

Bertie County Board of Commissioners



March 20, 2017

| | | |
|---------------|---------------------------|--------------|
| | Ronald "Ron" Wesson | District 1 |
| | Stewart White | District II |
| | Tammy A. Lee | District III |
| Chairman | John Trent | District IV |
| Vice Chairman | Ernestine (Byrd) Bazemore | District V |

BERTIE COUNTY BOARD OF COMMISSIONERS

March 20, 2017

Regular Meeting

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

2:00 – 4:00 School Board Finance Report Updates

- a) Sharon Edmundson of the NC Local Government Commission, Fiscal Management
- b) Alexis Schauss of the NC Department of Public Instruction

5:30 – 6:30 Tour – Bakers’ Southern Tradition Peanuts grant funded expansion project

7:00-7:05 Call to Order and Welcome by Chairman Trent (**Old Southern Bank Building, Roxobel**)

7:05-7:10 Invocation and Pledge of Allegiance by Commissioner Lee

7:10-7:25 Public Comments (*3 minute time limit per speaker*)

(A)

***** APPOINTMENTS *****

7:25-7:35 (1) Economic Development Report by Steve Biggs, Economic Development Director

7:35-7:45 (2) Update regarding new Sheriff’s Office substation in old Southern Bank building in Roxobel

7:45-7:55 (3) Update and presentation of proposed Memorandum of Understanding with Holland Consulting

7:55 - 8:05 (4) Presentation by Dave Peterson, Central Regional Director for Trillium Health Resources

Board Appointments (B)

- 1. There are no Board Appointments.

Consent Agenda (C)

- 1. Approve minutes for Regular Session 3-6-17
- 2. Approve minutes for Work Session 3-13-17
- 3. Approve minutes for Closed Session 3-6-17
- 4. Tax Release Journal – February 2017
- 5. Budget Amendments

*****OTHER ITEMS*****
Discussion Agenda (D)

- 1. Legislative Items:
 - a. Bertie-Martin Regional Jail proposal to expand Jail Commission by two (2) seats, proposed by Commissioner Trent and Commissioner Bond
 - b. House Bill 353 – add Salmon Creek Natural Area to the State Park System
 - c. House Bill 378 - garnishment of wages for unpaid ambulance fees as proposed by Rep. Howard Hunter

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

3 minute time limit per speaker

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn

Bertie County Board of Commissioners



March 20, 2017
2:00 PM

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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: Work Session Item #1

DEPARTMENT: Governing Body

SUBJECT: School Board Finance Report Updates

- a) Sharon Edmundson of the NC Local Government Commission, Fiscal Management
- b) Alexis Schauss of the NC Department of Public Instruction

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



ANDERSON SMITH & WIKE PLLC

Certified Public Accountants

January 6, 2017

Bertie County Board of Education
Windsor, North Carolina

In planning and performing our audit of the financial statements of the Bertie County Board of Education for the year ended June 30, 2016, we considered the Board's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During our audit, however, we became aware of matters that are an opportunity for strengthening internal controls and operating efficiency. This memorandum summarizes our comments and suggestions regarding these items. We previously reported on the Board's internal control structure in our report dated January 6, 2017. This letter does not affect our report dated January 6, 2017, on the financial statements of the Bertie County Board of Education.

Deficit Fund Balances

1. Per review of the district's audit reports for the past few years, it was noted that the district reported fund balance at June 30, 2013 of \$2.5 million in its General Fund. Fund balance reported in the General Fund at June 30, 2016 is a deficit \$704,995, meaning that the district has expended over \$3.2 million of fund balance in the past three years, or on average more than \$1.0 million per year. In order to address the issues cited in item 2 below, the district will need to increase revenues and/or decrease expenditures in sufficient amounts so as to allow for it to eliminate its fund balance deficits. Failure to address these matters in a timely manner could result in prompt corrective action being taken by the district's oversight agencies.
2. At June 30, 2016 the district reported deficit fund balances in its General and Special Restricted funds of \$704,995 and \$135,078, respectively. NC State law G.S. 115C-432(b)(2) states that the full amount of any lawful deficit from the prior fiscal year shall be appropriated in the budget resolution. The Board should immediately review its fiscal year 2016-2017 budget to ensure that it has made appropriations to cover these deficits.

Bank Accounts

3. The district currently maintains its General, Capital Outlay, School Food Service and Special Restricted funds checking accounts all in the same account. We recommend that the Capital Outlay Fund and the School Food Service Fund each have their own separate bank account due to revenues in these two funds being restricted for use.
4. During our audit, we noted that the district has numerous old outstanding checks in its State bank account. Many of the checks are anywhere from ten to twenty years old. We recommend that these checks be investigated and escheated, if necessary, in accordance with State law.
5. It was noted during our audit that the district had numerous checks that were produced through the district's payroll system to cover certain payroll liability payments that are paid as bank ACH payments for items such as hospitalization, retirement and federal and FICA tax payments. These checks were written to Bertie County Schools and should have been deposited into the local PNC bank account where the ACH payments are withdrawn. We noted outstanding checks to Bertie

County Schools for such items totaling approximately \$339,000 at June 30, 2016 which had not been deposited into the local PNC bank account. Some of these outstanding checks dated back to 2002 and were replaced in October 2016. Based on discussions with management, we were unable to determine why these checks had not been immediately deposited into the Board's PNC bank account at the time they were written.

Hospitalization Insurance

6. As cited in Finding 16-01 in the June 30, 2016 financial statements, the district did not perform reconciliations of various general ledger accounts throughout the year, including its hospitalization insurance liability accounts. It was discovered during the completion of the district's bank reconciliations subsequent to year end that the Blue Cross Blue Shield (BCBS) monthly health insurance invoices were being paid without reconciling those payments to the district's employee withholding and employer matching records. Data provided to us by the district shows that payments to BCBS during the year were over \$250,000 more than the related employee withholding and employer matching amounts. We recommend that management begin reconciling the BCBS invoice and related liability accounts on a monthly basis to ensure the accuracy of the payments made to BCBS and also to ensure that employee withholdings and employer matching amounts are correct.
7. Employee hospitalization insurance withholdings and employer matching checks are currently being deposited into the main General Fund operating account. We recommend that a separate bank account be opened to record BCBS insurance payments and related deposits. Use of a separate account will make the monthly reconciliation process easier and more efficient.

Salary Exceptions

8. During our audit, we obtained reports and other documentation from management which show outstanding salary exceptions as of June 30, 2016. Per review of this documentation, we noted the Board overpaid employees with State funds totaling \$71,648 and underpaid employees by \$16,580.62. A liability was recorded in the General Fund for both amounts as of June 30, 2016. These items will need to be paid during the 2016-2017 fiscal year. We recommend controls be implemented to address all salary exceptions in a more timely manner.

State Position and Dollar Allotments

9. During our audit, we obtained a report from management that is provided by DPI which shows position allotment balances as of June 30, 2016. Per review of this report, we noted the Board utilized less positions than it was allocated in various State PRC's. These unused positions equate to approximately \$60,000 of State funds that the district would have received had these positions been utilized. We also obtained a report from DPI which shows all State PRC unexpended dollar allotment balances as of June 30, 2016. This report showed over \$180,000 of unexpended State allotments for the year ended June 30, 2016 that reverted back to the State. We recommend that management closely monitor its State position and dollar allotments throughout the year to ensure that the district is fully maximizing the funding that is available from the State.

Termination Payments

10. During our testing of terminated employee payments made by the Board during the year, we noted immaterial payout miscalculations. These miscalculations totaled \$1,235.89 in underpayments of State funds. We also noted one instance in which an employee's annual leave balance was not properly paid out or transferred to another State agency. This oversight resulted in an underpayment of State funds totaling \$556.98. No overpayments to employees were noted in our testing. Controls should be implemented to ensure that terminated payments are properly calculated.

Sales Tax Refunds

11. During our audit, we noted that NC sales tax request for refund forms had not been filed during the 2015-2016 year. Per discussions with management, it was determined that no request for refund forms had been filed since the 2011 calendar year. It is our understanding that management has contracted to have these forms completed going back as many years as allowable by State law.

