

**Washington County
Board of Commissioners Meeting
May 5, 2025**





WASHINGTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
MONDAY, MAY 5, 2025
COMMISSIONERS ROOM
116 ADAMS ST.
PLYMOUTH, NC

- 6:00 PM Call to Order—Chair Phelps
6:01 PM Invocation / Pledge
Additions / Deletions
Approval of Meeting Agenda
- Item 1 6:05 PM Consent Agenda
a) Regular Session Minutes: April 7, 2025
b) Tax Refunds & Releases and Insolvent Accounts
c) RESO 2025-006 Proclamation EMS Week
d) RESO 2025-007 Proclamation Clerks to the Boards of County Commissioners Week
e) RESO 2025-008 Proclamation National Police Week 2025
f) RESO 2025-009 Proclamation Older Americans Month
g) DOT Right-of-Way Agreement
- Item 2 6:10 PM Public Forum (3–5-minute limit per speaker)
- Item 3 6:20 PM Department Head Update and Position Reclassification, Tax Office, Ms. Sherri Wilkins, Tax Administrator
- Item 4 6:35 PM Board of Equalization & Review, Ms. Sherri Wilkins, Tax Administrator
- Item 5 6:45 PM Local Match Request for UTV Purchase, Mr. Chris Respass, Soil & Water Tech
- Item 6 6:55 PM Washington County Recommended FY26 Budget Presentation, Mr. Curtis Potter, CM/CA
- Item 7 7:35 PM Finance Officer’s Report, Budget Amendments/Budget Transfers: Ms. Missy Dixon, Finance Officer
- Item 8 7:45 PM Other Items by Commissioners or Staff
a) Capital Project Update, Mr. Jason Squires, ACM
- Item 9 7:55 PM Closed Session has been scheduled according to NCGS§143-318.11(a)(3) (attorney-client privilege and NCGS §143-318.11(a)(6) (personnel)

RECESS to May 19, 2025 @ 6:00 PM for Budget Public Hearing

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 1

DATE: May 5, 2025

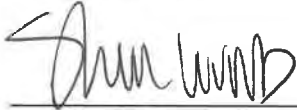
ITEM: Consent Agenda

SUMMARY EXPLANATION:

- a) Regular Session Minutes: April 7, 2025 See attached at the very end of this package.
- b) Tax Refunds & Releases & Insolvent Account
See attached.
- c) RESO 2025-006 Proclamation EMS Week
See attached.
- d) RESO 2025-007 Proclamation Clerks to the Boards of County Commissioners Week
See attached.
- e) RESO 2025-008 Proclamation National Police Week 2025
See attached.
- f) RESO 2025-009 Proclamation Older Americans Month
See attached.
- g) DOT Right-of-Way

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

DATE	NAME	TICKET / YEAR	ACCOUNT #	SITUS	PARCEL #	AMOUNT REL	AMOUNT REF	REASON
4/30/25	NORMAN JEFFEREY L	5245/2024	12158	2			\$90.49	OVERPAYMENT ON ACCOUNT THRU DEBT SET OFF
4/30/25	HEDGEBETH CHALLETTE N	6050/2024	23405	1			\$111.61	OVERPAYMENT ON ACCOUNT THRU DEBT SET OFF
4/30/25	SIDES JAMES	863/2024	45375	4			\$709.02	PUV application was received on time however, it was not processed for 2024 and it should have been.
4/3/25	SIDES JAMES	863/2024	45375	6			\$ 8.44	PUV application was received on time however, it was not processed for 2024 and it should have been.
4/30/25	CARTER JAILA		51925	1			\$ 517.65	OVERPAYMENT OF TAXES
4/30/25	WHITAKER & HAMER LLC	2242/2024	54006	3			\$ 10.86	OVERPAYMENT OF TAXES



4-30-25

Requested by Tax Administrator

Date

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

 Clerk to the Board of Commissioners

SITUS CODES:

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



North Carolina Vehicle Tax System

Pending Refund Report

Apr-25

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Status	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BETZNER, DONALD JOSEPH	BETZNER, DONALD JOSEPH		116 COUNTRY CLUB DR	PLYMOUTH, NC 27962	Adjustment < \$100	PENDING	Refund Generated due to adjustment on Bill #0071094325-2024-2024-0000-00	Over Assessment	4/22/2025	W	TAX	(\$39.76)	\$0.00	(\$39.76)
										P	TAX	(\$25.26)	\$0.00	(\$25.26)
										P	VEHICLE FEE	\$0.00	\$0.00	\$0.00
												Refund	\$65.02	
GURGANUS, JULIE STYONS	GURGANUS, JULIE STYONS	GURGANUS, DANNY RAY	455 NC HIGHWAY 45 S	PLYMOUTH, NC 27962	Proration	PENDING	Refund Generated due to proration on Bill #0081199823-2024-2024-0000-00	Tag Surrender	4/22/2025	W	TAX	(\$61.55)	\$0.00	(\$61.55)
JD HARRISON FARMS INC	JD HARRISON FARMS INC		64 WHITE OAK LN	PLYMOUTH, NC 27962	Proration	PENDING	Refund Generated due to proration on Bill #0046121880-2023-2023-0000-00	Tag Surrender	4/15/2025	W	TAX	(\$42.05)	\$0.00	(\$42.05)
JOHNSON, SIERRA DARNAE	JOHNSON, SIERRA DARNAE		40 SPRUILL LOOP RD	ROPER, NC 27970	Adjustment >= \$100	PENDING	Refund Generated due to adjustment on Bill #0081233118-2024-2024-0000	Situs error	4/8/2025	W	TAX	\$0.00	\$0.00	\$0.00
										P	TAX	(\$104.00)	\$0.00	(\$104.00)
										P	VEHICLE FEE	(\$15.00)	\$0.00	(\$15.00)
												Refund	\$119.00	
NORFLEET, DAVID	NORFLEET, DAVID		1566 LONG RIDGE RD	PLYMOUTH, NC 27962	Proration	PENDING	Refund Generated due to proration on Bill #0057774190-2024-2024-0000-00	Tag Surrender	4/8/2025	W	TAX	(\$15.42)	\$0.00	(\$15.42)
PRIEST, PATRICIA FRANCES	PRIEST, PATRICIA FRANCES		170 MOUNT PLEASANT RD	CRESWELL, NC 27928	Proration	PENDING	Refund Generated due to proration on Bill #0083046531-2024-2024-0000-00	Tag Surrender	4/1/2025	W	TAX	(\$51.94)	\$0.00	(\$51.94)
SPRUILL, ARTHUR R III	SPRUILL, ARTHUR R III	SPRUILL, MARLO HOWELL	85 BLAIR SHORES ROAD EXT	ROPER, NC 27970	Proration	PENDING	Refund Generated due to proration on Bill #0064012114-2024-2024-0000-00	Tag Surrender	4/8/2025	W	TAX	(\$385.14)	\$0.00	(\$385.14)
SYKES, VERA MANDIA	SYKES, VERA MANDIA		2242 BACK RD	CRESWELL, NC 27928	Adjustment < \$100	PENDING	Refund Generated due to adjustment on Bill #0050941463-2024-2024-0000-00	Over Assessment	4/1/2025	W	TAX	(\$42.62)	\$0.00	(\$42.62)
												Refund Total	\$782.74	

Jim Wynn 4-30-25
 Tax Administrator Date

Approved by the Washington County Board of Commissioners meeting held

Clerk to the Board of Commissioners



RESOLUTION 2025-006

EMS WEEK PROCLAMATION TO DESIGNATE THE WEEK OF MAY 18-24, 2025, AS EMERGENCY MEDICAL SERVICES WEEK (EMS WEEK)

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of- hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

THEREFORE, the Washington County Board of Commissioners, in recognition of this event do hereby proclaim the week of May 18 - 24, 2025, as

EMERGENCY MEDICAL SERVICES WEEK

The 51st anniversary of EMS Week theme is ***EMS WEEK: We Care. For Everyone.*** We encourage the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.

ADOPTED this _____ day of _____ 2025.

Carol V. Phelps, Chair
Washington County Board of Commissioners

ATTEST:

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



RESOLUTION 2025-007

PROCLAMATION **CLERKS TO THE BOARDS OF COUNTY COMMISSIONERS WEEK** **May 4 - 10, 2025**

WHEREAS, the role of the Clerk to the Board of County Commissioners is crucial for maintaining an informed community and facilitating effective local governance through communication among citizens, governing bodies, and administrative departments; and

WHEREAS, the position of Clerk, one of the oldest in local government, continues to be essential as the official recordkeepers of their counties, with responsibilities that are deeply rooted in history; and

WHEREAS, North Carolina General Statute 153A-111 requires every board of County Commissioners to appoint or designate a Clerk to the Board to perform any duties that may be required by law or the Board of Commissioners including, but not limited to, the preparation, filing, and protection of local government records, which are vital for accountability and transparency; and

WHEREAS, Clerks enhance their professional skills through active participation in the North Carolina Association of County Clerks to Boards of Commissioners, which, in partnership with the University of North Carolina at Chapel Hill School of Government and the International Institute of Municipal Clerks, offers nationally recognized certification programs and continuous professional education; and

WHEREAS, Clerks, through their dedication to professional development, not only improve the efficacy of their offices but also bring positive recognition to their Counties by participating in advanced education and obtaining profession related certifications.

NOW, THEREFORE BE IT PROCLAIMED by the Washington County Board of Commissioners that May 4 - 10, 2025, will be recognized as “Clerks to the Boards of County Commissioners Week” in Washington County and extends its appreciation to Clerk to the Board Julie J. Bennett and to all County Clerks for the vital services they perform and their exemplary dedication to the County they represent.

ADOPTED this ____ day of _____ 2025.

Carol V. Phelps, Chair
Washington County Board of Commissioners

ATTEST:

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



RESOLUTION 2025-008

PROCLAMATION

RECOGNIZING NATIONAL POLICE WEEK 2025 **HONORING AND REMEMBERING OUR FALLEN LAW ENFORCEMENT** **OFFICERS**

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Washington County Sheriff's Office;

WHEREAS, since the first recorded death in 1786, there are currently more than 24,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 148 officers killed in 2024 and 152 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Candlelight Vigil, on the evening of May 13, 2025;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be observed this year May 11th -17th;

WHEREAS, May 15th is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED that Washington County Board of Commissioners will observe May 11-17, 2025, as National Police Week in Washington County, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

ADOPTED this ____ day of _____ 2025.

Carol V. Phelps, Chair
Washington County Board of Commissioners

ATTEST:

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



RESOLUTION 2025-009

OLDER AMERICANS MONTH 2025

WHEREAS, May is Older Americans Month, a time for us to recognize and honor Washington County's older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, Washington County must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

NOW, THEREFORE, Washington County Board of County Commissioners do hereby proclaim May 2025 as Older Americans Month. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

FURTHERMORE, Washington County Board of County Commissioners call upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

ADOPTED this ____ day of _____ 2025.

Carol V. Phelps, Chair
Washington County Board of Commissioners

ATTEST:

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

ROUTE _____ PROJECT _____ COUNTY OF _____

DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY ENCROACHMENT AGREEMENT

-AND-

PRIMARY AND SECONDARY HIGHWAYS

THIS AGREEMENT, made and entered into this the _____ day of _____ 20 _____ by and between the Department of Transportation, party of the first part; and _____ party of the second part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) _____, located _____

with the construction and/or erection of: _____

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the installation, operation, and maintenance of the above described facility will be accomplished in accordance with the party of the first part's latest UTILITIES ACCOMMODATIONS MANUAL, and such revisions and amendments thereto as may be in effect at the date of this agreement. Information as to these policies and procedures may be obtained from the Division Engineer or State Utilities Manager of the party of the first part.

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to the installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first part.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the construction site, at all times during construction, a copy of this agreement showing evidence of approval by the party of the first part. The party of the first part reserves the right to stop all work unless evidence of approval can be shown.

Provided the work contained in this agreement is being performed on a completed highway open to traffic; the party of the second part agrees to give written notice to the Division Engineer of the party of the first part when all work contained herein has been completed. Unless specifically requested by the party of the first part, written notice of completion of work on highway projects under construction will not be required.

That in the case of noncompliance with the terms of this agreement by the party of the second part, the party of the first part reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way at no cost to the party of the first part.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by the party of the first part unless written waiver is secured by the party of the second part from the party of the first part.

During the performance of this contract, the second party, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials

and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
 - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (2) cancellation, termination or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: The contractor shall include the provisions of paragraphs "a" through "f" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

R/W (161) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (161) incorporating all revisions to date.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____

DIVISION ENGINEER

ATTEST OR WITNESS:

Second Party

INSTRUCTIONS

When the applicant is a corporation or a municipality, this agreement must have the corporate seal and be attested by the corporation secretary or by the empowered city official, unless a waiver of corporate seal and attestation by the secretary or by the empowered City official is on file in the Raleigh office of the State Utilities Manager. In the space provided in this agreement for execution, the name of the corporation or municipality shall be typed above the name, and title of all persons signing the agreement should be typed directly below their signature.

When the applicant is not a corporation, then his signature must be witnessed by one person. The address should be included in this agreement and the names of all persons signing the agreement should be typed directly below their signature.

This agreement must be accompanied, in the form of an attachment, by plans or drawings showing the following applicable information:

1. All roadways and ramps.
2. Right of way lines and where applicable, the control of access lines.
3. Location of the existing and/or proposed encroachment.
4. Length, size and type of encroachment.
5. Method of installation.
6. Dimensions showing the distance from the encroachment to edge of pavement, shoulders, etc.
7. Location by highway survey station number. If station number cannot be obtained, location should be shown by distance from some identifiable point, such as a bridge, road, intersection, etc. (To assist in preparation of the encroachment plan, the Department's roadway plans may be seen at the various Highway Division Offices, or at the Raleigh office.)
8. Drainage structures or bridges if affected by encroachment (show vertical and horizontal dimensions from encroachment to nearest part of structure).
9. Method of attachment to drainage structures or bridges.
10. Manhole design.
11. On underground utilities, the depth of bury under all traveled lanes, shoulders, ditches, sidewalks, etc.
12. Length, size and type of encasement where required.
13. On underground crossings, notation as to method of crossing - boring and jacking, open cut, etc.
14. Location of vents.

GENERAL REQUIREMENTS

1. Any attachment to a bridge or other drainage structure must be approved by the State Utilities Manager in Raleigh prior to submission of encroachment agreement to the Division Engineer.
2. All crossings should be as near as possible normal to the centerline of the highway.
3. Minimum vertical clearances of overhead wires and cables above all roadways must conform to clearances set out in the National Electric Safety Code.
4. Encasements shall extend from ditch line to ditch line in cut sections and 5' beyond toe of slopes in fill sections.
5. All vents should be extended to the right of way line or as otherwise required by the Department.
6. All pipe encasements as to material and strength shall meet the standards and specifications of the Department.
7. Any special provisions or specifications as to the performance of the work or the method of construction that may be required by the Department must be shown on a separate sheet attached to encroachment agreement provided that such information cannot be shown on plans or drawings.
8. The Department's Division Engineer should be given notice by the applicant prior to actual starting of installation included in this agreement.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 2

DATE: May 5, 2025

ITEM: Public Forum (3-5 minute limit per speaker)

SUMMARY EXPLANATION:

As is required by North Carolina General Statute §153A-52.1, time has been allotted for comments from the public.

Public Comment Statements

In December of 2015, the Washington County Board of Commissioners adopted a public comment period. Essentially this policy said that a public comment period shall be set aside at the beginning of each regular monthly Commissioners and it shall be limited to a maximum of thirty (30) minutes.

Additionally, this policy stated that all speakers are required to sign up prior to the meeting at which they wish to speak. The signup sheet must be on the podium 30 mins prior to the meeting. Each speaker shall clearly write their name, address, and the topic upon which they wish to speak on the signup sheet. This board adopted rules that must be followed. Some of the high points of those rules, which I wish to remind the public is:

1. Speakers shall be acknowledged by the Board Chairperson.
2. Speakers shall address the Board from the lectern at the front of the room, and begin their remarks by stating their name and address.
3. Public comment is not intended to require any Board or staff members to answer any impromptu questions or engage in debate. Speakers shall address all remarks to the Board as a body, and not to any individual board or staff members. Discussions between speakers and members of the audience shall not be allowed.
4. Speakers shall be courteous in their language and presentations, and shall not use profanity, racial slurs, or make any obscene remarks, nor engage in any personal attacks of commissioners.
5. Speakers shall have a maximum of three (3) to five (5) minutes to make their remarks depending on the number of speakers and topics. The Chairperson may limit the number of speakers allowed to make substantially similar comments with respect to the same topic.
6. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the County Clerk.
7. Speakers shall not discuss any of the following: matters which are the subject of public hearings set for the same meeting; matters which are closed session matters, including without limitation matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, and matters which are made confidential by law.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 3

DATE: May 5, 2025

ITEM: Departmental Information Update—Tax Office, Ms. Sherri Wilkins, Tax Administrator

SUMMARY EXPLANATION:

This month, Ms. Sherri Wilkins, Tax Administrator will be giving you an update on the following items along with asking for a reclassification of a position.

- Keystone Software Implementation Update (hopefully with an updated timeline)
- Overview and update of current progress on year-end close out processes
- FY26 Proposal to reclassify Deputy Tax Administrator (Currently set at Grade 22) to a Tax Analyst (Proposed by SW at :Grade 20)
 - o I am providing a draft proposed position description for the Tax Analyst position from SW
 - o A proposed Tax Org Chart from SW
 - o A Primary Assigned Duties List from SW

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

Month of 2025	Department	Director
JAN	Senior Center	Renee' Collier
FEB	Soil & Water	Chris Respass
MAR	Sheriff's Office	Sheriff Barnes/Chief Deputy Norman
APR		
MAY	Tax Office	Sherri Wilkins
JUNE		
JULY		
AUG		
SEPT		

OCT
NOV
DEC

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

List of Departments

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



DRAFT
Needs Review By:
CMO & HR

Job Title: Tax Analyst

Department: Tax

Reports to: Tax Administrator

Location: 120 Adams St., Plymouth, NC 27962

Job Type: Full time

Date: 4/22/25

Job Summary: The position requires a person with good interpersonal communications, strong math skills, ability to multitask and gives attention to detail. Applicant must have computer experience using Windows 10 and Microsoft Office 365, as well as experience with other basic office machinery (printer, copier, scanner, 10 key calculator).

Key Responsibilities:

- Reconciles accounts on a monthly and annual basis; ensures the tax system and the general ledger balance.
- Assists independent auditors by researching documents and providing clarification.
- Process statutorily mandated compliance reviews of tax relief programs.
- Prepares a variety of statistical and narrative reports for the NC Department of Revenue.
- Prepare annual tax listing.
- Assists with the annual billing process.
- Assists with foreclosure processing.
- Performs related tasks as required.

Required Qualifications:

- Education: High School Diploma or equivalent.
- Experience: 2 years' experience in a business setting or bank (or equivalent training and experience).

