

Bertie County Board of Commissioners



**February 19, 2018
7:00 PM**

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

BERTIE COUNTY BOARD OF COMMISSIONERS
February 19, 2018
Meeting Agenda
Merry Hill Community Building, NC 45 North

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.

- 7:00** Welcome and Call to Order by Chair Bazemore
Opening Invocation and Pledge of Allegiance by Commissioner White
Public Comments (3-minute time limit per person)

(A)
***** APPOINTMENTS *****

- (1) Department of Social Services fiscal compliance update by Ms. Cindy Perry, Director
- (2) Economic Development report by Mr. Steve Biggs, Director
- (3) Introduction of new business, providing Drone Services by Mr. Jerry Cowan, Eagles View UAV

Board Appointments (B)

1. Vacancies—reminder:
Nursing Home Advisory comte.
Poverty Commission

Consent Agenda (C)

1. Approve Minutes for Regular Meeting 2-5-18
2. Approve Minutes for Closed Session 2-5-18
3. Approve Minutes for Closed Session 2-12-18
4. Approve Minutes for Planning Session meetings 2-12-18 and 2-13-18
5. Approve Bond Resolution for the Board of Commissioners acting as the Board of Commissioners for Water District III authorizing the sale of water system revenue bond, Series 2018 of Bertie County Water District III in the aggregate principal amount of \$1,717,000 prepared by bond counsel.
6. Resolution calling for special election to consider an additional one-quarter percent county sales and use tax for the May 2018 primary.

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

1. Review and consider grant project concept proposal in response to the Golden LEAF Foundation's regional partnership development initiative.
2. Review of budget guidelines for special appropriations previously approved by the Board relative to new requests.
3. Review Windsor Bertie County Chamber of Commerce request for table sponsorship at 10th annual Black History Dinner on February 20th, 2018.
4. County Manager's review of audit report for the fiscal year ended June 30, 2017
5. Highlight's of governing body's 2018 planning session

Commissioners' Reports (E)

County Manager's Reports (F)

County Attorney's Reports (G)

Public Comments Continued

Closed Session

Adjourn



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: A-1

DEPARTMENT: Social Services

SUBJECT: Review of on-site fiscal monitoring report

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



North Carolina Department of Health and Human Services

Division of Social Services

Budget and Fiscal Management

Roy Cooper
Governor

Mandy Cohen, MD, MPH
Secretary

Wayne E. Black
Senior Director for Social Services
and County Operations

February 5, 2018

Food & Nutrition Services (FNS), Medicaid, NC Health Choice, Child Support (IV-D), TANF, Work First Maintenance of Effort, Low Income Home Energy Assistance Program (LIHEAP), Foster Care Title IV-E Administration, Adoption Assistance Title IV-E Administration, Social Services Block Grant (SSBG)

ON-SITE FISCAL MONITORING REPORT

DSS County: Bertie
On-Site Monitoring: February 5, 2018
Review Period: September 2017 and October 2017

- I **Purpose**
To review DSS-1571 fiscal reporting for staff costs and purchase of services for Food & Nutrition Services (FNS), Medicaid, NC Health Choice, Child Support (IV-D), TANF, Work First Maintenance of Effort, Low Income Home Energy Assistance Program (LIHEAP), Foster Care Title IV-E Administration, Adoption Assistance Title IV-E Administration, and Social Services Block Grant (SSBG) to determine if costs are claimed correctly.
- II **Monitoring Review**
The NC Division of Social Services conducted a formal "on-site" monitoring of randomly selected Food & Nutrition Services (FNS), Medicaid, NC Health Choice, Child Support (IV-D), TANF, Work First Maintenance of Effort, Low Income Home Energy Assistance Program (LIHEAP), Foster Care Title IV-E Administration, Adoption Assistance Title IV-E Administration, Social Services Block Grant (SSBG), State In-Home and TANF to SSBG expenses. The DSS County Fiscal Monitoring Worksheet is attached for additional information. Our monitoring included a sample of September 2017 and October 2017 reported expenditures; therefore, does not guarantee all errors have been found. Reporting is the responsibility of the county. Noted below are the results:

Part I – Salary and Fringe Benefits

<u>Finding</u>	None
<u>Source</u>	None
<u>Required Action</u>	None
<u>County Response</u>	

www.ncdhhs.gov
Tel 919-527-6411 • Fax 919-334-1031
Location: 820 South Boylan Avenue • McBryde Building • Raleigh, NC 27603
Mailing Address: 2417 Mail Service Center • Raleigh, NC 27699-2417
An Equal Opportunity / Affirmative Action Employer

Part II - General Administrative Costs

<u>Finding</u>	None
<u>Source</u>	None
<u>Required Action</u>	None
<u>County Response</u>	

Part IV – Purchased Services

<u>Finding</u>	None
<u>Source</u>	None
<u>Required Action</u>	None
<u>County Response</u>	

III Conclusions

There are no adjustments needed on Parts I, II or IV. This report was shared with Melissa Surgeon, Administrative Officer in our exit conference. No further action is required. If you have any questions about the monitoring findings or process, please do not hesitate to contact the fiscal compliance monitor. Your Local Business Liaison is also available to provide technical assistance in completing adjustments if applicable.

IV Appeal

If the county disagrees with the monitoring results, the appeal process is to submit a written appeal to Kathy Sommese, Contracts and Monitoring, NC Division of Social Services, 2417 MSC, Raleigh, NC 27699-2417, no later than thirty (30) days from the date of this letter.

Submitted By: Regina French, Fiscal Compliance Monitor

cc: Phil Lassiter, NC DSS Contracts and Monitoring
Margaret Faircloth, Local Business Liaison

STATE OF NORTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Division of Social Services



DSS County Fiscal Monitoring Worksheet

Local County Social Service Agency: Bertie

Director: Cindy Perry

Fiscal Officer: Melissa Surgeon

Periods Monitored: September 2017 and October 2017

Fiscal Compliance Monitor: Regina F. French

Date of Visit: February 5, 2018

Monitoring Procedure	Comments / Findings
<p>GENERAL</p> <p>I. Review the DSS Internal Control Questionnaire and assess the risk that internal control structure will insure that costs charged to the grant are in accordance with the terms of the grant.</p> <p>II. Verify the organization has or expects to have an audit in accordance with Government Auditing Standards. If an audit has been performed, determine if any there are any audit findings related to DSS. Based on your review of the audit findings determine additional fiscal areas to be monitored</p>	<p>DSS Subrecipient Self-Assessment of Internal Controls and Risks dated 1/23/2017 reviewed with no weaknesses related to DSS.</p> <p>Single County Audit FY ending June 30, 2016 received by LGC on 4/5/2017 with no DSS findings. Single County Audit FY ending June 30, 2017 not received as of the date of this monitoring.</p>
<p>DSS-1571 Part I (Administrative Costs)</p> <ul style="list-style-type: none"> • 1571 Part I, Payroll Journal and General Ledger reconciled • All agency staff providing direct client service record their time on a daysheet and the time is reported to the State in the Service Information System (SIS). • The agency utilizes SIS Import to report direct client service time in NC-CoReLS. Effort Detail Audit Reports – Employees w/ Modified Records and Employees w/Multiple Import Sources are reconciled by monitor to Part I for minutes coded to Program Codes. 	<p style="text-align: center;">September 2017 Reconciled and Balanced</p> <p style="text-align: center;">October 2017 Reconciled and Balanced</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>

