

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

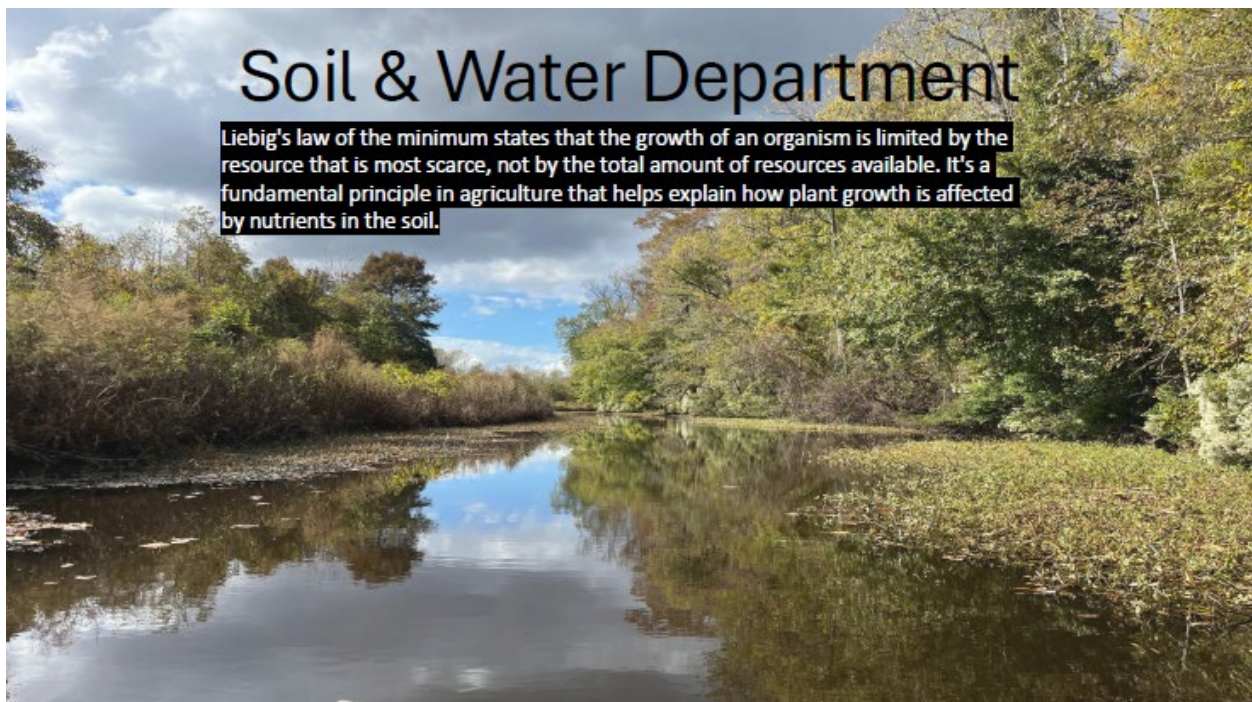
POSITION: Mr. Keith Phelps, Clerk of Court addressed the Board. This matter was recently presented to and discussed in the Board's FY26 Budget Planning Workshop on January 16, 2025. There would be a financial impact of \$15,968 from 2/1/25 to 6/30/25. Mr. Phelps said he will be working with legislation 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.