Child Nutrition Program

12. During our testing of child nutrition inventory, we noted the Board is not utilizing a computerized inventory management system to track inventory balances. Per discussions child nutrition management, each school uses excel spreadsheets to track their inventory on hand at the end of each month. The Cafeteria Manager at each school is responsible for maintaining the spreadsheet and updating the value for each item in their inventory. Per inquiry of the Child Nutrition Director, her department does not review the spreadsheets to ensure each school is using the proper valuation for each item. We recommend that the Board consider utilizing a computerized inventory management system so that inventory balances and values can be monitored more closely by child nutrition program management.
13. During our audit, we noted that the child nutrition department is not tracking prepaid student meal balances and recording those balances in its general ledger. We recommend that management of the child nutrition program begin tracking these balances in its general ledger going forward.
14. During our testing of child nutrition capital asset additions for the 2015-2016 year, we noted the purchase of a new convection oven for \$10,827.45 that was charged to object code 422 – Repair Parts & Materials. Equipment purchases with a cost of over \$5,000 should be capitalized and charged to object code 541 – Purchase of Capitalized Equipment.
15. The Board is required to pay a \$45,000 match from State Public School Fund for school nutrition supervisors. We noted that the Board paid only \$40,276.03 of this amount. Controls should be put in place to ensure that the Board complies with this requirement.
16. Per discussions with child nutrition management, each day, funds collected in the school cafeterias are remitted to the school bookkeeper who deposits them in the school's bank account. Once a month, those funds are remitted to Central Office and are deposited in the child nutrition main bank account. Therefore, total cafeteria revenues and expenditures reported on each school's Statement of Receipts & Disbursements should agree. However, on the June 30, 2016 year-to-date Statements of Receipts & Disbursements, we noted cafeteria expenditures were \$1,860 more than revenues. We recommend that controls be put in place to ensure that all child nutrition cash receipts are being properly accounted for and deposited into the child nutrition program bank account.
17. During our audit, we performed a walkthrough of the internal controls over the receipt of cash in the child nutrition program. We selected cash receipts at Bertie High on March 2, 2016 for testing. Per review of the cash receipt documentation for that day, we noted that the Daily Cash Reports did not contain dual signatures and that the Cafeteria Manager did not sign the Daily Deposit Reconciliation form. We recommend that management emphasize to all child nutrition staff the importance of following proper control procedures when handling cash.

Governmental and Child Nutrition Capital Assets

18. Based on discussions with management, we noted that a detailed physical inventory of the Board's capital assets has not been conducted in recent years. We recommend that a physical inventory be conducted to ensure that the Board's capital asset records are up to date and reflect all assets owned by the district.

Payroll Installment Accruals

19. During our testing of payroll installment accruals at June 30, 2016, we noted the Board's payroll system accrued installment liabilities for health insurance (object code 231). Installment accruals should only be accrued for salaries (object codes 100-199), retirement (object code 221), and FICA (object code 211). Adjusting entries were recorded subsequent to year end to remove these health insurance installment liabilities from the June 30, 2016 general ledger.

Individual School Accounts

20. During our testing of individual school accounting records for the year ended June 30, 2016, we noted the following issues:

- a. Aulander Elementary – The 6/30/16 bank reconciliation was not completed properly. No bank balance was entered on the reconciliation and the bank statement balance was (\$156.48). Deposits in transit totaling \$6,288.71 are old, ranging in dates from 8/14/13 to 5/31/16. Therefore, these amounts appear to not be valid outstanding deposits. Also, there are miscellaneous outstanding additions of \$71.00 for which there is no supporting documentation. Outstanding checks totaling \$1,196.67 are old, for checks written on 11/6/13 & 1/17/14. These checks should be investigated and potentially escheated in accordance with State law. Also, there are other miscellaneous outstanding items totaling \$527.83 for which there is no supporting documentation.
- b. Colerain Elementary – The 6/30/16 bank reconciliation shows an old deposit in transit of \$54.00 from 3/2/15. Also, there are old outstanding checks totaling \$36.00 dated 3/15/12 and 8/22/12 which should be investigated and/or escheated in accordance with State law.
- c. West Bertie Elementary – The 6/30/16 bank reconciliation shows an old deposit in transit of \$70.00 from 4/11/16. A deposit in transit should clear the bank within a day or two. Also, there's an outstanding check of \$10.36 dated 4/11/11 which should be investigated and/or escheated in accordance with State law.
- d. Windsor Elementary – The 6/30/16 bank reconciliation shows outstanding checks totaling \$1,198.12 that have been outstanding for more than a year. These items should be investigated and/or escheated in accordance with State law.
- e. Bertie Middle – The 6/30/16 bank reconciliation shows outstanding checks totaling \$222.14 that have been outstanding for more than a year. These items should be investigated and/or escheated in accordance with State law.
- f. Bertie High – The 6/30/16 bank reconciliation shows outstanding checks totaling \$14,474.19 that have been outstanding for more than a year, some as old as 3/2/91 (most o/s checks are at least 4 years old). These items should be investigated and/or escheated in accordance with State law.
- g. Bertie STEM High – The 6/30/16 bank reconciliation shows an outstanding check of \$4.70 dated 3/19/15 which should be investigated and/or escheated in accordance with State law.

Budget Resolution and Amendments

21. In our testing of the district's budget and related amendments, we noted that a budget was not initially adopted for the Federal Grants Fund in the 2015-2016 budget resolution. The entire Federal Grants Fund budget was approved through amendments. The initial resolution for all funds was approved by the Board at the function level. However, management was unable to provide us a detail of the Federal Grants Fund final budget by function because all budget amendments were not properly keyed into the Board's general ledger program. The Federal Grants Fund budget could therefore not be presented at the function level in the June 30, 2016 financial statements. We recommend that management approve the Federal Grants Fund budget as part of the initial budget resolution. In addition, controls and procedures should be put in place to ensure that the beginning budget and related amendments, as approved by the Board of Education, are properly keyed into the Board's general ledger software program.

22. The budget entered into the general ledger for the School Food Service Fund shows fund balance appropriated of \$800,000. It appears that this may be a keying error and that the amount should have been posted to the budget for food sales revenue given that actual food sales revenues were over \$500,000 but there was no budget shown in the general ledger for those revenues. The approved budget resolution and amendments that we were provided for review did not give adequate detail to determine what the \$800,000 budget amount was for. We therefore presented it in the financial statements as fund balance appropriated since that's where it was keyed by management into the general ledger we were provided.
23. The Board's budget resolution is referred to and approved in the Board of Education minutes. However, the actual budget resolution document is not signed and dated by anyone. We recommend the resolution be signed and dated on the last page by the Board Chair and Superintendent. This will help to provide evidence of the exact document that is being referred to in the Board minutes.
24. The Board does not have a formal management policy for revenue spending that provides guidance for programs with multiple revenue sources. We recommend that wording for such a policy be added to and included in the budget resolution each year.
25. The budget resolution should include wording to describe the Board's legal level of budgetary compliance and indicate the conditions under which the Superintendent is authorized to transfer appropriations within a fund. Most school systems include this wording at the end of their budget resolution.

Indirect Cost and Workers Compensation

26. During our audit, we noted that indirect cost totaling \$163,529 could have been collected from the School Food Service Fund. It also appears that the Board could have collected \$40,000 to \$50,000 more in indirect cost from the Federal Grants Fund than what was charged. The Board can also charge the School Food Service Fund for its proportional share of workers compensation insurance expense. We recommend that the Board begin charging and collecting the full amount of indirect cost and workers compensation insurance expense allowable by law.

Federal Data Collection Form

27. During our audit, we noted that federal Data Collection forms had not been completed and submitted to the Federal Audit Clearinghouse, as required, since the 2009-2010 fiscal year. These forms are required to be filed annually within 30 days of completion of the Board's audited financial statements. Failure to file this form results in the district automatically being considered a high-risk auditee for purposes of federal single audit determination.

Payroll and Accounts Payable Transaction Cycles

28. During our audit, we evaluated the key controls and procedures followed for the Board's payroll and accounts payable transaction cycles. Due to a limited number of employees involved in these processes, we recommend that management implement the use of check logs for these two cycles. The check logs should include the range of checks/direct deposits written each run, and be initialed by the employee who generated the checks/direct deposits. The Finance Officer should then initial the check log to provide evidence that they have reviewed documentation to support payment of the corresponding checks/direct deposits.

Contracted Services Payment.

29. During our audit, we noted the payment to an individual of \$3,333.36 for 8 days of work under a contracted services agreement. Per review of the agreement, the individual was to be paid a total of \$2,500 per month for 6-8 days of work per month. However, the individual was paid \$833.36 over the contract amount. It appears that the individual's pay for the month was based on the contract being for 6 days instead of the 6-8 days stated in the contract. We recommend that management review contracts more closely to ensure that the district is not overpaying vendors, contractors or others.

The aforementioned comments are intended to be constructive suggestions for improvements in the effectiveness of internal accounting controls and financial records. We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Anderson Smith & Wike PLLC

*Anderson Smith & Wike PLLC
Rockingham, North Carolina*



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: Work Session Item #2

DEPARTMENT: Governing Body

SUBJECT: Tour – Bakers’ Southern Tradition Peanuts grant funded expansion project

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Bertie County Board of Commissioners



March 20, 2017
7:00 PM

| | | |
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Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: A-1

DEPARTMENT: Governing Body

SUBJECT: Economic Development Report by Steve Biggs, Economic Development Director

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: A-2

DEPARTMENT: Governing Body

SUBJECT: Update regarding new Sheriff's Office substation in old Southern Bank building in Roxobel

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: A-3

DEPARTMENT: Governing Body

SUBJECT: Update and presentation of proposed Memorandum of Understanding with Holland Consulting

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Memorandum of Agreement

Between Bertie County and the Town of Windsor

Hurricane Matthew (DR-4285) Hazard Mitigation Grant (HMGP) Programs

This Agreement, dated March 23, 2017, by and between Bertie County, North Carolina, hereinafter called "the County," and the Town of Windsor, hereinafter called "the Town," both bodies politic and corporate of the State of North Carolina.