Program Codes to Review	September 2017	October 2017
<ul style="list-style-type: none"> FNS Part I-B: 11/16, 24/12, Part I-B: 64/14, 65/09, 65/10, 65/14, 65/16, 99/15 (App Codes 242, 243, 404, 405, 409, 417, 456, 472) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> Medicaid Part I-A: 01/15, 06/15 (App Codes 250, 380, 381) Part I-B: 63/14, 64/10, 64/13, 70/10 (App Codes 412, 402, 422, 477) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> NC Health Choice 63/09, 63/10, 16/18 (App Codes 440, 470, 484) 		
<p>September 2017</p> <p>NCHC Penetration Rate from NCFast NCHC/MA Report: 4.93%</p>	No Deficiencies	No Deficiencies
<p>October 2017</p> <p>NCHC Penetration Rate from NCFast NCHC/MA Report: 4.21%</p>	No Deficiencies	No Deficiencies
<p>NCHC Penetration Rate In NC CoReLS: 4.93%</p>	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> IV-D Child Support Part I-C: 79/09, 79/10, 99/16 (App Codes 123, 425, 430) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> TANF Part I-A: 03/11, 03/13, 03/14, 03/15, 54/10, 54/12, 54/15, 55/09, 55/10, 55/11, 55/12, 55/13, 55/14, 55/15, 55/16 (App Codes 051, 052, 053, 055, 058, 059, 060, 061, 085, 087, 089, 144, 226, 238, 358) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> Work First Maintenance of Effort (MOE) Part I-A: 53/09, 53/11, 53/13, 53/15, 54/09, 54/11, (App Codes 044, 046, 048, 049, 092, 319) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> LIHEAP/CIP Part I: 01/16-A, 64/16-B, 66/16-B (App Code 406) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> IV-E Foster Care Administration and IV-E CPS Part I-A: 27/15, 38/09, 38/10, 38/14, 38/15, 38/16, 39/09, 67/09, 99/13; and Part I-B: 67/09 (App Codes 072, 074, 097, 230, 302, 304, 355, 407, 431) 		
<p>September 2017</p> <p>IV-E Foster Care Penetration Rate From Controller's Office: 45.10%</p>	No Deficiencies	No Deficiencies
<p>October 2017</p> <p>IV-E Foster Care Penetration Rate From Controller's Office: 45.10%</p>	No Deficiencies	No Deficiencies
<p>IV-E Foster Care Penetration Rate In NC CoReLS: 45.10%</p>	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> IV-E Adoption Assistance Administration Part I-A: 38/12, 38/13, 39/09, 39/10, 39/15, 99/14 (App Codes 083, 094, 095, 132, 133, 304) 		
<p>September 2017</p> <p>IV-E Adoption Penetration Rate From Controller's Office: 67.47%</p>	No Deficiencies	No Deficiencies
<p>October 2017</p> <p>IV-E Adoption Penetration Rate From Controller's Office: 67.15%</p>	No Deficiencies	No Deficiencies
<p>IV-E Adoption Penetration Rate In NC CoReLS: 67.47%</p>	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> SSBG Administration Part I-A: 01/09, 01/10, 01/11, 01/12, 01/13, 01/14, 02/09, 03/12, 05/09, 05/13, 05/14, 05/15, 05/16, 07/09, 14/11, 15/11, 16/11, 16/12, 16/16, 17/11, 18/11, 38/11, 39/11 (App Codes 010, 012, 020, 030, 101, 120, 140, 170, 214, 248, 249, 250, 308, 354, 385) <p>Adult Home Specialist Time – (Y/N) Yes</p> <p>36.58% Penetration Rate Used – (Y/N) Yes</p>	No Deficiencies	No Deficiencies

Monitoring Procedure	September 2017	October 2017
<ul style="list-style-type: none"> State-In-Home: Part I-A: 01/13, 14/13, 15/13, 15/15, 16/10, 16/13, 16/14, 16/15, 17/13, 18/13, 19/12, 19/13, 39/13, 40/13, 41/13, 42/13, 44/13, 45/13, 46/13 (App Codes 022, 035, 125, 145, 150, 151, 152, 154, 155, 156, 184, 185, 190, 192, 193, 237, 247, 311, 396) 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> TANF to SSBG Part I-A: 03/09, 03/16, 25/16 (App Codes 050, 088, 127) 	No Deficiencies	No Deficiencies
DSS-1571 Part II		
<ul style="list-style-type: none"> General Ledger General ledger reconciles to expenditures claimed – review cost allocated codes 310, 311, 349, 359, 361, 380, 381, 382, 383. Budget Office approval on file for Contracted rates claimed above state published rate 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> FNS Employment and Training Vouchers 245, 354, 362, 404, 456, 458, 472 	No Entries	No Entries
<ul style="list-style-type: none"> Medicaid 218, 287, 257, 375, 412, 422, 444 	No Entries	No Entries
<ul style="list-style-type: none"> Health Choice 441, 470, 475 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> IV-D 123, 423, 424, 432, 449, and/or 450 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> TANF 011, 053, 055, 060, 085, 089, 204, 205, 206, 207, 226, 227, 238, 246, 276 	No Entries	No Deficiencies
<ul style="list-style-type: none"> Work First Maintenance of Effort (MOE) 049, 221, 225, 232, 233, 234, 235, 277 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> LIHEAP/CIP 352, 358, 360, 372, 379 	No Deficiencies	No Deficiencies
<ul style="list-style-type: none"> IV-E Foster Care Administration and IV-E CPS 072, 074, 097, 230, 302, 336, 355, 363, 364, 431 	No Entries	No Entries
<ul style="list-style-type: none"> IV-E Adoption Assistance Administration: 095, 132, 133, 304 	No Entries	No Entries
<ul style="list-style-type: none"> SSBG Administration 050, 088, 101, 170, 190, 308, 321, 323, 331, 332, 333, 334, 335, 345 	No Entries	No Entries
DSS-1571 Part IV (LIHEAP/CIP Not Allowed)		
<ul style="list-style-type: none"> IV-D Fees Fees are posted to county general ledger and receipts issued. Fees reported on 1571 – Fund ID 3 	No Entries	No Entries
<ul style="list-style-type: none"> TANF Fund ID Q, T (unless service code 351), Y 	No Entries	No Deficiencies
<ul style="list-style-type: none"> Work First Maintenance of Effort (MOE) Fund W 	No Entries	No Entries
<ul style="list-style-type: none"> Food and Nutritional Services Fund ID H or S 	No Entries	No Entries
<ul style="list-style-type: none"> IV-E Foster Care Administration and IV-E CPS Fund R, X 	No Entries	No Entries
<ul style="list-style-type: none"> SSBG Administration Fund IDs: 3, 4, 7, 8, A, H, L, M, or P 	No Deficiencies	No Deficiencies