- Skills: Math, communication, multitasking, experience with office equipment and computers.
- License/Certifications: Completion of 2 courses required by the UNC School of Government – Fundamentals of Property Tax Collection and Property Tax Listing and Assessing in NC. Certification as Deputy Tax Collector after 2 years and continuing education as required for certification.

Working Conditions & Physical Demands:

- Sitting: Prolonged periods of sitting at a desk and working on a computer.
- Manual Dexterity: Frequent use of hands and fingers for typing, writing, and handling documents.
- Visual Acuity: Ability to read and analyze detailed reports, maps, and computer screens.

Salary and Benefits:

- Salary: \$35,154 to \$52,167
- Grade: 20
- FLSA: Non-Exempt
- Benefits: Retirement Plan, 401(k), Health Insurance, Dental, Vision, and Life insurance. Holiday, Vacation, Sick PTO. Employee Assistance Program.

**DRAFT**
*Needs Review By
CMO & HR*

Application Process:

<https://washconc.org/employment-opportunities/>

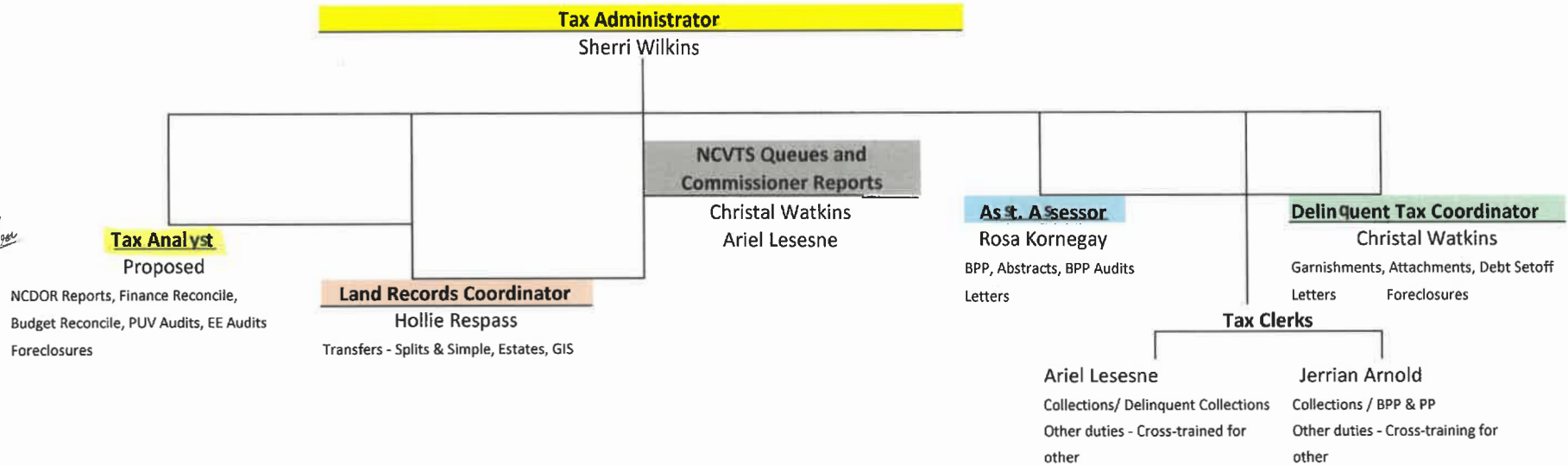
Direct inquiries to Debbie Knieper 252-793-5823 ext. 221

Mission: Washington County will improve, promote, and protect the health and welfare of our citizens. Our mission is to provide exceptional public services in a fiscally responsible manner, to meet the diverse needs of our residents, visitors & business community.

Vision: Washington County will become the preferred destination to live, work, and play in northeast North Carolina.

Washington County is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Handwritten signature



Proposed Responsibilities

Sherrri/Analyst	Adding Interest, Adding/Removing Discounts - interest monthly, other July - Sep
Sherrri/Analyst	Adding Advertisement Fee to accounts - April
Sherrri	Annual Advertisements - Listing Notice, Pay By Notice, Discount Notice, Board of E&R, etc.
Sherrri/Analyst	Annual Reports - Dept of Insurance, AV50, TR1, TR2 (Town of Creswell), AV8 (w/Finance)
Sherrri/Analyst	Annual Retention check - October
Sherrri/Christal	AutoAgent - Enter info for Tax Year in March, Enter info for Tax Receivables July - Jan
Sherrri	Backup for IT
Sherrri/Christal/Rosa	BPP & PP Listings - posting listing notices, advertising listing period, files to printers, audit of accounts
Sherrri/Analyst	Citizens Academy
Sherrri/Hollie	Deferred Taxes
Sherrri	Department Head Reports
Sherrri/Other Assists	Exemption Applications - January listing period and for Individual by June 1st
Sherrri/Analyst	Exemption Audits - PUV and Individual should have 1/8 completed each year
Sherrri/Analyst	Accounts payable - process invoices to take to Finance for payment
Sherrri/Analyst	Monthly Closeout
Sherrri/Hollie	New Construction Review (w/Gary Piner), Assessments, Site Visits
Sherrri/Hollie	New Construction Letters - after entry of new construction assessments & changes
Sherrri/Christal	Notice of Advertisement Letters / DSO Letters - Advertisement/ Adding Fee
Sherrri/Analyst	Order Office Supplies
Sherrri/Analyst	Refunds - Taxes
Sherrri/Analyst	Releases - Taxes
Sherrri	Reports to Towns for Billing
Sherrri	Settlement Report - July
Sherrri	Slips, Trips & Falls check
Sherrri	Statistical Reports
Sherrri	Submit Maintenance Requests
Sherrri/Analyst	Tax Bills - preparing, posting to tax collections, posting credit payments (prepayments), releasing minimal bills, tax files to mortgage companies
Sherrri/Christal	Tax Certifications
Sherrri	Tax Collector's Report (Incl. report to Creswell) - February
Sherrri	Time Sheets - Request for Leave
Sherrri w/Fikes	Year-end Closeout
Rosa/All Assist	BPP & PP Letters - from various lists we receive - IRP Plates/Multi-Year/Permanent Plates, Files w/ROD, Vessel Valuation, Mobile Homes - letters throughout the year
Sherrri/Hollie	Drainage Districts - DDS, Albemarle, Pungo River, Eddie Smith (?)
Christal/Ariel	Beer & Wine - Annual letters for renewals
Sherrri/Christal	Bankruptcy - filing of claims, checking for updates on PACER
Christal	Delinquent Tax Collection - Garnishments, Attachments, DSO, Escheats, Employer Letters, other
Christal/All Assist	Foreclosures - New referrals, payments, adding fees/costs, tax certifications, taxpayer request
Christal	Mortgage Company correspondence
Christal/All Assist	Payment Agreement monthly checks
Sherrri/Hollie	Estate Files
Sherrri/Hollie	GIS Requests
Sherrri/Hollie	Land Transfers
Sherrri/Hollie	PIN Verifications
Sherrri/Hollie	Sales Letters
Sherrri/Hollie	Transfers - Splits
Sherrri/Hollie	Transfers - Non Splits
All Assist	NCVTS - Queues, Adjustments or Prorations, Address error correction
Christal/Ariel	Prepare month-end reports for Commissioner's meeting
Christal/Ariel	Refunds - NCVTS
Christal/Ariel	Releases - NCVTS

Tax Clerks with Support from all other staff

Bad Check Postings, Correspondence
Daily Closeout
Daily phone calls and email requests
Gross Tax Receipts - U-Haul
Mobile Home Moving Permits

Official Payments - Posting payments to Official Payments for the taxpayers & posting to Tax
Collections Payment Agreements- setting up, entering into system & book
Petty Cash Deposits
Tax Collections - Daily Collections, various requests from public & companies

All

Continuing Education - annual requirements
Customer Service / Research - phone calls, emails, in office visits - for taxpayers, general
public, banks, mortgage companies, DSS -Delegated depending on request
Information request from other departments - Finance, EM, Permits, Fire Depts, Soil & Water,
DSS, County Manager's office, Co-op Ext, Sheriff, Clerk of Court, Highway Patrol, State Parole,
NCDOR, County Commissioners, Landfill

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 4

DATE: May 5, 2025

ITEM: Board of Equalization & Review, Ms. Sherri Wilkins, Tax Administrator

SUMMARY EXPLANATION:

- a) Motion to convene as the Board of Equalization and Review (E & R)
- b) Hearing of Appeals
As of the preparation of this agenda package, Sherri Wilkins, Tax Administrator, has informed the County Manager's Office that there are no appeals at this time.
- c) Motion to adjourn the Board of E & R.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 5

DATE: May 5, 2025

**ITEM: Local Match Request for UTV Purchase, Mr. Chris Respass,
Soil & Water Tech**

SUMMARY EXPLANATION:

Mr. Chris Respass, Soil & Water Tech, will speak to the Board asking for assistance for funds for a UTV for his department.

RECOMMENDED ACTION: VOTE to Approve the Utilization and Transfer of (\$15,000) from the Aquatic Weed Spraying Line(30-8000-600) to a Capital Outlay Line to combine with grant funds to purchase a UTV for the Drainage Department within this budget year (FY25).

Please see attached memo and presentation.

BOARD OF COMMISSIONERS:

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



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

ADMINISTRATIVE STAFF:

CURTIS S. POTTER, ICMA-CM
COUNTY MANAGER & COUNTY ATTORNEY
cpotter@washconc.org

JASON SQUIRES
ASSISTANT COUNTY MANAGER
acm@washconc.org

CATHERINE "MISSY" DIXON
FINANCE OFFICER
mdixon@washconc.org

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

AGENDA ITEM MEMO

MEMO Date: April 30th, 2025 **MEETING Date:** May 5th, 2025 **ITEM:**
SUBJECT: S.t.r.a.p Funds 15% Admin Fee Purchase of UTV
DEPARTMENT Soil and Water/Drainage Department
FROM: Christopher Respass

ATTACHMENTS:

A- Power Point Labeled UTV Discussion

PURPOSE: To seek Board approval to allocate \$15,000 in local drainage funds to combine with around \$33,000 grant funds to facilitate the purchase of a new multi-purpose high-quality Can-Am Defender UTV before the end of FY25.

BACKGROUND & ANALYSIS:

- The S.t.r.a.p. grant provided funding of \$259,286.00 to complete snagging and clearing on the Waterways of Washington County. At this point \$219,000 of that total has been encumbered and work completed equaling about 8.9 miles of waterways completed in Washington County. With all the sections completed that were considered in the grant project we have \$32,825 we can use to purchase a piece of equipment for Washington County to utilize within the Drainage Department.
- This specific model of UTV offers more abilities than the competing models due to accessories, fuel mileage, and cross benefits of use in the Emergency Management Department, if need be, along with being the same model as the ones already owned by the Emergency Management Department. This grant provides the opportunity to purchase a secondary vehicle for the department along with added capabilities to assist in maintenance of service right of ways along with inspections.

SUMMARY OF KEY FEATURES:

1. **Purpose and Scope:** 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 have been Snagged and Cleared and needs to be monitored to keep a standard of quality. This UTV allows access to areas that otherwise would require a swap in equipment to access.
3. **15% Requirements: \$219,000.00 = \$32,825 available to purchase UTV.**
4. **Cost of Operation:** Reduction of overlapping trips to the same area of the county due to equipment ability restrictions being reduced.

FINANCIAL IMPACT: This piece of equipment will require an investment from local funds of \$15,000 that would have cost the Department over \$47,000 if purchased on its own. The department would like to transfer the unencumbered funds from the **Aquatic Weed Spraying Budget Line (30-8000-600)**, which has **\$20,000** to the Capital Outlay Line to combine with the grant funds to cover the purchase. These funds were not expended due to the timing of the contract and the ending of the fiscal year. Adjustments have been made to put bids out before the new budget year so that work can begin when the new budget passes, providing more applicable days for completing work.

RECOMMENDED ACTION: VOTE to

- 1. Approve:** Approve the Utilization and Transfer of (\$15,000) from the Aquatic Weed Spraying Line(30-8000-600) to a Capital Outlay Line to combine with grant funds to purchase a UTV for the Drainage Department within this budget year (FY25).

UTV Purchase Discussion

- The S.t.r.a.p. Grant is providing \$32,825 towards the purchase of the Can-Am Defender Max.
- The purchase price of the Defender, plus taxes, maintenance (wear and tear) will be in the range of \$47,825.
- The county can make an investment of \$15,000 into a piece of equipment that would have cost in the \$47,000 range.



Utilization of the Defender Max on Maul Creek

- Intentions are to purchase a rear mounted mower for the UTV in 2027 year's budget and utilize the capabilities to maintain Maul Creek and reduce inputs of \$5,000 or more to mow the right-of-way when utilizing a contractor.
- The price of the mower is \$7,000 meaning that after two times of mowing Maul Creek the mower has paid for itself and the UTV is starting to pay for itself.
- This will allow mowing to take place at a time that better supports the revitalization of the canal banks and serves as a model for proper maintenance.





Utilization of the Defender Max on Creek Inspections and Cost Share BMPs

- This UTV allows for a full day of work with multiple objectives, starting with a creek inspection in the morning and concluding with a land-smoothing contract survey in the afternoon—all in a single trip.
- Given the current departmental setup, this scenario would require me to first transport the boat to the inspection site, complete the creek inspection, then return all the way back to the garage to retrieve the four-wheeler—only to head back to the same location to conduct survey work for a cost-share contract.
- I could carry the boat with the UTV and then detach the boat, shoot the surveys and hook back up and return without multiple trips that would be overlapping areas and increasing travel cost.



Reduction of Wear and Tear

- This purchase provides the department with a second vehicle and helps reduce mileage on the truck.
- It also provides the department with the ability for staff to attend meetings and other staff to have the capability to still navigate the county and complete field work.

Conclusion

- This vehicle provides the department with essential capabilities, including reducing the need for additional resources in other drainage lines by serving as a versatile piece of equipment for completing various tasks.
- It offers the capability to reduce time spent in the field by enabling the completion of multiple tasks in a single trip.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 6

DATE: May 5, 2025

ITEM: Washington County FY26 Recommended Budget Presentation & Budget Message, Mr. Curtis Potter, CM/CA

SUMMARY EXPLANATION:

Mr. Potter will be presenting Washington County's recommended budget for FY26 at this meeting. Budget books will be given to you on Monday night.

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 7

DATE: May 5, 2025

ITEM: Finance Officer's Report

SUMMARY EXPLANATION:

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

See attached.

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 10, 2025
RE: Tax/Water Operations

BT #: 2025 - 093

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


Account Code	Work	Old	+ or (-)	New
10-4140-260	Tax - Departmental Supplies	11,001.00	(2,850.00)	8,151.00
10-4140-503	Tax - Contracted Services-Blast Maintenance	-	2,850.00	2,850.00
10-4140-315	Tax - Training	6,000.00	(450.00)	5,550.00
10-4140-325	Tax - Postage	15,000.00	450.00	15,450.00
Tax				
35-7130-315	Water Operations - Training	4,000.00	(2,500.00)	1,500.00
35-7130-340	Water Operations - Postage	24,000.00	2,500.00	26,500.00
35-7130-350	Water Operations - Maintenance & Repair-Equipment	25,000.00	(5,000.00)	20,000.00
35-7130-200	Water Operations - Supplies & Materials	30,000.00	5,000.00	35,000.00
Water Operations				
		115,001.00	-	115,001.00

Justification:

This transfer is being done to move monies as follows: Tax - from Departmental Supplies to the Blast Maintenance line to cover the yearly maintenance that was not originally budgeted and from Training to Postage to pay the costs for the mailing of the Notice of Lien and DSO Letters; and Water - from Training to Postage to cover costs of mailing water bills for the remainder of the fiscal year and from Equipment Repair to Supplies & Materials to cover costs through the fiscal year end as we had to purchase a meter for the Triple Waves job earlier in the year at a cost of just over \$6,000.

Budget Officer's Initials 

Approval Date: 4/10/25

Initials: 
Batch #: 2025-093
Date: 4/11/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 21, 2025
RE: SRO-High School

BT #: 2025 - 094

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

Account Code	Work	Old	+ or (-)	New
10-4314-260	SRO-High School-Departmental Supplies	199.00	(125.00)	74.00
10-4314-210	SRO-High School-Uniforms	1,000.00	125.00	1,125.00
SRO-High School		1,199.00	-	1,199.00

Justification:

This transfer is being done to move monies within the High School SRO Budget from Supplies to Uniforms to pay for a bill that was received.

Budget Officer's Initials CD

Approval Date: 4/22/25

Initials: MD
Batch #: 2025-094
Date: 4/22/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 23, 2025
RE: Facility Services/Senior Center

BT #: 2025 - 095

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

Account Code	Work	Old	+ or (-)	New
10-4265-215	Facility Services - Maintenance & Repair Building	85,000.00	(7,100.00)	77,900.00
10-4265-540	Facility Services - Capital Outlay-Equipment	-	7,100.00	7,100.00
Facility Services				
10-5150-550	Senior Center - Capital Outlay Equipment	3,500.00	(2,370.00)	1,130.00
10-5150-260	Senior Center - Departmental Supplies	5,500.00	2,370.00	7,870.00
Senior Center				
		94,000.00	-	94,000.00

Justification:

This transfer is being done to move budgeted monies within Facility Services from Maintenance & Repair Building to Capital Outlay Equipment for the purchase of a new HVAC Unit for the ROD Office - this expense is over \$5,000 and should be coded as a Capital Outlay Item; and to move monies within the Senior Center from Capital Outlay Equipment to Departmental Supplies - Computers were purchased and paid for from the Capital Outlay line but do not meet the \$5,000 threshold and should have been paid from Departmental Supplies.

Budget Officer's Initials CSP

Approval Date: 4/23/25

Initials: MD
Batch #: 2025-095
Date: 4/24/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: April 23, 2025
RE: Recreation/Water Operations/Water Treatment

BT #: 2025 - 096

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

Account Code	Work	Old	+ or (-)	New
10-6120-200	Recreation - Supplies & Materials	6,000.00	(1,000.00)	5,000.00
10-6120-491	Recreation - Dues & Subscriptions-Tournament Fees	2,000.00	1,000.00	3,000.00
Recreation				
35-7130-010	Water Operations - Salaries & Wages-Regular	231,523.00	(9,000.00)	222,523.00
35-7130-601	Water Operations - Contracted Services	-	9,000.00	9,000.00
Water Operations				
35-7135-315	Water Treatment - Training	2,500.00	(350.00)	2,150.00
35-7135-320	Water Treatment - Communications	3,700.00	350.00	4,050.00
Water Treatment				
		245,723.00	-	245,723.00

Justification:

This transfer is being done to move budgeted monies within the following: Recreation from Supplies & Materials to Tournament Fees to pay the Fees for the State Games, fees have increased requiring additional monies than originally budgeted; Water Operations from Regular Salaries to Contracted Services to pay the Temp Agency for the Employee sent to help us in the Water Utility/Accounts Receivable Office; and Water Treatment from Training to Communications to pay for Internet Service through fiscal year end.