Whereas, both the County and the Town suffered considerable flood damage from Hurricane Matthew in October, 2016, including damage to numerous structures damaged by several previous tropical storm/hurricane events since 1999; and,

Whereas, both the County and the Town are located in the area eligible for federal Hazard Mitigation Grant Program (HMGP) funding under the federal disaster declaration (DR-4285) for Hurricane Matthew; and,

Whereas, both the County and the Town are undertaking citizen outreach, structural assessment, and data collection activities required to submit applications for HMGP acquisition, elevation, and reconstruction projects to the NC Division of Emergency Management; and,

Whereas, both the County and the Town have entered into contractual agreements with the same qualified planning consulting firm to assist both entities with flood mitigation and recovery projects related to Hurricane Matthew; and,

Whereas, the aforementioned planning consulting firm, Holland Consulting Planners, Inc., (HCP) has a long-standing professional relationship with the Town of Windsor, including management of numerous Community Development Block Grant (CDBG) programs, and several HMGP- and state-funded elevation, reconstruction, and acquisition projects following Hurricane Floyd and Tropical Storm Nicole; and,

Whereas, Bertie County has no related experience in the management of flood mitigation and recovery projects, and limited staff available to provide day-to-day management of those types of projects; and,

Whereas, representatives of both entities have discussed possible project management alternatives for HMGP projects funded pursuant to Hurricane Matthew, and have agreed that the optimum management alternative for both parties is for the Town to assume responsibility for application for, and management of, all HMGP acquisition, elevation, and reconstruction projects including housing units located within the planning jurisdiction of the Town and/or the County.

NOW, THEREFORE, both Bertie County and the Town of Windsor agree to the following terms and conditions:

The Town of Windsor and its planning consultant (HCP) will prepare all documents and attachments required for submittal of expedited and secondary Hurricane Matthew HMGP applications including housing units located in the County/Town planning jurisdiction to the NC Division of Emergency

Management. Bertie County will provide technical assistance during preparation and review of the applications as requested by representatives of HCP or the Town of Windsor.

The Town of Windsor will assume sole responsibility for 1) managing all projects funded with Hurricane Matthew HMGP funds pursuant to the application process outlined above, and 2) will be responsible for maintaining strict compliance with the terms of the respective Hurricane Matthew HMGP grant agreements executed by the Town on behalf of the Town/County. The Town does hereby agree to indemnify the County against any and all loss, costs, damages, charges, liabilities, or expenses, including court costs and attorney's fees, which it may sustain as a result of the Town's non-compliance with the conditions of any Hurricane Matthew HMGP grant agreement related to the terms of this Agreement.

During HMGP project implementation, Bertie County will provide technical support to respond to concerns of the Town; e.g., citizen participation, progress meetings, building inspection, homeowner/contractor disputes, etc., in a reasonable manner as requested by the Town, based on staff availability and availability of grant funds managed by the Town.

The Town will assume responsibility for HMGP grant management, financial management, procurement of required professional and construction services, and supervision of construction/contract administration for Town- managed HMGP flood mitigation projects in accordance with the appropriate HMGP Grant Agreements.

All professional services contracts and construction contracts procured by the Town related to this Memorandum of Agreement will be procured specifically for each project utilizing procedures outlined in the North Carolina General Statutes and/or the applicable federal procurement standards.

The Town will provide the County Manager with audited financial statements, by-laws, meeting minutes, or other documents and correspondence related to the HMGP grants covered by this Memorandum of Agreement in a reasonable time frame upon request.

This Agreement may be terminated upon thirty (30) days written notice by either party, and may be amended at any time by mutual agreement.

Agreed this 23rd day of March, 2017.

BERTIE COUNTY

TOWN OF WINDSOR

John Trent, Chairman
Board of Commissioners

James F. Hoggard, III, Mayor

ATTEST:

ATTEST:

Clerk to the Board

Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: A-4

DEPARTMENT: Governing Body

SUBJECT: Presentation by Dave Peterson, Central Regional Director for Trillium Health Resources

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Trillium Health Resources Taking Care of Eastern NC



Transforming Lives



Trillium Update

- Trillium Health Resources marked its one year anniversary on July 1, 2016 following the consolidation of East Carolina Behavioral Health and Coastal Care.
- Trillium continues to invest in innovation to meet the needs of individuals we serve and remains focused on delivering the right services, in the right amount, at the right time.
- We manage the behavioral health and I/DD services for the Medicaid and the indigent population.

Annual Gaps and Needs Process

Data Reviewed:

- Demographic and health information
- National prevalence data for MH/DD/SA issue
- Survey participants and stakeholders
- Complaints and grievances, Registry of Unmet Needs
- Geo-mapping data

Process:

- Online Survey
- On-site work with CFAC's and Board
- Compile and analyze data
- Develop strategies to address gaps and needs
- Present action plan to board for adoption

Current Statistics for 2015

- Served approximately 50,000 people
- Total Cost = \$340,242,416.01
- Over 400 Providers

Statistics for Bertie County

- Total Consumers served - 814
- Mental Health - 705
- Substance Use -130
- I/DD - 73

Total is unduplicated, since a single individual may receive more than one category

Trillium's Funding for Services

- Medicaid Funding 1915(b) and (b)(3) waivers
- Innovations Waiver
- State Funding
- County Funding
- Fund Balance or Savings

State Funding

- Trillium historically received approximately \$41 million in state single stream funding to be used for services
- Some of this funding is a match to federal block grant funding and required to be used for Mental Health and Substance Use disorders
- Some of this funding is required to be paid for legacy programs
- Approximately 20 million dollars annually has historically been used to fund services that Medicaid does not cover. This includes over 200 people living in group homes and many others who receive supports through day programs, Supported Employment, respite, developmental therapy etc..

What happened in the 2015-2016 budget process?

- Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual and other developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO savings.

What happened in the 2015-2016 budget process?

- The current formula the NCGA uses, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium. We have implemented our reinvestment plan, which has resulted in our cash balance decreasing relative to the other LME/MCOs.
 - At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
 - At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted, we still received 15.11% of the \$152.8 million reduction. The resulted in an additional reduction of \$3 million to Trillium.
 - As of October 31, 2016 (the latest statewide numbers available), Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

Fund Balance/Savings Picture today

- In June, 2014 Trillium had approximately \$10.3 million in state fund balance.
- By June, 2016 that state fund balance was completely exhausted
- Trillium has had to use unrestricted Medicaid fund balance to assure services have continued
- If all continues as is by July 1, 2017 that unrestricted Medicaid fund balance may be less than \$3 million.

What is the potential impact going to be June 2017?

- Many people may lose services and be dependent on families to care for them or end up in more costly levels of care like nursing homes, hospitals or institutions.
- **236** people with Mental Illness and Developmental Disabilities are at risk of losing their placement in group homes and having to move to higher levels of care because family is often not able to take care of their complex needs.
- **254** children with IDD may receive no services of any kind not even respite so the caregivers can recharge
- **319** Adults with IDD served by local day programs that have been part of communities for over 25 years may end up closing and those adults with IDD will be stuck at home
- Hundreds of jobs may be lost in every county some of which are already struggling communities with high unemployment rates.
- Some people's health and safety may be endangered without the support or supervision that is needed

What is Trillium doing?

- Advocating that the money be permanently restored to the budget for MHDDSA services
- If the General Assembly doesn't restore the funding, we ask that they acknowledge the innovations in the communities made by Trillium reinvestment and the improvement in the overall quality of life for people and ask that the NCGA readjust the formula is used to calculate what Trillium has to pay from savings since Trillium's saving has been impacted disproportionately in comparison to the other LMEMCOs.

What can you do?

- Call/Write/Email/Use Social media to get your legislators attention.
- As local elected county commissioners you can work with NCACC requesting they advocate with the NCGA and reach out individually to NCGA.
- Pass the resolution presented today to show your support for people with mental health, substance use and intellectual/developmental disabilities.

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January 30, 2017

County Commissioners,

Over the past two fiscal years, the General Assembly has reduced State funding for mental health (MH), substance use disorder (SU), and intellectual/developmental disability services (I/DD) by \$263.7 million and required those reductions to be filled using LME/MCO one time savings.

LME/MCOs are subject to the requirements of the Local Government Commission in the Office of the State Treasurer. Among those requirements is that they must maintain at least thirty days which is 8% of cash on hand. This is just prudent business. For the seven LME/MCO's thirty days of cash is \$240.7 million dollars.

Trillium will have spent nearly \$40 million dollars of its own savings replacing state service funding reductions mandated by the General Assembly by June 30, 2017.


This has a direct impact on how Trillium Health Resources is managing its reinvestment funds and services for those with intellectual/developmental disabilities. Our unrestricted savings just this fiscal year will be reduced from \$18 million to an estimated \$3 million at year end. If reductions continue, Trillium will be forced to reduce state funded services and curtail reinvestment projects. State service reductions may have to include:

- Reducing State-funded group homes and other residential services for adults with mental illness and I/DD
- Reducing State-funded day programming for adults with I/DD
- Limiting most non-Medicaid consumers to outpatient therapy services only, instead of more effective evidence-based practices.
- Reinvestment projects curtailed may have to include:
 1. Replication of the Healing Transitions model for long-term substance use disorder recovery
 2. Expansion of inclusive day programs for children and adults with disabilities
 3. Expansion of crisis services

Finally, if any further reductions must be made, the formula mandated by the General Assembly on how those reductions are allocated among the LME/MCOs must be changed. The current formula, which tags the reduction to cash balances as of June 30, 2015, is very unfair to Trillium.

