

March 3, 2025

The Washington County Board of Commissioners met in a regular meeting on Monday, March 3, 2025, at 6:00 PM in the Multi-Purpose Room at Washington County Middle School, 37 E. Millpond Rd., Roper, NC. Commissioners 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. Commissioner Tracey A. Johnson was unable to attend tonight's meeting.

Chair Phelps said it was nice to have the crowd here! Welcome to our March meeting.

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

ADDITIONS/DELETIONS:

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: February 3, 2025
- b) Tax Refunds & Releases & Insolvent Account
- c) RESO 2025-002 Approving & Accepting Sale of Real Property, E. Fourth St., Plymouth
- d) Washington County dba Riverlight Transit Drug and Alcohol Testing Policy (Zero Tolerance – v.0623)
- e) Memo of Lease for Pre-K -12 Building
- f) County Fee Schedule Amendments (EMS)

Commissioner Keyes made a motion to approve the Consent Agenda.

Commissioner Spruill seconded; motion carried unanimously.

PUBLIC FORUM: No one signed up to speak.

EMPLOYEE OF THE QUARTER: Chair Phelps read the following that was submitted for the Employee of the Quarter for March 2025.

“This Employee of the Quarter began her career with Washington County as a Tax Clerk in 2020. She was promoted to the Delinquent Tax Coordinator last year.

However, due to staffing issues, she has also retained the duties of Tax Clerk. Every day she assists the taxpayers with payments, questions regarding real estate, personal property and motor vehicles. She is our main contact for NCVTS (motor vehicles). We receive phone calls from DMV offices for corrections to billings and she is always helpful to them. She also processes any adjustments for value appeals, situs errors or refunds due to tags being turned in before they expire. She is responsible for submitting reports to the Clerk for the Commissioners at their monthly meeting for refunds and releases. In December, she assisted with posting the listing notices. She has stepped up and

been willing to help wherever she is needed, without complaint. She is a valuable asset to the Tax Office and Washington County and has a very bright future here. She is cheerful and has a wonderful way of dealing with taxpayers. Due to her tireless effort and continued assistance, she deserves recognition as Employee of the Quarter.”

Chair Phelps asked everyone to join him in congratulating Ms. Christal Watkins as the March Employee of the Quarter.

DEPARTMENTAL INFORMATION UPDATE—SHERIFF’S OFFICE: Chief Deputy Arlo Norman spoke to the Commissioners. He said law enforcement is different from 20 years ago. Law enforcement officers (LEO’s) have to earn each ounce of respect they are given. It takes special people. Retainment is the hardest thing for the Sheriff’s Office. To be able to recruit you have to be competitive with other agencies. We need a good balance. Sometimes it is better to have an open position than the wrong person in the position. LEO’s used to have to have 640 BLET hours, now 800 hours are needed. Deputies have a wide range of duties. The requirements have increased but the pay has stayed the same. Washington County currently has three (3) open slots. The Sheriff’s Office is always training someone. Technology is a lot different now than years ago. We have body cameras today. They have made complaints almost non-existent. Dispatch: A Communications Board has been developed and in operation for a few months. It has helped with issues. Telecommunication Operators are required to have a lot of extensive training as well. We have to invest in them and hope we can keep them. Detention: There is a lot of repair work going on in Detention facilities. The Sheriff’s Office is working on hiring new staff that is needed. There are currently three (3) openings in Detention. They also use four (4) part-timers. Animal Control: We have hired a brand-new Animal Control Officer who is from the Washington area. He has no experience. Last year (2024) Animal Control had 776 calls. They also had two (2) volunteers to help at the shelter (but they do not go out on calls). Animal Control has 72 hours to figure out what to do with a stray animal, but we may keep them longer because we work with other shelters and citizens to adopt these animals out. Animal Control had a pop-up visit from the State on Feb 10. The Shelter is out of service presently to do some updates, repairs, and paint and seal all areas that animals come in contact with.