Budget Officer's Initials CP

Approval Date: 4/23/25

Initials: MD
Batch #: 2025-096
Date: 4/24/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 097

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

Date: April 25, 2025

RE: Managers Office/SS Transportation & Economic Support

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

Account Code	Work	Old	+ or (-)	New
10-4120-190	Managers Office - Legal Services	5,000.00	(100.00)	4,900.00
10-4120-390	Managers Office - Dues & Subscriptions	3,550.00	100.00	3,650.00
Managers Office				
10-5400-200	SS Transportation-DOT Grant - Office Supplies (85% Reimb)	6,500.00	(2,500.00)	4,000.00
10-5400-315	SS Transportation - Travel/Training (85% Reimb)	4,500.00	(3,000.00)	1,500.00
10-5380-376	SS Economic Support - Title IV - Foster Care	164,125.00	5,500.00	169,625.00
SS Transit/Economic Support				
		183,675.00	-	183,675.00

Justification:

This transfer is being done to move budgeted monies within the following: Managers Office from the Legal Services Line to the Dues & Subscription Line to pay for the annual subscription for the Washington Daily Reflector in order to facilitate more flexible project notice advertisements and bid opening schedules; and in Social Services from the DOT Grant Office Supplies Line and the Transportation Travel/Training Line to the Title IV Foster Care Line to pay for the cost of care for children in DSS Custody - these children incur much higher costs than normal due to behavioral and mental health issues so additional monies are needed thru fiscal year end - there is no affect on revenue as these lines are all reimbursable at the same rate.

Budget Officer's Initials CP

Approval Date: 4/25/25

Initials:	<u>CP</u>
Batch #:	<u>2025-097</u>
Date:	<u>4/25/2025</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 1, 2025
RE: Buildings/Central Services

BT #: 2025 - 098

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

Account Code	Work	Old	+ or (-)	New
10-4260-999	Designated for Future Appropriations-Buildings	100,000.00	(32,400.00)	67,600.00
10-8300-451	Insurance-Property & Liability	361,850.00	2,400.00	364,250.00
10-4260-351	Wash Co Middle School-Building Maintenance	-	10,000.00	10,000.00
10-4260-350	Wash Co Middle School-Utilities	-	20,000.00	20,000.00
Buildings/Central Services		461,850.00	-	461,850.00

Justification:

This transfer is being done to move budgeted monies from the Buildings Designated for Future Appropriations Line to the Washington County Middle School Building Maintenance Line and Utilities Line and to the Central Services Property & Liability Insurance Line in order to pay for expenses of maintenance such as changing locks, cleaning floors, etc. to prepare for the Elections move, anticipated utilities, and for the addition of the prorated Insurance Cost through fiscal year end.

Budget Officer's Initials CPD

Approval Date: 5/1/25

Initials:	CPD
Batch #:	2025098
Date:	5/1/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 1, 2025
RE: Detention/Planning & Inspections

BT #: 2025 - 099

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

Account Code	Work	Old	+ or (-)	New
10-4320-550	Detention - Capital Outlay - Equipment	19,900.00	(19,900.00)	-
10-4320-247	Detention - Food & Provisions	90,000.00	19,000.00	109,000.00
10-4320-350	Detention - Maintenance & Repair - Equipment	1,400.00	900.00	2,300.00
Detention				
10-4350-395	Planning & Inspections - Training	2,500.00	(400.00)	2,100.00
10-4350-370	Planning & Inspections - Advertising	900.00	400.00	1,300.00
Planning & Inspections				
		114,700.00	-	114,700.00

Justification:

This transfer is being done to move budgeted monies as follows: within the Detention Center budget from the Capital Outlay Equipment Line to the Food & Provisions Line and the Equipment Maintenance & Repair Line in order to continue to pay for the meals for inmates through fiscal year end and to pay for the repair of several of the door locks in the jail; and within the Planning & Inspections budget from Training to Advertising to pay for the advertisement of a hearing for a variance that has been scheduled.

Budget Officer's Initials CPD

Approval Date: 5/1/25

Initials:	<u>MD</u>
Batch #:	<u>2025-099</u>
Date:	<u>5/1/2025</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 1, 2025
RE: Airport Operations

BT #: 2025 - 100

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

Account Code	Work	Old	+ or (-)	New
39-4530-190	Airport - Contracted Services	12,330.00	(540.00)	11,790.00
39-4530-310	Airport - Travel	1,500.00	(672.00)	828.00
39-4530-390	Airport - Dues & Subscriptions	1,000.00	(419.00)	581.00
39-4530-997	Airport - Designated for Future Appropriations	7,670.00	(2,369.00)	5,301.00
39-4530-351	Airport - Maint & Repair-Equipment	26,578.00	4,000.00	30,578.00
Airport Operations		49,078.00	-	49,078.00

Justification:

This transfer is being done to move budgeted monies within the Airport Operations Budget from various lines to the Maintenance & Repair Equipment Line in order to cover unanticipated costs associated with essential equipment and maintenance needs. Specifically, this includes completing critical electrical work and purchasing explosion-proof switches necessary for safe and compliant operation of the fuel farm.

Budget Officer's Initials CSF

Approval Date: 5/1/25

Initials: fm
Batch #: 2025-100
Date: 5/1/2025

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: May 1, 2025
RE: Contingency/Central Services

BT #: 2025 - 101

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

Account Code	Work	Old	+ or (-)	New
10-9990-000	Contingency	11,792.00	(3,500.00)	8,292.00
10-8300-321	Central Services - Communications-Telecom	31,000.00	3,500.00	34,500.00
Contingency/Central Services		42,792.00	-	42,792.00

Justification:

This transfer is being done to move budgeted monies from Contingency to the Central Services Communications Line in order to cover the cost of phone services and internet through fiscal year end. There have been additional phones added throughout the year and there was an increase in our internet charges causing the need to increase this budget.

Budget Officer's Initials CPD

Approval Date: 5/1/25

Initials: CPD
Batch #: 2025-101
Date: 5/1/2025

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 102

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

Date: May 5, 2025

RE: SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	SS Admin - Salaries & Wages - Regular	2,079,321.00	(50,580.00)	2,028,741.00
10-5310-090	SS Admin - FICA Tax	163,809.00	(5,000.00)	158,809.00
10-5310-100	SS Admin - Retirement	443,431.00	(10,000.00)	433,431.00
10-5310-101	SS Admin - 401(K) Contribution	64,194.00	(3,000.00)	61,194.00
10-5310-351	SS Admin - Repair & Maintenance-Equipment	8,000.00	(1,000.00)	7,000.00
10-5310-370	SS Admin - Advertising	1,500.00	(1,000.00)	500.00
10-5310-610	SS Admin - Vendor Fees	6,500.00	(3,000.00)	3,500.00
10-5310-600	SS Admin - Contracted Services	312,640.00	73,580.00	386,220.00
SS Admin				
		Balanced:	3,079,395.00	-
				3,079,395.00

Justification:

This request is to increase the expenditure line for Contracted Services. The agency now has TWO investigators on staff full time to investigate child abuse, neglect and dependency. Only one of the two is fully trained to work, but still needs orientation to the processes in Washington County.

The other needs a 7 week training course before she can have client contact. The agency is using 10+ 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 25+/- 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. These funds are being moved to and from lines that are reimbursable at the same rate therefore the movements are not budget impactful.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

--

Batch #:

--

Date:

--

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 103

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

Date: May 5, 2025

RE: Facilities/Recreation/SS Admin/Senior Center/Sheriff/School Capital Outlay/Projects & Grants Fund

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

Account Code	Description	Old	+ or (-)	New
10-3353-000	Insurance Proceeds	(1,707.00)	(1,726.00)	(3,433.00)
10-4265-256	Facilities-Insurance Claims	1,707.00	1,726.00	3,433.00
Facilities				
10-3360-000	Recreation Donations	(2,025.00)	(2,050.00)	(4,075.00)
10-6120-650	Recreation Donations	4,106.00	2,050.00	6,156.00
Recreation				
10-3500-081	DSS Community Donations-Christmas	(2,709.00)	(31.00)	(2,740.00)
10-5310-258	DSS Community Donations-Christmas	3,692.00	31.00	3,723.00
SS Admin				
10-3509-020	Senior Center Donations	(3,322.34)	(20.00)	(3,342.34)
10-5150-650	Senior Center Donations	3,570.34	20.00	3,590.34
Senior Center Donations				
10-3540-020	Gun Permits Discretionary - County Portion	(2,935.00)	(430.00)	(3,365.00)
10-4310-611	Gun Permits Discretionary - County Portion	45,400.00	430.00	45,830.00
10-3540-030	Gun Permits-State Portion	(3,385.00)	(325.00)	(3,710.00)
10-4310-612	Gun Permits-State Portion	4,395.00	325.00	4,720.00
10-3540-040	Finger Printing	(775.00)	(110.00)	(885.00)
10-4310-613	Finger Printing	7,231.00	110.00	7,341.00
Senior Center Donations				
21-3230-402	Truist PK-12 Financing-Earned Income	(186,761.02)	(18,116.58)	(204,877.60)
21-5912-701	Truist PK-12 Financing-Earned Income	706,312.49	18,116.58	724,429.07
School Capital Outlay				
58-3230-000	Projects & Grants-Interest Earned	(5,027.44)	(363.18)	(5,390.62)
58-4100-001	Expenditure of Interest Earned	17,658.25	363.18	18,021.43
Projects & Grants Fund				
Balanced:		585,425.28	-	585,425.28

Justification:

This amendment will put into budget additional revenues received in the following departments: Facility Services - Insurance Proceeds for repair of a wrecked Nissan Altima, Sheriff - gun permitting and finger printing, Senior Center - donations, Social Services - donations received for Christmas, School Capital Outlay for the Truist PK12 Loan Earned Income, 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- 104

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

Date: May 5, 2025

RE: SS Admin/SS Economic Support/SS Transportation/SS Community Alternative

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

Account Code	Description	Old	+ or (-)	New
10-5310-140	SS Admin - Workmans Comp	44,364.00	(500.00)	43,864.00
10-5310-605	SS admin - Security Contract	7,500.00	(3,000.00)	4,500.00
10-5310-611	SS Admin - Family Reunification (Psych Evals)	17,500.00	(4,000.00)	13,500.00
10-5380-011	SS Economic Support - In-Home Services (100%)	81,922.00	(3,900.00)	78,022.00
10-5380-190	SS economic Support - WF Employment Services	5,000.00	(2,750.00)	2,250.00
10-5380-379	SS Economic Support - Special Assistance	77,000.00	(9,000.00)	68,000.00
10-5380-381	SS Economic Support - Title IV-E Adoption	21,510.00	(4,000.00)	17,510.00
10-5380-383	SS Economic Support - Special Links (100%)	5,000.00	(3,000.00)	2,000.00
10-5380-384	SS Economic Support - Child Care (MOE-Part of \$65K Min)	12,600.00	(1,000.00)	11,600.00
10-5380-408	SS Economic Support Medicaid Paybacks	10,000.00	(5,000.00)	5,000.00
10-5380-409	SS Economic Support - State Program Returns	892.00	(500.00)	392.00
10-5380-410	SS Economic Support - General Assistance-Foster Care Children	5,000.00	(1,500.00)	3,500.00
10-5400-200	SS Transportation - DOT Grant-Office Supplies (85% Reimb)	4,000.00	(2,000.00)	2,000.00
10-5400-250	SS Transportation - Maintenance & Repair Vehicle	26,000.00	(500.00)	25,500.00
10-5400-311	SS Transportation - Riverlight Transit Vehicle Fuel	23,500.00	(1,000.00)	22,500.00
10-5400-372	SS Transportation - Volunteer Transportation-Medicaid	25,000.00	(2,500.00)	22,500.00
10-5400-390	SS Transportation - DOT-Dues & Subscriptions (85% Reimb)	750.00	(250.00)	500.00
10-6180-600	SS Community Alternative - Contracted Services-In Home (100%)	5,000.00	(1,250.00)	3,750.00
10-5380-376	SS Economic Support - Title IV-Foster Care	169,625.00	32,612.00	202,237.00
10-5380-377	SS Economic Support - State Foster Home Care	131,833.00	32,000.00	163,833.00
10-3500-050	DSS Foster Care/Adoption Return	(155,622.00)	(18,962.00)	(174,584.00)
SS Admin/SS Economic Support/SS Transportation/SS Community Alternative				
Balanced:		518,374.00	-	518,374.00

Justification:

This budget amendment request comes as a result of receiving the current and expected expenditures for cost of care for children in DSS Custody that are IV-E eligible. Currently we have a child that is disrupting and will be placed in a facility that may be outside of North Carolina. Other children in our custody are displaying behavioral issues that may disrupt their placements and cause movements at much higher cost. We have two children remaining in placements in excess of \$15000 per month for whom we are working diligently to find less expensive but appropriate placements. These children incur costs of care 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 that will change revenues anticipated. IVE foster care lines are reimbursable at 85% while all lines we are moving funds from are non reimbursable or reimbursable at a higher rate, lower rate, or not reimburseable thus creating more revenues.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	_____
Batch #:	_____
Date:	_____

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 105

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

Date: May 5, 2025

RE: Various Departments - See Below

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

Account Code	Description	Old	+ or (-)	New
10-4110-090	Governing Board - FICA Tax Expense	4,016.00	42.00	4,058.00
10-4120-010	Manager's Office - Salaries & Wages - Regular	310,819.00	20,500.00	331,319.00
10-4120-090	Manager's Office - FICA Tax Expense	23,925.00	1,500.00	25,425.00
10-4120-100	Manager's Office - Retirement	68,303.00	800.00	69,103.00
10-4120-101	Manager's Office - 401(K) Contribution	9,382.00	553.00	9,935.00
10-4120-130	Manager's Office - Unemployment Insurance	1,570.00	(1,570.00)	-
10-4130-010	Finance Office - Salaries & Wages - Regular	229,397.00	14,008.00	243,405.00
10-4130-031	Finance Office - Salaries & Wages - Part Time	5,273.00	(5,273.00)	-
10-4130-090	Finance Office - FICA Tax Expense	18,918.00	(1,000.00)	17,918.00
10-4130-100	Finance Office - Retirement	50,674.00	60.00	50,734.00
10-4130-101	Finance Office - 401(K) Contribution	6,961.00	350.00	7,311.00
10-4130-140	Finance Office - Workmans Comp	1,506.00	(237.00)	1,269.00
10-4130-181	Finance Office - Group Insurance	45,517.00	(1,500.00)	44,017.00
10-4130-315	Finance Office - Training	3,300.00	(750.00)	2,550.00
10-4140-010	Tax - Salaries & Wages - Regular	251,456.00	(20,000.00)	231,456.00
10-4140-040	Tax - Salaries & Wages - Longevity	1,851.00	(500.00)	1,351.00
10-4140-090	Tax - FICA Tax Expense	19,990.00	(2,000.00)	17,990.00
10-4140-100	Tax - Retirement	57,069.00	(5,000.00)	52,069.00
10-4140-101	Tax - 401(K) Contribution	7,839.00	(1,000.00)	6,839.00
10-4140-140	Tax - Workmans Comp	3,694.00	(500.00)	3,194.00
10-4140-180	Tax - Group Insurance	65,499.00	(10,000.00)	55,499.00
10-4170-010	Elections - Salaries & Wages - Regular	47,260.00	5,000.00	52,260.00
10-4170-090	Elections - FICA Tax Expense	6,390.00	500.00	6,890.00
10-4170-100	Elections - Retirement	11,690.00	750.00	12,440.00
10-4170-101	Elections - 401(K) Contribution	1,606.00	250.00	1,856.00
10-4180-010	Register of Deeds - Salaries & Wages - Regular	84,257.00	2,500.00	86,757.00
10-4180-030	Register of Deeds - Salaries & Wages - Part Time	8,000.00	(2,500.00)	5,500.00
10-4180-101	Register of Deeds - 401(K) Contribution	2,577.00	10.00	2,587.00
10-4265-010	Facilities - Salaries & Wages - Regular	203,352.00	10,000.00	213,352.00
10-4265-090	Facilities - FICA Tax Expense	15,556.00	500.00	16,056.00
10-8300-120	Central Services - Additional Salary/Benefit Expense-Comp Study	258,204.00	(5,493.00)	252,711.00
Various Departments - See Below				
Balanced:		1,825,851.00	-	1,825,851.00

Justification:

This amendment is being done to redistribute budgeted dollars among various departments to cover a shortfall in various salary and benefits lines as a result of the 2.5% COLA that was approved by the Board during the FYE 2025 Budget Process along with other approved salary adjustments. These funds are being pulled from other departments that had extra funds due to staffing shortages and from the Central Services Line where the additional COLA monies were budgeted.

