July 6, 2026

The Washington County Board of Commissioners met in a Regular Meeting on Monday July 6, 2026, at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were in attendance. Also, present were County Manager/ County Attorney Curtis S. Potter, Assistant County Manager Jason Squires, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

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

ADDITIONS/DELETIONS:

Commissioner Phelps made a motion to approve the agenda as presented. 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 Meeting Minutes of June 8, 2026 & Closed Session Minutes of July 7, 2025, September 2, 2025, September 29, 2025, November 3, 2025, December 1, 2025, January 5, 2026, April 6, 2026, May 4, 2026, & May 18, 2026
b) Tax Refunds & Releases & Insolvents
c) RESO 2026-023 Approving a Five-Year Agreement with AXON Enterprise, Inc. Through Sourcewell Cooperative Purchasing Contract #101223-AXN
d) Approval of Late Application for Tax Property Relief
e) Washington County Schools Long Range Plans

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

PUBLIC FORUM: Mr. Bruce Patterson, EVP Business Development & Business Affairs on behalf of WRMC, spoke to the Board and gave them an update of improvements at WRMC. The inpatient/outpatient volume remains solid. There are now 190 employees. WRMC has formed an affiliation with Duke University of Nursing and Duke University School of Medicine. WRMC will be doing clinical rotations with them and also Duke University Cardiology. The Right for Revival Food Processing Company will be putting up something where the Plymouth Clinic was and housing a hub for 5 produce markets and will have a clinician in their mobile units.

Mr. Lloyd Jones, 842 Gourd Neck Road, Roper, talked about trash and recycling.

Ms. Jill Manring, 307 Conaby Drive, updated the Board on the Washingtons United Quilt. Washington County has a block with our lighthouse on this quilt. The quilt is traveling to the Washington County's across the country. It will be here at the Maritime

Museum on September 9th – 12th from 11:00 AM – 3:00 PM and there will be a reception on September 13th from 3:00 PM - 5:00 PM.

Mr. David Lewis, 794 Alligood Road, Creswell, talked about Recreation and the need for improvement and staff.

Mr. James Robinson, 121 N Street, Plymouth, wants to know who is employed by the County to contact to get into a gym that the County owns. He said he needs to know operational hours.

Mr. Torey Hudson, 208 8th Street, Plymouth, asked why there is not an open gym. He does not want to have to travel to find a gym to use.

Ms. Crystal Davis,3C Old Town, Plymouth stated she was here as a citizen, to help our community with having a recreational facility to use. Let them have access to gyms. We need to help save our kids. There are volunteers willing to help.

DEPARTMENTAL UPDATE: Ms. Renee' Collier, Director, Active Aging Center Director presented an overview of programs at the Active Aging Center and Recreation Department and announced the Washington County Recreation Survey, available July 6–30, 2026.

Mr. Potter discussed the current condition of county gym facilities, ongoing recreation planning efforts, volunteer requirements, scheduling procedures, and development of a public recreation calendar.

PEA RIDGE UPDATE/WORK CHANGE DIRECTIVE: Mr. Jason Squires, ACM spoke to the Board and said the project is ½ way through. Mr. Kevin Cooper and Mr. Fred Stowe from Rivers & Associates, who are both working on the Pea Ridge Project, were in attendance.

WASHINGTON COUNTY
PEA RIDGE WATER TRANSMISSION MAIN & BOOSTER PUMP STATION
STATUS UPDATE

PLYMOUTH, NORTH CAROLINA
JULY 6, 2026

ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

PROJECT GOALS

- REPLACE BOOSTER PUMP STATION (BPS) THAT FILLS THE PEA RIDGE ELEVATED STORAGE TANK (EST). THE CURRENT BPS SIPHONS PRESSURE FROM THE SURROUNDING SYSTEM
- COMPLETE HYDRAULIC LOOPS AND INSTALL LARGER DIAMETER TRANSMISSION MAINS TO IMPROVE SYSTEM PRESSURE
- FUNDING SOURCE: THE DIVISION OF WATER INFRASTRUCTURE
  - $6,825,560 FROM ARPA
  - $3,233,187 STATE RESERVE PROGRAM