Monitoring Procedure	Comments / Findings
<p>CONSOLIDATION / OTHER COUNTY DEPARTMENTS</p> <p>Is the DSS part of a Consolidated Human Services Agency? Are other County Departments / Programs supervised / administered by DSS staff?</p>	<p>Bertie County DSS is not a part of a consolidated human services agency and no other departments/programs are supervised by DSS staff.</p>
<p>GRANTS</p> <p>Is the agency a recipient of grants awarded from non-DSS agencies or entities? If so, does the grant fund a non-DSS funded service? Is there a cost-share or match requirement? Is DSS staff time utilized for the match? Does any DSS staff provide services funded by the grant? Are any DSS staff salaries funded by the grant?</p>	<p>Bertie County DSS is not the recipient of grants awarded from non-DSS agencies or entities.</p>
<p>NCCORELS BACK-UP</p> <p>Is the NC CoReLS Financial Reimbursement Software backed up after each 1571 upload? If so, is the backup maintained on two different sources? Describe:</p>	<p>NC CoReLS is backed up on a USB drive in addition to the LAN.</p>



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: A-2

DEPARTMENT: Economic Development

SUBJECT: Update from Steve Biggs, Economic Developer

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: No

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: A-3

DEPARTMENT: Economic Development

SUBJECT: Introduction of new business by Steve Biggs

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: No

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: B-1

DEPARTMENT: Governing Body

SUBJECT: Appointments

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: No

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-1

DEPARTMENT: Administration

SUBJECT: Minutes for Regular Meeting 2-5-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend Approval

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

**Windsor, North Carolina
February 5, 2018
REGULAR MEETING**

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 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 Tinkham
County Attorney Lloyd Smith
Finance Officer William Roberson
Tax Administrator Jodie Rhea
Emergency Services Director Mitch Cooper
Economic Development Director Steve Biggs
Cooperative Extension Director Billy Barrow
Extension Agent Jarette Hurry
Register of Deeds Annie Wilson

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

CALL TO ORDER

Chair Bazemore called the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Lee led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

Thadd White of the Bertie-Ledger Advance and Lewis Hoggard of the Windsor-Bertie Chamber of Commerce were present to seek the Board's support to host a Memorial Day (May 28th) event at the Charters of Freedom monuments. The two gentlemen also mentioned hosting a similar event for Veteran's Day and Town of Windsor birthday celebration in November.

Chair Bazemore and Vice Chairman Wesson voiced their support for the idea and Commissioner Lee offered her assistance in the planning of the event(s).

Vice Chairman Wesson made a **MOTION** to support and approve the request from Mr. White and Mr. Hoggard to host a Memorial Day celebration on May 28th at the Charter's of Freedom Monuments. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

APPROVAL OF AGENDA

Chair Bazemore called for a motion to approve the agenda as prepared. Commissioner Trent made a **MOTION** to approve the agenda as prepared. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

APPOINTMENTS

Better Beginnings for Bertie's Children (BBBC) update by Bobbi Holley

Dr. Denauvo Robinson, President and CEO of Better Beginnings for Bertie's Children, was present to provide a brief update on the Pre-K initiative. Bobbi Holley also represented the program.

Dr. Robinson reported that just today, he had received word from Raleigh at the Kidanomics Forum that BBBC had received an honorable mention from NCACC President, Brenda Howerton. President Howerton's main focus during her term is pre-k and early childhood development. BBBC was highly regarded as a program to be mimicked in counties all across the State.

Additionally, Ms. Holley came before the Board to announce that 429 surveys had been distributed through Bertie County Public Schools and BBBC's other partners. The surveys are designed to find and gauge the needs of children in Bertie County who are eligible for pre-K readiness programs.

Ms. Holley also noted that there were over 25 children still on the waiting list for a spot to open up at any of the pre-K programs in the area and that most of those students were centered in the Colerain area. Parents are given the option to pick a program that is first available or one that is closer to home depending on their needs. Students are then placed as quickly as possible into open slots when they become available.

Before concluding, Vice Chair Wesson highly encouraged Dr. Robinson and Ms. Holley to consider attending the THRIVE Conference in March of this year as it is a good way to network with similar programs throughout the State.

The Board thanked BBBC for their report.

Economic Development Report – Abrams project and review of Golden Leaf Foundation opportunity, by Economic Development Director, Steve Biggs

Economic Development Director, Steve Biggs, introduced Kevin Wooten of Abrams Restaurants to provide a brief update on the newest location due to open soon in South Windsor.

Mr. Wooten stated that the Windsor location will be the first store in their brand with this particular look and feel, and that it will “ring in change” for the rest of the stores around Eastern North Carolina.

When asked about a possible opening date, Mr. Wooten stated that after several catering events out of state, a grand opening date would be announced for sometime in March or April 2018. He stated that he did not want to rush an opening as they want the location to be as ready as possible to do well in the Windsor area.

Additionally, Mr. Wooten discussed several items that needed to be completed at the new location including the parking lot, remaining interior details, and the completion of several job fairs to fully staff the restaurant before opening.

The Board thanked Mr. Wooten for his report and for choosing Windsor to launch the “Abrams of the future.”

Economic Development Director, Steve Biggs, returned to the podium to provide a brief update of a new opportunity received from the Golden Leaf Foundation. The program is looking for grant application submissions under their current theme of “home grown leaders” focused on three potential criteria: Health, Education, and Agriculture. Mr. Biggs indicated that Golden Leaf Foundation, Executive Director, Mr. Dan Gerlach emphasized that successful projects will be regional (multi-county).

Mr. Biggs stated that there was approximately \$11 million available with a \$2 million max per county, and that project submissions were needed as soon as possible.

It was the suggestion of Mr. Biggs for the Board to consider having him submit a project idea for teacher recruitment and retainment, and to hopefully inspire students today to become teachers in Bertie County after graduation.