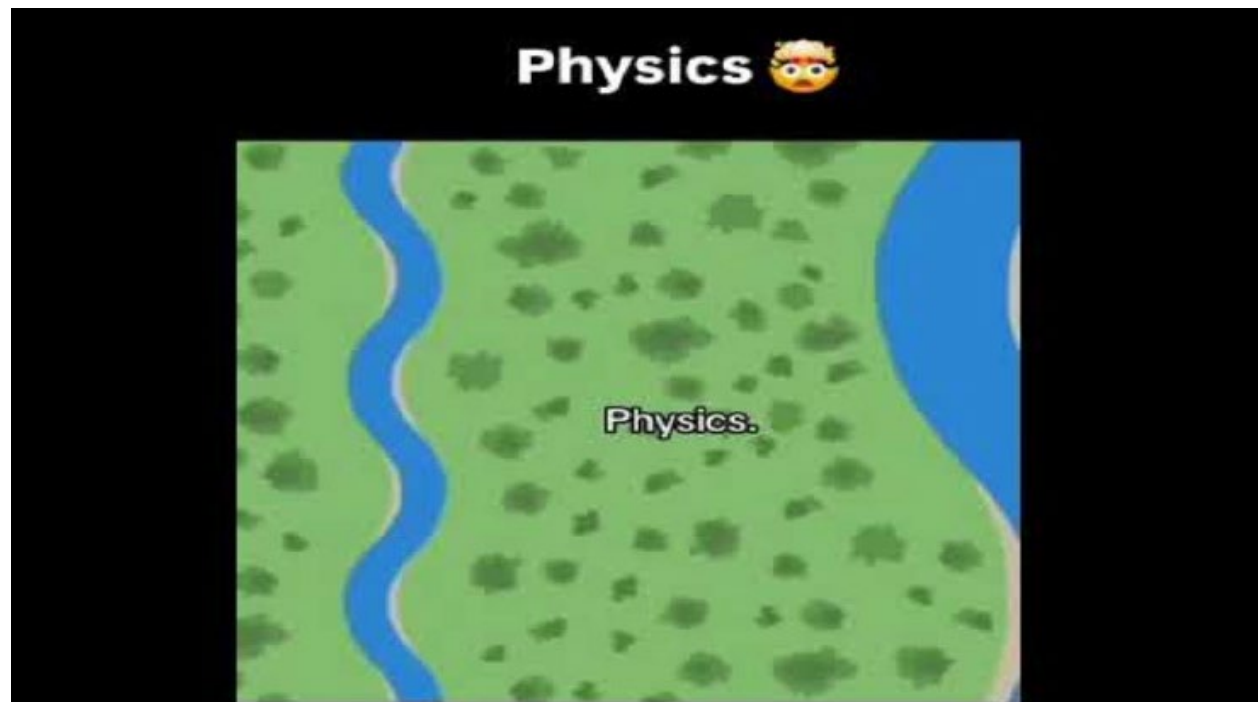
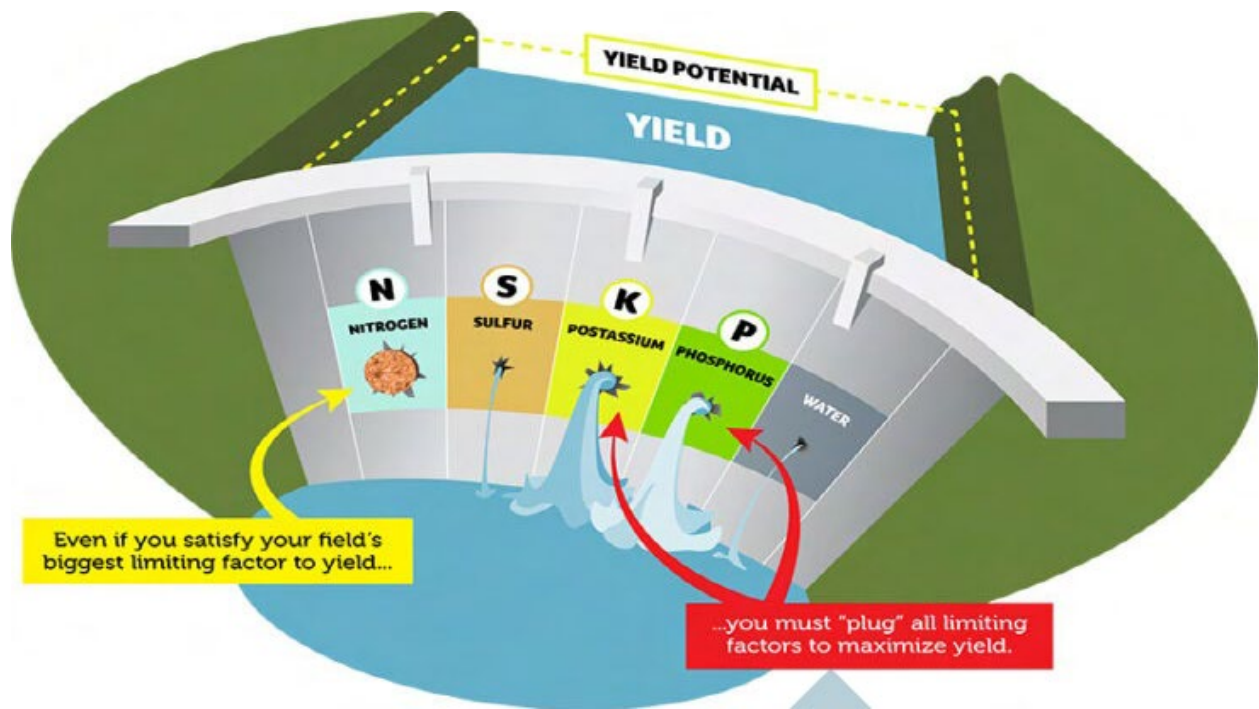
Commissioner Johnson asked if the County would be paying the benefits. Mr. Potter said the County will not be paying the benefits.