Commissioner Walker asked if Chief Deputy Norman was responsible for hiring in all of these departments. He said for the most part, yes along with those Department Heads.

Commissioner Keyes knows the extent of what they do and the other entities (such as FD & EMS) that they work with. Thank you for all you do.

Commissioner Spruill thanked the Sheriff’s Office for all they do for our citizens and for having a presence in the community.

Chair Phelps agreed with all the Commissioners’ comments about the Sheriff’s Office.

SHERIFF’S INTERLOCAL AGREEMENT & STAFFING DISCUSSION: Mr. Potter spoke to the Commissioners on this subject. He directed them to the items below that were in their Agenda Package.

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

PROPOSED SOLUTIONS:

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

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

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

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

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

RECOMMENDED ACTION: If the Board is so inclined:

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



RESOLUTION 2025-003

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

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

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

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

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

Adopted this _____ day of _____, 2025.

Carol V. Phelps, Chair

Attest:

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

STATE OF NORTH CAROLINA

COUNTY OF WASHINGTON

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

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

Statement of Fact and Circumstances:

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

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

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

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

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

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

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

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

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

1. **Term & Termination:** This Agreement shall be deemed effective February 16th, 2025 and its initial term shall continue in effect until the end of the current fiscal year June 30th, 2025. Unless otherwise terminated or amended before the end of the initial term, thereafter this Agreement shall be deemed to automatically and successively renew for three (3) additional one (1) year terms each finally ending June 30th, 2028.
 - A. This Agreement may be cancelled and terminated by any party at any time by providing at least thirty (30) days written notice thereof to the other parties hereto.
 - B. This Agreement may be amended at any time only in writing executed by all parties hereto.
2. **Description of Additional Law Enforcement Services:** When the need arises, Plymouth may request the Sheriff to temporarily provide the following extended and enhanced primary law enforcement coverage ("PLEC") services within Plymouth:
 - A. **Primary Law Enforcement Response & Pro-Active Patrol.** The Sheriff will provide Police Patrol Services as the first response for the enforcement of (non-traffic offense) state laws, and codes and other ordinances adopted by the County and Plymouth. In addition to the normal reactive patrol provided in the unincorporated areas of the County (responding to calls for service), the Sheriff shall provide proactive patrol within Plymouth (to prevent and deter criminal activity) during the period in which such services are requested.
 - The hours for the proactive patrol shall be set by the Sheriff after first consulting with elected and appointed offices of Plymouth.
 - The deputies by the Sheriff assigned to Plymouth in accordance with this Agreement will make reasonable efforts to become knowledgeable about any areas with specific crime problems within Plymouth.
 - It is expressly understood and agreed that any deputy assigned to proactive patrol within Plymouth may be directed to duties outside Plymouth in cases of emergency.
3. **Method of Requesting PLEC services:** Plymouth shall make all requests for PLEC services to be provided under this Agreement in writing directly to the Sheriff (or their designee for such purpose). All requests shall include the specific number of deputies, specific shifts/hours, and all other pertinent information related to any desired PLEC services to be provided. The Sheriff (or their designee) will review and respond promptly to the written request regarding the availability of Sheriff deputies to provide the specifically requested PLEC services.
 - A. The parties agree to work together in good faith by attempting to provide as much advance notice as possible of any upcoming requests for PLEC services, and attempting to negotiate a mutually agreeable solution in the event of unavailable resources or conflicting schedules.
 - B. Ultimately the specific details of all PLEC services to actually be provided under this Agreement must be agreed upon by both parties in writing in order to prevent scheduling errors and aide in the proper reimbursement/compensation process.
 - C. Notwithstanding the foregoing, in the absence of such a written agreement, Plymouth shall still be expected to pay for PLEC services actually provided by the Sheriff which Plymouth reasonably