Presentation of County Audit ended June 30, 2017 by Jeff Best, CPA

For about 30 minutes, the Board briefly reviewed a draft audit submitted by Jeff Best of Jeff Best CPA, P.L.L.C.

The Board also asked questions and discussed various elements of the audit.

Review of upcoming projects by Jodey Sarey, President of the Bertie County Fire Association

Jodey Sarey, newly elected President of the Bertie County Fire Association, was present to request time at the Board's upcoming planning session to discuss various projects and needs of the fire departments all across the County.

Mr. Sarey also reported that the between all 12 fire departments, there had been over 750 calls in 2017 that range from fender benders to overturned tractor trailers.

Lastly, the Commissioners were invited to attend the Bertie County Fire Association's meeting at the Windsor Fire Department this Thursday, February 8th at 7:00 PM.

BOARD APPOINTMENTS

Bertie Martin Regional Jail Board – recommendation of reappointment by BMRJ for Dianne Bazemore

Commissioner Trent made a **MOTION** to reappoint Dianna Bazemore to the BMRJ Jail Board. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

CONSENT AGENDA

The Consent Agenda was approved as follows:

1. **Minutes** – Regular Session 1-22-18, Closed Session 1-22-18, Joint Session 1-22-18
2. **Fees Report** – January 2018

Commissioner Lee made a **MOTION** to approve the minutes and Register of Deeds Fees Report. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

3. **CDBG/CADA** – proposed work plan and affidavit of review

Vice Chairman Wesson made a **MOTION** to approve the proposed work plan and affidavit of review. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

4. **Budget Amendment** –

Commissioner Trent made a **MOTION** to approve Budget Amendment #18-07. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The budget amendment and supporting documentation read as follows:

BUDGET AMENDMENT					
# 18-07					
	INCREASE			INCREASE	
10-0050-4839-82	\$	550	18-Dec	10-4950-5399-20	\$ 550
10-0050-4839-82	\$	250	6-Nov	10-4950-5399-20	\$ 250
TO INCREASE BUDGET - WELLNESS/ZUMBA REIMBURSEMENTS					
	INCREASE			INCREASE	
12-0025-4586-18	\$	13,407		12-5380-5411-50	\$ 13,407
TO INCREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)					
APPROVED / /2018					

BUDGET AMENDMENT					
# 18-07					
	INCREASE			INCREASE	
10-0050-4839-82	\$	550	18-Dec	10-4950-5399-20	\$ 550
10-0050-4839-82	\$	250	6-Nov	10-4950-5399-20	\$ 250
TO INCREASE BUDGET - WELLNESS/ZUMBA REIMBURSEMENTS					

BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT

William

Date: 12-18-17

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape)	\$ <u>550.00</u>
Currency	\$ _____
Change	\$ _____
TOTAL	\$ <u>550.00</u>

10-0000-2110-05 _____ IPM Pest Management

10-0000-2110-09 _____ 4H Activities

10-0050-4839-82 _____ Program Revenues \$550.00

rec# 389091 Wellness Program

Deirdre Haines
Signature of Preparer

inc. #404 to 10 4950-539920

Distribution: Original-Finance Office Duplicate-Retain
Rev/09

For William

BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT

Date: November 6, 2017

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tapes)	\$	<u>250.00</u>
Currency	\$	<u> / </u>
Change	\$	<u> / </u>
TOTAL	\$	<u>250.00</u>

10-0000-2110-05 ~~IPM Pest Management~~ _____

10-0000-2110-09 ~~4H Activities~~ _____

10-0050-4839-82 ~~Program Revenues~~ \$ 250.00

Rec # 389090 Reimb Zumb/Feed

Shirah Powell
Signature of Preparer

Distribution: Original-Finance Office Duplicate-Retain
Rev/09

10-4950-539920

William Roberson

From: Melissa Surgeon
Sent: Friday, January 26, 2018 10:31 AM
To: William Roberson
Subject: Adjust LIEAP Line Item
Attachments: Scan FA 121517.pdf

Hi William,

I have attached a copy of the funding authorization for LIEAP. Please adjust the general ledger to read \$135,396.

Thanks,

+ 13,407.00

Melissa Surgeon
Administrative Officer
melissa.surgeon@bertie.nc.gov
Bertie County DSS
110 Jasper Bazemore Avenue
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				
		# 18-07		
	INCREASE			INCREASE
12-0025-4586-18	\$	13,407	12-5380-5411-50	\$ 13,407
TO INCREASE BUDGET TO MATCH ACTUAL LIEAP MONEY RECEIVED (LOW INCOME ENERGY ASSISTANCE PROGRAM)				

DISCUSSION AGENDA

Review list of proposed policies for CDBG compliance by Chris Hilbert of Holland Consulting Planners

a. Resolution approving Bertie County NC Disaster Recovery Act (NCDRA) Program guidelines and policies

The Board briefly discussed this item with Chris Hilbert of Holland Consulting Planners.

Vice Chairman Wesson made a **MOTION** to approve the resolution for the Bertie County NCDRA program guidelines and policies to be signed by Chair Bazemore. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

b. CDBG-DR – Review and approval of grant agreement; and funding approval

The Board briefly discussed this item with Chris Hilbert of Holland Consulting Planners.

Commissioner Lee made a **MOTION** to approve the CDBG-DR grant agreement and funding approval as needed. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

**Discuss approval of Memorandum of Understanding and financial profiles for SECU
Teacher Housing Initiative**

Vice Chairman Wesson reported that no further changes were needed. Commissioner Trent inquired if the Board would be able to further review other aspects of this item before it is approved for submittal.

The Board concurred and an additional review of this item would be conducted at the Board's upcoming planning session.

Discuss planning session topics for February 12-13, 2018 @ Roanoke-Cashie River Center

The Board reviewed a draft agenda for the planning session, and County Manager Sauer stated that more items could be added if needed.

Review Business Personal Property Appeal – Mr. Ted Cherry

Tax Administrator, Jodie Rhea, brought forth an appeal by Mr. Ted Cherry regarding a business that Mr. Cherry claims is no longer in business.

Mr. Rhea stated that he had made several appointments to clear up this matter with Mr. Cherry, but Mr. Cherry was unable to attend the appointments.

At this time, Mr. Rhea requested that the Board grant him an additional 30-days to work closely with Mr. Cherry to address his concerns about the business property taxes that are owed, and to adjust if needed.

Commissioner Trent made a **MOTION** to grant Mr. Cherry and Mr. Rhea an additional 30-days to better solve the matter. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Report of 2017 unpaid real property taxes and order to advertise

The Board briefly reviewed the 2017 unpaid real property tax report.