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

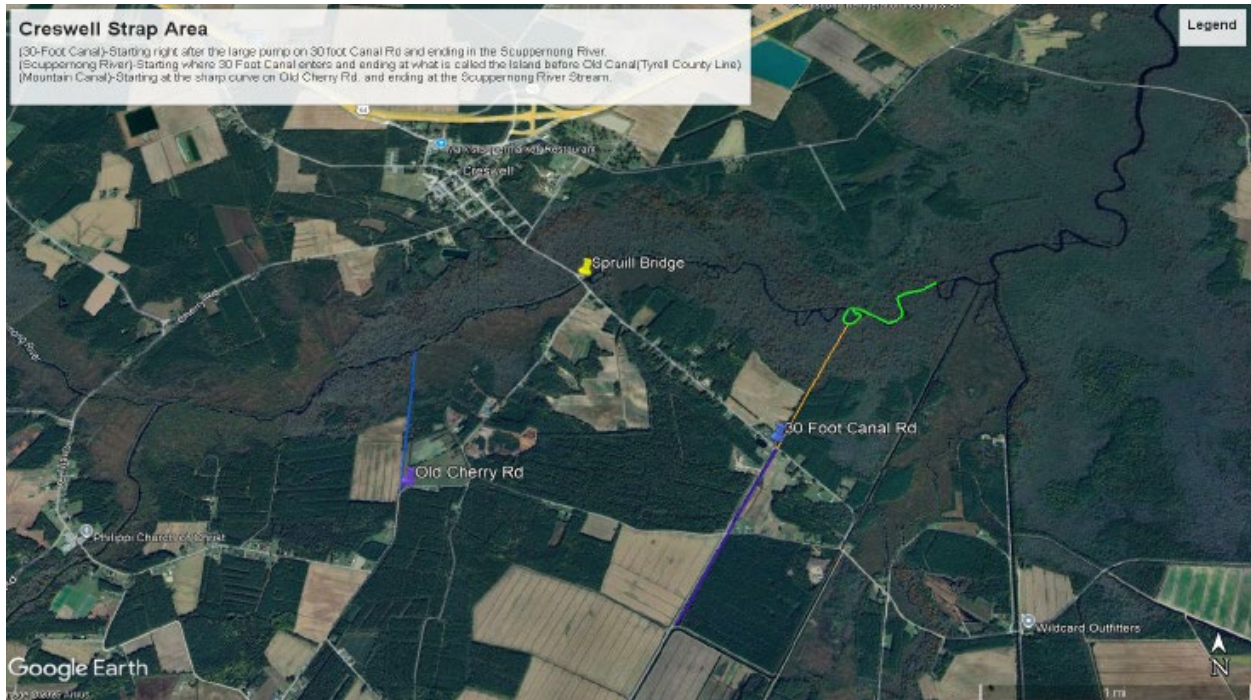
- \$35,000- Beaver Management
- \$20,000- Aquatic Weed Management
- \$50,000-Snagging and Clearing
- Total:\$105,000.00

\$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.