- At June 30, 2015, the Trillium cash balance was 15.11% of the statewide total, so we received 15.11% of the \$110.8 million reduction for SFY 2015-2016.
- At June 30, 2016, the Trillium cash balance was only 13.13% of the statewide total, but since the formula was not adjusted by the General Assembly, we still received 15.11% of the \$152.8 million reduction. This resulted in an additional reduction of \$3 million to Trillium.
- As of October 31, 2016, Trillium's cash balance was down to 11.61% of the statewide total, meaning our share of the 2016-2017 reduction is actually \$5.3 million more this year than our "fair share."

We are respectfully requesting that you consider adopting this resolution to express your support for providing Trillium with adequate funding to continue serving those with disabilities throughout our 24 counties.



Leza Wainwright, MBA
CEO, Trillium Health Resources

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Resolution of Support for Adequate Funding to meet the Mental Health, Intellectual and Developmental Disabilities, and Substance Use Disorder service needs for Citizens of Bertie County

WHEREAS, Bertie County knows that citizens dealing with mental illness and substance use disorders can achieve recovery with the appropriate services and supports and that citizens with intellectual and developmental disabilities can live productive lives in our communities with similar services and supports; and

WHEREAS, the funding needed for such services and supports is increasing due to North Carolina's increasing population and the opioid epidemic in our State; and

WHEREAS, Bertie County is a member of Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina; and

WHEREAS, in accordance with the intent of the NC General Assembly and the NC Department of Health and Human Services, the Board of Trillium Health Resources has developed and is implementing a robust reinvestment plan to use savings that is benefiting the citizens of Bertie County with such enhancements as accessible playgrounds, Access Point Kiosks, and new evidenced-based services; and

WHEREAS, the North Carolina General Assembly has made significant budget reductions in State funding for the past two years; and

WHEREAS, the formula used to allocate the reduction statewide in the current fiscal year was based on 2015 information which has resulted in a disproportionate reduction to Trillium Health Resources; and

WHEREAS, these budget reductions can no longer be absorbed by Trillium Health Resources without jeopardizing services to Bertie County citizens, negatively impacting the lives of people in need of service as well as potentially impacting the local economy through job loss;

NOW, THEREFORE BE IT RESOLVED that we, the Bertie County Board of Commissioners do hereby request that the North Carolina General Assembly:

- Maintain full State funding for mental health, developmental disabilities and substance abuse services without further reductions; and
- Allow Trillium Health Resources to continue to use its savings to reinvest in enhanced services in our communities rather than having to use that funding to replace State budget reductions; and
- Modify the formula by which any future reductions in funding are allocated, if such reductions must be made, to ensure the reduction is fairly distributed statewide.

ADOPTED this 20th day of March, 2017.

John Trent, Chairman
Bertie County Board of Commissioners



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: C-1

DEPARTMENT: Governing Body

SUBJECT: Approve minutes for Regular Session 3-6-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
March 6, 2017
Regular Meeting

The Bertie County Board of Commissioners met for their regularly scheduled meeting inside the Commissioners Room located at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Assistant/County Attorney Lloyd Smith
Finance Officer William Roberson
Network Administrator Joe Wilkes
Sheriff John Holley
Chief Deputy Kenneth “Kenny” Perry
Economic Development Director Steve Biggs

Gene Motley of the Roanoke-Chowan News Herald and Leslie Beachboard of the Bertie-Ledger Advance were present from the media.

CALL TO ORDER

Chairman Trent called the meeting to order and thanked those present for their attendance.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner White led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no Public Comments during this section.

APPOINTMENTS

“Public Safety Day” presentation by Law Enforcement CADET Program Instructor, Stephanie Cottle

Stephanie Cottle, Advisor to the Law Enforcement CADET Program at Bertie STEM High School was present to introduce some of her students that are current CADET program participants including: Aniya Williams, Eboney Slade, and Germika Parker.

Gwen Norville of the NC Department of Public Safety, Sheriff John Holley, and Law Enforcement CADET Program Instructor, Karen Bell of RCCC were present to show their support for the program, and provide encouragement to students and the public to continue to support the program that also provides students with college credits.

The cadets briefly discussed the upcoming Public Safety Day event that will take place on May 4th from 3:30 – 7:00 PM at Bertie High School.

The goal of the event is about strengthening the relationship between citizens and law enforcement officials, and will features booths, face painting, drone flying lessons, and other activities for the public to enjoy.

Members of the Bertie County Sheriff’s Office, NC State Highway Patrol, NC Department of Public Safety, Bertie County Corrections, and other organizations will participate in the event.

The event will be advertised in local media as well as through various school visits between April 24th and 28th where Bertie DPS Cadet Pioneers will discuss the event with students and staff.

The Board thanked the cadets for their presentation, and encouraged them to reach out to the Board, if needed.

Presentation of 2017 American Red Cross Month resolution by Executive Director of the Northeast NC Region, Cally Edwards

Cally Edwards, the Northeast NC Region Executive Director of the American Red Cross was present to announce that the organization is celebrating 100 years in North Carolina in 2017.

She also discussed the American Red Cross' response to the recent Tropical Storm Julia and Hurricane Matthew. She wanted to remind the public that the Red Cross is not just about "blood and floods," and also about disaster recovery, homes damaged by fire, support for families who have been displaced from their homes for any reason, etc.

Lastly, she asked if the Board would approve the proclamation in the Board's electronic agenda packet that proclaims March 2017 as American Red Cross Month.

Commissioner Wesson made a **MOTION** to approve the proclamation. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

2017 Relay for Life presentation by Jo Ann Jordan

Jo Ann Jordan of Bertie County's Relay for Life was present to announce the date of May 19 as this year's Relay for Life event from 6:00 PM – Midnight.

Ms. Jordan also presented two additional awards to the Board. One award just received was the "Impact Award" which was presented to the citizens of Bertie County.

Additionally, Bertie County also received an award for being in the Top 10 in the nation for Relay for Life fundraising.

Lastly, Ms. Jordan presented a resolution proclaiming the above date of May 19, 2017 as "Relay for Life Day" in Bertie County.

Commissioner Lee made a **MOTION** to approve the resolution. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Presentation of audit report for the fiscal year ended June 30, 2016 by Jeff Best of Carr, Riggs, & Ingram

Jeff Best of Carr, Riggs, and Ingram was present to distribute and discuss the County's latest audit for fiscal year ended June 30, 2016.

Upon reviewing the "Management's Analysis" on pages 4-23, County Manager Sauer noted some historical information especially as it relates to EMS, Non-Emergency Transport, as well as the excess water loss that was discovered in recent years that required the Board's immediate attention at that time. This year's audit is the first to show the effect of those decisions on the County's financial health.

Mr. Best continued to discuss each section, and the Commissioners asked questions as necessary.

County Manager Sauer noted that the County's expected use of appropriated fund balance was lower than originally budgeted.

Mr. Sauer also noted some highlights on page 6 for local media to show the four (4) largest capital projects that required budgeted funds from the County's fund balance. The projects included renovations to the exterior and interior of the County courthouse, Bertie-Martin Jail improvements, and replacement of the Administration Building HVAC system.

Additionally, Mr. Sauer noted that on page 108, there is some detail about Water District II with a repayment of prior year costs of \$855,000 back to the General Fund.

County Attorney, Lloyd Smith, inquired about three deficiencies found throughout the audit process. Mr. Smith asked Mr. Best to address those now for the record to ensure that County management has taken appropriate action.

Mr. Best stated that the County sales tax was a factor, as well as the County's travel policy, and payroll liabilities which he attributed to a probable misunderstanding.

The Board commended the County Manager, Finance Officer, and Auditor Jeff Best for their dedication to the audit process each year.

After some additional discussion, Commissioner Wesson made a **MOTION** to re-engage with Carr, Riggs, & Ingram for the next audit for FY 2017-2018, to approve the amended audit contract, as well as to submit the current audit to the Local Government Commission. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

As a reminder, all recent County audits are available on the County's website which is <https://co.bertie.nc.us>.

Addressing of complaints received for convenience sites by Josephine Aiken, and Joe Dehner of Republic Services

Josephine Aiken and Joe Dehner of Republic Services were present to respond to various complaints that have been received from citizens regarding the County's solid waste convenience sites.

Mr. Dehner discussed the latest management changes that have taken effect in recent weeks which could be attributed to the delay in service to convenience sites.

Additionally, Mr. Dehner and Ms. Aiken assured the Board that they are working as diligently as possible to fill the vacant management positions, and they believed that with new processes that have already been put in place on the dispatch level that positive changes were on the way.

In the meantime, Mr. Dehner encouraged the Board to reach out to him as often as possible when they receive calls about the convenience sites not being emptied as promptly as needed.

BOARD APPOINTMENTS

There were no Board Appointments.