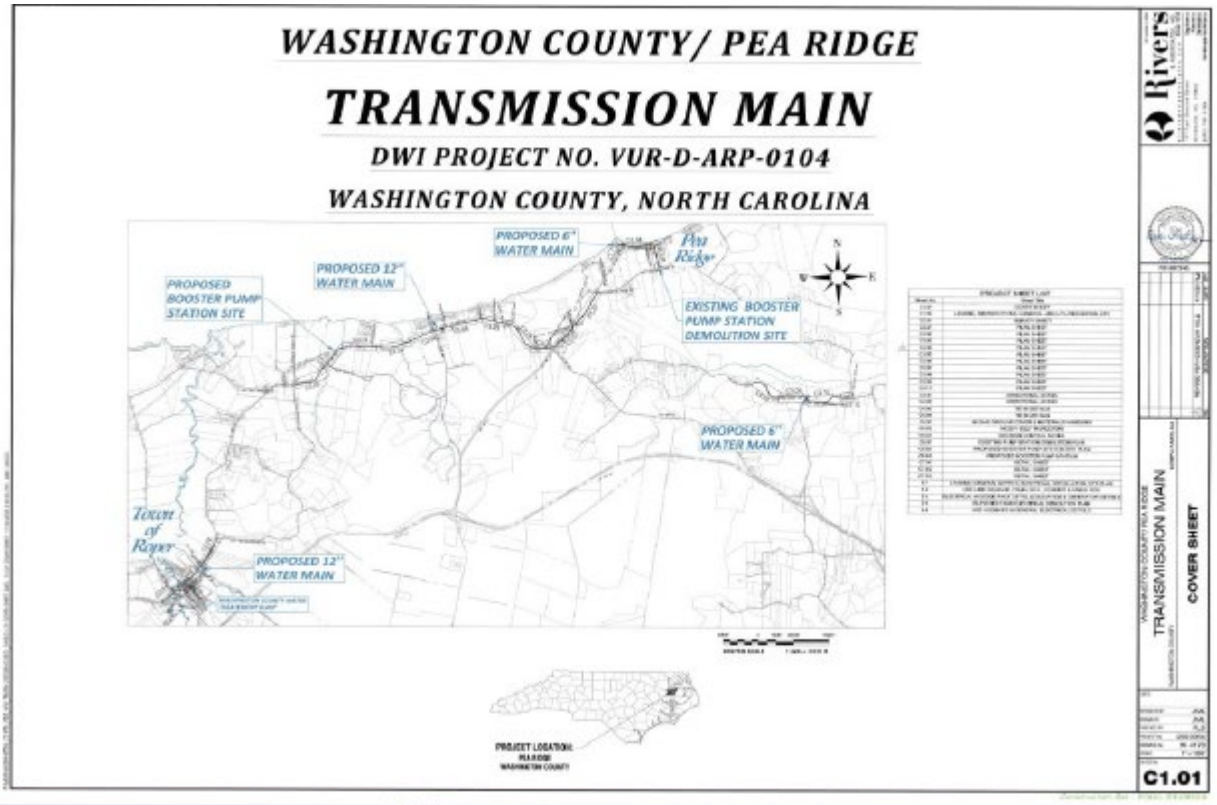
ENGINEERS, PLANNERS, SURVEYORS & LANDSCAPE ARCHITECTS

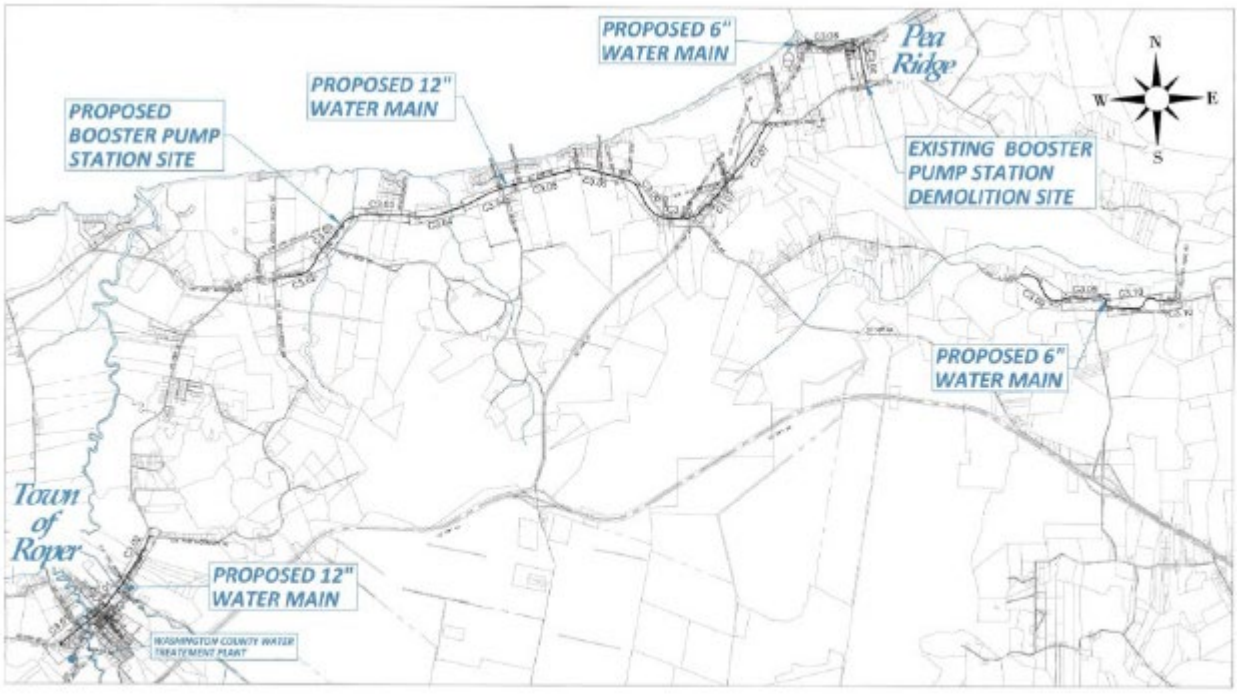
Washington County
North Carolina
"BEAR-OLINA"
Plymouth · Roper · Creswell

Rivers & ASSOCIATES, INC.

OVERALL SCOPE

- APPROXIMATELY 40,000 LF OF 12" WATER TRANSMISSION MAIN
  - SECTION 1: TIE-IN ON WESTERN SIDE OF ROPER TO BACKWOODS ROAD
  - SECTION 2: FROM CYPRESS SHORES ROAD TO PEA RIDGE ROAD
  - APPROXIMATELY 3,200 LF INSTALLED VIA HORIZONTAL DIRECTIONAL DRILL
- APPROXIMATELY 15,000 LF OF 6" WATER TRANSMISSION MAIN
  - SECTION 1: ON BREEZY BANKS ROAD (LOOP)
  - SECTION 2: ON JONES WHITE AND DAVENPORT FORKS ROAD
  - APPROXIMATELY 620 LF INSTALLED VIA HORIZONTAL DIRECTIONAL DRILL
- A NEW BOOSTER PUMP STATION (BPS) TO HELP FILL THE PEA RIDGE TANK





Washington County
North Carolina
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Rivers & ASSOCIATES, INC.