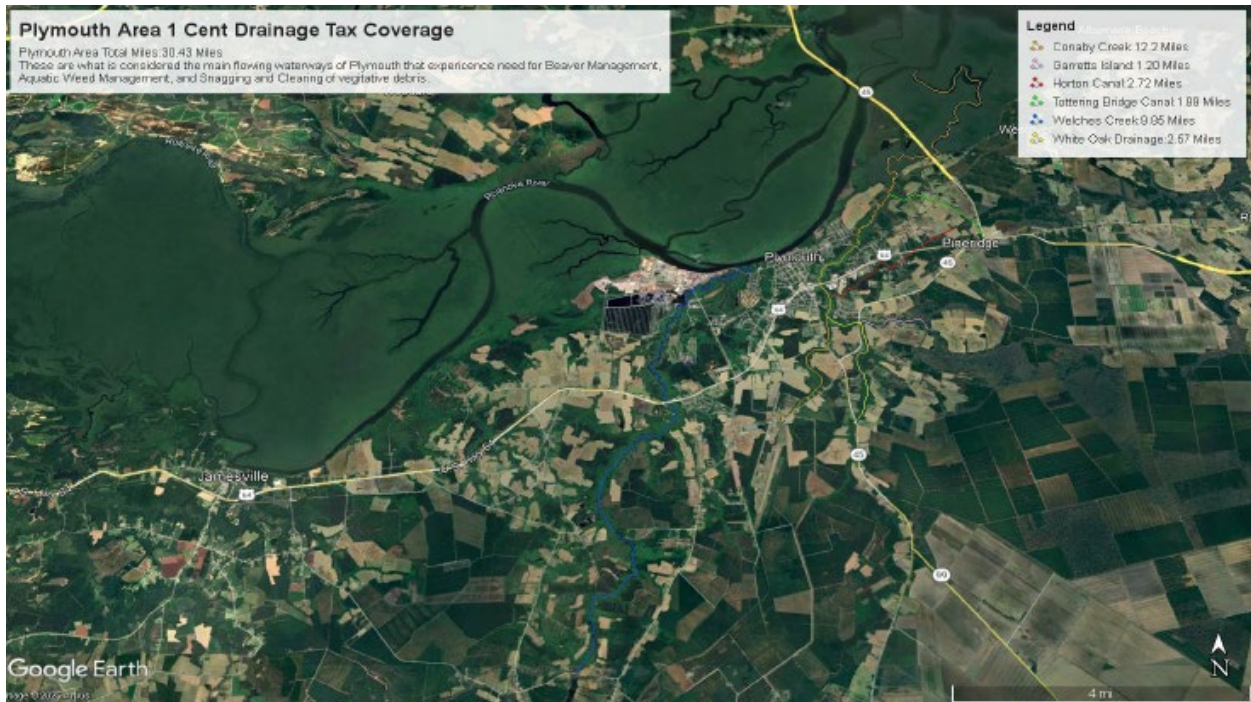


Drainage Issues In Sectors

There are 4 Drainage Districts within Washington County.

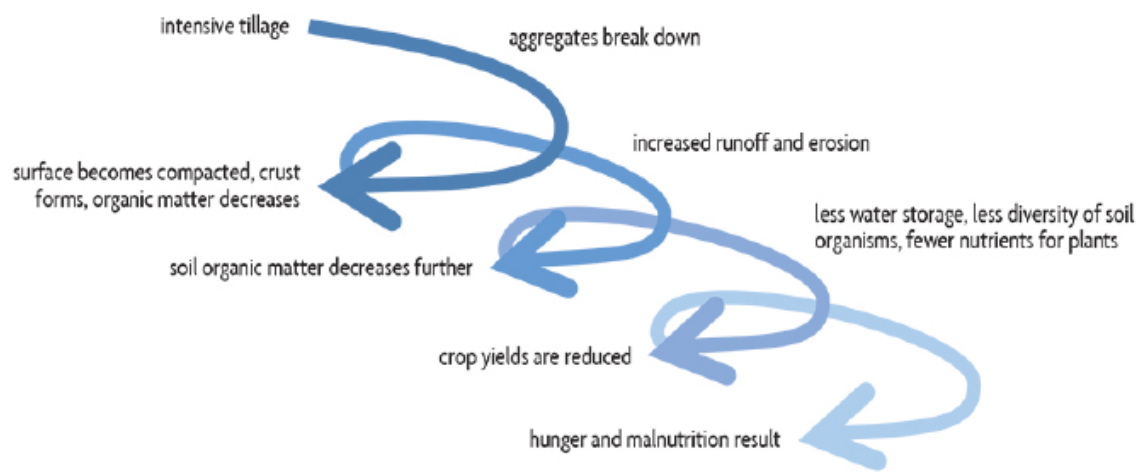
- Pungo-River Drainage District
 - Charles Fletcher
 - Zack Wright
 - Zack Manning
- Albemarle-Drainage District
 - Buster Manning
 - Todd Boyd
 - Micheal Cutler
- District-5 Drainage District
 - Wade Elliot
 - Mike Harris
 - Vernon Bell
- Eddie-Smith Special Assessment District: This district does not 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=1a51e666286842138be02492cab0ec95>







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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JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
jbenett@washconc.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(1pg)
- 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

Supervisors Present	Staff / Others Present
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&J 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 Conner, 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
<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.