CONSENT AGENDA

Upon review by Chairman Trent, Vice Chairman Bazemore made a **MOTION** to approve the Consent Agenda. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 2-20-17, Work Session 2-20-17, Closed Session 2-20-17
2. **Fees Report** – Register of Deeds – February 2017
4. **Conditional bid acceptance** – 603 Holley Avenue in Windsor, pending 10-day advertisement period for upset bids
5. **Bid acceptance** – 813 Meadow Road in Colerain

DISCUSSION AGENDA

Discuss approval of three (3) ordinances

a. Smoking Policy

After a brief discussion, Commissioner Wesson made a **MOTION** to approve the Smoking Policy ordinance as presented. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

b. Dangerous Weapons on County property

After a brief discussion, Commissioner Wesson made a **MOTION** to approve the Dangerous Weapons on County property ordinance as drafted. Vice Chairman Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

c. Private Roads

After a lengthy discussion, the Board decided to table this matter until letters can be drafted and sent to homeowners that would be impacted by this ordinance. The Board also asked that the County Attorney provide an additional draft of this ordinance to further specify its terms.

The Board agreed that an ordinance was needed, but that they didn't feel this version of the ordinance was ready for adoption.

The Board will discuss this matter at an upcoming Work Session on Monday, March 13th.

**Commissioners present reports from 2017 NACo Legislative Conference in
Washington, D.C. – Feb. 25th-March 1st**

Chairman Trent announced that Commissioners had very productive meetings with Congressman Butterfield, Senator Burr, and Senator Tillis in Washington, D.C. during the 2017 NACo Legislative Conference about grant funds that could be available to Bertie County for a feasibility study following the flooding events from Hurricane Matthew.

Vice Chairman Bazemore reported that North Carolina had the strongest participation at the conference with over 160 representatives present from the state. There were 1700 County representatives from various areas all over the Country. She distributed a flyer regarding the NCACC's Advocacy Goals that were decided collaboratively earlier this year.

Commissioner Lee stated that the 2017 NACo Legislative Conference was a great event, and that it provided very important opportunities for Commissioners to meet and discuss important issues with their federal legislators. She also discussed the Steering Committees she currently serves on which address Veterans and Public Safety.

Commissioner Wesson thanked the citizens of Bertie County for allowing the Board to attend this conference, and that it is always extremely informative. He also noted that during his Resilient Counties Panel meeting, Bertie County received a large acknowledgement from Michael Sprayberry, Director of the NC Division of Emergency Management regarding the County's adoption of the EMS system back in 2013. Bertie County was noted as a trailblazer for that endeavor, and that it serves as an example of how EMS should be run in times of crisis.

Preliminary FY 2017-2018 Budget Calendar

County Manager Sauer reported that Budget Kick Off is officially underway, and that as of March 1, when he met with Department Heads. Departmental budgets are due at the end of March. The Public Hearing to discuss the FY2017-2018 budget was also set for June 12th at 7:00 PM.

Additionally, he mentioned that the School System's audit was received just over a week ago, and that the Chair and Vice Chair just completed a meeting with Dr. Steve Hill, Bertie County Public Schools Superintendent which was prior to today's meeting.

The Board of Education Chair and Vice Chair outlined their fiscal priorities for the upcoming year, and County Manager Sauer noted that the School System has been very "forthcoming," and "forthright with the numbers," and about their "significant challenges ahead."

He reported that members from the North Carolina Department of Public Instruction and the NC Local Government Commission have been invited to meet with the Board on March 20th to discuss these issues, and how the County may or may not be able to assist.

Mr. Sauer also discussed having a Work Session on Monday, March 13th to further discuss these issues as well prior to the Joint Meeting on March 20th.

Lastly, County Manager Sauer requested a brief Closed Session before the end of this meeting.

COMMISSIONER'S REPORTS

Commissioner Lee reported that Victor Locklear of Bertie Corrections was looking to use the Bertie County Recreation baseball fields for a softball, “combined campaign” fundraiser. He had requested that the Board agree to waive the rental fee for the fields.

Commissioner Lee made a **MOTION** to waive the rental fee as requested by Mr. Locklear. Chairman Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Commissioner White mentioned that he had met with some of the pioneer, founding volunteers of Bertie Rescue. He also reported that there would be a planning meeting tomorrow, March 7th, at 6:00 PM in the Commissioners Room to discuss an event for the founding volunteers.

Vice Chairman Bazemore suggested that the County consider some kind of satellite offices or locations for a “Meals on Wheels” program in some of the underserved towns within the County. She stated that after contacting “Meals on Wheels,” she discovered that the program cannot deliver meals to these areas due to distance.

County Manager Sauer mentioned a report was forthcoming from Council on Aging Director, Venita Thompson, about the congregate meals program, and funding still available to assist with a meals program.

Commissioner Wesson announced that the prison would be hosting a volunteer banquet on April 6th from 6:30 – 8:30 PM.

COUNTY MANAGER'S REPORTS

The County Manager gave no reports at this time.

COUNTY ATTORNEY'S REPORTS

County Attorney Lloyd Smith requested a brief Closed Session.

PUBLIC COMMENTS

There were no Public Comments during this section.

CLOSED SESSION

Commissioner Wesson made a **MOTION** to go into **CLOSED SESSION** pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chairman Trent **RECESSED** this meeting until Monday, March 13th at 11:00 AM in the same location. The Board will meet for a Work Session.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: C-2

DEPARTMENT: Governing Body

SUBJECT: Approve minutes for Work Session 3-13-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

Windsor, North Carolina
March 13, 2017
Work Session

The Bertie County Board of Commissioners reconvened their regular meeting from Monday, March 6th today inside the Commissioners Room located at 106 Dundee Street, Windsor, NC. The following members were present or absent:

Present: Ronald “Ron” Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
Finance Officer William Roberson

WORK SESSION

Reconvene

Chairman Trent **RECONVENED** the meeting from March 6th.

Board of Education Finance Review

The County Manager distributed two attachments. The first being a 11x17 packet of information comparing several different funding avenues for North Carolina schools, as well as the appropriation of funding per pupil.

The second hand out was the presentation received from the Chair and Vice Chair of the Bertie County School Board.

The Board discussed their concerns, as well as shared comments that they had received from concerned parents.

Additionally, the Board talked about drafting a list of questions to ask at the upcoming meeting on March 20th where Board of Education, Board of Commissioners, and members from the NC Department of Public Instruction, and the NC Local Government Commission will meet jointly.

LUNCH

The Board took a break for lunch between 12:00 and 12:30 PM.

JROTC

After some discussion, Commissioner White made a **MOTION** to make a \$750.00 donation to the Annual JROTC Military Ball. This is consistent with last year's donation to the same event. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** in a 3-2 vote, with Vice Chairman Bazemore and Commissioner Lee voting against.

The date for the event has not yet been received.

Preliminary Budget Discussions – Dr. Jimmy Tate, President of RCCC

Dr. Jimmy Tate, President of RCCC, and David Forester, Chief Finance Officer, were present to participate in a preliminary budget discussion for the upcoming FY2017-2018 budget.

Dr. Tate discussed the College's short term goals including increased enrollment, expansion of degree and certificate programs, as well as evaluation of current services.

He also briefly discussed the College's efforts to work with Martin Community College and the current service boundaries in place.

Lastly, Dr. Tate discussed the College's latest project to secure a building for a satellite RCCC campus within Bertie County, and the Board offered suggestions of buildings that could possibly fit the College's needs.

There was also a brief discussion between members of Martin Community College as they arrived for their presentation regarding collaboration over service boundaries and program offerings.

The Board encouraged both colleges to work together as much as possible to ensure citizens of the County are receiving all needed services as conveniently as possible.

The Board also inquired about internship opportunities for students to aid in an easier transition from graduation into the workforce. Dr. Tate mentioned that a Summer Youth Entrepreneurship Workshop will be hosted for students and businesses this summer that could aid in bridging the gap.

**Preliminary Budget Discussions – Dr. Ken Boham, Interim President of
MCC, Norman Cherry, Director of the Bertie-Martin Campus, and
Mr. Steve Taylor, Dean of Administration**

Dr. Ken Boham, Interim President of MCC, as well as Norman Cherry, Director of the Bertie-Martin Campus, and Mr. Steve Taylor, Dean of Administration were present to discuss their needs for the upcoming budget year.

Dr. Boham discussed his goals for the College which were to find a way to more efficiently bridge the gap between students in high school, and their admission to MCC for continuing education, degree programs, etc.

He also discussed the collaborative efforts he had spearheaded with other colleges and universities in previous counties, and stated that he also found collaboration to be the best plan of action for all involved, especially the students.

The Board thanked members of RCCC and MCC for their time, and their willingness to work together, and also encouraged both schools to reach out if they find that they have any other specific needs outside of their annual funding allotments.