Approval Date: _____
Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 106

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

Date: May 5, 2025

RE: Various Departments - See Below

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

Account Code	Description	Old	+ or (-)	New
10-4310-181	Sheriff - Group Insurance	165,902.00	(20,000.00)	145,902.00
10-4311-010	SRO - Wash Co Union-Salaries & Wages-Regular	41,410.00	7,500.00	48,910.00
10-4311-090	SRO - Wash Co Union FICA Tax Expense	3,168.00	400.00	3,568.00
10-4311-100	SRO - Wash Co Union Retirement	9,731.00	1,200.00	10,931.00
10-4311-101	SRO - Wash Co Union 401(K) Contribution	2,071.00	380.00	2,451.00
10-4314-090	SRO - Plymouth High FICA Tax Expense	3,168.00	100.00	3,268.00
10-4314-101	SRO - Plymouth High 401(K) Contribution	2,071.00	80.00	2,151.00
10-4320-010	Detention - Salaries & Wages - Regular	347,629.00	(10,000.00)	337,629.00
10-4320-031	Detention - Salaries & Wages - Part Time	31,000.00	10,000.00	41,000.00
10-4330-010	Emergency Management - Salaries & Wages-Regular	57,019.00	1,400.00	58,419.00
10-4330-101	Emergency Management - 401(K) Contribution	1,711.00	50.00	1,761.00
10-4350-121	Planning & Inspections - Salaries & Wags-Regular	104,602.00	2,000.00	106,602.00
10-4350-181	Planning & Inspections - FICA Tax Expense	8,057.00	(1,000.00)	7,057.00
10-4350-182	Planning & Inspections - Retirement	23,003.00	(500.00)	22,503.00
10-4350-183	Planning & Inspections - Group Insurance	20,228.00	(500.00)	19,728.00
10-4350-184	Planning & Inspections - 401(k) Contributions	3,160.00	40.00	3,200.00
10-4350-186	Planning & Inspections - Workmans Comp	5,069.00	(40.00)	5,029.00
10-5150-010	Senior Center - Salaries & Wages - Regular	97,827.00	5,000.00	102,827.00
10-5150-101	Senior Center - 401(K) Contribution	2,965.00	125.00	3,090.00
10-5150-180	Senior Center - Group Insurance	27,179.00	(1,000.00)	26,179.00
10-5911-010	Communications - Salaries & Wages - Regular	233,426.00	20,000.00	253,426.00
10-5911-030	Communications - Salaries & Wages - Overtime	65,000.00	25,000.00	90,000.00
10-5911-031	Communications - Salaries & Wages - Part Time	50,000.00	(10,000.00)	40,000.00
10-5911-090	Communications - FICA Tax Expense	26,655.00	700.00	27,355.00
10-5911-100	Communications - Retirement	65,176.00	7,000.00	72,176.00
10-5911-130	Communications - 401(K) Contribution	8,953.00	(1,500.00)	7,453.00
10-5911-180	Communications - Group Insurance	72,386.00	(10,000.00)	62,386.00
10-6060-030	Soil & Water - Salaries & Wages - Regular	32,439.00	2,000.00	34,439.00
10-6060-090	Soil & Water - FICA Tax Expense	2,482.00	200.00	2,682.00
10-6060-101	Soil & Water - 401(K) Contribution	973.00	100.00	1,073.00
10-6060-180	Soil & Water - Group Insurance	9,059.00	(400.00)	8,659.00
10-6120-010	Recreation - Salaries & Wags - Regular	46,949.00	4,000.00	50,949.00
10-6120-090	Recreation - Retirement	10,557.00	300.00	10,857.00
10-6120-101	Recreation - 401(K) Contribution	1,450.00	100.00	1,550.00
10-8300-120	Central Services - Additional Salary/Benefit Exp-Comp Study	252,711.00	(32,735.00)	219,976.00
Various Departments - See Below				
Balanced:		1,835,186.00	-	1,835,186.00

Justification:

This amendment is being done to redistribute budgeted dollars among various departments to cover a shortfall in various salary and benefits lines as a result of the 2.5% COLA that was approved by the Board during the FYE 2025 Budget Process along with other approved salary adjustments. These funds are being pulled from other departments that had extra funds due to staffing shortages and from the Central Services Line where the additional COLA monies were budgeted.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 107

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

Date: May 5, 2025

RE: Water Treatment/EMS/EMS Transport

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

Account Code	Description	Old	+ or (-)	New
35-7135-010	Water Treatment - Salaries & Wages - Regular	42,912.00	2,100.00	45,012.00
35-7135-090	Water Treatment - FICA Tax Expense	3,315.00	200.00	3,515.00
35-7135-010	Water Treatment - 401(K) Contribution	1,300.00	50.00	1,350.00
35-7135-540	Water Treatment - Capital Outlay-Equipment	60,000.00	(1,450.00)	58,550.00
35-7135-600	Water Treatment - Designated for Future Appropriation	900.00	(900.00)	-
Water Treatment				
37-4330-010	EMS - Salaries & Wages - Regular	829,128.00	(7,500.00)	821,628.00
37-4330-030	EMS - Salaries & Wages - Overtime	300,000.00	5,000.00	305,000.00
37-4330-040	EMS - Salaries & Wages - Part Time	20,000.00	7,500.00	27,500.00
37-4330-090	EMS - FICA Tax Expense	81,775.00	(5,000.00)	76,775.00
EMS				
37-4376-010	EMS Transport - Salaries & Wages - Regular	108,652.00	(5,000.00)	103,652.00
37-4376-030	EMS Transport - Salaries & Wages - Overtime	24,346.00	5,000.00	29,346.00
EMS Transport				
Balanced:		1,472,328.00	-	1,472,328.00

Justification:

This amendment is being done to redistribute budgeted dollars among various departments to cover a shortfall in various salary and benefits lines as a result of the 2.5% COLA that was approved by the Board during the FYE 2025 Budget Process along with other approved salary adjustments.

This transfer will also deal with overages in some of the Overtime and Part Time Lines due to fulltime staffing shortages.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:

--

Batch #:

--

Date:

--

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 8

DATE: May 5, 2025

ITEM: Other Items by Commissioners or Staff

SUMMARY EXPLANATION:

- a) Capital Project Update, Mr. Jason Squires, ACM

- Department Head Reports from April 2025 (see attached)
- Statistic Reports (see attached)
- Register of Deeds Roll-up Summary (see attached)

Department Head Reports to the Commissioners
May 5, 2025
Board of Commissioners' Meeting

EMS

Jennifer O'Neal

No report submitted.

Recreation

Randy Fulford

Washington County Recreation hosts tee-ball and coed flag football. The children are learning the fundamentals of each sport. We also have karate each Tuesday at 7:00 PM. The basketball teams are preparing for the State tournament in Greensboro in June.

Elections

Dora Bell

This month the Elections Office has been busy packing for the move and updating voter registration applications. Also, voters have been coming into the office requesting Photo ID pictures.

Library

Nate King

No report submitted.



APRIL REPORT

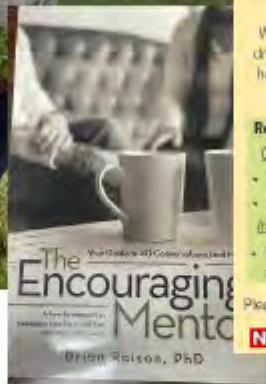
Rebecca Liverman - County Extension Director



- We have 25 people who regularly shop at the market every Friday.
- Our Teaching Garden has been planted for this year.



Jalynne Ward Ag Agent



NCDCA Ag Disaster Crop Loss Program

Washington County farmers that experienced a verifiable loss due to drought or Tropical Storm Debby in 2024 are eligible. (Commodity must have been planted prior to disaster designation) Applications must be submitted **electronically**.

Required Documents

- Commodity Loss:**
- 2024 FSA 578 Producer Print
 - NC Sub W-9
- Infrastructure Loss:**
- insurance adjuster report and/or payment receipts

Washington County Extension is helping farmers with this application by appointment.

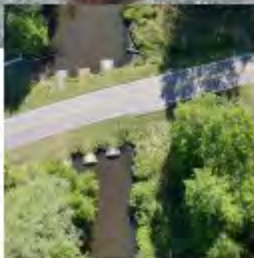
Call 252-793-2163 to set a time.

Application Deadline:
Sunday, May 4th 2025

Please visit www.ncagr.gov/agdisaster for more details



And visit www.ncagr.gov/agdisaster for more details



- Extension was tasked with assisting growers with applying for the NCDCA Ag Disaster Crop Loss program. I've submitted nearly 30 applications.
- Applied for grant funding and relocated two pesticide jug recycling sites for higher efficiency
- Pulled strawberry tissue samples for nutrient analysis with the NCDCA regional agronomist on a 2-week schedule
- Coordinated with a grower and local crab house to initiate a research looking at using crab waste for nematode management. This will double as my graduate thesis project.
- Planted a corn hybrid trial
- ID'd cudweed and a management option for lespedeza
- Attended a day-long Mentor Training
- Spent some time flying the drone to look at drainage and field conditions

APRIL REPORT

Sonona Jefferson - 4-H Agent



The theme for April 4-H To The Front Door kits is Water! Token seekers will be able to visit the Maritime Museum, the Plymouth Waterfront, and our public library to learn more about local waterways.

4-H has been accepted by NERSBA to meet with students on Fridays till the end of the semester for 4-H programs.

Spring Break Camp was held April 21-25. 4-H'ers were able to recreate memorable moments from previous 4-H kits.

Must register at
4-Honline.com

SPRING BREAK Camp

1:00PM - 4:00PM

Join us to recreate 4-H To The Front Door

23-25 APRIL 2025
128 E Water St
Plymouth, NC

ADVENTURES READING ARTS & CRAFTS

For more info email: sjette2@ncsu.edu | 252-793-2163

NC COOPERATIVE
EXTENSION



APRIL REPORT

Sonona Jefferson - 4-H Agent



By partnering with Tyrell County, 4-H'ers from both counties were able to **“sleep with the sharks”** at the **NC Aquarium in Manteo.**

Participants learned about wildlife conservation and animal rescue.



Funding was provided by the Washington County Arts Council through an **“Express Yourself”** Art Contest and JCPC.



APRIL REPORT

Sonona Jefferson - 4-H Agent

Washington County 4-H assisted Tyrell and Beaufort County in providing Embryology curriculum to Terra Ceia Christian School.

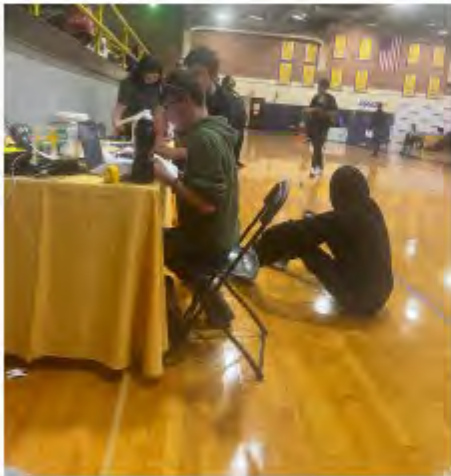


17 baby chicks arrived in time for Easter!



APRIL REPORT

Sonona Jefferson - 4-H Agent



The Annual Game of Drones Challenge was held April 12th at A&T University in Greensboro, NC by various counties across the state.

Congratulations to the Winners!



Funding provided by
JPCP

APRIL REPORT

Sonona Jefferson - 4-H Agent



We continue to prep for the Livestock Show coming up on May 7th!

Livestock Clinics were held in May to prepare families new to the experience.



Washington County 4-H invited families to the Tyrrell and Beaufort Livestock shows for show preparation.



APRIL REPORT

Sonona Jefferson - 4-H Agent



Shooting sports training was the first step in bringing a shooting sports club to Washington County.

Volunteers went for certification in Pistol, Rifles, Shotgun, and Archery.



Tax Office
Sherri Wilkins

1. Our newest Tax Clerk, Ariel Lesesne started on April 24th.
2. We continue to work every day with Zacchaeus Legal Services (ZLS) – sending tax information, verifying balances due, completing tax certifications, adding attorney fees and/or suit cost.
3. Completed tax certifications for several attorneys.
4. Assisted the taxpayers with the Tag & Tax program, handling value adjustments, refunds, releases, addressing corrections and general questions regarding motor vehicles. We had several requests that appealed the value, several where the tag had been turned in and several that had been charged taxes for being in a town, but they were not in a town. This takes up a lot of Christal's time.
5. Hollie continues to verify PINs for Deed filings and assign addresses in GIS – we had several address requests. We have a variation of these daily.
6. Continue to work with the landfill. They call us for verification of ownership of a property, for example, there is a new owner for a property and that person is going into the landfill but before they are allowed to dump their debris or trash, the landfill calls us to make sure they own the property at the address they have given.
7. The Statistical report was submitted.
8. The Notice of Lien/Debt Setoff letters were mailed April 25th. This creates a lot of phone calls and some office visits.
9. The office remains busy with tax payments, releases, appeal questions, and exemption questions.
10. Rosa, Jerrian, and Hollie remain busy with the processing of the Business Personal Property forms and Abstract – Individual Personal Property forms.
11. Hollie continues to work on deed transfers and estate transfers, and she assists at the front counter as needed.
12. Christal continues to work with the queues with NCVTS.
13. Submitted the tax office and revaluation budgets.

Planning/Inspections/Floodplain Management

Allen Pittman

Permits Issued	28 (issued EMTOC permit)
Zoning Requests	2 (Special Use, Variance)
Floodplain reviews	2
Plan/Map Reviews	5

Issued CO to Service Transportation on Highway 64 West

- April 1 - Con Ed -Crawlspace encapsulation class
- April 3 Budget meeting with Admin/Finance
- April 7 Commissioner's Meeting – Text Amendment and Re-zoning Commercial
- April 7 and 21 Swamp Hogs meeting with Admin staff

April 4, 11, 25 Tyrrell County per contract
Permitting has increased a great deal in Tyrrell County at onset of warmer weather, per Katelynn Spencer

April 17 Planning Board

Fire Watch continues at Washington Regional Medical Center
Work on NFIP/CRS continues for County and three municipalities
Conference calls with Town of Creswell re: Faze II power and zoning; Town of Plymouth re: request for sober living rental property

Complaint regarding carport too close to property line at Emerald Lane – ongoing dispute

Emergency Management

Lance Swindell

No report submitted.

Soil and Water

Chris Respass

No report submitted.

Landfill

Hakeim Blakeney

No report submitted.

Sheriff's Office/Detention/E911

Chief Deputy Arlo Norman/Clinta Blount/Harley Spruill

No report submitted.

Information Technology

Darlene Fikes

Mediacom: Have not heard back from Mediacom. They were supposed to draw out a plan to replace cable in the Courthouse using the stairwell where they will be able to branch off at each floor.

Tax Office Software Migration: Ran conversion programs on tax data. Put in Google folder for Cox & Company to review for any additional format changes. As of this date, all tax data has been given to Keystone to begin testing with software.

FY24 911 Grant: Waiting for reimbursement of \$86,365.23.

FY26 911 Grant: Attend workshop March 26. Waiting to receive quotes from vendors to send to 911 Board by May 1 to determine eligibility.

NCDIT: Notification that Telcom companies will no longer be required to provide copper landline services. Need to transition of SIP lines by December 2025.

- Assist Archie with log-in on MDT.
- Troubleshoot issue with ups in Tax. Needs to be replaced-get quote and send to Sherri.
- Troubleshoot issue with Google Drive with Keystone.
- Run all tax conversion programs. Compare history to procedures & move files to Google Drive.
- Work with WSI to troubleshoot issue with remote access to recorder.
- Complete and submit 2026 911 Grant Abstract.
- Write letter and submit to 911 Board to reconsider purchase of 4th position in 911.
- Meet with SSG and Jason to discuss needs for 911 Center move.
- Explain/Train Harley on EMAG process. Explain consent form users will need to sign required by Verizon.
- Review age of computers in Sheriff's office with Archie-suggest to replace in FY25-26. Get quotes and email to Sheriff.
- Discuss with Bill (MCA) issues with Fire Departments having static on radios. MCA scheduling site visit.
- Reconcile Solarwinds licenses.
- Multiple meetings with Jason, Harley, architects and vendors concerning 911 move to EMTOC.
- IT Budget meeting with Curtis, Jason and Missy.
- Make contact with BrightSpeed concerning Elections and Landfill-forward info to Curtis and Jason.
- Check postage machine during the month to determine when postage is needed.
- Attend County Manager group meetings.
- Stamp, sign & copy invoices & take to Finance.
- Verify CopyPro and VC3 invoices for Finance.
- Complete Weekly Activity Report for County Manager.

Senior Center
Renee' Collier

Washington County Senior Center May 2025 Schedule of Events				
M	T	W	TH	F
			1 10am: Chair Volleyball	2
5 10am: Games with Teresa	6 CENTER CLOSURE EXCEPT MEALS ON WHEELS 3:45am: Center unlocked 4:30am DC Trip	7 NO CARDIO DRUM 10am: Wool-Ball	8 10am: Bingo w/ Annette	9
12 10am: Matching	13 10am: Crafts w/ Staff	14 10am: Ring Toss	15 10am: Crafts w/ Quinterlene	16
19 NO CARDIO DRUM 10am: Library Visit	20 10am: Memory Games w/ Zeta Phi Beta	21 NO CARDIO DRUM & DRUM FITNESS CENTER CLOSE @ 3PM 8:45am: Beach Shopping Trip	22 10am: Games w/ Annette	23 EMERGENCY 6pm: Bingo Card Sales Begin 6:30pm: Games Begin
26 CLOSED FOR MEMORIAL DAY	27 10am: Cooking w/ Renee	28 10am: Bulls-eye Bounce	29 9am: Coffee Break w/ Director 10:30am: Nutrition Presentation	30

Mondays:
8:30-11:00am: CR-Diamond Art
9:30-10:00am: Cardio Drums
11:00-11:15am: Education Corner
1:00-3pm: Pickle Ball
5:15-6:05pm: Dance Fitness
6:15pm: Yoga

Tuesdays:
8:30-11:00am: CR-Wood Crafts
9:30-10:00am: Getting Fit
1:00-2:00pm: Chair Exercise
2:00-4:00pm: Uncle Bud's Knitters
5:30-6:30pm: Beginner Line Dancing

Wednesdays:
8:30-11:00am: CR-Fabric Crafts
9:30-10:00am: Cardio Drums
11:00-11:15am: Inspirational Moment
1:00pm: Crafts with Sandra
1:00-3pm: Pickle Ball
5:30-6:30pm: Dance Fitness

Thursdays:
8:30-11:00am: CR-Painting Crafts
1:30-10:00am: Getting Fit
9:30-10:00am: Getting Fit
12:30-2:00pm: Diamond Art Class
1:00-2:00pm: Chair Exercise
5:00-6:00pm: Advanced Line Dancing

Fridays:
8:30-10:30am: Technology Time by Appt
by Preceding Wednesday
9:30-10:00am: Walking Trac (Indoors)
10:00-11:00am: Corn-Hole, "one against all-non regulation"

National Museum of African American
History and Culture Trip
Tuesday, May 6, 2025

Come with us for a short visit to our Nation's Capitol at the National Museum of African American History & Culture. The museum will be followed by a trip to Potomac Mills for some shopping and heading home for the night.

*****THIS TRIP INVOLVES WALKING MULTIPLE MILES*****

WHILE WALKERS/CANES ARE ALLOWED-YOU MUST BE ABLE TO WALK MILES USING WALKER WITHOUT HUMAN ASSISTANCE OR YOU MUST BRING A CAREGIVER

MAX 51 SEATS

Need money for the following:

- Breakfast at Cracker Barrel
- Lunch on your own during the day
- Purchases/Souvenirs/Shopping
- Dinner at Golden Corral



*****ONE CARRY ON BAG ONLY*****

You must be able to sit bag in above head storage as to not cause crowded space for others.



Washington County

Washington County

BINGO Night

SENIOR CENTER BINGO FUNDRAISER

Join us for a chance to win cash and help the Center raise money!

SNACKS AVAILABLE FOR SALE

FRIDAY

CARD SALES 6PM
GAMES @ 6:30PM

MAY 23RD

198 Hwy 45 N - Plymouth

OBX Shopping & Lunch Trip

Wednesday, May 21, 2025

- 8:30am: Begin loading buses
- 8:45am: Leave Senior Center
- 10-11:30am: Shopping at Outer Banks Outlet Mall
- 11:45-1pm: Lunch at Captain Georges
- 1:10-1:40pm: A Penny Saved Thrift Store
- 1:50-2:20pm: Goodwill Thrift Store
- 2:30-3pm: Hotline Pink
- 3:05-3:35pm: CHKD Thrift Store
- 5:15pm: Arrive back at Senior Center

MAX 24 PEOPLE

You must bring at least \$60 for your buffet, drink and tip.
Also bring other money for purchases.

Riverlight Transit will pick-up morning route/ staff will drop off afternoon route.
Please inform staff if bringing large assistive devices.