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

- D. Nothing herein shall be construed to place the Sheriff under any obligation to provide any specifically requested PLEC services to Plymouth, unless the availability thereof and willingness to provide such services has been confirmed by the Sheriff (or their designee) in writing.
4. Direct and Ancillary Personnel Costs & Reimbursement to County by Plymouth:
- A. The Sheriff shall maintain personnel timesheets to accurately reflect the specific number of hours spent by each individual employee of the Sheriff actually assigned to provide PLEC services under this Agreement. Such employees shall be compensated by the County for their time spent providing PLEC services under this Agreement at the employee's applicable standard overtime rate (time and one-half of their normal hourly pay rate).
 - B. The County will invoice Plymouth within 15 days of incurring such cost (the date on which the employee is paid) for full reimbursement and payment of such compensation, together with any applicable additional ancillary benefit contribution costs the County is required to make related to any compensation paid for PLEC services provided under this Agreement. By way of illustration and not limitation, such additional costs shall include applicable employer retirement and 401k contribution costs, FICA and/or Medicare payroll costs, and may include pro-rated unemployment/workers comp insurance costs, etc.
 - C. Plymouth agrees to promptly pay for all such invoiced costs actually incurred by the County arising from all PLEC services provided under this Agreement. Payments shall be due within 15 days of receipt of the County's invoice.
5. Control, Command, & Liabilities Between Law Enforcement Agencies: All parties agree to abide by the provisions set forth in N.C. Gen. Stat. §160A-288 in regards to control, pay, workers compensation benefits and liabilities.
- A. For reference and convenience the most relevant portion of the foregoing statute is pasted below:

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

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

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

6. Insurance:

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

7. Other Provisions:

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

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

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

WASHINGTON COUNTY SHERIFF'S OFFICE

Johnny Barnes, Sheriff

WASHINGTON COUNTY

Attest: Julie J. Bennett, Clerk to the Board

Curtis S. Potter, County Manager

TOWN OF PLYMOUTH

Attest: Dorenda Wallace, Town Clerk

Brian Roth, Mayor

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

Dorenda Wallace, Town Finance Officer

Commissioner Keyes stated that she has an issue with taking away their 2.5% COLA since they have worked all of this year. Mr. Potter said with an average of 10% increase in salaries now, it would be difficult to explain to all other employees why LEO's get an additional 2.5% increase. Commissioner Keyes said she supports all county staff but want all to be treated fairly. The Sheriff's Office is ok with the plan as presented.

Commissioner Phelps felt that the Resolution should cover wear and tear on vehicles & equipment. Mr. Potter said since this document is to be temporary, it was intentionally left out and is mentioned in the interlocal agreement.

Commissioner Keyes made a motion to approve the attached RESO 2025-003 and the Interlocal Agreement as presented. Commissioner Spruill seconded; motion carried unanimously.

Commissioner Spruill made a motion to approve the proposed modifications to compensation for the Sheriff's Office as described in the Memo, effective 2/16/25 and direct staff to prepare a revised Salary Schedule in accordance therewith. Commissioner Walker seconded; motion carried unanimously.

CRESWELL VFD FUNDING REQUEST FOR TRAINING LOCATION: Ron Ambrose, Chief Creswell VFD spoke to the Board on this item. See request below.

Creswell Vol. Fire Department Inc.

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

RE: Reallocation of funding of well project

From: Ron Ambrose

Fire Chief

Creswell Volunteer Fire Department Inc.

February 20th, 2025

Dear Chairman Phelps and Washington County Commissioners,

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Chief Ambrose

Commissioner Phelps asked where the funds for this request would come from. Mr. Potter said the original request for the well was in the CIP but were not carried over for the last two (2) years. This is not currently in the budget; however, if approved, the Board would need to

direct staff from where to get the funds. Mr. Potter said \$40,000 would need to be allocated from the fund balance.

Commissioner Keyes made a motion to approve the CFVD Funding Request for Training Location. Commissioner Walker seconded; motion carried unanimously.

Commissioner Walker made a motion to direct staff to take \$40,000 from the Fund Balance to fund the CFVD Funding Request for Training Location. Commissioner Keyes seconded; motion carried unanimously.