CONTRACT TIMES

- NOTICE TO PROCEED WAS ISSUED ON JANUARY 12, 2026
- 365 DAYS IN CONTRACT FOR SUBSTANTIAL COMPLETION
- 395 DAYS IN CONTRACT FOR FINAL COMPLETION
  - 30 ADDITIONAL DAYS FOR CLEAN UP, PUNCH LIST ITEMS, ETC.
- ALL ARPA FUNDS MUST BE SPENT PRIOR TO DECEMBER 31, 2026
  - ON TRACK!

CURRENT STATUS

- AS OF THE END OF JUNE, 2026:
  - INSTALLED ~30,000 LF OF 12" TRANSMISSION MAIN (~73% COMPLETE)
  - INSTALLED ~6,060 LF OF 6" TRANSMISSION MAIN (~40% COMPLETE)
- 175 DAYS HAVE ELAPSED SINCE THE NTP WAS ISSUED (50% OF PROJECT TIME)
- THE PROJECT IS CURRENTLY ON SCHEDULE

POTENTIAL EQUIPMENT DELAYS

- THE BPS IS A "PACKAGE" STATION. IT IS MANUFACTURED AT A PLANT, DELIVERED TO THE SITE, AND INSTALLED BY THE CONTRACTOR.
- GENERATOR LEAD TIMES ARE EXCEPTIONALLY LONG
- THE GENERATOR AND BPS ARE SEVERAL MONTHS OUT FROM ARRIVING ON SITE
- THE CONTRACTOR WILL COMPLETE ALL NECESSARY SITE WORK BEFORE THEY ARRIVE.

UPCOMING PROPOSED CHANGE ORDERS

- CHANGE ORDER NO. 2:
  - THE CONTRACTOR HAS BEGUN INSTALLING THE DISTRIBUTION MAIN IN ROPER
  - THE TOWN DOES NOT HAVE THE STAFF NOR EQUIPMENT TO LOCATE THEIR UTILITIES WHEN CALLED IN VIA 811.
  - LIMITED RECORD DRAWINGS ARE AVAILABLE. HOWEVER, RECORD DRAWINGS CAN BE INCORRECT.
  - DAMAGING ROPER'S UTILITIES COULD CAUSE SIGNIFICANT DOWNTIME FOR ROPER'S CUSTOMERS AND CAUSE CONSTRUCTION DELAYS.
  - EXPLORATORY DIGGING IS A PROSPECTING METHOD THAT CAN LIMIT THIS POTENTIAL

UPCOMING CHANGE ORDERS (CONT'D)

- CHANGE ORDER NO. 2 (CONT'D):
  - THE CONTRACTOR HAS PROPOSED A VACUUM EXPLORATORY DIGGING PRICE OF $475.00/HOUR. A BREAKDOWN OF THIS PRICE IS ATTACHED TO THE WORK CHANGE DIRECTIVE
  - THE EXACT NUMBER OF HOURS REQUIRED IS NOT KNOWN AT THIS TIME.
  - RIVER'S RESIDENT PROJECT REPRESENTATIVE (RPR) WILL TRACK THE TOTAL NUMBER OF HOURS SPENT EXPLORATORY DIGGING. HE WILL ENSURE THAT TIME IS SPENT EFFICIENTLY.
  - THE WORK CHANGE DIRECTIVE HAS A NOT-TO-EXCEED VALUE OF 100-HOURS
  - TOTAL COST FOR 100-HOURS IS $47,500 (NOT-TO-EXCEED)

UPCOMING CHANGE ORDERS (CONT'D)

- CHANGE ORDER NO. 3:
  - RIVERS DESIGN INCLUDES TIE INS FOR THE PROPOSED WATER MAINS WITH THE COUNTY'S EXISTING WATER MAINS TO COMPLETE HYDRAULIC LOOPS.
  - THE COUNTY HAS A DESIRE TO REMOVE AS MANY DEAD END WATER MAINS FROM THE SYSTEM AS POSSIBLE.
  - DEAD END WATER MAINS ARE NOT GOOD FOR WATER QUALITY AS IT CAN CAUSE WATER AGE ISSUES.
  - THE COUNTY AND ENGINEER HAVE DISCUSSED ADDING A TIE-IN TO AN EXISTING 4" WATER MAIN.
  - DURING DESIGN, THIS WAS BELIEVED TO HAVE BEEN ABANDONED.

UPCOMING CHANGE ORDERS (CONT'D)