RECESS

Chairman Trent **RECESSED** this meeting until 10:00 AM on Wednesday, March 15th in the same location.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: C-3

DEPARTMENT: Governing Body

SUBJECT: Approve minutes for Closed Session 3-6-17

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: C-4

DEPARTMENT: Governing Body

SUBJECT: Tax Release Journal – February 2017

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

March 6, 2017

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **February** and this request for your approval is made pursuant to "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,


Tax Administrator

Approved on _____ 20____

=====

Balance a Group

=====

Group: RLS*17*059
Type: A Abatement/Relea
Status: O Open

| | | | |
|---------------------|-----------|--------------------------|----|
| Group Total: | \$570.03- | Group Transaction Count: | 16 |
| Transactions Total: | \$570.03- | Transaction File Count: | 16 |
| Difference: | \$0.00 | Difference: | 0 |

=====

Enter certify batch as balanced(B) or cancel(XX)

| RLS*17* | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|---------|-----------|---|------|----------|--------|--------|-----|-----------------|
| 2016 | 2/24/2017 | Fisher, John 16A6883103074.1 Adjustment to real property discovery | G01 | \$226.93 | \$0.00 | \$0.00 | | \$226.93 |
| | 2/27/2017 | Rascoe, Ronnie 16A23824.80 S/W moved out of County 2005 | G01 | \$8.30 | | \$0.83 | | \$9.13 |
| | 2/27/2017 | Cherry, Tonia 16A23978.80 Double listed with #33127 | G01 | \$50.63 | \$0.00 | 5.06 | | \$55.69 |
| | | | | | | | | |
| | | | | | | | | <u>\$291.75</u> |

| RLS*17*059 | DATE | NAME | CODE | LEWY | ADV | PEN | INT | TOTAL |
|------------|-----------|--|------|---------|--------|--------|-----|----------------|
| 2015 | 2/27/2017 | Rascoe, Ronnie 15A23824.80 S/W moved out of County 2005 | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | | | | | | | | |
| | 2/27/2017 | Cherry, Tonia 15A23978.80 Double listed with #33127 | G01 | \$54.94 | \$0.00 | 5.49 | | \$60.43 |
| | | | | | | | | |
| | | | | | | | | <u>\$69.67</u> |

| RLS*17*059 | DATE | NAME | CODE | LEWY | ADV | PEN | INT | TOTAL |
|------------|-----------|--|------|---------|--------|--------|-----|---------|
| 2014 | 2/27/2017 | Rascoe, Ronnie 14A23824.80 S/W moved out of County 2005 | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | | | | | | | | |
| | 2/27/2017 | Cherry, Tonia 14A23978.80 Double listed with #33127 | G01 | \$57.46 | \$0.00 | 5.75 | | \$63.21 |
| | | | | | | | | |
| | | | | | | | | \$72.45 |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|--|------|---------|--------|--------|-----|---------|
| 2013 | 2/27/2017 | Rascoe, Ronnie 13A23824.80 S/W moved out of County 2005 | G01 | \$8.40 | | \$0.84 | | \$9.24 |
| | | | | | | | | |
| | 2/27/2017 | Cherry, Tonia 13A23978.80 Double listed with #33127 | G01 | \$61.49 | \$0.00 | 6.15 | | \$67.64 |
| | | | | | | | | |
| | | | | | | | | \$76.88 |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2012 | 2/27/2017 | Rascoe, Ronnie 12A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2011 | 2/27/2017 | Rascoe, Ronnie 11A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2010 | 2/27/2017 | Rascoe, Ronnie 10A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2009 | 2/27/2017 | Rascoe, Ronnie 09A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2008 | 2/27/2017 | Rascoe, Ronnie 08A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RLS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2007 | 2/27/2017 | Rascoe, Ronnie 07A23824.80 | G01 | \$7.80 | | \$0.78 | | \$8.58 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$8.58</u> |

| RIS*17*059 | DATE | NAME | CODE | LEVY | ADV | PEN | INT | TOTAL |
|------------|-----------|------------------------------|------|--------|-----|--------|-----|---------------|
| 2006 | 2/27/2017 | Rascoe, Ronnie 06A23824.80 | G01 | \$7.80 | | \$0.00 | | \$7.80 |
| | | S/W moved out of County 2005 | | | | | | |
| | | | | | | | | |
| | | | | | | | | <u>\$7.80</u> |

| Tax Collections | | | | | | | | | |
|------------------------------|----------------|-----------------|----------|--------------------|----------------|------------|-----------------|---------------|----------------|
| 03/03/17 | | | | | | | | | |
| Group Number RLS*17*059 | | | | | | | | | |
| Detail Transactions by Group | | | | | | | | | |
| Abatement | | | | | | | | | |
| Date | Account Number | Taxpayer Number | Tax Code | Transaction Amount | Penalty Amount | Add'l Chgs | Interest Amount | Discnt Amount | Trans Descrptn |
| 02/24/17 | 31122 | 15A6883103074.1 | 601 | 226.93- | 0.00 | 0.00 | 0.00 | 0.00 | PG181 ✓ |
| 02/27/17 | 23824 | 16A23824.80 | 601 | 226.93- | 0.00 | 0.00 | 0.00 | 0.00 | PG181 ✓ |
| 02/27/17 | 23824 | 15A23824.80 | 601 | 9.13- | 0.83- | 0.00 | 0.00 | 0.00 | PG181 ✓ |
| 02/27/17 | 23824 | 14A23824.80 | 601 | 9.24- | 0.84- | 0.00 | 0.00 | 0.00 | PG ✓ |
| 02/27/17 | 23824 | 13A23824.80 | 601 | 9.24- | 0.84- | 0.00 | 0.00 | 0.00 | PG28 ✓ |
| 02/27/17 | 23824 | 12A23824.80 | 601 | 9.24- | 0.84- | 0.00 | 0.00 | 0.00 | PG10 ✓ |
| 02/27/17 | 23824 | 11A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG269 |
| 02/27/17 | 23824 | 10A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG248 |
| 02/27/17 | 23824 | 09A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG207 |
| 02/27/17 | 23824 | 08A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG172 |
| 02/27/17 | 23824 | 07A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG19 |
| 02/27/17 | 23824 | 06A23824.80 | 601 | 8.58- | 0.78- | 0.00 | 0.00 | 0.00 | PG122 |
| 02/27/17 | 23978 | 16A23978.80 | 601 | 55.69- | 5.06- | 0.00 | 0.00 | 0.00 | PG78 |

| Seq No | Date | Account Number | Text | Transaction Code | Transaction Amount | Levy Amount | Penalty Amount | Addl Chgs | Interest Amount | Discont Amount | Check Cde | Trans. Rev | Description |
|--------|----------|----------------|---------------------------------|------------------|--------------------|-------------|----------------|-----------|-----------------|----------------|-----------|------------|-------------|
| 14 | 02/27/17 | 23978 | CHERRY, TONIA-R | 601 | 55.69 | 50.63 | 5.06 | 0.00 | 0.00 | 0.00 | R | PG191 | |
| 15 | 02/27/17 | 23978 | CHERRY, TONIA-R | 601 | 60.43 | 54.94 | 5.49 | 0.00 | 0.00 | 0.00 | R | PG99 | |
| 16 | 02/27/17 | 23978 | CHERRY, TONIA-R | 601 | 63.21 | 57.46 | 5.75 | 0.00 | 0.00 | 0.00 | R | PG28 | |
| 17 | 02/27/17 | 23978 | CHERRY, TONIA-R | 601 | 67.64 | 61.49 | 6.15 | 0.00 | 0.00 | 0.00 | R | PG10 | |
| 18 | | | Tax Code Totals | | 7.80 | 7.80 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 19 | | | 601*07- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 20 | | | 601*08- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 21 | | | 601*09- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 22 | | | 601*10- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 23 | | | 601*11- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 24 | | | 601*12- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 25 | | | 601*13- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 26 | | | 601*14- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 27 | | | 601*15- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 28 | | | 601*16- BRT TAX | | 8.58 | 7.80 | 0.78 | 0.00 | 0.00 | 0.00 | | | |
| 29 | | | Tax Code Totals | | 291.75 | 285.86 | 5.89 | 0.00 | 0.00 | 0.00 | | | |
| 30 | | | Total for Group | | 570.03 | 539.55 | 30.48 | 0.00 | 0.00 | 0.00 | | | |
| 31 | | | RLS*17*059 | | | | | | | | | | |
| 32 | | | ***** Totals By Tax Cycle ***** | | | | | | | | | | |
| 33 | | | Cycle | | | | | | | | | | |
| 34 | | | A | | 0.00 | 570.03 | | | | | | | |



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: C-5

DEPARTMENT: Governing Body

SUBJECT: Budget Amendment

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): Recommend approval.

ATTACHMENTS:

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---

BUDGET AMENDMENT

| | | | | | | |
|---|----------|--------|-----|-----------------|----|--------|
| # 17-07 | | | | | | |
| | DECREASE | | | DECREASE | | |
| 12-0025-4531-03 | \$ | 65,101 | DSS | 12-5380-5399-57 | \$ | 65,101 |
| TO DECREASE BUDGET TO MATCH ACTUAL DAY CARE FUNDS RECEIVED | | | | | | |
| | INCREASE | | | INCREASE | | |
| 10-0011-4111-35 | \$ | 2,400 | | 10-4140-5399-01 | \$ | 2,400 |
| INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS) | | | | | | |
| | INCREASE | | | INCREASE | | |
| 10-0025-4431-23 | \$ | 24,500 | | 10-4310-5499-97 | \$ | 24,500 |
| SETUP BUDGET FOR 2016 BLOCK GRANT FROM NCDPS | | | | | | |
| APPROVED / /2017 | | | | | | |

BUDGET AMENDMENT

| BUDGET AMENDMENT | | | | |
|--|----------|---------|-----|---------------------------|
| | | # 17-07 | | |
| | DECREASE | | | DECREASE |
| 12-0025-4531-03 | \$ | 65,101 | DSS | 12-5380-5399-57 \$ 65,101 |
| TO DECREASE BUDGET TO MATCH ACTUAL DAY CARE FUNDS RECEIVED | | | | |

William Roberson

From: Melissa Surgeon
Sent: Friday, February 24, 2017 1:40 PM
To: William Roberson
Subject: Day Care Allocation

Hi William,

The State reallocated Day Care funds throughout the counties. Some counties picked up additional funding where others lost funding. Bertie County lost funds through the reallocation so instead of the \$671,889 initially listed on the general ledger at the beginning of the fiscal year, it should now read \$606,788.