Surplus
Debbie Knieper

Personal Property Surplus Year End Update FY2024 to 2025

Sold

ID	Asset	Price	Beginning Bid	Status
2025-002	Panasonic Tough Books	\$100.00		S/PU
2025-003	TV, VCR, DVD	\$20.00		S/PU
2025-001	Dell Optiplex 380 w Monitor	\$0.00		Tossed
2025-004	2010 Ford Fusion	\$3,000.00	1,000	S/PU
2025-005	Ford E 450 2016	\$7,120.00	2750	S/PU
2025-006	HP Jet Pro SC	\$76.00	50	S/PU
2025-007	IBM Printer	\$0.00	40	Tossed
2025-008	HP Jet Pro 8620 Printer	\$40.00	40	S/PU
2025-010	Dell Optiplex 330	\$0.00	20	Tossed
2025-011	Optiplex 3070	\$40.00	40	S/PU
2025-012	2008 Dodge Charger	\$725.00	250	S/PU
2025-013	3 HP Laptops	\$14.00	10	S/PU

Total **\$11,135** **No Updates for April Meeting**

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

Airport
Mary Moscato

Project Update:

- **Airfield Lighting Improvement Project**
 - **Scope:** Project includes the replacement of runway edge and runway threshold lighting, replacement of precision approach path indicator system (PAPI), replacement of runway end indicator lights (REIL), electrical vault modifications, and an existing beacon light fixture to be replaced.
 - **Status:** There was no activity during April. The project will remain open until the Obstruction Removal project is completed and the FAA is able to conduct a second flight check of the PAPI lights on runway 3.
- **RPZ Obstruction**
 - **Scope:** Consists of clearing approximately 33 acres of trees from the approach areas of Runway 3 and 21. The project includes design, permitting, bidding, CATEX, and grant assistance services. This Project may include, but is not limited to, such construction elements as clearing, clearing and grubbing, erosion and sediment control, construction safety and phasing plans, turf restoration, and other similar construction items.
 - **Status:** Received Sawyer Land Development's contract on March 29th. Currently review and signature are pending.
- **AWOS (Automated Weather Observing System)**
 - **Status:** After consideration of future development at the airport the location has been shifted 500' North. Before design can start a CATEX needs to be completed, a Pen & Ink Update to the ALP, and an NR study. Received a Work Authorization for approval to conduct the CATEX environmental study.
- **Terminal Parking Lot Rehabilitation**
 - **Scope:** Rehabilitate part of the existing access road to the Airport and the airport terminal area parking lot. The project is anticipated to include a mix of full depth pavement replacement of the existing asphaltic pavement and mill and overlay of the existing asphaltic road and parking lot pavement.
 - **Status:** The Work Authorization (WA) is currently pending NCDOT's review. The BIL AIG grant application has been submitted; however, please note that the review and approval process is lengthy, so it may be some time before the grant funds are awarded.

Other Activities:

- Prepared and submitted the proposed FY26 budget.
- Campbell Oil's technicians visited the Fuel Farm and completed the annual filter replacement, as part of routine maintenance. During the visit, they also replaced a leaking solenoid on the Jet A fuel side.
- Attended the annual NC Airport Association conference in Wilmington, where I received the NC Airport Professional certification for completing the NC Airport Leadership & Management Program.
- Staff from the NC Department of Aviation visited PMZ for our annual Planning Meeting.

Revenue Update (as of 4/29/25):

- April Fuel Sales: \$2,234.53
- Total fuel sales for FY25: \$50,903.44 (67.48% Realized)
- Hangar Leases: \$15,600 (100%)

Facility Services

Ricky Young

Safety Briefing

- No issues

Budget Review

Work Order Review

- All departments are using the new work order system.
- We have completed 52 work orders.

Preventive Maintenance Schedule

- All PM's are up to date.

Project Updates

- The Courthouse roof project has been completed.
- Finished installing signs for DSS.
- 7 backflow preventers are to be installed on 4-30-2025

Staffing and Training

- I have one Maintenance person leaving to work for the Town of Roper.

Register of Deeds

Tim Esolen

1. Our air conditioning unit has been replaced. Thank you, maintenance.
2. April 1 to April 22, 2025: 3 Marriage Licenses issued.
5 Death Certificates Filed
14 Different Copies of Birth Certificates issued
3. There has been an increase for copies of Birth Certificates and Marriage Certificates due to the Real ID driver's licenses.
4. Business as usual.

Washington County Board of Social Services
Regular Meeting Minutes
Tuesday, March 18, 2025

Attendance

- Board of Social Services: Julius Walker, Harry White and Ann Keyes
- By Phone: Rona Norman
- Staff: Clifton Hardison, Tammy Mixon and Lynn Swett

Call to Order

The monthly meeting of the Washington County Board of Social Services was held on Tuesday, March 18, 2025 at 9:00 AM. Mr. Walker, Chairman, called the meeting to order and welcomed everyone.

Additions/Deletions to the Agenda

Mr. Walker asked for any additions or deletions to the agenda. None were added. Harry White moved to approve the agenda and Ann Keyes gave a second to the motion. The vote in favor of the motion was unanimous.

Public Comments

None were given.

Consent Agenda

Rona Norman moved to approve the consent agenda that included the February 18, 2025 regular board meeting minutes. Ann Keyes gave a second to the motion and the vote in favor of the motion was unanimous.

Medicaid presentation

Tammy Mixon presented the Medicaid Presentation. The presentation can be found with the minutes.

Director's Report/Informational Items

Administration: We have eight vacancies - three Social Worker IA&T positions, one Permanency Planning Social Worker III position, one Social Work Supervisor III position, one vehicle operator position and two Income Maintenance Case Worker positions. All the positions have been posted.

Food and Nutrition Services: Food Stamp statistics were reviewed.

Child Care: Child Care statistics were reviewed. We have 46 children on the waiting list at this time.

Medicaid: Medicaid and Program Integrity statistics were reviewed.

Children Services: Child Protective Services and Permanency Planning statistics were reviewed. We are currently working with a total of 29 children, all of them are in our custody. We have three children that are in unlicensed foster homes due to their mental health issues and behaviors and those children are costing close to \$27,000 a month. We are working diligently to find other placements.

Adult Services: Adult Services statistics were reviewed.

Energy Program: Energy Programs were reviewed.

Work First: Work First statistics were reviewed.

Child Support: Child Support statistics were reviewed. Child Support is being managed by Young Williams.

Riverlight Transit: Riverlight Transit statistics were reviewed.

Director's PowerPoint presentation and spreadsheet reports are attached.

Other items: The next meeting for the Board is April 15, 2025 at 9 a.m.

Adjournment

Mr. White made a motion to adjourn and Ms. Norman gave a second to the motion. There being no further business to come before the Board, Mr. Walker adjourned the meeting.

Respectively submitted,
Julius Walker, Chairman

Submitted by Cathy Ange

**WASHINGTON COUNTY
BOARD OF SOCIAL SERVICES MEETING
TUESDAY, APRIL 15, 2025
9:00 AM**

BOARD ROOM

**WASHINGTON COUNTY
DEPARTMENT OF SOCIAL
SERVICES**

**209 EAST MAIN ST
PLYMOUTH, NC 27962**



WASHINGTON COUNTY BOARD OF SOCIAL SERVICES MEETING
AGENDA
TUESDAY, APRIL 15, 2025
9:00 AM

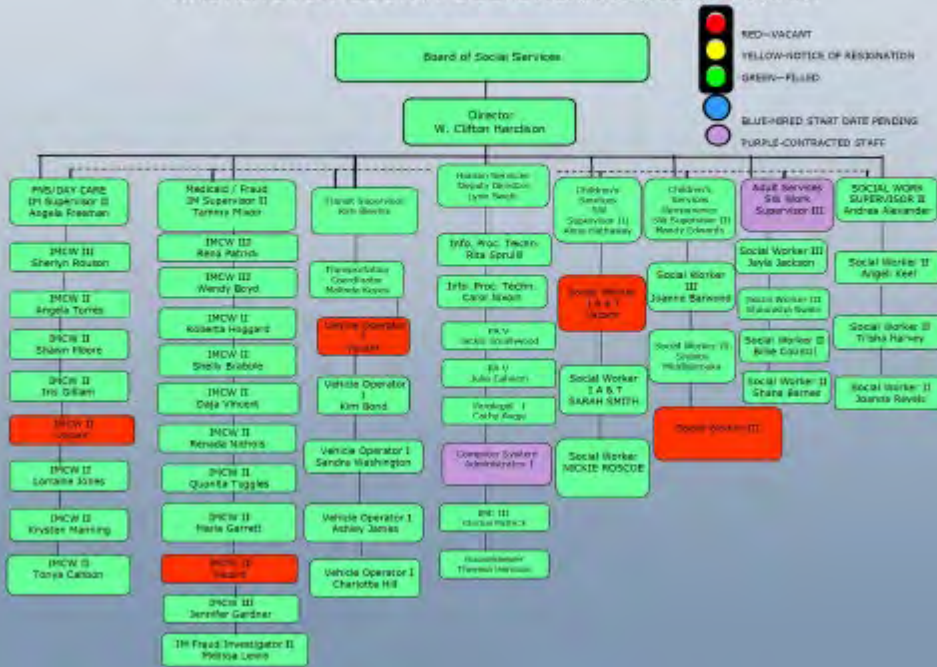
1. **WELCOME AND CALL TO ORDER –CHAIR, JULIUS WALKER**
2. **ADDITIONS OR DELETIONS TO THE AGENDA**
– CHAIR, JULIUS WALKER
3. **PUBLIC COMMENTS – CHAIR, JULIUS WALKER**
4. **INTRODUCTION OF NEW STAFF – CLIFTON HARDISON**
5. **CONSENT AGENDA – CHAIR, JULIUS WALKER**
 - A. **OPEN MEETING MINUTES – MARCH 18, 2025**
 - B. **WASHINGTON COUNTY DSS FRAUD PLAN**
6. **BUDGET PRESENTATION – LYNN SWETT**
7. **DIRECTOR’S REPORT – CLIFTON HARDISON**
8. **NC SOCIAL SERVICES COMISSION BOARD APPOINTMENT– JULIUS WALKER**
9. **OTHER ITEMS BY BOARD MEMBERS OR DIRECTOR-**
NEXT MEETING – TUESDAY, MAY 20, 2025 at 9:00 AM
10. **ADJOURN – CHAIR, JULIUS WALKER**

Agenda Item 7: Consent Agenda

The consent agenda contains items that may be considered at one time and can be approved with one motion. These items may include the minutes of previous open meetings and closed meetings, budget amendments or other items that board members may deem to be approved with little or no discussion.

- Board members may add, delete or change any items that appear on the consent agenda. If any board member desires to discuss or vote separately on any item placed on the consent agenda, the item may be removed and placed on the regular agenda.
- If board members agree with the items placed on the consent agenda and they do not desire to discuss or remove any of the items, all of the items on the consent agenda may be approved with one vote. The consent agenda may be approved as presented with one motion. A second to the motion is required and the board will need to vote on the motion.
- If corrections must be made to Closed Session meeting minutes, a Closed Session will be needed to discuss them. If there are no corrections, the motion approving the minutes of the Regular Session minutes will also include the Closed Session minutes.
- Items on the consent agenda may be acted and voted upon individually also. The board will decide whether or not to consider consent agenda items individually.

WASHINGTON COUNTY DSS ORGANIZATIONAL CHART



DIRECTOR'S REPORT

- * ADMINISTRATION/FINANCE
- * FOOD & NUTRITION SERVICES
- * CHILD CARE
- * MEDICAID
- * PROGRAM INTEGRITY
- * CHILD WELFARE
- * ADULT PROTECTIVE SERVICES
- * IN-HOME SERVICES
- * WORK FIRST EMPLOYMENT SERVICES
- * WORK FIRST CASH ASSISTANCE
- * ENERGY PROGRAMS
- * CHILD SUPPORT SERVICES
- * RIVERLIGHT TRANSIT

Upcoming Audits / Monitorings

- April 21, 2025 4-year Adult Services Programmatic Monitoring will be conducted on site.
- April 24, 2025 Work First Employment Services Monitoring review from previous PIP

Audit/Monitoring Findings

- We have been notified by DHB the review of the single county audit findings for the one Medicaid case are being calculated. We will receive a letter once the final amount of ineligibility overpayments are confirmed. We are looking at a 10 month period in which the case pulled was ineligible for benefits.
- Attached is our results from the HCCBG In-Home Aid Monitoring

COMMENTS? QUESTIONS?



DIRECTOR'S TRAVEL

April 17, 2025 – Off

May 2, 2025 – Off

April 23rd-25th – Guardianship conference – Carolina Beach

April 29th – Municipal and County Administration Alumni Meeting – Chapel Hill

ADMIN. Fy	23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Staff Level	54	51	50	49	48	51	50	50	46	48			
Vacancies		3	4	5	6	3	4	4	8	6			
Contracted Staff	12												
IT								1	1	1			
Eligibility								2	2	2			
Social Work								9	10	10			
Front Desk													
Visits		272	246	233	261	153	214	226	211	246			
FINANCIAL													
Expenditures from 1571	\$3,523,320	\$410,686	\$380,847	\$407,965	\$429,447	\$414,886	\$368,376	\$374,026	\$376,560	\$360,529			
Percentage of total budget Remaining		87.00%	73.00%	66.00%	60.00%	52.00%	46.00%	39.00%	33.00%	26.00%			

FMS Fy 23-24	YTD TOTALS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		2,650	2,655	2,633	2,733	2,782	2,809	2,766	2,811	2,799			
Benefits	\$4,096,989	\$435,164	\$440,276	\$390,823	\$465,712	\$474,303	\$477,071	\$462,470	\$477,223	\$473,947			
Applications Taken	723	99	88	76	97	51	88	109	66	49			
Reviews Completed	1176	128	139	105	224	152	87	109	115	117			

CHILD CARE FY 23-24	YTD TOTALS	June Service Month	July Service Month	August Service Month	Sept Service Month	Oct Service Month	Nov Service Month	Dec Service Month	Jan Service Month	Feb Service Month	March Service Month	April Service Month	May Service Month
Children Served		170	172	170	164	166	192	185	197	178			
Waiting List		59	58	60	36	44	46	51	48	40			
Benefit Amount	\$1,285,302	\$82,844	\$88,297	\$84,661	\$83,014	\$86,836	\$84,683	\$82,003	\$82,782	\$86,287			
Total Benefit Issued	\$ 761,407												
Benefit Remaining	\$523,895												

**FEBRUARY FIGURES ARE PRELIMINARY AND MAY CHANGE IN THE FUTURE

MEDICAID FY 23-24	Monthly Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Individuals Served		4,335	4,450	4,474	4,499	4,499	4,554	4,595	4,648	4,661			
Applications Taken	588	66	61	65	70	67	75	75	52	57			
Reviews Completed	1,082	125	126	130	123	124	107	124	105	118			

PROGRAM INTEGRITY FY 23-24		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Claims-On Going													
	FNS	74	71	73	76	73	80	79	78	84			
	Medicaid	1	1	1	1	1	1	1	1	1			
	WFFA	3	3	3	3	3	3	3	3	4			
	Child Care	12	12	12	12	12	12	12	12	12			

CHILD PROTECTIVE SERVICES FY 23-24													
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total Children involved with Foster Care		27	28	29	30	26	29	29	29	29			
Total Children in DSS Custody		27	28	29	30	26	29	29	29	29			
Total Children not in DSS Custody		0	0	0	0	0	0	0	0	0			
Reports Received		12	8	10	6	5	4	6	5	7			
Children in Assessments/ Investigations		61	58	45	40	42	42	44	43	48			

ADULT PROTECTIVE SERVICES FY '23-24													
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Reports Received		3	4	1	7	3	7	2	4	14			
Total Active Cases		1	3	5	6	3	5	4	4	7			
Guardianship Cases		6	6	6	6	6	6	6	6	6			

IN HOME SERVICES FY 23-24														
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
In Home Aid Clients		16	16	16	16	16	16	15	14	14				
In Home Aid Inquiry List		28	29	29	29	30	29	29	33	30				
Special Assist In Home Aid Clients		5	4	4	5	5	4	4	3	4				
Community Alternatives Program for Disabled Adult Clients (CAP)														
		56	55	55	53	53	56	59	59	60				

Work First Employment & Cash Assistance FY 23-24	ytd Totals	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cash Benefits Issued	\$28,494	\$3,471	\$2,969	\$2,710	\$2,783	\$3,599	\$3,046	\$3,054	\$3,271	\$3,591			
Emergency Assist Issued	\$30,095	\$5,663	\$7,288	\$5,341	\$5,809	\$5,900	\$95	\$0	\$0	\$0			
Employment Assist Issued	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Emergency Relief	\$101	\$0	\$0	\$101	\$0	\$0	\$0	\$0	\$0	\$0			
Applications Taken	34	2	7	2	4	4	2	6	4	3			
Single Parent Caseload	25	3	2	2	2	3	3	4	3	3			
Two Parent Caseload		1	0	0	0	0	0	0	0	0			
Child Only Cases		13	13	13	13	13	13	14	13	13			
200% of Poverty Cases		2	7	7	7	6	6	6	4	2			
TOTAL OPEN CASES		19	22	22	22	22	22	24	20	18	0	0	0

ENERGY PROGRAMS FY 23-24	Balance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
CIP Apps	179	33	39	34	51	2	0	8	8	4			
CIP Paid checkwrite	\$337	\$0	\$0	\$0	\$0	\$337	\$0	\$0	\$0	\$0			
CIP Paid direct pay	\$54,686	\$3,177	\$15,626	\$7,926	\$15,474	\$8,954	\$1,029	\$0	\$0	\$2,500			
CIP remaining balance	\$ 100												
LIEAP Apps		0	0	0	0	0	43	13	16	5			
LIEAP paid checkwrite	\$ 4,000	\$0	\$0	\$0	\$0	\$0	\$4,000	\$0	\$0	\$0			
LIEAP paid direct pay	\$ 89,000	\$0	\$0	\$0	\$0	\$0	\$86,100	\$300	\$0	\$2,600			
LIEAP remaining balance	\$ 215												

CHILD SUPPORT-WASHINGTON CO. FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Caseloads	860	855	844	834	816	801	795	790	780			
Paternity Established	12	0	3	0	0	4	1	0	1	3		
Total Collections	\$919,890	\$108,612	\$109,367	\$120,933	\$99,530	\$92,209	\$103,628	\$92,175	\$88,418	\$105,018		
Orders Established	2	0	0	0	0	1	0	0	1	0		

RIVERLIGHT TRANSIT FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly Unduplicated Riders	71	69	61	84	73	62	69	66	76			
Medicaid Transportation	28	24	22	24	20	21	21	25	27			
MODIVCARE	5	6	6	10	6	2	4	2	3			
ONE CALL	0	0	0	0	0	0	0	0	0			
Roanoke Development Center	0	0	0	0	0	0	0	0	0			
Senior Center	9	9	9	10	10	10	9	10	9			
Rural General Public	6	9	10	18	14	6	10	6	13			
Other (DDS, WF, EDTAP)	23	21	14	22	23	23	25	23	24			