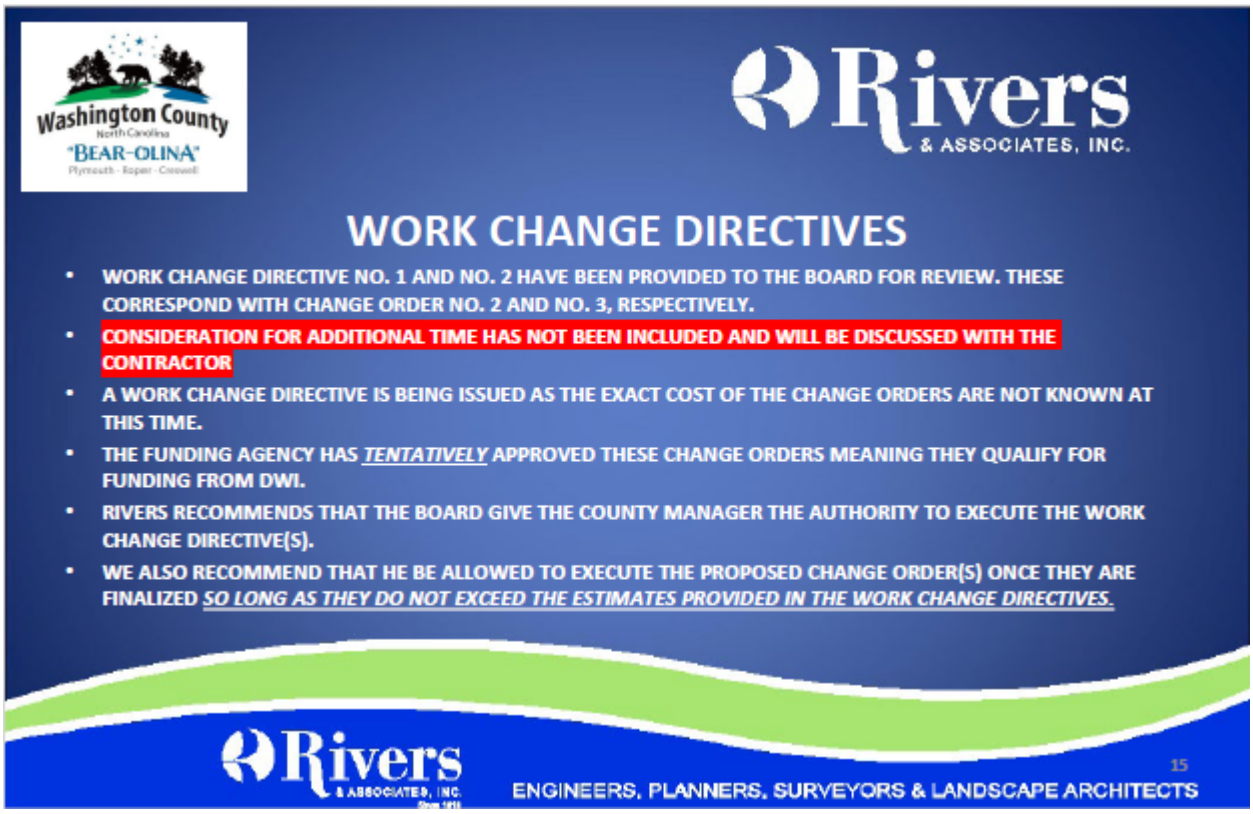
- CHANGE ORDER NO. 3:
  - AS THE 4" IS ON THE OPPOSITE SIDE OF AN NCDOT ROAD, THE PIPE MUST BE IN A STEEL CASING INSTALLED VIA JACK AND BORE
  - THE INSTALLATION WILL REQUIRE APPROVAL FROM NCDOT
  - THE EXACT TIE-IN DESIGN IS STILL BEING DETERMINED AS INFORMATION IS DISCOVERED IN THE FIELD.
  - ADDITIONAL EASEMENT WILL BE REQUIRED FOR THE JACK AND BORE PIT.
  - THE ESTIMATED COST AT THIS TIME IS **~$30,000.00.**
  - THIS COST ESTIMATE EXCLUDES THE COST OF TEMPORARY CONSTRUCTION EASEMENT.

CONTRACT CONTINGENCY

- CONTINGENCY IS ADDITIONAL FUNDING SET ASIDE FOR UNEXPECTED COSTS DURING CONSTRUCTION. GENERALLY, BETWEEN 5-10% OF THE CONTRACT PRICE.
- ORIGINAL CONTRACT CONTINGENCY: $447,146.81 (~5% OF CONSTRUCTION CONTRACT)
  - CHANGE ORDER NO. 1 (PREVIOUSLY APPROVED): +$40,254.00
  - CHANGE ORDER NO. 2 (PROPOSED): +$47,500.00 (NOT-TO-EXCEED)
  - CHANGE ORDER NO. 3 (PROPOSED): +$30,000.00 (ESTIMATED)
  - TOTAL: +$117,754.00
  - REMAINING CONTINGENCY: $329,392.81 (~3.7% OF ORIGINAL CONTRACT BUDGET REMAINING IN CONTINGENCY)

CONTRACT CONTINGENCY (CONT'D)

- THE PROJECT HAS PROGRESSED SIGNIFICANTLY WITH MOST OF THE 12" INSTALLED AND A SIGNIFICANT PORTION OF THE 6" INSTALLED.
- AS SUCH, THE CONTRACTOR AND ENGINEER HAVE DISCUSSED PAYMENT LINE ITEMS THAT COULD BE REDUCED OR COMPLETELY REMOVED.
- THIS WOULD HELP OFFSET THE PROPOSED CHANGE ORDERS.
- ESSENTIALLY, THIS IS CONTINGENCY THAT IS "BUILT IN" TO THE OVERALL CONTRACT.



Commissioner Johnson asked about the dead-end mains. Mr. Stowe said it is the long-term goal of the County to do away with as many of those as possible.

Commissioner Johnson made a motion to approve the Work Change Directive and authorize the County Manager to execute related change orders upon completion. Commissioner Phelps seconded; motion carried unanimously.

PUBLIC HEARING: RECOMMENDED ZONING ORDINANCE TEXT AMENDMENT:

Commissioner Johnson made a motion to open the public hearing. Commissioner Keyes seconded; motion carried unanimously.

Mr. Potter told the Board that this was considered during a special meeting of the Planning Board today.

3 options: 1. Keep the current prohibition
2. Change the ordinance with a text amendment
3. Allow only through a Special Use Permit

Mr. Potter stated that the Planning Board selected Option 2. Change the ordinance with a text amendment.

Mr. Potter noted that the changes from Chair Spruill were given to the Planning Board.

Mr. Potter handed out a red-lined version of the Ordinance.

Mr. Pearson, Roper, asked about the driveway, specifically, what type of material would have to be used. Mr. Potter said all-weather material such as gravel. The driveway must be able to support emergency vehicles and be at least 16 feet wide and have a turnaround if longer than 150 ft.

Commissioner Phelps made a motion to close the public hearing. Commissioner Keyes seconded; motion carried unanimously.