CRESWELL VFD REQUEST FOR A LETTER OF SUPPORT FOR A USDA APPLICATION: Mr. Ron Ambrose, Chief Creswell VFD spoke to the Board on this item.

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

Commissioner Keyes made a motion to approve the Creswell FVD Request for a Letter of Support for a USDA Application. Commissioner Spruill seconded; motion carried unanimously.

VACANT SCHOOL PROPERTIES UPDATE: Mr. Kelly Chesson, Economic Development Director spoke to the Board and gave a presentation.

Mr. Chesson discussed the combined SWOT analysis for each department we are considering relocating to one of the vacant school properties. He has condensed the recommendations to be more concise, less redundant, and site specific. This information is below.

Conclusions & Recommendations for Department Relocation

1. Accessibility and Public Engagement

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

2. Security and Separation of Departments

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

3. Recreation and Economic Growth

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

4. Facility Conditions and Renovation Feasibility

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

5. Senior Center and Community Programs

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

6. Financial Costs and Sustainability

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

7. Balancing Community Impact and Staff Needs

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

Recommendation Summary

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

Site-Specific Recommendations

Plymouth High School (PHS)

1. Accessibility and Public Engagement

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

2. Recreation and Economic Growth Considerations

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

3. High Cost of Renovations

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

4. Senior Center and Indoor Recreation Programs

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

5. Balancing Costs and Security Concerns

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

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

1. Security and Departmental Separation

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

2. Better Facility Conditions and Lower Renovation Costs

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

3. Elections and Health Services Staff Needs

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

4. Recreation and Outdoor Programming Potential

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

5. Balancing Security and Infrastructure Challenges

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

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

1. Security and Departmental Separation

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

2. Better Facility Conditions and Lower Renovation Costs

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

5. Balancing Security and Infrastructure Challenges

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

Final Summary

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

He stated that any feedback is greatly appreciated.

He also discussed the need for a public hearing regarding what the County would like to do with these properties. The consensus of the Board is to have the Public Hearing at the April 7, 2025 Board of Commissioners' Meeting.

Commissioner Phelps asked about the HVAC at PHS. Mr. Potter said the boiler would need to be completely replaced. There are a lot of HVAC controls at WCMS—there are a lot of HVAC units. He anticipates they would need to be replaced sooner than later. Commissioner Phelps asked if we had any cost data. Mr. Potter said yes for about the last 2 years. WCMS's cost is 80% less than PHS. If WCMS is not used, it will have an impact on the Town of Roper. There is an urgency with Elections due to the elections calendar. They would need to move by May. Washington County Schools would take longer for renovations of Roper Annex for Early College to be ready next school year.

Mr. Potter said staff would ask for a recommendation of which building(s) to use after the April public hearing. Staff is leaning more towards WCMS. We would need an architect to aid the County as we move along in the process. Commissioner Phelps asked would we still be able to use the gym at PHS. Mr. Potter said we should be able to but would propose to rewire the connections to make the gym an autonomous space. It would not be feasible to have Heat & AC in the whole school.

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 candidates for the newly formed Economic Development Advisory Council. Staff was asked to develop an application for the members nominated to fill out and bring back to the March meeting, which they did. Those applications were in your agenda package for Dwight Respass, Harvey West, Maurice Hill, Mark Pardue and Rickecia James.

JCP motion to approve all 5, AK seconded. All a
The Board may vote on these candidates if they please.

Commissioner Spruill made a motion to appoint all 5 candidates (Dwight Respass, Harvey West, Maurice Hill, Mark Pardue and Rickecia James) to the Economic Development Advisory Council. Commissioner Keyes seconded; motion carried unanimously.