RIVERLIGHT TRANSIT FY 23-24	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Monthly One-Way Passenger Trips	662	572	613	726	567	553	516	557	667			
Roanoke Development Center	0	0	0	0	0	0	0	0	0			
Medicaid Transportation	155	123	155	181	133	123	127	140	166			
MODIVCARE	12	13	15	27	15	3	7	3	6			
ONE CALL	0	0	0	0	0	0	0	0	0			
Senior Center	287	228	271	278	243	214	191	220	243			
Other (DDS, WF, EDTAP)	170	168	122	168	124	183	152	158	176			
Rural General Public	38	40	50	72	52	30	39	36	75			

WASHINGTON COUNTY

STATISTIC REPORT



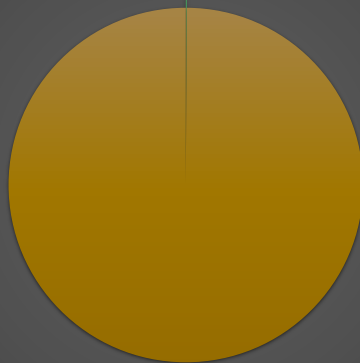
Reporting Period:

APRIL 2025

**TAX
FY24-25**

	July	Aug.	Sept.	Oct.	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Collections													
Amount*													\$ -
Current Year Tax	\$ 1,034,603.36	\$ 472,813.97	\$ 1,716,260.60	\$ 359,027.43	\$ 252,118.91	\$ 2,106,482.61	\$ 700,876.18	\$ 101,266.77	\$ 382,996.66				\$ 7,126,446.49
Current Yr Discount	\$ -	\$ (2,288.44)	\$ (17,589.09)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ (19,877.53)
Current Year Penalty	\$ -	\$ 84.94	\$ 3,143.33	\$ 758.09	\$ 282.21	\$ 7,393.01	\$ 1,264.21	\$ 763.50	\$ 269.01				\$ 13,958.30
Current Year Interest	\$ -	\$ -	\$ 1.85	\$ 345.61	\$ 18.24	\$ -	\$ 3,333.51	\$ 2,745.48	\$ 13,437.51				\$ 19,882.20
Watershed Tax Current Yr	\$ 900.00	\$ 1,339.03	\$ 20,694.17	\$ 4,317.62	\$ 2,834.21	\$ 24,967.22	\$ 8,307.65	\$ 1,082.98	\$ 4,279.06				\$ 68,721.94
Watershed Discount	\$ -	\$ (25.44)	\$ (205.23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Watershed Penalty	\$ -	\$ 1.05	\$ 37.18	\$ 7.86	\$ 3.20	\$ 88.08	\$ 13.30	\$ 7.04	\$ 2.74				\$ 160.45
Watershed Interest	\$ -	\$ -	\$ -	\$ 3.38	\$ -	\$ -	\$ 35.88	\$ 28.65	\$ 148.77				\$ 216.68
Prior Year Tax	\$ 113,986.52	\$ 43,681.96	\$ 24,819.23	\$ 16,739.69	\$ 17,640.25	\$ 14,073.23	\$ 30,405.48	\$ 12,622.34	\$ 1,558,029.67				\$ 1,821,998.27
Prior Year Penalty	\$ 532.81	\$ 46.79	\$ 88.76	\$ 56.61	\$ 118,382.20	\$ 651.67	\$ 99.63	\$ 65.62	\$ 34,588.38				\$ 154,513.47
Prior Year Interest	\$ 107,944.06	\$ 164,514.32	\$ 6,368.56	\$ 3,241.20	\$ 47,996.24	\$ 3,080.20	\$ 5,214.38	\$ 1,967.57	\$ 56,293.22				\$ 396,619.75
Prior Year Watershed	\$ 427.68	\$ 172.72	\$ 237.18	\$ 185.25	\$ 121.76	\$ 99.19	\$ 263.76	\$ 159.57	\$ 272.86				\$ 1,939.97
Prior Year WS Penalty	\$ 5.90	\$ 0.28	\$ 0.91	\$ 0.70	\$ 0.16	\$ 1.99	\$ 0.59	\$ 1.40	\$ 1.10				\$ 13.09
Prior Year WS Interest	\$ 483.98	\$ 346.23	\$ 337.46	\$ 331.52	\$ 181.50	\$ 112.78	\$ 253.18	\$ 228.61	\$ 437.85				\$ 2,713.11
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Prepayments	\$ -	\$ 83.08	\$ 921.61	\$ 2,654.05	\$ 4,626.74	\$ 2,101.07	\$ 3,111.61	\$ 4,774.56	\$ 7,453.12				\$ 25,725.84
TOTAL	\$ 1,258,885.31	\$ 680,770.49	\$ 1,755,116.52	\$ 387,669.01	\$ 444,205.62	\$ 2,159,051.05	\$ 753,179.36	\$ 125,714.09	\$ 2,058,209.95	\$ -	\$ -	\$ -	\$ 9,623,032.07
Advalorem Garnishments													
Initiated	0	0	0	0	-	0	0	0	0				0
Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50				\$ -
Satisfied/Cancelled	0	0	0	0	-	0	0	0	0				0
Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50				\$ -
* Bank Attachments are usually in/out the same month - the bank either pays or sends a notice that no funds are available.													
Tax and Tag Collections	\$ 94,977.77	\$ 91,165.98	\$ 85,475.57	\$ 89,228.29	\$ 70,231.90	\$ 88,471.75	\$ 91,033.26	\$ 86,763.04	\$ 109,370.55				\$ 711,740.34
Solid Waste Fees													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Collected All Years	\$ 14,532.69	\$ 28,278.01	\$ 360,458.82	\$ 79,282.71	\$ 70,585.68	\$ 204,641.79	\$ 112,884.94	\$ 42,147.49	\$ 48,258.61				\$ 961,070.74
Bad Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
TOTAL	\$ 14,532.69	\$ 28,278.01	\$ 360,458.82	\$ 79,282.71	\$ 70,585.68	\$ 204,641.79	\$ 112,884.94	\$ 42,147.49	\$ 48,258.61	\$ -	\$ -	\$ -	\$ 961,070.74
Eddie Smith Drainage													
Billed Current Yr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Collected Current Yr	\$ 291.70	\$ -	\$ 259.16	\$ 210.84	\$ 265.30	\$ 2,915.79	\$ 1,037.97	\$ -	\$ 23.32				\$ 5,004.08
TOTAL	\$ 291.70	\$ -	\$ 259.16	\$ 210.84	\$ 265.30	\$ 2,915.79	\$ 1,037.97	\$ -	\$ 23.32	\$ -	\$ -	\$ -	\$ 5,004.08
Drainage Fees - Other													
Collected Current Yr	\$ 6,167.86	\$ 12,381.04	\$ 36,559.47	\$ 10,230.76	\$ 9,486.77	\$ 64,140.63	\$ 26,292.82	\$ 944.88	\$ 187.41			0	\$ 166,391.64
Town Collections													
Creswell Levy	\$ 349.86	\$ 1,674.35	\$ 24,831.41	\$ 4,732.93	\$ 741.70	\$ 40,327.43	\$ 6,814.78	\$ 910.88	\$ 421.22				\$ 80,804.56
TOTAL TAX DEPOSIT	\$ 1,375,205.19	\$ 814,269.87	\$ 2,262,700.95	\$ 571,354.54	\$ 595,516.97	\$ 2,559,548.44	\$ 991,243.13	\$ 256,480.38	\$ 2,216,471.06	\$ -	\$ -	\$ -	\$ 11,642,790.53

Tax Fees

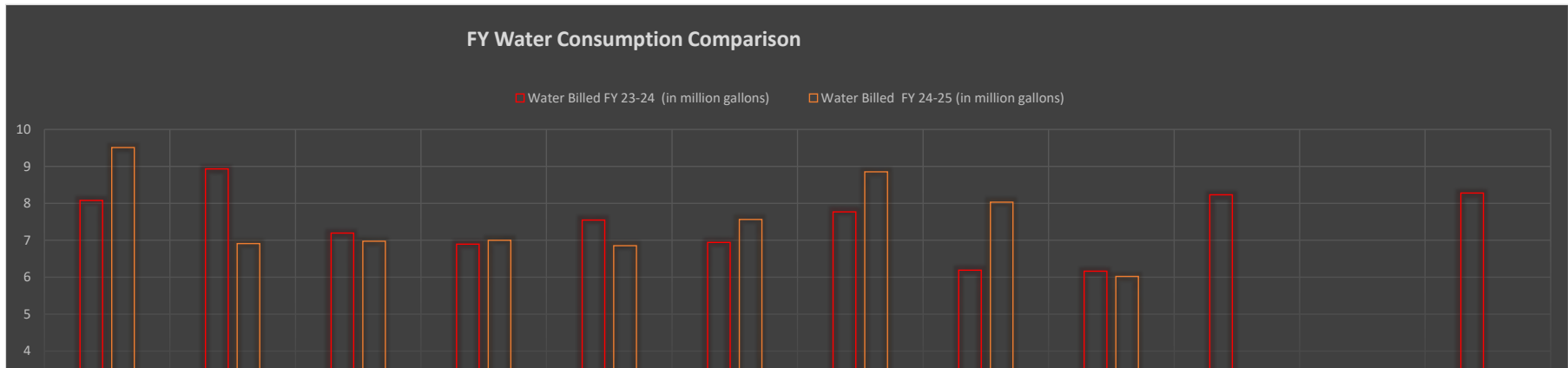


■ Current Yr Discount
 ■ Current Year Penalty
 ■ Current Year Interest
 ■ Watershed Tax Current Yr
 ■ Watershed Discount
 ■ Watershed Penalty
 ■ Watershed Interest
 ■ Prepayments
 ■ TOTAL

Albemarle Beach Solar, LLC I am in contact with Albemarle Beach Solar. They have a buyer and the sell is expected to be finalized in March. All taxes will be paid at that time, per ABS.
 VL Group A, LLC The 2024 taxes are delinquent but we have had inquiry from the company for the delinquent balance. We are expecting payment in March.
 Plymouth Solar, LLC No payments received, however we are expecting payment in March.

I am in contact with the same person who is handling the Albemarle Beach Solar, LLC payment plan for a status on the payments for VL Group, LLC and Plymouth Solar, LLC. I have been told that with the sell of Albemarle Beach Solar we should receive payment for all.

	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Water Billed FY 23-24 (in million gallons)	8.08	8.93	7	6.896	7.547	6.94	7.77	6.19	6.16	8.23	2.755	8.28	86
Water Billed FY 24-25 (in million gallons)	9.51	6.91	6.97	7	6.85	7.56	8.85	8.03	6.02				30
Base Charges	\$ 71,439	\$ 71,283	\$ 71,361	\$ 71,127	\$ 71,217	\$ 70,934	\$ 70,916	\$ 71,139	\$ 71,191				\$ 640,607
Consumption Charges	\$ 81,120	\$ 46,350	\$ 47,445	\$ 47,580	\$ 45,855	\$ 54,570	\$ 73,935	\$ 63,900	\$ 37,260				\$ 498,015
Reconnecton Charges	\$ 1,890	\$ 2,240	\$ 2,170	\$ 2,135	\$ 1,470	\$ 1,680	\$ 1,785	\$ 1,785	\$ 2,415				\$ 17,570
Number of Abatements	18	9	4	9	4	5	13						62
Dollar Amount of Abatements	\$ 2,408.50	\$ 3,608	\$ 413	\$ 1,493	\$ 186	\$ 1,075	\$ 2,830						\$ 12,012.50
Water Pumped (in million gallons)	16.4	15.9	14.14	13.16	12	13	16	13	13				126.880
Number of Customers	2682	2676	2679	2670	2673	2665	2667	2670	2672				24,054
New taps	2	2	1	0	1	1	0	0	2				2
Water Billed to Roper	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$ 4,844.65	\$4,844.65	\$4,844.65	\$4,844.65	\$ 4,844.65	\$ 4,844.65				\$ 43,601.85
													0



EMERGENCY MEDICAL SERVICES (EMS)

FY24-25

Washington County

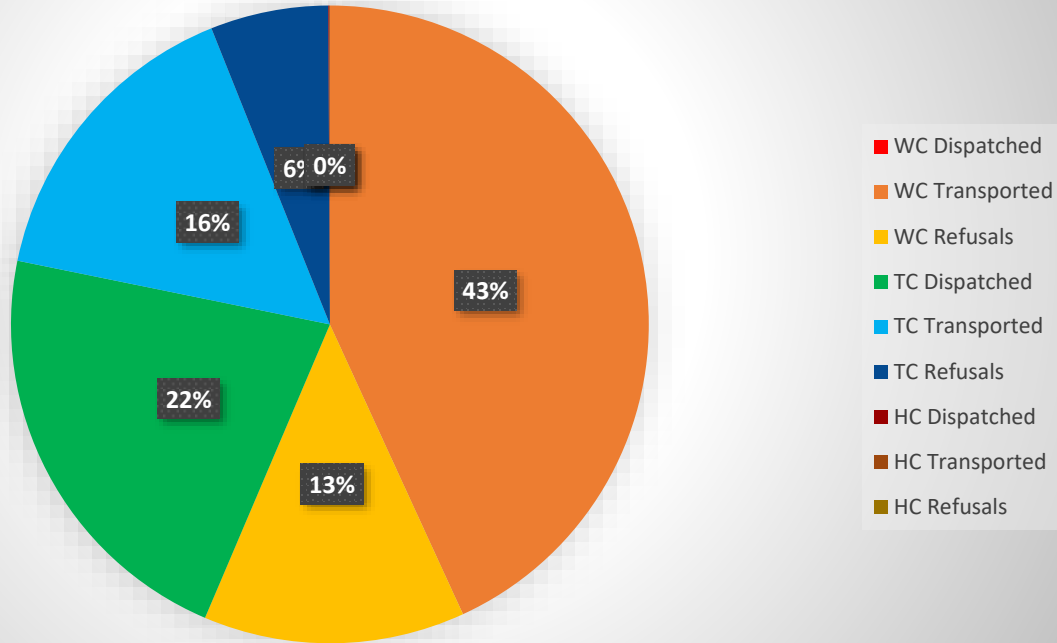
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
WC Dispatched	161	131	148	151	115	148	179	218	138				
WC Transported	124	95	120	113	87	112	143	167	100				1061
WC Refusals	37	36	28	34	30	36	36	51	38				326
Transport Washington													
Hospital to Hospitals	0	1	0	1	0	0	1	0	0				3
SNF to Doctors	112	94	132	199	149	177	162	129	118				1272
Hospital Discharges	13	9	19	13	6	15	22	6	12				115
EMS Back Up	4	5	6	6	2	8	6	5	5				47

Tyrrell County

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
TC Dispatched	51	66	51	69	51	39	72	61	76				536
TC Transported	36	41	39	52	35	30	55	44	55				387
TC Refusals	15	25	12	15	16	9	17	17	21				147
Mutual Aid Hyde													
HC Dispatched	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Transported	0	1	0	0	0	0	0	0	0	0	0	0	1
HC Refusals	0	0	0	0	0	0	0	0	0	0	0	0	0

EMS Dispatches for FY24-25

(Washington, Tyrrell & Hyde Counties)

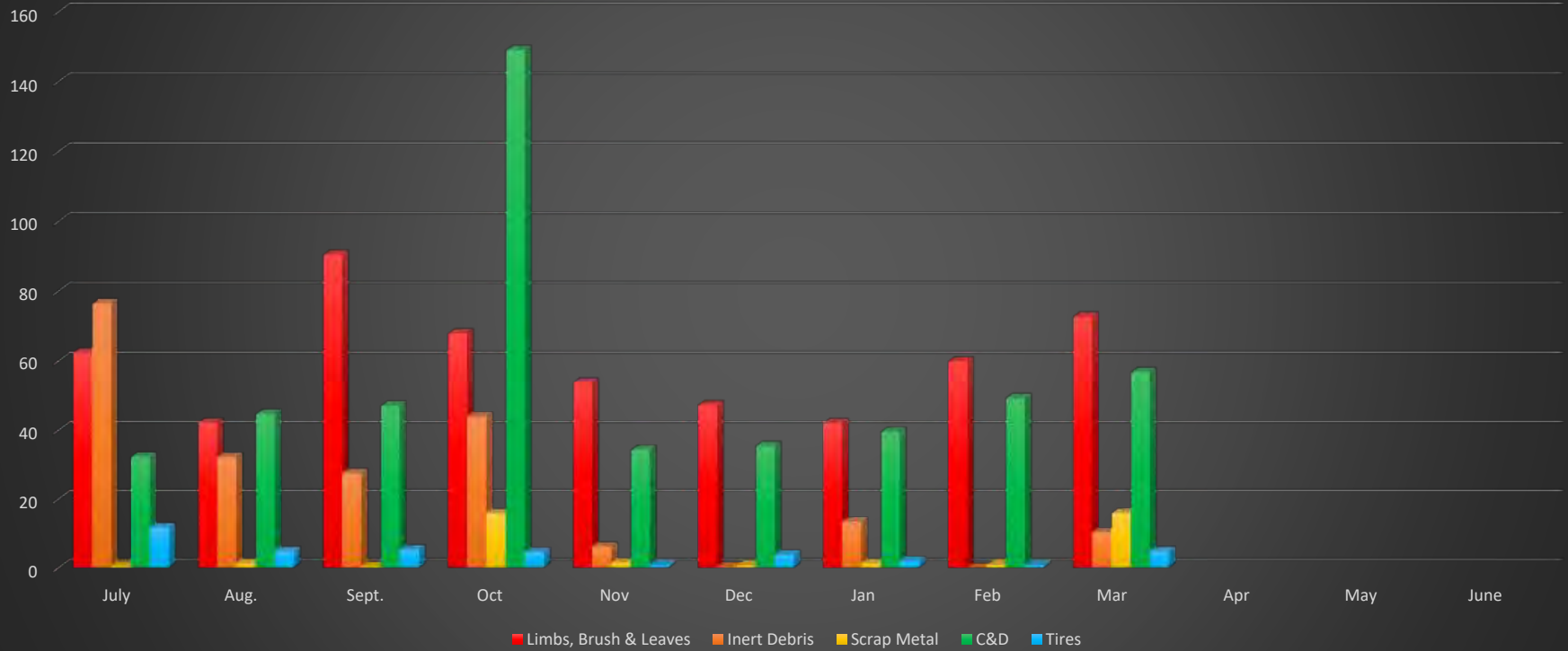


LANDFILL *(in tons)*

FY 24-25

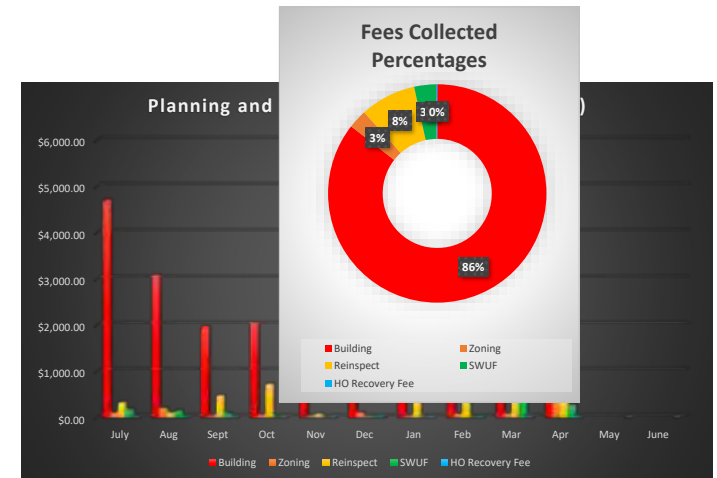
	July	Aug.	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
Limbs, Brush & Leaves	62.41	42.11	90.43	67.89	53.79	47.32	42.05	59.86	72.73				538.59
Inert Debris	76.5	32.1	27.58	43.95	6.19	0.27	13.36	0	10.25				210.20
Scrap Metal	0.57	1.34	0.49	15.85	1.51	0.69	1.36	0.94	15.93				38.68
C&D	32.24	44.74	47.06	149.03	34.31	35.45	39.55	49.34	56.81				488.53
Tires	11.76	4.92	5.37	4.57	0.77	3.81	2.00	0.76	4.90				38.86

