30,000.00
10-5400-311	SS Transportation - Riverlight Transit Vehicle Fuel	37,500.00	(10,000.00)	27,500.00
10-5310-351	SS Admin - Repair & Maintenance Equipment	6,000.00	2,000.00	8,000.00
10-5380-377	SS Economic Support - State Foster Home Care	75,000.00	13,000.00	88,000.00
<b>SS Transportation/SS Admin/SS Economic Support</b>		<b>153,500.00</b>	<b>-</b>	<b>153,500.00</b>

**Justification:**

This request is to increase the expenditure line for Building Equipment Repairs and Maintenance. The Town of Plymouth has required certain changes to our lines to ensure no backflow into their systems, as a result, we will need a 2 inch pipe installed at a cost of approximately \$1,500. Also, the cost of care for the children in custody continues to grow, and some have been moved to other locations. As a result, we continue to struggle in keeping enough funds on hand in lines for foster care children. This request is to move funds from two lines in transit that are approximately 50% reimbursed, to two lines of the same reimbursement. This transfer is not budget impactful, as all lines are reimbursable at the same rate, therefore there will be no change in revenues.

Budget Officer's Initials CDP

Approval Date: 3/13/25

Initials: CDP  
 Batch #: 2025-078  
 Date: 3/13/2025

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 079**

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

**Date:** March 21, 2025

**RE:** SS Admin/SS Economic Development

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

Account Code	Description	Old	+ or (-)	New
10-3490-000	DSS Administration Reimbursement	(3,034,597.00)	(3,700.00)	(3,038,297.00)
10-5310-180	SS Admin - Retirement	467,331.00	(13,900.00)	453,431.00
10-5310-181	SS Admin - Group Insurance	429,344.00	(25,000.00)	404,344.00
10-5380-190	SS Economic Support - WF Employment Services	10,000.00	(5,000.00)	5,000.00
10-5380-384	SS Economic Support - Child Care (MOE-Part of \$65K min)	15,000.00	(2,400.00)	12,600.00
10-5310-600	SS Admin - Contracted Services	262,640.00	50,000.00	312,640.00
<b>SS Admin/SS Economic Support</b>				
		<b>Balanced:</b>		
		(1,850,282.00)	-	(1,850,282.00)

**Justification:**

This request is to increase the expenditure line for Contracted Services. The agency now has ZERO investigators on staff full time to investigate child abuse, neglect and dependency. The agency is using 14+ contracted staff to fulfill our statutory obligations to protect the children and adults of Washington County from suspected abuse neglect and dependency. In order to provide 24 hour coverage of calls for reports our use of contracted labor has now extended to after hours call duty to continue to provide those supports to the most vulnerable populations. With 30+/- children in custody and that many more in investigations, our staff cannot cover all the demands of the unit at current staffing levels. We are asking to move funds from ancillary lines that are being underspent due to vacancies to the contracted services lines to allow for continued coverage. We are also asking to move funds from non reimburseable lines to this reimburseable line, thus creating some revenues with this move.

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

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

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

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** March 19, 2025  
**RE:** Tax

**BT #: 2025 - 080**

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

Account Code	Work	Old	+ or (-)	New
10-4140-010	Tax - Salaries & Wages - Regular	259,456.00	(8,000.00)	251,456.00
10-4140-500	Tax - Contracted Services	25,000.00	8,000.00	33,000.00
<b>Tax</b>		<b>284,456.00</b>	<b>-</b>	<b>284,456.00</b>

**Justification:**

This request is to transfer monies from the Regular Salaries & Wages Line to the Contracted Services Line to enable us to pay Cox & Company. This is the group that is helping us with the data extraction from Elite to the new Keystone Software. There are monies available in the salary line due to not being fully staffed.

**Budget Officer's Initials** CSF

**Approval Date:** 3/19/25

**Initials:** MD  
**Batch #:** 2025-080  
**Date:** 3/20/25

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 081**

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

**Date:** March 21, 2025

**RE:** General Fund/EMS Fund/Projects & Grants Fund

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

Account Code	Description	Old	+ or (-)	New
10-3990-000	Appropriated Fund Balance - General Fund	(1,870,392.12)	(700,000.00)	(2,570,392.12)
10-9800-058	Transfer to Projects/Grants Fund	93,410.45	700,000.00	793,410.45
37-3902-000	Appropriated Fund Balance - EMS Fund	(199,292.00)	(300,000.00)	(499,292.00)
37-9800-058	Transfer to Projects/Grants Fund	-	300,000.00	300,000.00
58-3980-010	Transfer from General Fund	(93,410.45)	(700,000.00)	(793,410.45)
58-3980-037	Transfer from EMS Fund	-	(300,000.00)	(300,000.00)
58-4203-001	EM Bldg Local Match	894,900.00	1,000,000.00	1,894,900.00
<b>General Fund/EMS Fund/Projects &amp; Grants Fund</b>				
		<b>Balanced:</b>		
		(1,174,784.12)	-	(1,174,784.12)

**Justification:**

This budget amendment request is being made to allocate both General Fund and EMS Fund Balance to the EM Building Local Match Line in the Projects and Grants Fund in order to help facilitate the anticipated project costs to proceed with the construction of the EMTOC Facility.

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

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

**Initials:**

**Batch #:**

**Date:**