Commissioner Trent made a **MOTION** to approve the order to advertise 2017 tax liens for real property taxes. Commissioner Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

COUNTY MANAGER'S REPORTS

Mr. Sauer requested that the Board officially approve the resolution in opposition of the judicial redistricting. Vice Chairman Wesson made a **MOTION** to the resolution as requested. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

The resolution reads as follows:



BERTIE COUNTY

106 DUNDEE STREET
POST OFFICE BOX 530
WINDSOR, NORTH CAROLINA 27983
(252) 794-5300
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BOARD OF COMMISSIONERS

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

RESOLUTION ON NORTH CAROLINA JUDICIAL REFORM AND REDISTRICTING

WHEREAS, the North Carolina Constitution provides that the General Assembly shall, from time to time, divide the State into a convenient number of Superior Court districts, District Court districts, judicial divisions, and prosecutorial districts;

WHEREAS, after a thorough three-year study, the Bell Commission reported to the North Carolina General Assembly in 1958, and the last comprehensive reforms to the judicial and prosecutorial districts were made in the 1960s beginning in 1962, which was four years after the presentation of the report;

WHEREAS, current Prosecutorial District 6 comprised of Bertie, Halifax, Hertford and Northampton Counties was created in 2013 by Session Law merging former Prosecutorial District 6A (Halifax) and 6B (Bertie-Hertford-Northampton), resulting in an elimination of two (2) critical judgeships in 6B, one (1) district attorney and reductions in other critical court positions and resources causing significant challenges in court operations, understaffing and overworked judicial personnel, and a reduction in access to justice and equity for our community;

WHEREAS, on April 10, 2017, North Carolina Representative Justin Burr filed House Bill 717 entitled, "Judicial Redistricting & Investment Act," which is an act to revise judicial districts;

WHEREAS, on October 5, 2017, House Bill 717 was passed in the North Carolina House of Representatives by a vote of 69-43, mainly along partisan lines, and is currently, in the Committee on Rules and Operations of the Senate;

WHEREAS, the North Carolina General Assembly has established the House Select Committee on Judicial Redistricting, the Senate Select Committee on Judicial Reform and Redistricting, and the Joint Select Committee on Judicial Reform and Redistricting for the purpose of examining reforms to the State's judicial system, redistricting as it relates to the State's judicial districts, the present and future judicial needs of the State's population, and other judicial reform or redistricting issues;

WHEREAS, on October 17, 2017, North Carolina Senator Bill Rabon filed Senate Bill 698 entitled, "Increase Voter Accountability of Judges," which is an act to amend the North Carolina Constitution to allow the frequent election of judges by creating two-year terms of office for justices and judges in a special session of the North Carolina General Assembly;

WHEREAS, Senate Bill 698 is in the Committee on Rules and Operations of the Senate;

WHEREAS, the Senate Select Committee on Judicial Reform and Redistricting presented four judicial selection plans including the Blue Plan: Federal-style appt., Orange Plan: Missouri-style, Red Plan: SC/VA Model, and Purple Plan: Balanced judicial selection;

NOW, THEREFORE, BE IT:

Resolved, That we, the Bertie County Board of Commissioners oppose the passage of House Bill 717 and Senate Bill 698;

Resolved, That we, the Bertie County Board of Commissioners oppose the implementation of any of the four judicial selection plans presented by the Senate Select Committee on Judicial Reform and Redistricting before a more inclusive and comprehensive study takes place on judicial selection;

Resolved, That we, the Bertie County Board of Commissioners support a study allowing the collaboration of key stakeholders including members of the judiciary, the law enforcement community, and general public to review comprehensive reform of our judicial and prosecutorial districts for preserving a unified court system that will promote the most efficient allocation of judicial resources in order to serve the citizens of our State better; and

Resolved, That we, the Bertie County Board of Commissioners specifically request to be included in such study the following:

- (1) Cost analysis of transportation, service and treatment coordination for Superior, District, Prosecutorial and Division Judicial Districts, especially districts covering a large geographical area such as that proposed for current District 6, which adds Warren County to the four counties of current District 6 becoming newly Proposed District 8 under HB 717. Under HB 717, District 8 would consist of five counties: Bertie County, Halifax County, Hertford County, Northampton County, and Warren County, which would cover approximately 2,740 square miles. There is a version being considered in joint committee that also adds Vance County, making a six-county district that covers approximately 3,000 square miles, an extremely large district;
- (2) Cost analysis of operating Criminal and Civil courts, including drug treatment, domestic, family, juvenile, and all other court services;
- (3) Restoring judgeships for Districts harmed in previous redistricting. Bertie County is still suffering from the losses sustained in the 2013 redistricting. The workload study that was used in 2013 to determine the number of judges needed for our district suggested that District 6 needed 4.5 judges, but instead of rounding up to get 5 judges, the number was rounded down to 4 judges, which made this area underserved five years ago. In that merger of Districts 6A and 6B, we lost

two district court judges. Before the merger we had one district court judge for every 20,000 citizens. After the merger we had one district court judge for every 30,000 citizens. Not having enough judges to handle the workload in what is a very large district has put a severe strain on the judicial system. It has led to judges having to double up on court sessions where they have to handle domestic violence court and criminal court starting at the same time in the same courthouse in limited courtroom space, which places a strain on court personnel, sheriff's office personnel, parties and witnesses. Chief District Court Judge Brenda Branch has had to do more with less. This system is already unfair to the citizens of Bertie County and if the proposed changes are implemented it will only get worse. The proposed changes by the joint committee add two more counties without adding enough judges to adequately cover that large of a geographic area.

(4) Only one of the four current District 6 judges lives in what was old District 6B (Bertie, Hertford and Northampton). This judge lives at the northernmost end of Northampton County, and the rest of the judges are residents of Halifax County. That leaves almost a three-county gap without a judge to handle emergency matters. The distance from Jackson to Windsor is 42 miles, or about a 52 minute drive. If there is a safekeeping issue involving an inmate at the Bertie-Martin Regional Jail who has a physical or mental health issue, the judge or the officers have significant travel and time expense to get the paperwork signed. The same problem exists in Bertie County for any juvenile court emergency. This area is so large that when bad weather passes through the District, some portion of it will be hard hit, and that impedes travel from one area to another. Our citizens are more inconvenienced compared to other counties. Even without redistricting, we already need two more district court judges to add to the four we have in order to properly serve current four-county District 6. Under the plan being considered in joint committee there would be six district court judges for six counties. Six district court judges for six counties is not enough given the geographic layout and populations of the six counties, and if this is forced on us the adverse effect on Bertie County could only be lessened if each county can elect its own judge who resides in that county. However, if the judges in the new plan are distributed anything like they were distributed in the last plan, it will still be unfair to Bertie County.