Commissioner Keyes made a motion to approve the recommended Zoning Ordinance Text Amendment regarding Flag Lots as presented. Commissioner Phelps seconded; motion carried unanimously.

TAX COLLECTOR'S ANNUAL SETTLEMENT REPORT: Ms. Julie J. Bennett, Clerk to the Board, stated that Ms. Sherri Wilkins, Tax Administrator, was unable to attend tonight's meeting. She read the following report for Ms. Wilkins.

"In accordance with North Carolina General Statute 105-373, I submit the following report for Fiscal Year 2025 – 2026:

The total tax levy was $7,686,674.53. This was the billing for the original scroll, the public utility scroll, discoveries, and penalties. This amount has been adjusted for releases of $11,263.87. The discounts taken through payments received in July and August totaled $53,453.16. This amount does not include the registered motor vehicle levy; this is billed and collected through NCVTS.

Per the NCVTS Finance Report, the collections for NCVTS totaled $1,174,699.25. The tax office does not handle the collection of motor vehicle taxes. We do process any adjustments to value, the situs issues, refunds, and other various questions.

The amount of Real and Personal property not collected is $530,828.18. A listing of the delinquent taxpayers and the amounts owed are available in our office for your inspection.

The total amount of collections and credits towards the levy was $ 7,127,315.65.

Our collections for prior years' taxes were $195,801.01. The amount collected through Debt Setoff was $25,463.35, and through wage garnishments and attachments was $7,222.83.

This year we billed and collected for the Washington County Ad Valorem Tax, the Watershed 1972 Ref Tax, Town of Creswell Ad Valorem Tax, Solid Waste User Fee for the County, Town of Creswell and Town of Roper, Albemarle Drainage District, and Pungo River Drainage District. We collected for Drainage District 5.

The tax office staff has made diligent efforts to collect all taxes due. In addition to our efforts in the office, we work with Zacchaeus Legal Services on the foreclosure proceedings.

We are also the GIS office.

I would like to commend all the tax office staff for their efforts in handling all the issues that arise from the billings and collections mentioned above. I would also like to recognize the Permits office, Register of Deeds office and the Clerk of Courts office. We work closely with these offices, and I appreciate the outstanding working relationship that we have."

Chair Spruill emailed questions to Mr. Potter regarding this report. Mr. Potter attempted to answer the questions but stated he would speak with Ms. Wilkins for definite answers.

Commissioner Phelps made a motion to approve the Order to Collect Ad Valorem Taxes for FY26-27. Commissioner Walker seconded; motion carried unanimously.

PUBLIC SCHOOL BUILDING CAPITAL FUND REQUEST NC EDUCATION LOTTERY: RENOVATIONS FOR WCECHS SITE & JROTC SITE = $246,558: Mr. Curtis Potter, CM/CA

DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY

DPI USE ONLY
Approved By:
Date:

Date of Request: 06-08-2026

County: Washington County
Address: 116 Adams Street Plymouth NC 27962
LEA: Washington County Schools
Address: 802 Washington Street Plymouth, NC 27962

Contact Person: Jolanda Jordan
Title: CFO
Phone: 252-793-5171
Email: jjordan@wcsnc.org

Project Title: Renovation of Windows of the World for WCECHS Site and Renovations for the JROTC Site
Project Address: 100 W Highway 64 byp Roper NC 27970 and 198 NC HWY 45 Plymouth NC 27962

Type of Facility: Classroom Facilities

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Add classrooms to both facilities to house the WCECHS students and the JROTC program to comply with guidlines for having the JROTC program.

Estimated Start Date: 09-22-2025 Estimated Completion Date: 02-16-26

Estimated Costs:

Planning and Design Services	$
New Construction – Facility Enlargement	$
New Construction – Addition(s)	$
Existing Construction – Facility Improvements	$
Existing Construction – Facility Repairs	$
Existing Construction – Facility Renovations	$
TOTAL	$ 246,558

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of $ 246,558 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners) 07-13-2026 (Date)

(Signature – Chair, Board of Education) 06-09-2026 (Date)

PRINT FORM Form Date: March 12, 2024 CLEAR FORM

Commissioner Johnson made a motion to approve the WCS Lottery Request for Renovations for WCECHS site & JROTC site for $246,558. Commissioner Keyes seconded; motion carried unanimously.

BOARDS & COMMITTEES: Ms. Bennett went over the following information.

WASHINGTON COUNTY LIBRARY BOARD

Commissioner Johnson made a motion to appoint Mr. Cole Phelps and Ms. Joel Fleshman to the Washington County Library Board. Commissioner Phelps seconded; motion carried unanimously.

ALBEMARLE COMMISSION: WASHINGTON COUNTY JOINT COMMUNITY ADVISORY COMMITTEE (CAC)

Commissioner Keyes made a motion to re-appoint Ms. Gail Spiewak to the Albemarle Commission Washington County Joint Community Advisory Committee (CAC). Commissioner Walker seconded; motion carried unanimously.

WASHINGTON COUNTY DSS BOARD

Commissioner Phelps made a motion to re-appoint Commissioner Keyes to the Washington County DSS Board (as the citizen appointment). Commissioner Walker seconded; motion carried unanimously.

ECONOMIC DEVELOPMENT COUNCIL

Chair Spruill nominated Mr. Doug Maxwell of Big M in Creswell to fill the vacancy created by Mr. Harvey West's resignation.

Commissioner Phelps made a motion to appoint Mr. Doug Maxwell to the Washington County Economic Development Council Board. Commissioner Keyes seconded; motion carried unanimously.