Landfill Collections in Tons



PLANNING AND ZONING
FY24-25
Inspections and Fees

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD Totals
Building	\$4,702.70	\$ 3,080.00	\$ 1,960.40	\$ 2,043.50	\$ 1,240.60	\$ 5,243.50	\$ 5,688.80	\$ 2,493.50	\$ 3,142.80	\$ 3,234.00			\$32,829.80
Zoning	\$ 100.00	\$ 200.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 100.00	\$ 25.00	\$ 75.00	\$ 75.00	\$ 400.00			\$1,075.00
Reinspect	\$ 325.00	\$ 100.00	\$ 475.00	\$ 725.00	\$ 75.00	\$ -	\$ 375.00	\$ 375.00	\$ 375.00	\$ 350.00			\$3,175.00
SWUF	\$175.00	\$ 145.84	\$ 87.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 562.50	\$ 262.50			\$1,233.34
HO Recovery Fee	\$10.00	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$70.00
Total	\$5,312.70	\$3,525.84	\$2,547.90	\$2,828.50	\$1,350.60	\$5,353.50	\$6,098.80	\$2,953.50	\$4,155.30	\$4,256.50	\$0.00	\$0.00	\$38,383.14



SENIOR CENTER FY24-25

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	YTD Total
Unduplicated Attendees	79	58	78	78	73	69	61						496
Total Guest Check-Ins	29	28	23	22	7	4	21						134
New Member Forms Submitted	8	1	5	2	1	2							19
Center-Sponsored Events	450	396	375	428	274	315	308						2546
Special Events	149	113	144	207	144	208	143						1108
Caregiver's Support Groups	0	0	0	0	0	0	0						0
Exercise Room	64	57	62	59	50	54	62						408
Fitness Workout (ON HOLD)	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD						0
Yoga	8	5	4	4	5	5	8						39
Chair Exercise	51	39	48	39	12	21	29						239
Line Dance	8	HOLD	24	18	9	4	27						90
Crafts With Sandra Lee	13	14	18	16	5	6	1						73
Drop-in Activities	16	25	34	27	56	20	25						203
Pickle Ball (ON HOLD)	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD	HOLD						0
Roper Classes	14		HOLD	HOLD	HOLD	HOLD	HOLD						14
Creswell Classes	10		HOLD	HOLD	HOLD	HOLD	HOLD						10
													YTD Total
	1003	987	989	1131	884	783	602	0	0	0	0	0	6379
Congregate Meals Served	244	237	279	294	231	208							1493
Home-Delivered Meals Served	759	750	710	837	653	575	602						4886
													YTD Total
	\$ 748.00	\$ 2,754.58	\$ 486.50	\$ 100.00	\$ 32.00	\$ 55.00	\$ 60.00	\$ 385.00	\$ -	\$ -	\$ -	\$ -	\$ 4,621.08
Congregate Donations to AC	\$69.00	\$27.24	\$72.50										\$ 168.74
MOW Donations to AC	\$550.00	\$308.00	\$205.00										\$ 1,063.00
Activity Fees to County GF	\$ 80.00	\$ 55.00	\$ 50.00	\$ 80.00	\$ 7.00	\$ 30.00	\$ 50.00	\$ 45.00					\$ 397.00
Senior Collected Donations	\$ 49.00	\$ 2,364.34	\$ 159.00	\$ 20.00	\$ 25.00	\$ 25.00	\$ 10.00	\$ 340.00					\$ 2,992.34

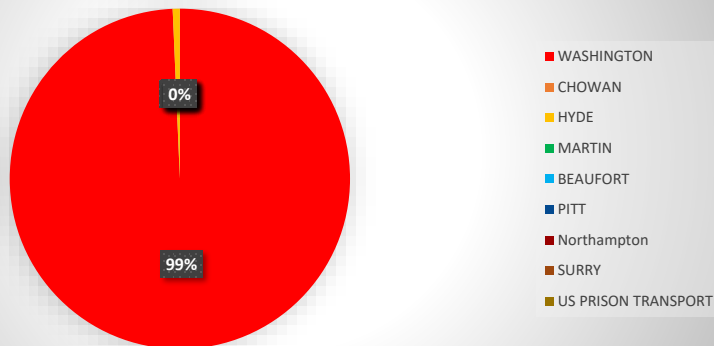
DETENTION

FY24-25

Incarcerations by County

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total (by Gender)	Total Incarcerations
		50	52	67	56	67	51	53	40	51	57	0	0	544	544
WASHINGTON	Male	34	34	48	30	41	30	33	28	36	43			357	440
	Female	8	8	8	10	11	8	8	6	10	6			83	
CHOWAN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
HYDE	Male	0	0	1	1	0	0	1	0	0	0	0	0	3	3
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
MARTIN	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
BEAUFORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
PITT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
Northampton	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
SURRY	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	
SMCP	Male	8	10	10	15	15	13	11	6	5	8			101	101
US PRISON TRANSPORT	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	

Incarcerations by County (Total FY24-25)

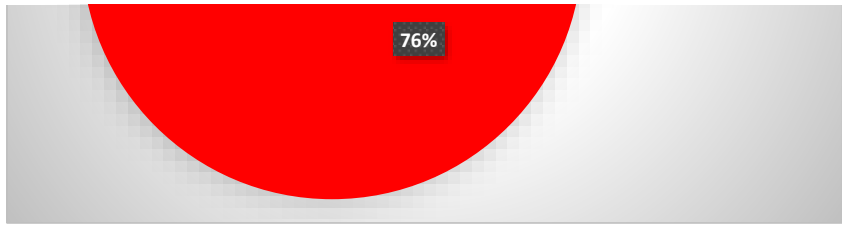


SHERIFF FY24-25

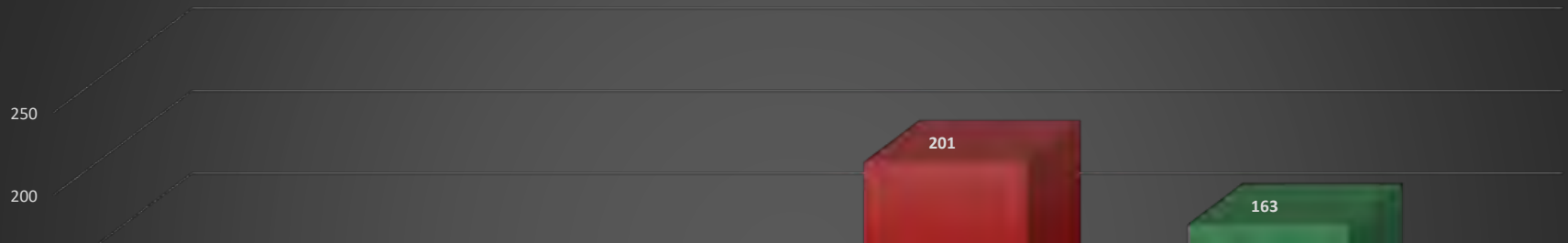
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTALS
Total Number of Dispatched Calls	1105	998	1022	929	915	854	983	787	928		0	0	8521
Law Enforcement	853	755	776	676	728	679	706	559	711				6443
Animal Control	73	89	77	79	47	33	53	47	53				551
EMS	179	154	169	174	140	142	224	181	164				1527
Reported Incidents			31	10									41
Total Arrests								5	10	0	0	0	15
Misdemeanor Arrests			7	2	6	0	5	1	8				29
Felony Arrests			10	0	7	1	3	4	2				27
Total Papers Served	0	0	51	21	48	20	42	42	41	0	0	0	265
Criminal Papers Served			17	4	7	4	8	14	10				64
Civil Papers Served			34	17	41	16	34	28	31				201
Total Papers Outstanding	0	0	36	39	31	29	18	25	42	0	0		220
Criminal Papers Outstanding			7	19	6	8	1	9	7				57
Civil Papers Outstanding			29	20	25	21	17	16	35				163
Gun Permits Issued N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Conceals Pending N/A			10	9									19
Concealed Permits Issued N/A													0

Dispatched Calls (FY24-25)





Total Arrests & Papers Processed/Served (FY24-25)



Ledger Summary Report - Roll-up

Timothy J. Esolen, REGISTER OF DEEDS

Washington, NC
34418-34575

Printed 04/30/2025

Category	Receipt Code	Count	Total	Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts
DEED														
	A/N ASSUMED NAME	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
	AFFT AFFIDAVIT	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
	AGMT AGREEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	ASGMT ASSIGNMENT	5	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.95	\$9.70	\$0.00	\$31.00	\$87.35
	CAN CANCELLATION	16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	COM/D COMMISSIONERS DEED	3	\$254.00	\$0.00	\$0.00	\$0.00	\$176.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
	D/T DEED OF TRUST	18	\$1,152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.28	\$111.60	\$0.00	\$111.60	\$911.52
	DEED DEED	28	\$6,053.00	\$0.00	\$0.00	\$0.00	\$5,325.00	\$0.00	\$0.00	\$10.92	\$54.32	\$0.00	\$173.60	\$489.16
	GIFT/D DEED OF GIFT	5	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.95	\$9.70	\$0.00	\$31.00	\$87.35
	MEMO MEMORANDUM	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
	MEMO/L MEMORANDUM OF LEASE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	MOD/A MODIFICATION AGREEMENT	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	NOTICE NOTICE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	P/A POWER OF ATTORNEY	5	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	R/W RIGHT OF WAY	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.95	\$9.70	\$0.00	\$31.00	\$87.35
	REQ REQUEST FOR NOTICE	1	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
	REVOG REVCTN PWR OF ATTY	2	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.39	\$1.94	\$0.00	\$6.20	\$17.47
	S/TR SUBSTITUTION TRUSTEE	3	\$78.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.78	\$3.88	\$0.00	\$12.40	\$34.94
	UCC UCC 1 TO 2 PAGES	1	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.17	\$5.82	\$0.00	\$18.60	\$52.41
	Category Totals	99	\$8,355.00	\$0.00	\$0.00	\$0.00	\$5,501.00	\$0.00	\$0.00	\$42.81	\$239.50	\$0.00	\$508.40	\$2,063.29
MARR				Fee	NCCTF	DVCF	Pension Fund	Automation Fund	County Receipts					
	ML MARRIAGE LICENSE	4	\$240.00	\$0.00	\$20.00	\$120.00	\$3.60	\$9.64	\$86.76					
	Category Totals	4	\$240.00	\$0.00	\$20.00	\$120.00	\$3.60	\$9.64	\$86.76					
NO BOOK				Fee	Special	Pension Fund	Automation Fund	County Receipts						
	B BIRTH CERTIFICATE	16	\$180.00	\$0.00	\$0.00	\$2.70	\$17.80	\$159.50						
	CERT COPY CERTIFIED COPY	2	\$30.00	\$0.00	\$0.00	\$0.44	\$2.96	\$26.60						

Timothy J. Esolen
Submitted by Timothy J. Esolen
Reg. of Deeds

Ledger Summary Report - Roll-up

Timothy J. Esolen, REGISTER OF DEEDS

Washington, NC
34418-34575

Printed 04/30/2025

Category	Receipt Code	Count	Total												
COPIES	COPIES	2	\$19.50	\$0.00	\$0.00	\$0.29	\$1.92	\$17.29							
DC	DEATH CERTIFICATE	12	\$300.00	\$0.00	\$0.00	\$4.50	\$29.59	\$265.91							
MC	MARRIAGE CERTIFICATE	14	\$150.00	\$0.00	\$0.00	\$2.25	\$14.84	\$132.91							
Category Totals		46	\$679.50	\$0.00	\$0.00	\$10.18	\$67.11	\$602.21							
NOTARY															
				Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts	
NOTARY	NOTARY	2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30	\$1.98	\$0.00	\$0.00	\$17.72	
Category Totals		2	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.30	\$1.98	\$0.00	\$0.00	\$17.72	
PLAT CABINET															
				Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts	
MAP	MAP	4	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.28	\$8.28	\$0.00	\$0.00	\$74.44	
Category Totals		4	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.28	\$8.28	\$0.00	\$0.00	\$74.44	
RWPLANS															
				Recording	Special	Floodplain Mapping	Excise Tax	Land Transfer	Dept Cultural Res	Pension Fund	Automation Fund	State General Fund	State Treasurer Amt	County Receipts	
HWYRW	HIGHWAY RIGHT OF WAY	3	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$22.46	\$0.00	\$0.00	\$202.11	
Category Totals		3	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$22.46	\$0.00	\$0.00	\$202.11	
Report Totals		158	\$9,606.50												
Automation Fund Total:			\$348.97												
County Receipts Total:			\$3,046.53												
DVCF Total:			\$120.00												
Excise Tax Total:			\$5,501.00												
NCCTF Total:			\$20.00												
Pension Fund Total:			\$61.60												
State Treasurer Amount Total:			\$508.40												

Ledger Summary Report - Roll-up

Timothy J. Esolen, REGISTER OF DEEDS

Washington, NC
34418-34575

Printed 04/30/2025

Category	Receipt Code	Count	Total
----------	--------------	-------	-------

Cash Total:			\$1,070.50
Check Total:			\$8,536.00
ACH Total:			\$0.00
Card Total:			\$0.00
Escrow Account Total:			\$0.00
Overpayment Total:			\$0.00

WASHINGTON COUNTY BOARD OF COMMISSIONERS

AGENDA STATEMENT

ITEM NO: 9

DATE: May 5, 2025

ITEM: Closed Session

SUMMARY EXPLANATION:

A Closed Session has been scheduled pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege) and NCGS §143-318.11(a)(6) (personnel).

April 7, 2025

The Washington County Board of Commissioners met in a regular meeting on Monday, April 7, 2025, at 6:00 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 noted that there was an outstanding crowd here tonight. He was glad to see everyone. He let them know that public interaction is always welcome.

Chair Phelps called the meeting to order. Commissioner Spruill gave the invocation. Chair Phelps led the Pledge of Allegiance.

ADDITIONS/DELETIONS: None.

Commissioner Spruill made a motion to approve tonight's Agenda. Commissioner Keyes seconded; motion carried unanimously.

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: March 3, 2025 & Special Called Meeting Minutes: March 21, 2025
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Proclamation 2025 – 004 Two Lights for Tomorrow
- d) Interlocal Agreement with Chowan & Gates for Feasibility Study Agreement for Regional Jail Facility
- e) Audit Contract
- f) Revised Pay Tables

Commissioner Keyes made a motion to approve the Consent Agenda. Commissioner Spruill seconded; motion carried unanimously.

PUBLIC FORUM: Mr. Jimmy Jones, 51 Cardinal Lane, said he is still here talking about Cardinal Lane and trying to get help to make it a State Road and have it paved. Mr. Jones said he needed another meeting (pointed at Ms. Keyes) because he has more information. Also, he is not happy with trash pickup; they are tearing up the road.

Mr. Jack Shutz, Cardinal Lane, also talked about Cardinal Lane and wanted it to be paved.

Commissioner Keyes said he was referring to her when she was EM/Planning and Safety Director.

BOARD OF EQUALIZATION AND REVIEW: Ms. Bennett, Clerk to Board swore in the Commissioners as the Board of Equalization and Review. Ms. Sherri Wilkins, Tax Administrator was unable to attend tonight; however, she asked Ms. Bennett to report to the Board that there are no appeals at this time.

Commissioner Johnson made a motion to recess the Board of E&R to May 5, 2025, at 6:00 PM in the Commissioners' Room, 116 Adams Street. Commissioner Spruill seconded. Motion carried unanimously.

PUBLIC HEARING—VACANT SCHOOLS/DEPARTMENT RELOCATION: Mr. Kelly Chesson, ED Director spoke to the Board.

Commissioner Johnson made a motion to open the public hearing. Commissioner Walker seconded. Motion carried unanimously.

Mr. Kelly Chesson, ED Director went over the results of the community interest survey that he posted to Facebook. These results were given to the Commissioners in their package; however, Mr. Chesson went over them for the public.

Department Relocation: Assessment & Recommendations

The presentation evaluates the best relocation site for staff efficiency, community access, and long-term sustainability. Two sites were compared:

- **Plymouth High School (PHS)**
- **Washington County Middle School (WCMS)**

Key Factors & Findings

1. **Accessibility & Public Engagement**
 - **PHS:** Located in Plymouth, close to businesses, hotels, and services.
 - **WCMS:** Centrally located in the county, with better accessibility for seniors.
 - **Conclusion:** Both sites are viable for public accessibility.
2. **Security & Department Separation**
 - **WCMS:** Isolated location with independent entrances, easier department separation, potential for Sheriff & EMS substation.
 - **PHS:** Higher crime concerns require added security measures.
 - **Conclusion:** **WCMS is the better option for security and privacy.**
3. **Senior Center & Community Programs**
 - **PHS:** Larger kitchen and cafeteria support **Meals on Wheels** but has accessibility challenges.
 - **WCMS:** Easier entry and accessible bathrooms but farther from most senior participants.
 - **Conclusion:** **WCMS is better for senior services, while PHS supports community engagement.**
4. **Financial Costs & Long-Term Sustainability**
 - **PHS:** Requires costly renovations and has limited field availability for recreation.
 - **WCMS:** Lower costs, easier renovations, and better long-term investment potential.
5. **Final Recommendations**
 - **PHS:** Best for **indoor recreation and community events**, but costly to renovate.
 - **WCMS:** Best for **health services, elections, senior center, and recreation**, with security, accessibility, and lower costs.
 - Long-term, replacing PHS might be more cost-effective than renovating it.

Next Steps

- Public Hearing in April
- Board of Commissioners (BoC) Meeting site decision selection for consolidation

Mr. Earnell Purington, 276 Downing Road, Roper representing the non-profit WCU Alumni Association spoke to the Board. The Association was formed March 2, 1992 to keep the legacy of the school alive. It provides scholarships to high school students in the County. (over \$30K) They also make donations to the food pantry, DSS, and to WCS for student supplies. Their purpose is also to preserve accurate records of the school's history. They work to promote camaraderie between all students. They need to have a place for their Association to meet and plan for the future. They would like to purchase the Multi-Purpose Room on the site of Roper Union Middle School. It would serve as their headquarters.