(5) The proposal that is in joint committee that adds Vance and Warren Counties to our current four counties would be a disaster for the District Attorney's office. It would be impossible for one district attorney's office to prosecute cases from a 3,000 square mile district. The distance from Henderson to Windsor is 104 miles, and it takes approximately two hours and 10 minutes to travel that distance. There is a backlog of cases already in District 6. Adding two more counties will cause the jails to be overcrowded as defendants wait for their case to be called, and victims and their families who are already under stress have the additional frustration of waiting even longer for prosecution.

We hereby certify that the **BERTIE COUNTY BOARD OF COMMISSIONERS** voted to pass the above resolution.

This the 2nd day of February, 2018.



Tammy Lee



Ernestine Bazemore



John Trent



Stewart White



Ronald "Ron" Wesson

Mr. Sauer reported that the County had just received correspondence from the statewide OPIOID litigation case as well as a Golden Leaf Foundation Acknowledgment and Agreement.

The OPIOID litigation item was deferred until the Board's upcoming planning session.

COUNTY ATTORNEY'S REPORTS

County Attorney Lloyd Smith reported that 9 counties had joined the property tax appeal case for the solar farm property tax interpretation. The cost would now be reduced to approximately \$2,000 per person.

PUBLIC COMMENTS

Mr. James Pugh of Indian Woods reiterated his support for the Nursing Home/Adult Care CAC Board and encouraged the Board to be on the look out for any new potential members as members were desperately needed.

COMMISSIONERS REPORTS

Chair Bazemore

Chair Bazemore noted that she would be attending a NCACC Board of Directors meeting on Raleigh on Wednesday, February 7th. Topics of this meeting will include OPIOID legislation as well as legislative goals for the upcoming Legislative Goals Conference in Washington, D.C.

Commissioner Trent

Commissioner Trent gave no remarks at this time.

Commissioner Lee

Commissioner Lee forwarded along information she had received on a conference about the spotted lantern that was currently wreaking havoc in several states between Virginia and Pennsylvania. The fly is in search of grapes, pitted fruit, and black walnut trees.

Commissioner White

Commissioner White gave no remarks at this time.

Vice Chairman Wesson

Vice Chairman Wesson officially announced his candidacy for a seat in the N.C. House of Representatives. Bertie County was recently renamed as a member of District 1, and Mr. Wesson stated that he was “in it to win it,” and that he looked forward to serving Bertie as well as all other counties in the district including Chowan, Camden, Perquimans, Washington, and Tyrell counties.

CLOSED SESSION

County Manager Sauer reminded the Board about a brief Closed Session under statute number N.C.G.S. § 143-318.11(a)(3). Commissioner Lee made a **MOTION** to go into Closed Session. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

OPEN SESSION

Commissioner Trent made a **MOTION** to return to Open Session. Vice Chairman Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

RECESS

Chair Bazemore **RECESSED** the meeting until 9:00 AM, Monday, February 12th, at the Roanoke-Cashie River Center.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-2

DEPARTMENT: Administration

SUBJECT: Minutes for Closed Session 2-5-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend Approval

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

**Windsor, North Carolina
February 5, 2018
CLOSED SESSION**

The Bertie County Board of Commissioners met for their regular meeting today inside the Commissioners Room, 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 Tinkham
County Attorney Lloyd Smith
Finance Officer William Roberson

CLOSED SESSION

County Manager Sauer reminded the Board about a brief Closed Session under statute number N.C.G.S. § 143-318.11(a)(3).

Commissioner Lee reported that the Albemarle Regional Health Services (ARHS) Board had received a request from the Hertford County Health Authority. The request was that the Health Authority be added into the Albemarle Regional Health System.

At this time, very few details were available, but thus far the ARHS Board had been notified that the Hertford County Health Authority was in a “dire financial situation.”

Commissioner Lee stated she would pass along more information as it was received.

There was no further discussion needed in Closed Session.

Ernestine Bazemore, Chair

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-3

DEPARTMENT: Administration

SUBJECT: Minutes for Closed Session 2-12-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend Approval

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-4

DEPARTMENT: Administration

SUBJECT: Minutes for Planning Session meetings 2-12-18 and 2-13-18

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend Approval

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

**BERTIE COUNTY BOARD OF COMMISSIONERS
ROANOKE-CASHIE RIVER CENTER
FEBRUARY 12-13, 2018**

Draft Minutes

Commissioners present: Bazemore, Wesson, Lee, Trent, and White

Staff: Sauer, Roberson, Spivey, Cooper, and legal coverage by Smith, Smith and Huddleston

Media present: None

Chairman Bazemore reconvened the Board's regular meeting from February 5th on February 12th at 9:00 a.m. in the conference room located at the Roanoke Cashie River Center in Windsor, NC.

The initial items for review and discussion were as follows:

- Audit review & follow-up – Jeff Best, CPA
- Mid-year financial update for FY 2017-2018
- Budget schedule and preparation for FY 2018-2019
- Budget drivers, trends and options (e.g. referendum on ¼ % local option sales tax)

County Manager Sauer explained the request for a follow-up discussion with Mr. Best was due to the confusion and inconsistent statements regarding the County's audit for the fiscal year ended June 30, 2017. It was noted that the Auditor distributed a draft copy of the audit to the Board of Commissioners on February 5th which had not been reviewed or approved by the County Manager or Finance Officer. Mr. Best apologized for the confusion and provided an explanation regarding delays experienced due to the corporate transition for his office this past fall. Mr. Best confirmed that the draft version of the audit presented to the Board on February 5th was not the version reviewed and approved by the County Manager or Finance Officer. There were several questions regarding the presentation of the available fund balance, unassigned fund balance and restricted fund balance for the General Fund raised by the Commissioners. Finance Officer William Roberson provided further clarification regarding the total fund balance for Governmental Funds is 28.83 percent for the fiscal year ended June 30, 2017. The unassigned fund balance for the General Fund was \$2,273,153 or 8.99% of total general fund expenditures of \$25,283,790 for the fiscal year. Due to the timing of the receipt of lottery funds which occurred in July of 2017, an adjustment of \$532,221 was made by the Auditor, decreasing the unassigned fund balance and increasing the restricted fund balance by said amount.

In response to a question from Commissioner White, Mr. Roberson confirmed that the County's available fund balance is 18.61 percent as compared to the NC Local Government Commission standard of 8 percent, and the

County's financial policy of 10 percent. Mr. Roberson further explained that had the receipt of the lottery funds occurred prior to the close of the fiscal year (June 30, 2017), the County's available fund balance would have been twenty percent (20%).