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

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

OTHER ITEMS BY COMMISSIONERS OR STAFF:

a) Capital Projects Update, Mr. Jason Squires, ACM

BOARD OF COMMISSIONERS:

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

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

ADMINISTRATIVE STAFF:

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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

Capital Projects Update
6/30/2026

Emergency Management Training & Operations Center

- **Project Start Date:** May 19, 2025
- **Completion Date:** July 18, 2026 **Revised:** September 6, 2026
- **Project Duration:** 403 of 425 Days

- **Past 30 Days:**
- Main power to the building completed
- Temporary AC in building
- Started on interior finishes
- Installed ceiling grid
- Started PM&E trim out
- Installed fence around retention pond
- Removed all silt fence around property
- Start installing cabinets and tops
- **Next 30 Days:**
- Start-up all AC Units to building (25th)
- Permanent lighting up and running
- Overhead inspection
- Continue PM&E trim out
- Start on fire alarm system
- Install ceiling tiles
- Install flooring
- Hang wood doors with hardware
- Install interior partitions
- Landscaping
- Pave parking lot
- Ribbon cutting date?

- **Pea Ridge Water Main Expansion**
- **Project Start Date:** January 12, 2026
- **Completion Date:** January 12, 2027

- **Project Duration:** 198 of 365 days

- **Past 30 Days:**
- During the past billing period, Hendrix-Barnhill Co., Inc. continued critical-path construction activities, with a primary focus on installation of the 12-inch water main within Section 2 of the project, as well as continued installation of the 6-inch water main along Davenport Forks Road. Ongoing daily operations included traffic control setup, maintenance of erosion and sediment control measures, clearing and grubbing within project limits, and trench excavation.
- Pipe Installation Crew #1 completed several directional drill tie-ins during this billing period. Due to ongoing coordination and negotiations related to potholing activities within the Town of Roper limits, the crew remained productive while project stakeholders worked toward a path forward. Work activities included trench excavation, pipe placement, joint assembly, bedding and backfilling, installation of fittings and appurtenances, and temporary surface restoration. Traffic control was maintained throughout all operations in accordance with MUTCD requirements.
- Pipe Installation Crew #2 began water main installation within Section 4 along Davenport Forks Road. Activities in this area included trench excavation, pipe installation, and coordination with existing utility owners to avoid conflicts. Surface restoration and stabilization measures were implemented progressively to maintain compliance with NCDEQ standards.
- Trenchless Installation Crew #1 continued directional drilling operations along Highway 32. Current work is taking place near Chapel Swamp. Drilling operations are expected to continue over the next 30 days, with multiple bores scheduled for completion.
- Trenchless Installation Crew #2 mobilized to the project site and completed the casing bore at Pritchards Loop Road. The crew is currently installing the carrier pipe leading into and out of the casing. Upon completion of this work, the crew will mobilize to the bore location beneath Highway 32 near the recreational facility.
- **Next 30 Days:**
- Over the next 30 days, construction activities will remain focused on restarting the installation of the 12-inch water main within Roper, NC, as well as continued progression of the 6-inch water main.
- Continued open-cut water main installation by both pipe crews
- Continue bore and jacks
- Ongoing horizontal directional drilling operations at planned bore locations
- Mobilization of clearing subcontractor to begin at booster station
- Continued maintenance of traffic control, erosion control, and site stabilization measures

Courthouse Elevator Modernization

- **Project Start Date:** February 16, 2026
- **Completion Date:** May 8, 2026 **Revised:** July 8, 2026
- **Project Duration:** 134 of 84 days

- **Past 30 Days:**
- Painting of the pit floor.
- Hooking up the camera and phone line
- Fire inspection completed
- **Next 30 Days:**
- Pass state inspection scheduled for July 7
- Replace cab flooring
- Ribbon cutting date?

Mr. Squires noted that the State Inspection for elevator is scheduled for tomorrow and it should be available for use on July 8. There will be a couple of ribbon cuttings coming up in the future (one for the elevator and one for the EMTOC).

b) Creswell School Property Update: Mr. Kelly Chesson, Econ. & Strategic Dev. Director

Creswell Surplus Property RFP Summary

Washington County Government request for bid and upset bid process overview

Issue date 7/7/26 · Bidding ends 8/31/26

Purpose

What this RFP does

The document creates a uniform, legally compliant process for receiving sealed offers on surplus county real property, evaluating bidders, accepting an initial offer, and then launching the statutory upset bid process.

Primary objective

Orderly and transparent property disposition

County protection

Evaluate responsiveness, financial capacity, and legal compliance before sale advances

Important qualifier

Selection of an initial offer is not the final sale; board action and upset bid procedures still apply

Core schedule and contact points

7/7/26
Date of issue

8/31/26
Bidding ends

Laurie Zoll
Grants and Procurement Manager

Plymouth, NC
P.O. Box 1007, 120 Adams Street

Questions
Must be submitted in writing by email and should reference the Surplus Property Auction RFP and applicable section number.

Responses
Must be sealed, in writing, and delivered by the stated date and time; late responses are not opened or considered.

Envelope marking
Response for Surplus Property Auction — Do Not Open Before Official Opening.

Offer package requirements

Bidder identity
Offeror name, mailing address, phone, email, legal entity name, and authorized signer.

Price and deposit
Stated purchase price in U.S. dollars plus proposed earnest money deposit amount.

Financial capability
Bank letter, proof of funds, or financing commitment showing ability to close.

Cover letter
Signed statement confirming intent to purchase the property.

Closing timeline
Proposed timeframe to close after final approval.

Contingencies and acknowledgments
Disclose due diligence, financing, survey, rezoning, or environmental contingencies and acknowledge as-is, where-is status and upset bid exposure.

How the County evaluates offers

Evaluation factors

- Purchase amount and overall competitiveness.
- Completeness and responsiveness of the submittal.
- Demonstrated financial capacity and ability to close.
- Proposed use, contingencies, and timing.
- Any other factor relevant to the County's best interest.