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 10th 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 2nd Notice letter). The taxes have to be delinquent 60 days to send the Debt Set-off letter (the date of delinquency is January 7th), 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/Alt Solutions	Short-Term Priorities	Ongoing Timeline	% Done	Comments/Next Steps	
ECO0204.1	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 Chason / CMO		Establish Bylaws; BOCC Approval & Member Appointment; Initial Meeting	Schedule regularly recurring committee mtg	20%		
ECO0204.2	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/generic?	
ECO0204.3	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	
ECO0204.4	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; Est. 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	
ECO0204.5	Work with the GoldenLEAF SITE program to identify and create a countywide database and future development plan for future targeted economic development.	2 CMO/CFO: CSP/IS/KS/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.	
ECO0204.6A	Complete the dedication of the Morrocks 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%		
ECO0204.6B	Begin construction on major VUR/Utility grant funded utility projects to increase water capacity and efficiencies.	2 CMO/CFO: CSP/KC/IS/MO/LZ WC-Utilities: LS			KC: FILL IN TIMELINE INFO	35%		
ECO0204.7	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 CAB funding. All CAB construction must be completed by October 2025. Remaining locations may be served with state BEAD funds to be appropriated in Q1 2025.	75%	Consider revising goal to align with measurable stat	
ECO0204.8	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.	
ECO0204.9	Engage lobbyists to pursue targeted economic development funding opportunities during upcoming legislative sessions.	3 BOCC & CMO: CSP				100%	Define specific requests for long session in 2025	
ECO0204.10	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/Party Contact / Outputs	Barriers/At Solutions	Short-Term Priorities	Ongoing Timeline	% Done	Comments/Next Steps	
EDU2024.1A	Monitor and support the successful completion of the new PK-12 School at US64/NCKS.	1 CMO/CFD: CSP/IS/MD	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/CFD: CSP/MD/L	Heavily Tax Base. Consider early reveal or modification to 80% solar exemption	1. Art.46 LDST 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 Melton		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/CFD: 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.	2 1. CMO: KC/IS 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).	2 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 24.8; 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/CFD: CSP/MD	Available \$\$\$; overshadowed in 20204 by PK12 Capital Priorities	CMO to discuss with WCS during FY25 Budget Discussions	Continuous;	0%	FY25 overshadowed by PK12; Revise 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
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: January 10, 2025
RE: Sheriff

BT #: 2025 - 054

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
Sheriff		105,462.00	-	105,462.00

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 CPD

Approval Date: 1/10/25

Initials:	<u>CPD</u>
Batch #:	<u>2045-054</u>
Date:	<u>1/10/2025</u>

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
Elections				
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
Sheriff				
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
Water Operations				
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
Water Treatment				
		980,711.00	-	980,711.00

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 CBP

Approval Date: 1/28/25

Initials: MD
Batch #: 2025-055
Date: 1/28/25

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)	-
School Capital Outlay Fund (21)				
Balanced:		(9,795,498.97)	-	(9,795,498.97)

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: _____

Initials:	
Batch #:	
Date:	

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)
DSS				
Balanced:		(2,825,080.00)	-	(2,825,080.00)

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
Cooperative Extension				
Balanced:		-	-	-

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 #:

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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
Sheriff				
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
Senior Center				
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
SS Admin				
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
Projects/Grants Fund				
Balanced:		69,792.81	-	69,792.81

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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JULIE J. BENNETT, MMC, NCMCC
CLERK TO THE BOARD
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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 3rd day of February, 2025.

Carol V. Phelps, Chair

Attest:

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 19th @ 10:00 AM in the Commissioners' Room.

Commissioner Spruill made a motion to adjourn. Commissioner Keyes seconded; motion carried unanimously.

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

Carol V. Phelps
Chair