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

Washington County

BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 060

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

Date: February 4, 2025

RE: Contingency/Clerk of Court

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

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

Justification:

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

Budget Officer's Initials CSF

Approval Date: 2/6/2025

Initials: fm
Batch #: 2025-060
Date: 2/6/2025

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 061

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

Date: March 3, 2025

RE: SS Admin

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET TRANSFER

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

BT #: 2025 - 062

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

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

Justification:

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

Budget Officer's Initials

OSP

Approval Date: 2/17/25

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

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 063

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

Date: February 17, 2025

RE: Soil & Water

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

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

Justification:

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

Budget Officer's Initials CPD

Approval Date: 2/17/25

Initials: MD
Batch #: 2025-063
Date: 2/17/25

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 064

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

Date: March 3, 2025

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

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 065

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

Date: March 3, 2025

RE: DSS Trust Funds

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

Batch #:

Date:

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 066

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

Date: March 3, 2025

RE: SS Admin

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 067

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

Date: March 3, 2025

RE: SS Admin/SS Economic Support

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 068

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

Date: March 3, 2025

RE: Airport Grants Fund

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 069

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

Date: March 3, 2025

RE: Airport Operations Fund

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 070

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

Date: March 3, 2025

RE: Finance

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 071

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

Date: March 3, 2025

RE: Sheriff/Detention/EMS Transport

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

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

Justification:

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

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	_____
Batch #:	_____
Date:	_____

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

OTHER ITEMS BY COMMISSIONERS OR STAFF:

Commissioner Keyes states she is chairing an NCACC virtual meeting.

Commissioner Phelps asked for an update on the solar payment. Mr. Potter said they have asked for various documents, but payments have stopped. Commissioner Phelps said he attended the CRAC mtg. It was interesting. Does not affect us as much as our coastal neighbors but good information to have. Facilities Committee toured the jail facility with Mr. Potter and

Mr. Squires. Chief Deputy Norman mentioned in his report that the inmates still need to have viable facilities. He knows that Maintenance is working on some of their issues. Commissioner Phelps said he knows we are working on a feasibility study with Chowan/Gates on a regional jail. Mr. Potter said it is moving forward.

Chair Phelps noted that the TTA voted to have Tom Harrison be their representative on the EDC.

Mr. Potter passed out an Active Project List. Mr. Squires went over this list. (see below).

Washington County Active Capital Project List					
Project	Pre-Bid Meeting Date	Bid Open Date	Next Milestone	Budget	Funding Source
Courthouse Roof Replacement	2/6/2025	9/17/2024	Demolition 3/17	\$112,500.00	Local
Elevator Modernization	3/7/2025	3/28/2025	Pre-Bid Meeting	\$468,209.00	State - DOC
EMTOC	2/26/2025	3/4/2025	Bid Opening	\$4,773,907.50	State - Leg., 911 Local
Obstruction Removal	1/29/2025	3/18/2025	Bid Opening	\$1,300,000.00	State - DOA
Pea Ridge Main Expansion	3/20/2025	4/8/2025	Pre-Bid Meeting	\$5,457,000.00	State - DWI
Keystone tax software			Timeline Revision - March	\$227,881	Local
716 Washington St. Sale/Lease			Advertise	TBD	TBD
Elections Relocation			BoCC Decision - April	TBD	Local
Parking Lot Resurface			Design Submittal March	\$655,000.00	State - DOA
Creswell Schools			Staff Evaluation	TBD	TBD
Roper Union MS			Staff Evaluation	TBD	TBD
Plymouth HS			Staff Evaluation	TBD	TBD

Mr. Potter handed out a letter about himself that he has written as a letter of support to attend UNC-SOG PELA class. He will be applying for a scholarships and anticipates receiving both. It is a two-week course.

Commissioner Keyes made a motion for the County to cover any shortfall of funds for Mr. Potter's PELA course. Commissioner Phelps seconded; motion carried unanimously.

Mr. Potter said he plans to modify the part-time rate for paramedics. We need to be more competitive. The County is losing our EMS Assistant Director who was also a paramedic. Due to staff shortages, we will be paying the EMS Director & Assistant Director at time and it is to be correctly noted on their timesheet.

Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel). Commissioner Spruill seconded; motion carried unanimously.

Commissioner Keyes made a motion to come out of Closed Session. Commissioner Spruill seconded; motion carried unanimously.

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