-65,101.00

Thanks,

Melissa Surgeon
Administrative Officer
melissa.surgeon@bertie.nc.gov
Bertie County DSS
PO Box 627
Windsor, NC 27983
Telephone: (252) 794-5320, Ext. 6274
Fax: (252) 794-5344

"Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties."

BUDGET AMENDMENT

| BUDGET AMENDMENT | | | | |
|---|----|----------|-----------------|----------|
| | | # 17-07 | | |
| | | | | |
| | | INCREASE | | INCREASE |
| 10-0011-4111-35 | \$ | 2,400 | 10-4140-5399-01 | \$ 2,400 |
| INCREASE BUD FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS) | | | | |

William Roberson

From: Jodi Rhea
Sent: Thursday, March 02, 2017 11:39 AM
To: William Roberson
Subject: CTS Invoice

I've got audit invoice from County Tax services for \$2,400.00 I need added to do the PO.

Thanks,

Jodie Rhea
Tax Administrator
Bertie County
252-794-6152
Jodi.rhea@bertie.nc.gov

BUDGET AMENDMENT

| BUDGET AMENDMENT | | | | |
|--|----|----------|-----------------|-----------|
| | | # 17-07 | | |
| | | | | |
| | | INCREASE | | INCREASE |
| 10-0025-4431-23 | \$ | 24,500 | 10-4310-5499-97 | \$ 24,500 |
| SETUP BUDGET FOR 2016 BLOCK GRANT FROM NCDPS | | | | |

Grant Enterprise Management System

| | | | |
|--------------------------|--------------------|-------------------|---------------------------|
| Home | My Projects | My Profile | Event Registration |
| Project Management | | | |
| Project Overview | | | |
| Project Attachments | | | |
| Expense Reimbursement | | | |
| Budget Adjustment | | | |
| Non Budgetary Adjustment | | | |
| Notice of Implementation | | | |
| Project Progress Reports | | | |
| PMT Reports | | | |

Project Overview

Project Reimbursements Summary

| Action | Period Dates | Paid Date | Reimbursement Requested | Match Requested | Reimbursement Approved | Match Approved | Status |
|------------------------|-------------------------|-----------|-------------------------|-----------------|------------------------|----------------|--------|
| Review Edit Cancel | 01/01/2017 - 03/31/2017 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | New |

[Create New Reimbursement Request](#)

Project Budget Summary

| Type | Description | Budget Amount | Requested Amount | Funds Paid | Match Recorded | Funds Remaining | Match Remaining | Total Remaining |
|----------------|-----------------------------|---------------|------------------|------------|----------------|-----------------|-----------------|-----------------|
| EQUIPMENT | uniform pants 40.00 x 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | uniform shirts 40.00 x 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | footwear | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | web gear | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | holsters | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | rifles | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | patrol car lights | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| OTHER EXPENSES | Surplus | \$24,500.00 | \$0.00 | \$0.00 | \$0.00 | \$24,500.00 | \$0.00 | \$24,500.00 |

[Governor's Web Site](#)



[Disclaimers](#) | [Privacy Policy](#)

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PROJECT ORDINANCE

| # PROJ 17-02 | | | | | |
|--|----------|---------|--|-----------------|------------|
| | INCREASE | | | INCREASE | |
| 33-0025-4301-06 | \$ | 72,262 | | 33-4946-5396-01 | \$ 72,262 |
| CARRY OVER FROM PREVIOUS PROJECT - DO NOT POST AGAIN | | | | | |
| 33-0070-3981-65 | \$ | 125,458 | | 33-4946-5396-29 | \$ 330 |
| | | | | 33-4946-5396-12 | \$ 29,400 |
| | | | | 33-4946-5396-01 | \$ 95,728 |
| | \$ | 197,720 | | | \$ 197,720 |
| 60-7110-5980-69 | \$ | 125,458 | | 60-0090-4991-99 | \$ 125,458 |
| TO SETUP BUDGET FOR KELFORD UPGRADES - RURAL CENTER GRANT | | | | | |
| | INCREASE | | | INCREASE | |
| 44-0025-4301-03 | \$ | 88,800 | | 44-8404-5396-12 | \$ 91,908 |
| 44-0070-3981-65 | \$ | 4,440 | | 44-8404-5396-19 | \$ 1,332 |
| | \$ | 93,240 | | | \$ 93,240 |
| 60-7110-5980-70 | \$ | 4,440 | | 60-0090-4991-99 | \$ 4,440 |
| TO SETUP BUDGET FOR ASSET INVENTORY AND ASSESSMENT - WD IV | | | | | |
| (RESOLUTION ADOPTED ON 11/07/16.) | | | | | |
| | | | | | |
| | | | | | |
| APPROVED / /2016 | | | | | |

PROJECT ORDINANCE

| # PROJ 17-02 | | | | |
|---|------------|--|-----------------|------------|
| INCREASE | | | INCREASE | |
| 33-0025-4301-06 | \$ 72,262 | | 33-4946-5396-01 | \$ 72,262 |
| CARRY OVER FROM PREVIOUS PROJECT - DO NOT POST AGAIN | | | | |
| 33-0070-3981-65 | \$ 125,458 | | 33-4946-5396-29 | \$ 330 |
| | | | 33-4946-5396-12 | \$ 29,400 |
| | | | 33-4946-5396-01 | \$ 95,728 |
| | \$ 197,720 | | | \$ 197,720 |
| 60-7110-5980-69 | \$ 125,458 | | 60-0090-4991-99 | \$ 125,458 |
| TO SETUP BUDGET FOR KELFORD UPGRADES - RURAL CENTER GRANT | | | | |

Bertie County
 Project Ordinance - Water District IV
 2009 NC Rural Center Grant Amendment
 September 2015

BE IT ORDAINED by the Governing Board of the County of Bertie, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I. The Governing Board of the County of Bertie, sitting as the Board of Commissioners for Water District IV unanimously accepted and approved the NC Rural Economic Development Center grant for Kelford waterline upgrades in January 2009.

Section II. Bertie County Water District IV proposes to utilize the remaining 2009 grant funds to continue to make improvements to serve Kelford area customers. Additionally, Bertie County Water District IV appropriated fund balance reserves will be provided to extend a six inch water line connecting the Towns of Kelford and Roxobel.

Section III. These improvements are consistent with the capital improvement plan for Bertie County's regional water system consisting of Water Districts I, II, III, and IV; and

BE IT RESOLVED, that the Chairman and County Manager are directed to execute the amended grant agreement and all permit applications associated with this project.

The following revenue is anticipated to be available to complete this project:

| | |
|--|-----------|
| Water District IV (local) Appropriated fund balance | \$125,458 |
| NC Rural Economic Development | \$72,262 |
| <hr/> | |
| Total Project Funding | \$197,720 |

The following amounts are appropriated for the project:

*Construction, Engineering Fees, and Easement Acquisition Fees for 8,170 feet of six inch water line will total \$130,720. The following costs will also be included for a final total of \$197,720.

| | |
|--------------------|-----------|
| *Construction | 130,720 |
| Meters | 39,500 |
| Water Services | 7,500 |
| <hr/> | |
| Total Project Cost | \$197,720 |

29,400 ENG. FEES
 330 PERMITS / FEES

 160,490
 7,500

 167,990 CONSTRUCTION

Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Body, and to the County Manager and to the Finance Officer for direction in carrying out this project.

Adopted this day 21st day of September, 2015.


