

March 21, 2025

The Washington County Board of Commissioners met in a Special Called Meeting on Friday, March 21, 2025, at 2:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Ann C. Keyes, Tracey A. Johnson, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were in attendance. Also, present were County Manager/ County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Chair Phelps called the meeting to order.

EMTOC BIDS: Mr. Jason Squires, ACM , spoke to the Board on the information below. He referenced the documents that were in their Agenda Package.

Mr. Potter mentioned the allocation of the following additional amounts would need 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

The County is trying to get our Senator and Representative to provide more funds to us for this building. If and until that funding comes through, we will pull money from the respective funds listed above.

**Commissioner Spruill made a motion to approve the bid to A.R Chesson Construction 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 and approve the allocation of \$1M as presented above. Commissioner Walker seconded; motion carried unanimously.**

AIRPORT OBSTRUCTION REMOVAL BIDS: Mr. Curtis Potter, CM/CA spoke to the Board.

Bids were received for vegetation and tree removal at the Airport to turn portions of land into mowable acreage.

**Commissioner Keyes made a motion to proceed to make the award to Sawyer's Land Developing, Inc. and authorized the Board Chair, County Manager, and/or Finance Officer to negotiate, execute, and deliver a contract on behalf of Washington County. Commissioner Walker seconded. Discussion ensued. Motion carried unanimously.**

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

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**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

Initials: CDP  
Batch #: 2025-072  
Date: 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

<b>Initials:</b>	<u>MD</u>
<b>Batch #:</b>	<u>2025-073</u>
<b>Date:</b>	<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>		(1,830,392.12)	-	(1,830,392.12)

**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: [Signature]  
 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 CBP

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

**BT #: 2025 - 076**

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

**Date:** March 10, 2025

**RE:** Landfill/EMS/Transport

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** CBP

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

<b>Initials:</b>	<u>CBP</u>
<b>Batch #:</b>	<u>2025-076</u>
<b>Date:</b>	<u>3/10/25</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** CEP

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

<b>Initials:</b>	<u>CEP</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 CBP

Approval Date: 3/13/25

Initials:	<u>CBP</u>
Batch #:	<u>2025-078</u>
Date:	<u>3/13/2025</u>



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>		<b>(1,850,282.00)</b>	<b>-</b>	<b>(1,850,282.00)</b>

**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:** \_\_\_\_\_

**Initials:**

**Batch #:**

**Date:**

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 CSP

Approval Date: 3/19/25

Initials:	<u>CP</u>
Batch #:	<u>2025-080</u>
Date:	<u>3/20/25</u>

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:** \_\_\_\_\_

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

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

**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