County discretion

The County may reject any or all responses, waive informalities, request clarifications, and discontinue the process if that serves the County's interest.

Best offer is not final sale

A highest or best initial response only positions the County to move toward board consideration and public notice.

Board role

The Board of Commissioners may consider the selected offer before it is advertised for upset bids.

Process from sealed offer to closing

1. Initial submission

Interested parties submit one sealed response with the full offer package by the deadline.

2. County review

County staff open timely submissions, review responsiveness, and identify the highest responsive and responsible offer or other best-interest offer.

3. Board consideration

The Board may authorize the accepted initial offer to serve as the base offer for public notice.

4. Advertisement and upset bid period

The County publishes notice of the accepted offer and opens the statutory period for qualifying upset bids.

5. Final approval and closing

When no further valid upset bid is filed within the required period, the final high offer may return for final approval and closing.

Upset bid mechanics

Public notice starts the round

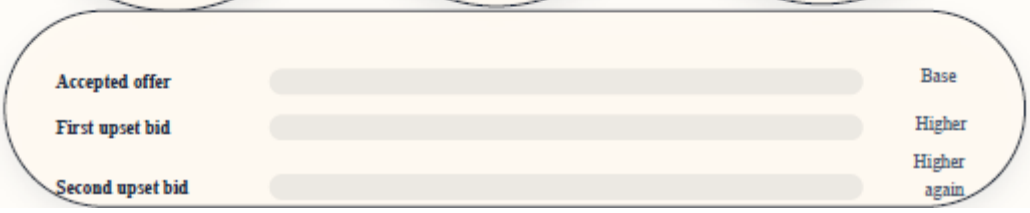
The County advertises the accepted offer amount and the deadline for filing an upset bid.

Bidder must file properly

A higher written offer, required deposit, bidder identity, and any required Clerk or Attorney documentation must be submitted timely.

Valid upset bid resets the process

Each qualifying upset bid becomes the new offer and triggers another advertisement period.



County Protections and Bidder Responsibilities

County protections

Property is conveyed as is, where is, with no warranty except as required by law or expressly stated in the contract.

The County may cancel or modify the solicitation by addendum and may reject the final offer before closing if permitted by law.

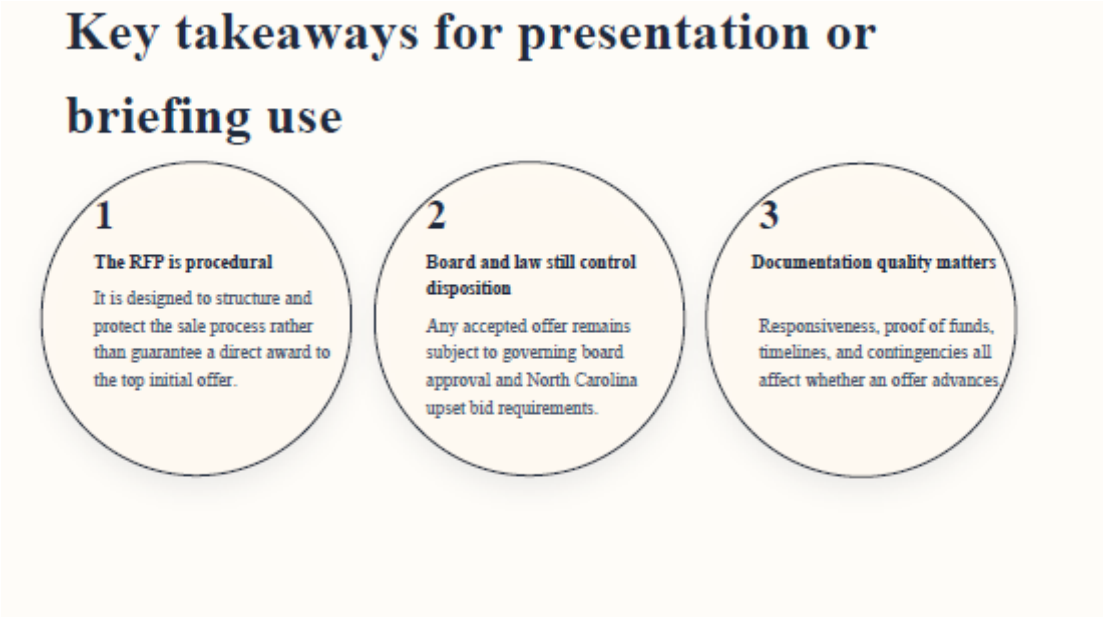
Failure by a selected purchaser to sign documents or provide deposits can lead to disqualification and selection of another offer or re-advertisement.

Bidder responsibilities

Conduct independent due diligence on title, zoning, utilities, access, survey, and environmental issues.

Disclose actual or potential conflicts of interest and avoid prohibited inducements.

Understand that responses may become public and bidder names and bid amounts may be published during the upset bid process.



Mr. Chesson said he would be meeting with the Town of Creswell and some State Representatives tomorrow. They may ask if we would separate the 7-acre tract (ball field)—not sure where that conversation would go.

Mr. Chesson said the County wants both buildings to go together. He plans to bring back more information at the September BoCC meeting, hopefully with a bid in hand.

c) NCACC Annual Conference Voting Delegate, Ms. Julie J. Bennett, Clerk
The Board needs to appoint a Commissioner who is attending the NCACC Annual Conference in Durham, August 20 – 22, 2026. Ms. Bennett asked if all Commissioners would be attending the Conference. All Commissioners stated they would be attending.

Commissioner Johnson made a motion to appoint Commissioner Keyes as the Voting Delegate for Washington County at the 2026 NCACC Annual Conference. Commissioner Walker seconded; motion carried unanimously.

d) Fire Ordinance Amendment Discussion/Roper Fire Department Request
- See the information below from the recent Fire Commission Meeting Minutes.