In response to a question from Commissioner Trent, Mr. Sauer and Mr. Roberson confirmed their confidence in the Auditor's adjustments to the financial statements submitted to the NC Local Government Commission.

Mr. Roberson also reviewed the FY 2017-2018 midyear financial report of revenue and expenditures for the General Fund and responded to several questions and provided further clarification for the governing body. Additionally, he reviewed the draft schedule for development of the FY 2018-2019 budget plan which will begin March 1st with the department head meeting. The public hearing on the upcoming proposed budget is June 11th at 7:00 p.m.

Action items: It was the consensus of the Board that the County will seek requests for proposals for auditing services for the upcoming audit cycle, and this process should begin immediately. Commissioner Trent offered a Motion to have staff prepare a resolution requesting the Board of Elections place the ¼ percent local option sales tax on the ballot as a referendum for the voters to consider at the next election in May 2018. Vice Chairman Wesson seconded the Motion which passed unanimously.

Vice Chairman Wesson also suggested that the Board consider directing these new sales tax receipts, if approved, for new programs such as a teacher supplement. He also requested that the Finance Officer prepare a third quarter report for FY 2017-2018 as the County approaches the beginning of the budget process.

Chairman Bazemore suggested that the Board consider funding requests from the Town of Roxobel for its spring festival and JROTC's annual banquet. After a brief discussion, the Finance Officer was asked to review the Board's previous policy for special appropriations and subsequent funding approval in the current budget.

The next items for review by the Board of Commissioners were as follows:

Land acquisition, land development and potential sale

- ABC Store—request for transfer of property
- Recent interest in former DSS/Health facilities—5.33 acres
- MCC fire training facility and addition golf course property offered to County
- Demolition of former Lawrence Memorial Library & Cooperative Ext. buildings
- GLF suggestion – combining FSA with Library/Cooperative Extension facility

Action items: Commissioner Trent offered a Motion to make the former DSS/Health facilities available for sale and have the property appraised. Vice Chairman Wesson offered a second to the Motion which passed by unanimous vote.

Following the discussion regarding property issues and related action, Vice Chairman Wesson offered a Motion to go into Closed Session (NCGS 143-318.11(a)(6) for personnel and Commissioner Trent offered a second to the motion. The vote was unanimous.

Vice Chairman Wesson offered a Motion to return to the open meeting and come out of closed session, and Commissioner Lee offered a second to the Motion which passed by unanimous vote.

Action item: Vice Chairman Wesson proposed a Motion directing staff to explore ways to fund the cost of a new position (Assistant County Manager) in the FY 2018-2019 proposed budget. Commissioner Trent offered a second to the Motion and the vote was unanimous to approve the Motion.

Chairman Bazemore led the review and discussion for the next list of agenda items related to various projects as outlined below:

- SECU Teacher Housing Initiative—acceptance and approval of GLF grant agreement in the amount of \$240,000; approval of MoU with community partners
- Golden Leaf Foundation – new grant initiative and suggested projects—successful application must reflect regional cooperation (multi-county)
- NCSU Cashie River Feasibility study & ECU NC LOW project
- EMS Station One – bid status
- Courthouse Security renovations – start up in mid-February
- Blue Jay Recreation Park – site plan complete
- Revaluation – contract status & review of schedule
- Republic Services--Landfill operation franchise renewal based on “life of site” criteria using current volumes—in anticipation of future permit modification (3-year application process) and host agreement renewal.
- Republic Services—community education and “Earth Day” activities coordinated with Cooperative Extension (4-H) and Bertie County Schools.
- Recreation Comprehensive Master Plan
- TGOW – public access, parking, beach, restrooms & trail development
- Animal Shelter – state inspector is requesting plan of action for renovations

Action items: Commissioner Trent offered a Motion to approve the memorandum of understanding for the Teacher Housing Initiative with the following community partners—Town of Windsor Board of Commissioners, Windsor Township Development Commission, and the Bertie County Board of Education. Vice Chairman Wesson offered a second to the Motion and the vote was unanimous. It was further discussed and a consensus reached regarding the State Employee Credit Union’s role which includes processing and managing the payments to contractors during construction; and further understood that the County has no responsibility for the loan obligation or debt service payments which will be the obligation of the Windsor

Township Development Commission. Vice Chairman Wesson made a motion for the County to accept the Golden LEAF Foundation's grant of \$240,000 for the Teacher Housing Initiative and acceptance of the grant agreement. Commissioner Trent offered a second to the Motion and the vote was unanimous to approve.

Throughout this lengthy discussion the Commissioners were of the consensus, that the County must improve its communications strategy to reach Bertie County citizens through publications, social media and additional town hall type events. The County Manager was encouraged to explore options to address this critical issue of community outreach and finding ways to "tell our story" in Bertie County, explaining the Board's priorities, accomplishments and the need for community input.

County Manager Sauer briefed the governing body regarding the Golden LEAF Foundation's Regional Partnership Development grant opportunity offered in cooperation with the NC Rural Center and the Friday Institute for Educational Innovation for Northeastern North Carolina, and reviewed various concepts that had been shared in recent weeks.

Action item: It was the consensus of the Board to pursue a regional two county project (Bertie & Chowan) in partnership with VIDANT to seek funding for two mobile units, one for dental services and one for medical services to advance the strategy of providing community medicine for our residents.

Regarding other projects discussed above, the Board asked for Commissioner Trent's guidance in reviewing the contract for the 2020 property tax revaluation.

Additionally, the County Manager was directed to prepare correspondence to the consultant for the Comprehensive Recreation Plan seeking a timeline for project completion; and a letter of thanks to the Dare County volunteers who assisted with the animal shelter this winter.

During the working lunch period, the Board of Commissioners met jointly with the Bertie County ABC Board and received a report on long range plans for the ABC system, including a request to transfer ownership of the Windsor store from the County to the ABC Board. No action was taken on this matter, but it was the consensus of the Board of Commissioners to have the property appraised.

EMS and Non-Emergency Transport Update

Mr. Dave Pickren of Colleton Software and Tarheel Medical Billing provided a financial review of collections for both EMS and Non-Emergency receipts for the current fiscal year, and an overview of historical trends.

Dr. Michael Lowry, the County's medical director for EMS provided an update on staff training, changes for medical protocols and challenges faced by the EMTs and Paramedics in the field.

Water System Improvements

Green Engineering project manager, Mr. Rodney Tart provided a summary of the capital projects and financing for all current projects in the County's regional water system. His PowerPoint presentation included a review of system mergers and consolidations with South Windsor, Roxobel and Lewiston-Woodville.

At 4:30 p.m. Chairman Bazemore recessed the meeting until the next morning at 9:00 a.m.