Ms. Shamica Sanders, 12025 Hwy 32 N, Roper. She is President of SIMP, est. 2013, a non-profit organization that provides various camps for kids, etc. They need a facility to be a safe haven for the kids which are increasing in numbers. SIMP would like the old Roper Gym. They can possibly get grants to pay for it. She said the kids need a safe place to go. Commissioner Johnson asked Ms. Sanders if she was talking about the stand-alone gym. Ms. Saunders said yes.

Ms. Vanessa Joyner, 346 Roxie Reese Road, Plymouth, was here representing Meals on Wheels. She thinks Plymouth High School would be better for that since most of their homebound clients are in Plymouth. Volunteers are hard to get and they do not want to inconvenience them too much.

Ms. Renee' Collier, 154 Newland Road, Roper, Washington County Senior Center Director stated that various seniors asked her to convey that they would like the Senior Center closer to Roper making it centrally located.

Mr. Travis Spruill, 430 Monroe Street, Plymouth, works with Washington County's Recreation Department and said they can transition their programs to all three towns. Participation is growing in karate, pickle ball, and tee ball. There needs to be more done for the kids to keep them off the street. Commissioner Walker asked about the areas in which he is interested. Mr. Spruill said they need the PHS fields and maybe the Creswell field.

Ms. Paulique Horton, 992 St. Davids Road, Creswell spoke about the community as a whole. There needs to be after-school activities. They need to be trained for a good job. We need to empower our children. Our teachers need a place to stay. Kids need to be safe. Creswell schools do not need to be sold.

Ms. Joyce Holloway, Fairfield Road, Greenville and in Roper represents AGENC. They bring the arts to the community. AGENC would like WCU to be retained for community use and events.

Mr. Lloyd Jones, Jr., Roper, said he is concerned about election headquarters moving. He gave Dora Bell props for being the best Elections Director! He said the County should leave the Board of Elections in Roper.

Ms. Joy Davenport, 738 Old Cherry Rd., Creswell, likes the idea of our youth having somewhere to go and something to do. We need to create more recreation for the youth, not the adults. If we do not have something here, they will go to another town to participate. Also, we need to have security to keep them safe at recreation activities.

Commissioner Keyes made a motion to close the public hearing. Commissioner Walker seconded. Motion carried unanimously.

Mr. Potter spoke to the Board regarding the following memo he sent to the Board.

BOARD OF COMMISSIONERS:

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



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

ADMINISTRATIVE STAFF:

CURTIS S. POTTER, ICMA-CM
 COUNTY MANAGER & COUNTY ATTORNEY
 cpotter@washconc.org
 JASON SQUIRES
 ASSISTANT COUNTY MANAGER
 acm@washconc.org
 CATHERINE "MISSY" DIXON
 FINANCE OFFICER
 mdixon@washconc.org
 JULIE J. BENNETT, MMC, NCMCC
 CLERK TO THE BOARD
 jbennett@washconc.org

AGENDA ITEM MEMO

MEMO Date:	April 6, 2025	MEETING Date:	April 7, 2025	ITEM:	4
SUBJECT:	Vacant Schools/Departmental Relocation – Roper Middle School Recommendation				
DEPARTMENT:	Management/Elections/Senior Center/Recreation/Facilities/etc.				
FROM:	Curtis S. Potter, County Manager / County Attorney				
ATTACHMENTS:	A- n/a				

PURPOSE: To recommend the Board select and approve the Roper Union Middle School site for relocation and ongoing use by certain county departments.

SUMMARY: The County and Washington County School System (WCS) previously entered into a PK12 school facility funding agreement which calls for WCS to convey certain vacant school facility sites to the County after they are vacated as a result of the student body consolidating into the new PK12 facility. Those sites include the: Washington County High School (WCHS); Roper Middle School (RMS); Roper Gym; Creswell Elementary (CES) and Creswell High (CHS), the latter of which is still presently used for ongoing early college operations, while all the others are currently vacant.

In anticipation of receiving the vacant school properties (which staff anticipated receiving via deed by the end of April, 2025), County staff has undertaken an extensive review and analysis regarding the possibility of repurposing one of the sites for relocating and combining certain County departments and services. WCHS and RMS were evaluated as the two primary candidate sites for such purpose. After carefully reviewing a wide variety of factors including:

- current and projected utilities, maintenance, and operational costs of existing facilities compared to the potential use of WCHS or RMS sites;
- individual departmental analysis and input, including potential interdepartmental operations and cross-usage of shared/common space;
- site specific location factors including facility layout and condition, renovation potential, external and internal security factors, geographic location, and target service population densities; and
- additional third-party and public input...

Staff recommends selecting the Roper Union Middle School site for its immediate and ongoing use by a variety of departments including the following:

- Elections (which strongly prefers Roper to Plymouth, and needs to be relocated by May 2025 to accommodate its own operations as well as the WC School System's request to obtain the BCCC WCC/Roper Annex facility for its use in 2025 to house the early college).
 - o Due to the fast approaching timetable, depending on relocation logistics, it may be necessary to temporarily relocate elections into the stand alone media center at the Roper Union Middle School site. However staff strongly recommends maintaining the general communal availability of the media center for common meeting room/activity purposes in the long term, and recommends moving elections into the main school building as quickly as possible if it could not otherwise be initially relocated there for logistical reasons.
- Senior Center (which prefers Roper to Plymouth)
 - o Larger kitchen and common rooms with more space for indoor and outdoor activities.
- Recreation (which prefers the Plymouth Gym to the Roper Gym, but can go ahead and establish a secondary/auxiliary location at the Roper site while maintaining primary operations in Plymouth)
 - o This will enable the partial co-location of the Senior Center and some Recreation Programs during the first year of the intended merger of those two departments.
 - o This will also enable the county to greatly expand its pickle ball and other senior activities programming as requested by multiple citizens in recent years.
 - Staff anticipates continuing to pursue the possible relocation of Plymouth based recreation programs from the older Adams St. Gym to the newer and larger WCHS Gym if/when the utilities of that facility can be separated from the other surrounding facilities.
 - o This also enables various non-profits the possibility of continuing to utilize certain RMS space such as the auditorium and/or media center to hold various community programs during the year.
- Additional Ancillary or Longer Term Potential Uses:
 - o EMS and/or Sheriff's Office for a dedicated sub-station, office space, or storage space as needed to assist with the operations of both agencies.
 - o Secure Storage for various departments with limited or contracted storage options currently (Finance, Tax, IT, Maintenance, EM, etc)
 - o Planning & Zoning Office with larger more appropriate meeting/storage space.
 - o Community library/media room
 - o Outdoor recreation/community walking/exercise trail
 - o MTW – Longer term if there is ample space available and MTW leadership determined it to be in MTW's best interests, we would also entertain the potential mutually beneficial relocation of some/all MTW operations to this site.

FINANCIAL ANALYSIS: A precise estimate of future maintenance/repair and utility expenses is impossible to accurately calculate at this point, and will largely depend upon the final eventual usage of the overall site by multiple departments. Based on a preliminary review of the state of the RMS facilities and their historical utility costs compared with several known facility and utility costs of currently utilized sites that would no longer be incurred (such as the BCCC WCC and Senior Center sites) if relocated to the RMS site; staff anticipates that after a short term light renovation investment in the facility (predominantly to bring bathrooms up to adult standards and address certain security needs) and potentially a longer term investment in upgrading the lighting to more efficient LEDs, the long term benefits/savings will could eventually outweigh the initial short term costs. That is particularly true if a third primary department such as MTW were relocated onto the site with elections and the senior center. Additionally the initial departments selected for relocation to this site are prime candidates for

generating additional grant revenues with which to potential carry out some of the renovations and/or improvements of the RMS site for the County's benefit.

Ultimately due to the size of the facility, initial utility costs may be higher than anticipated, particularly before efficiency upgrades to older lighting and ac/heating controls are made. Careful control of utility settings and monitoring of utility costs is advised and staff suggests setting up separate budget line items to account for and track the short and long term maintenance, renovation, and repair costs as well as utility costs for each separate site within the County's chart of accounts. Monitoring the overall cost/benefits of the relocation to this site closely over time will be critical to fully analyzing the net benefits to be potentially realized from doing so.

Without efficiency upgrades, staff currently estimates the overall utilities cost for utilizing the RMS site for just relocating elections and the senior center alone is likely to be as much as double that of their currently estimated \$37,500 annual utility costs incurred from their present facilities. Keep in mind however, the current senior center facility (smaller than the proposed space it would occupy at the RMS site) is already outdated and known to be in need of extensive renovations. One additional potential benefit for utilizing the larger RMS site rather than multiple smaller sites is realizing increased efficiency savings and lower maintenance costs from economies of scale. Staff anticipates that the more of the site that can be utilized in place of, rather than in addition to, existing sites throughout the county, the closer the short term cost/benefit analysis will come to resulting in a net gain for the county and over time the faster that the long term break-even for all associated costs will result in a similar net gain for the county.

Further review and analysis by the Finance Department and Facilities Committee with regard to potential realistically anticipated utilities costs is already underway and is recommended to be included within a strategic renovation and relocation plan prior to facilitating any permanent relocation of any of the departments described above (except for the initial relocation of the elections office due to timeline constraints and the ability to temporarily segregate the operations of that one office within one small self-contained portion of the overall site).

STAFF RECOMMENDATION:

1. VOTE to select the Roper Middle School site as the primary location for staff to continue assessing and planning for a potential re-purposing and renovation of this site for the potential relocation of multiple departments into this site, and authorize staff to facilitate the immediate relocation of the elections office to this site in coordination with the Elections Director and local board of elections in order to vacate the BCCC WCC/Roper Annex building currently utilized as the elections offices.
2. Direct staff to work together with Beaufort County Community College and WCS to prepare an MOU for the eventual takeover and use of the BCCC WCC/Roper Annex building by WCS for its use as an early college by WCS while maintaining its ongoing use as a community college site.
3. Direct staff to continue reviewing and assessing any and all available options pertaining to the future use of the remaining vacant properties, with particular emphasis given toward any viable options for the fair market sale of such properties or for their use in conjunction with viable economic development and/or affordable housing projects.

Mr. Potter said that staff is asking that the Board take action tonight on choosing the Roper Middle School site to move forward with moving Elections now and continue to look at PHS. Elections may be housed in the Multi-Purpose Building temporarily due to logistical hurdles now and move into the main building at a later time. Space is being requested by others to use that room also.

Commissioner Spruill said that if at all possible, find the space for Elections inside the school rather than move them two times.

Commissioner Johnson talked about the need to have a place for drive-up voting for citizens with disabilities.

Commissioner Spruill made a motion to utilize the Roper Union Main School (not the Multi-Purpose Building). Commissioner Walker seconded. Motion carried unanimously.

PUBLIC HEARING— ZONING ORDINANCE--CORRIDOR COMMERCIAL DISTRICT AMENDMENT: Mr. Allen Pittman, Planning/Safety spoke to the Board.

Commissioner Keyes made a motion to open the public hearing. Commissioner Spruill seconded. Motion carried unanimously.

Mr. Pittman, Planning/Safety Director said he is bringing forth a text amendment for the Board's approval. This is an opportunity for change.

Statement of Compatibility with Existing Planning Requirements

An application for rezoning was submitted on January 2, 2025. This was brought before the Planning Board, and a hearing was set for February 20, 2025. Due to anticipated adverse weather conditions, the Planning Board, via phone conference, tabled and continued the hearing to be held on March 20, 2025 at 1:00pm at the Washington County Commissioners Room. Notices were posted on the door of the BCCC Roper Annex, and the Washington County Manager's Office on February 18,

Subject property is a certain tract containing shown and delineated as 31.28 acres, more or less, on a plat of survey entitled "Gary K. Haraguchi (Trustee) The GARY K. HARAGUCHI SEPARATE PROPERTY LIVING TRUST U/A DATED January 12, 2017" dated February 16, 2024 prepared by Timothy Esolen, Professional Land Surveyor, a copy of which is recorded in Map Cabinet 3, Slide 80-C, in the Office of the Register of Deeds of Washington County.

References for the initial hearing by the Planning Board are found in the Washington County Zoning Ordinance Article 4: Zoning Amendments; Article 3: Zoning Districts; NC G.S. 160D Article 6: Development Regulation.

Article 3B: C-C District Corridor Commercial District

- A. Purpose and Intent: The Corridor Commercial District provides for the establishment of land use techniques and regulations regarding suitable locations along the County's heavily traveled routes where commercial development may occur. These guidelines are intended for those commercial areas on routes oriented to vehicle traffic requiring major access, including interchanges on the planned US Route 64. Best management practices and storm water management shall be included in planned developments. Fees and/or costs associated with testing, surveying, and design shall be the responsibility of the individual, builder, or developer. It is the intent of this district to offer options to developers and/or owners of tracts lying within the district as well as to infill parcels at selected locations to provide for commercial uses and subsequent on-site parking and pedestrian traffic, public water and sewer, public street frontage, safe access, storm drainage, storm water management facilities, outdoor lighting, high quality site planning and landscape design. Developments are encouraged in areas where existing public water and sewer exist or it is feasible to extend public water and sewer systems. This district encourages reduction to driveway access to public roads. This district does not allow for domestic wells and septic systems for commercial developments.

This application was previously submitted on July 30, 2024, and denied due to having no available sewer, and no approval through Washington County Environmental Health to build a suitable alternative. Since that time, the land has been assessed and approved, using soil reports provided by the owner.

A text amendment is proposed to Article 3B: C-C District Corridor Commercial Retail District to add section G which addresses the ability to develop in areas where special engineering design for foundations and onsite wastewater management will ensure environmental protection, public health

and regulatory compliance. A hearing on this matter was held on March 20, 2025 by the Planning Board, and a recommendation to adopt the amendment has been forwarded to the Board of Commissioners.

It is the recommendation of Planning Department staff that this application for rezoning from R-A to C-C be approved, providing the Text amendment to Article 3B:C-C District Corridor Commercial Retail District is adopted by the Board of Commissioners .

Mr. Pittman said it is the recommendation of the Washington County Planning Board that the Washington County Board of Commissioners adopt the revision of Article 3.B: Corridor commercial District to include new language in Section G. of the Zoning Ordinance to include areas where no public sewer is available, and the changes to the Special Use and Allowed Uses listed.

Commissioner Keyes noted that Mr. Mitchell Patrick was in the audience (our county sewer expert). Mr. Patrick had no comment.

Commissioner Spruill asked Mr. Pittman to thank the Planning Board for their efforts in trying to move the County forward.

Commissioner Keyes made a motion to close the public hearing. Commissioner Spruill seconded. Motion carried unanimously.

Mr. Potter discussed the following Ordinance ORD-066, An Ordinance of the Washington County Board of Commissioners Approving a Text Amendment to Article 3(B) (Corridor Commercial District) of the Washington County Zoning Ordinance. *[A signed copy is attached hereto and incorporated herein by reference.]*

Commissioner Johnson made a motion to approve ORD-066 as presented above. Commissioner Keyes seconded. Motion carried unanimously.

PUBLIC HEARING— REQUEST FOR CHANGE IN ZONING CLASSIFICATION: Mr. Allen Pittman, Planning/Safety spoke to the Board.

Commissioner Johnson made a motion to open the public hearing. Commissioner Spruill seconded. Motion carried unanimously.

Mr. Pittman noted that this request was contingent on the approval of the previous Ordinance. There were no questions based on what was in their Agenda package.

Commissioner Keyes made a motion to close the public hearing. Commissioner Spruill seconded. Motion carried unanimously.

Mr. Potter discussed Ordinance, ORD-067, Ordinance to Amend the Official Zoning Map of Washington County to Rezone a Portion of Parcel 687.00-49-3872 South-East of the Intersection of US64 and NC 45. *[A signed copy is attached hereto and incorporated herein by reference.]*

Commissioner Spruill made a motion to approve ORD-067 as presented. Commissioner Keyes seconded. Motion carried unanimously.

BOARDS & COMMITTEES: Ms. Julie J. Bennett, Clerk to the Board, spoke to the Board about the following.

TRAVEL & TOURISM AUTHORITY BOARD

Mr. Lou Manring has recently resigned from the TTA board. The TTA Board met Tuesday, March 25, 2025 and unanimously voted to have Mr. Mark Pardue replace Mr. Manring. Mr. Pardue is the curator of the Roanoke River Maritime Museum and serves on several boards, including the Museum of the Albemarle. He also serves on the America 250th Committee and the county's new Economic Development Council. As such, he will make a valuable member of the TTA board.

The TTA Board is requesting the Commissioners' approval of the TTA's nomination of Mr. Mark Pardue.

Commissioner Keyes made a motion to appoint Mr. Mark Pardue to the Travel & Tourism Authority Board. Commissioner Spruill seconded; motion carried unanimously.

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

Commissioner Spruill asked for an explanation of BA#2025-091. Mr. Potter said this is the difference between 2 attorneys--himself and Mr. Bardill, our foreclosure attorney. His contract needs to be pre-audited by the Finance Officer. Commissioner Spruill asked if funds are allocated out of the general fund. Ms. Dixon said yes and no one can draw from that account without her or Ms. Dunlow's (Deputy Finance Officer) signature.

Commissioner Spruill asked about fund 10-3270-000 Occupancy Tax. Why is that \$0? Ms. Dixon said it is a one-time a year entry at the end of the year that goes to the TTA (according to GASBY standards). You will see it in Fund 63. She will book backwards into the General Fund at the end of the fiscal year.

Commissioner Spruill made a motion to approve the budget transfers/amendments 2025-82 to 2025-92 as presented. Commissioner Keyes seconded; motion carried unanimously.

OTHER ITEMS BY COMMISSIONERS OR STAFF:

Mr. Potter said the County will open bids tomorrow on the Pea Ridge Water Main project and on the elevator project for the courthouse later this month. Staff is working on a wide array of capital projects. He is preparing the budget that will be presented at the Board of Commissioners' Meeting on May 5, 2025.

Commissioner Johnson noted that the NCACC District 1 Meeting will be in June in Camden County. She also said she spoke at a Rural Summit on BEAD (broadband in rural

counties). Commissioner Johnson stated that Mr. Reginald Speight now works with the Dept. of Commerce.

Commissioner Walker said he appreciated the comments from the citizens tonight.

Commissioner Keyes said the same. She also said she has had an NCACC virtual meeting since our last Board meeting and attended many other meetings in and around the county.

Commissioner Spruill participated in a ZOOM call from folks in our mountains and they talked of their devastation. Counties are bankrupt. He asked everyone to keep them in their prayers. It will be many years before they can rebuild.

Chair Phelps thanked everyone for participating in the BBQ dinner in the Creswell area and in the ball games. He heard there were about 400 folks in town.

Commissioner Spruill 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 Walker seconded; motion carried unanimously.

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

Commissioner Spruill asked for update on EMTOC. Mr. Squires said Mr. Potter has the contract on his desk. Everything is moving along. A groundbreaking may be no more than 2 months out.

Mr. Potter said he was told the General Assembly was going to pass a bare-bones budget before Good Friday. When they come back after Easter, they will add items back into their budget.

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

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

Carol V. Phelps
Chair