The Washington County Fire Commission would like to offer the following amendment to the approved use of the one cent equipment fund provided for the purchase of a fire truck, apparatus or major repairs for consideration by the Washington County Commissioners at their July 6 meeting.

At the Washington County Fire Commission regular meeting on June 22, 2026, held at the Lake Phelps Volunteer Fire Department, the following motion was offered by Roper Chief John Spruill, seconded by Pungo River Chief Tony Harris, and carried by a unanimous vote from a quorum of the Fire Commission:

I move that the Washington County Fire Commission amend the permitted use of fire department

equipment (one cent) funds applicable to all fire departments in Washington County, so that the fund balances might be applied not only toward fire apparatus purchases, but also toward new capital purchases, major equipment repairs, and required local matching funds for grant awards. Each request for expenditure should be itemized and will be subject to Fire Commission approval and a notice given to the Finance Officer and Clerk to the Board of Commissioners. Further, I recommend that each department provide a final accounting of each approved expenditure, itemized by paid invoice, after the project has been completed and all related expenses have been paid. If, after grant funds have been reimbursed, or invoices are less than the request, funds should be returned to the equipment fund balance for the receiving department.

Commissioner Keyes made a motion to amend the Fire Ordinance as presented. Commissioner Phelps seconded; motion carried unanimously.

Mr. Potter mentioned that staff is working on a comprehensive version of this document with all the changes that have been made to the Commissioners in the fall.

Commissioner Spruill made a motion to recuse himself from voting on the Roper Department Request. Commissioner Phelps seconded; motion carried unanimously.

The Roper Volunteer Fire Department request (below) was discussed by the Board.

Roper Fire Department, Inc. 410 NC-32 or PO Box 316 Roper, NC 27970

To Protect Lives, Property, and The Environment by Providing Skillful and Cost Effective Fire and Life Safety Services to Our Customers

June 21, 2026

Washington County Fire Commission
Washington County, North Carolina

RE: Funding Request - Equipment for New Roper VFD Apparatus (Delivery November 2026)

Members of the Fire Commission,

The Roper Volunteer Fire Department respectfully requests the Commission's approval to fund the remaining cost of equipping our new fire apparatus, which is scheduled for delivery in November 2026. To place the truck in service, it must be outfitted with supply and attack hose, rescue tools, scene lighting, a truck-mounted radio, apparatus tool mounts, and related equipment.

We solicited written quotes from five vendors across fifteen line items to ensure competitive, fully documented pricing. The complete equipment package totals $86,677.28 and is itemized below:

Equipment Item	Qty	Cost
5" Supply Hose (LDH)	10	$8,430.00
1.75" x 50' Attack Hose	10	$1,941.30
4-Way Valved Manifold, 5"	1	$2,890.00
Scene Lighting Kit	8	$2,800.00
Dewalt V18-BD Ventilation Fan	1	$5,666.40
36" Forcible Entry Bars	1	$234.77
Standard 5" Turbodraft	1	$3,206.07
Amkus Light Rescue Cutter	1	$14,196.00
Amkus Light Rescue Combi	1	$14,100.00
Amkus Rescue Ram	1	$13,170.00
Gas Detector	2	$400.00
Axes	2	$700.00
Truck-Mounted Radio	1	$12,000.00
Tilt-N-Deploy Tool Mounts - Cutter/Combi/Ram (incl. freight)	3	$3,242.74
Shipping (main order)		$3,700.00
Total Equipment Cost		**$86,677.28**

ROPER
VOLUNTEER FIRE DEPARTMENT
ROPER, NC

Roper Fire Department, Inc. 410 NC-32 or PO Box 316 Roper, NC 27970

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Grant funding totaling $60,000.00 has already been secured for this purchase: a $40,000.00 grant from the North Carolina Office of the State Fire Marshal (OSFM) and $20,000.00 in USDA appropriations.

After applying these grant funds, the remaining balance is $26,677.28. We respectfully request that Washington County fund this amount in full so the apparatus can be placed in service fully equipped. The funding breakdown is as follows:

1. North Carolina Office of the State Fire Marshal (OSFM) grant: $40,000.00
2. USDA appropriations: $20,000.00
3. Washington County, remaining balance requested: $26,677.28

These sources total the full equipment cost of $86,677.28. The Roper Fire equipment fund currently carries a balance of $24,064.70, and with the budgeted July 1 addition of $19,037.00 it will total $43,101.70. The requested amount is well within this balance and would leave approximately $16,424.42 in the fund after the purchase.

Approval of this request will allow Roper VFD to place the new apparatus in service fully equipped and ready to respond the moment it arrives. We appreciate the Commission's continued support of fire and emergency services in Washington County. A detailed quote comparison and full vendor documentation are available upon request.

If you have any questions or need additional information regarding this request, please do not hesitate to contact John Spruill at 252-508-6912.

Sincerely,

John Spruill
Roper Fire Chief & President
Phone: 252-508-6912

Commissioner Keyes made a motion to approve the Roper Fire Department Request to fund the remaining cost of $86,677.28 for equipping their new fire apparatus. Commissioner Walker seconded; motion carried unanimously. (4-0)

Commissioner Johnson made a motion to go into Closed Sessions 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 return to Open Session. Commissioner Johnson seconded; motion carried unanimously.

Commissioner Walker made a motion to recess the July 6, 2026 Regular Meeting until Tuesday, July 14, 2026, at 6:00 PM for a Joint Meeting with the Washington County Board of Education to be held in the Washington County Schools Auxiliary Gymnasium, 3177 U.S. Highway 64 East, Plymouth, NC. Commissioner Keyes seconded; motion carried unanimously.

Julie J. Bennett, NCMCC, MMC	John Spruill
Clerk to the Board	Chair