 Ronald D. Wesson, Chairman
 Board of Commissioners for Water District IV


 Sarah S. Tinkham, Clerk to the Board

PROJECT ORDINANCE

| # PROJ 17-02 | | | | |
|--|-----------|--|-----------------|-----------|
| INCREASE | | | INCREASE | |
| 44-0025-4301-03 | \$ 88,800 | | 44-8404-5396-12 | \$ 91,908 |
| 44-0070-3981-65 | \$ 4,440 | | 44-8404-5396-19 | \$ 1,332 |
| | \$ 93,240 | | | \$ 93,240 |
| 60-7110-5980-70 | \$ 4,440 | | 60-0090-4991-99 | \$ 4,440 |
| TO SETUP BUDGET FOR ASSET INVENTORY AND ASSESSMENT - WD IV | | | | |
| (RESOLUTION ADOPTED ON 11/07/16.) | | | | |

Project Schedule
Bertie County, North Carolina
Water System Asset Inventory and Assessment Grant
Water District IV
Project No. H-AIA-D-16-0036
 August 30, 2016

| Project Tasks | October 2016 | November 2016 | December 2016 | January 2017 | February 2017 | March 2017 | April 2017 | May 2017 | June 2017 | July 2017 | August 2017 | September 2017 | October 2017 |
|---|--------------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|-----------|-------------|----------------|--------------|
| Meeting With Bertie County Public Utility Staff | | | | | | | | | | | | | |
| Prepare List of Assets & Attributes to Survey | \$1,000.00 | | | | | | | | | | | | |
| Development of Assessment Criteria | \$1,250.00 | | | | | | | | | | | | |
| Perform Asset Inventory/Assessment (GPS Survey) | \$1,750.00 | | | | | | | | | | | | |
| Download/Reduce Field Collect Data | \$70,908.00 | | | | | | | | | | | | |
| Shapefile / Database Delivery to Utility Staff | \$4,000.00 | | | | | | | | | | | | |
| Prioritize Assessed Assets for Replacement/Rehabilitation | \$1,000.00 | | | | | | | | | | | | |
| Budget Development for Inclusion into CIP | \$5,000.00 | | | | | | | | | | | | |
| County Review and Comment on Budget Recommendations | \$4,500.00 | | | | | | | | | | | | |
| Total Project Budget (Excluding 1.50% Grant Fee) | \$2,500.00 | | | | | | | | | | | | |
| | \$91,908.00 | | | | | | | | | | | | |

Project Budget = \$88,800.00 (Total Grant) + \$4,400.00 (5% Local Match) - \$1,332.00 (Grant Fee = 1.5% of \$88,800.00 Grant Award) = \$91,908.00

Project Scope: The project will include the asset inventory and assessment of all fire hydrants, valves, meters, booster pumping stations and storage tanks within the Bertie County Water District IV water distribution system.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: March 20, 2017

AGENDA ITEM: D-1

DEPARTMENT: Governing Body

SUBJECT: Legislative Items:

- a. Bertie-Martin Regional Jail proposal to expand Jail Commission by two (2) seats, as proposed by Commissioner Trent and Commissioner Bond
- b. House Bill 353 – add Salmon Creek Natural Area to the State Park System
- c. House Bill 378 - garnishment of wages for unpaid ambulance fees as proposed by Rep. Howard Hunter

COUNTY MANAGER RECOMMENDATION OR COMMENTS: FYI only.

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): FYI only.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: See attachments.



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA
27983
(252) 794-5300
FAX: (252) 794-5327
WWW.CO.BERTIE.NC.US

BOARD OF COMMISSIONERS

JOHN TRENT, Chairman
ERNESTINE (BYRD) BAZEMORE, Vice Chairman
RONALD "RON" WESSON
TAMMY A. LEE
STEWART WHITE

RESOLUTION SUPPORTING AN ACT TO ALLOW SHERIFFS TO SERVE AS MEMBERS OF THE BERTIE-MARTIN REGIONAL JAIL (BMRJ) COMMISSION

WHEREAS, North Carolina Session Law 1981-269 was enacted by the North Carolina General Assembly to give Bertie and Martin Counties the authority to construct, finance and operate a regional jail; and

WHEREAS, after that authority was granted, Bertie and Martin Counties proceeded with the construction of a regional jail in Bertie County; and

WHEREAS, under 1981 Session-House Bill 541, the governing bodies of Bertie and Martin Counties were authorized to create a Regional Jail Commission composed of six members; and

WHEREAS, the authorizing legislation directs the governing body of each participating unit to appoint three members who shall be qualified voters of that unit, one of whom is a current member from the governing body of each county; and

WHEREAS, the Bertie County Board of Commissioners support increasing the composition of the board members from six members to eight members and allowing the Sheriffs of Martin and Bertie Counties to serve on the Regional Jail Commission as full acting and voting members in a capacity to their public office and whose term of office on the commission shall terminate with their term of office as Sheriff or upon expiration of the term of appointment, whichever event first occurs.

NOW THEREFORE BE IT RESOLVED, the Bertie County Board of Commissioners hereby requests the North Carolina General Assembly enact local legislation that would amend the composition of the Regional Jail Commission to include Sheriffs as voting members and increase the total members to eight.

BE IT FURTHER RESOLVED, the Bertie County Board of Commissioners hereby requests the North Carolina General Assembly enact this aforementioned legislation and make it effective upon ratification.

Adopted on this the 20th day of **March**, 2017.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board

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GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017

H.B. 353
Mar 14, 2017
HOUSE PRINCIPAL CLERK

H

D

HOUSE BILL DRH40185-MH-69 (03/01)

Short Title: Authorize State Park System Expansion.-AB (Public)

Sponsors: Representatives Dobson, Brisson, Brenden Jones, and Hunter (Primary Sponsors).

Referred to:

A BILL TO BE ENTITLED

AN ACT TO AUTHORIZE THE ADDITION OF BLACK RIVER STATE PARK, BOB'S POCKET STATE NATURAL AREA, WARWICK MILL BAY STATE NATURAL AREA, AND SALMON CREEK STATE NATURAL AREA TO THE STATE PARKS SYSTEM, AS RECOMMENDED BY THE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES.

Whereas, Section 5 of Article XIV of the North Carolina Constitution states that it shall be a proper function of the State of North Carolina to acquire and preserve park, recreational, and scenic areas and, in every other appropriate way, to preserve as a part of the common heritage of this State its open lands and places of beauty; and

Whereas, the General Assembly enacted the State Parks Act in 1987, declaring that the State of North Carolina offers unique archaeological, geological, biological, scenic, and recreational resources, and that such resources are part of the heritage of the people of the State to be preserved and managed by those people for their use and for the use of their visitors and descendants; and

Whereas, the Black River in Sampson, Bladen, and Pender counties is one of North Carolina's most important scenic landmarks and is nationally significant for excellent examples of blackwater wetland natural communities, for huge cypress trees more than 1,600 years old, which are some of the most ancient trees in the world with immense scientific value, and for outstanding opportunities for outdoor recreation; and

Whereas, the Bob's Pocket area in McDowell County is significant for its scenic beauty, high-quality natural communities, rare and unusual natural features, and opportunities for natural resource preservation, outdoor recreation, and regional trail connections; and

Whereas, Warwick Mill Bay in Robeson County is a large Carolina Bay with one of the State's largest inland heronries, providing habitat for herons, egrets, moorhens, anhingas, ibises, wood storks, alligators, and many other species of wildlife and plants, and preservation of Warwick Mill Bay would protect an important ecological and scientific resource for future North Carolinians; and

Whereas, the Salmon Creek area in Bertie County is ecologically significant for its high-quality natural communities and also contains important prehistoric and historic archaeological sites offering opportunities for important archaeological discoveries, including an Indian occupation site containing evidence of late 16th or early 17th century English presence;

Now, therefore,

The General Assembly of North Carolina enacts:



1 **SECTION 1.** The General Assembly authorizes the Department of Natural and
2 Cultural Resources to add Black River State Park, Bob's Pocket State Natural Area, Warwick Mill
3 Bay State Natural Area, and Salmon Creek State Natural Area to the State Parks System as
4 provided in G.S. 143B-135.54(b).

5 **SECTION 2.** The State may receive donations of appropriate land and may purchase
6 other needed lands for Black River State Park, Bob's Pocket State Natural Area, Warwick Mill
7 Bay State Natural Area, and Salmon Creek State Natural Area with existing funds in the Clean
8 Water Management Trust Fund, the Parks and Recreation Trust Fund, the federal Land and Water
9 Trust Fund, and other available sources of funding.

10 **SECTION 3.** This act is effective when it becomes law.

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GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017

H.B. 378
Mar 15, 2017
HOUSE PRINCIPAL CLERK

H

D

HOUSE BILL DRH30162-LM-65A (03/09)

Short Title: Bertie/Gates County/Ambulance Service. (Local)

Sponsors: Representative Hunter.

Referred to:

1 A BILL TO BE ENTITLED
2 AN ACT AUTHORIZING BERTIE AND GATES COUNTIES TO USE ATTACHMENT OR
3 GARNISHMENT AND LIEN FOR AMBULANCE SERVICE.
4 The General Assembly of North Carolina enacts:
5 SECTION 1. G.S. 44-51.8 reads as rewritten:
6 "§ 44-51.8. Counties to which Article applies.
7 The provisions of this Article shall apply only to Alamance, Alexander, Alleghany, Anson,
8 Ashe, Beaufort, Bertie, Bladen, Brunswick, Buncombe, Burke, Cabarrus, Caldwell, Camden,
9 Carteret, Caswell, Catawba, Chatham, Cherokee, Chowan, Cleveland, Columbus, Craven,
10 Cumberland, Dare, Davidson, Davie, Duplin, Durham, Edgecombe, Forsyth, Franklin, Gaston,
11 Gates, Graham, Granville, Greene, Guilford, Halifax, Harnett, Haywood, Henderson, Hertford,
12 Hoke, Hyde, Iredell, Johnston, Jones, Lee, Lenoir, Lincoln, McDowell, Macon, Madison,
13 Mecklenburg, Mitchell, Montgomery, Moore, Nash, New Hanover, Onslow, Orange,
14 Pasquotank, Pender, Person, Pitt, Polk, Randolph, Richmond, Robeson, Rockingham, Rowan,
15 Rutherford, Sampson, Scotland, Stanly, Stokes, Surry, Swain, Transylvania, Tyrrell, Union,
16 Vance, Wake, Warren, Washington, Watauga, Wilkes, Wilson, Yadkin and Yancey Counties."
17 SECTION 2. This act is effective when it becomes law.