Tuesday February 13th, 2018

Chairman Bazemore called the meeting to order and reconvened the session from the prior day.

Chairman Bazemore led the discussion reviewing items from the prior day, recapping each item and clarifying the Board action, consensus achieved with direction to staff and management.

Action item: Commissioner Trent offered a motion to direct staff to have the EMS Station One design reviewed and the scope of work reduced in order to achieve bid proposals within the allotted budget. Commissioner Lee offered a second to the Motion, and the vote was unanimous. It was also the consensus of the Board, that Commissioner Trent review the scope of each pending capital project and work with staff to make adjustments to reduce costs and keep these projects in budget, including during review of subcontractor proposals and construction.

The Board also had considerable discussion regarding the remaining calendar of meetings for 2018, and it was the consensus of the Commissioners to revise its meeting schedule as follows:

February 19 th	7:00 p.m.	Merry Hill/Midway Community building
March 5 th		Cancelled
March 12 th	6:00 p.m.	Commissioners meeting room
April 2 nd		Cancelled
April 16 th	4:00 p.m.	Poverty Commission – kick off
	6:00 p.m.	Commissioners meeting room
May 7 th	6:00 p.m.	Commissioners meeting room
May 21 st		Cancelled
June 4 th	6:00 p.m.	Commissioners meeting room
June 11 th	7:00 p.m.	Public Hearing on the proposed budget
June 18 th		Cancelled
July 2 nd	6:00 p.m.	Commissioners meeting room
July 16 th		Cancelled
August 6 th	6:00 p.m.	Commissioners meeting room
August 20 th		Cancelled
September 4 th		Cancelled
September 10 th	6:00 p.m.	Commissioners meeting room

September 17 th	Cancelled
October 1 st 6:00 p.m.	Commissioners meeting room
October 15 th	Cancelled
November 5 th 6:00 p.m.	Commissioners meeting room
November 19 th	Cancelled
December 3 rd 6:00 p.m.	Commissioners meeting room
December 17 th	Cancelled

County Manager Sauer reviewed the Bond closing schedule for the NC LGC and USDA Rural Development related to the Water District III financing which will occur on or before March 29th. The County Attorney should receive the closing package from bond counsel and USDA prior to February 15th and it is due March 9th to Raleigh.

County Manager Sauer also reviewed the Poverty Commission calendar, project responsibilities and briefed the Board regarding challenges regarding the grants for underwriting this program. The NCACC has approved the ICMA fellowship for a period up to 24 months—the Board previously stated its approval for 12 months. The federal portion from the VISTA program has not been secured and will not be participating, leaving a funding gap of \$8,000 to \$10,000. It was the consensus of the Board to continue with this project and to support the intern/fellowship with local funds to make up this gap in the budget.

Library and Cooperative Extension joint use facility

Mr. Albrecht McLawhorn with MHAworks, the design firm selected by the County in October presented a conceptual site plan, with multiple configurations and an overlay of the “rough schematic” facility profile for the new library and cooperative extension offices. There was also significant discussion regarding the timetable for acquisition of the property (originally scheduled for February 9th) and the pending groundwater testing and analysis in follow up to earlier field investigations.

The Board was very receptive of the preliminary concepts and the efforts to minimize site costs and overall construction expenses given the project budget.

Fire Service and long-range planning

Mr. Jodey Sarey, President of the Bertie County Fire Association and Mr. Josh Kilpatrick, Treasurer of the Association provided an overview of fire department needs and financial challenges regarding replacement of fire apparatus, turnout gear and related equipment for all twelve fire departments in the County. The Board was very receptive to further communication and exploration of funding options in cooperation with the Office of the State Fire Marshall and USDA Rural Development. There is considerable effort being undertaken to improve insurance ratings for fire departments, which will in turn, reduce homeowners’ insurance costs for Bertie County residents.

Chief District Court Judge Brenda Branch joined the Board of Commissioners and Board of Education for a working lunch and discussion of school security issues, changes in the Juvenile Court system impacting the school system and security improvements for school facilities. Judge Branch also explained the state initiative for “school justice partnerships” at the local level to improve outcomes for students adjudicated through the juvenile delinquency process. There was also a brief discussion regarding the courthouse security improvements and renovations recently approved by the governing body, and Judge Branch expressed her sincere appreciation to the Commissioners for their support and effort on this matter.

Following lunch, the School Finance Officer Ms. Lisa Rabon provided an overview of the school system’s recent audit presentation and provided an overview of the upcoming budget process.

Board members and Commissioners discussed a renewed interest in working together on projects such as the joint fueling and purchase of petroleum products, examining shared expenses such as lease payments, and efforts to improve student performance and enhancing early childhood education. There was also discussion of the teacher housing initiative, grant opportunities through the Golden LEAF Foundation and the benefits of working cooperatively on programs such as the “Sound to the Sea” and “One book, one child.”

County Attorney Jonathan Huddleston provided an overview of the nationwide efforts to combat the OPIOID crisis and reviewed the process for joining forces with other counties in “multi-district litigation” on a regional basis as supported by the NCACC. Vice Chairman Wesson offered a Motion to approve the appropriate resolution and to join in this engagement, which will have no additional legal expenses for the County. Commissioner Lee offered a second to the Motion and the vote was unanimous to proceed under legal counsel’s guidance.

There was also discussion regarding the need for a noise ordinance, and to have follow-up discussion on whether or not the County had previously adopted such regulations.

County Manager Sauer asked for clarification on a pending item—the status of the draft private road ordinance, and it was the consensus of the Board that this item had been tabled indefinitely and would not be a staff priority.

County Manager Sauer also reminded the Board of the request from the Bertie Martin Regional Jail Commission for a joint meeting with both counties and their respective Board of Commissioners to review priorities for the next budget cycle. In particular, the Jail Commission will be recommending adjustments for employee salaries and strategies to improve staff recruitment and retention.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Scott T. Sauer, on behalf of the Clerk to the Board.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-5

DEPARTMENT: Bertie County Regional Water System

SUBJECT: Bond Resolution – Bertie County Water District III

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend approval

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): The Board of Commissioners, acting as the Board of Commissioners for Bertie County Water District III is recommended to authorize the sale of water system revenue bond, Series 2018 of Bertie County Water District III in the aggregate amount of \$1,717,000 as prepared by bond counsel.

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: --- see outline below:

May 4, 2015 -- Board authorization to prepare and submit USDA Rural Development application for South Windsor improvements, SCADA, Woodard Road extension and Water District III-meter replacements.

July 1, 2015 -- Board approved Capital Improvement Plan for Bertie County Regional Water System

August 3, 2015 -- Board approved acceptance of USDA Rural Development's letter of conditions presented on July 20, 2015 for a grant of \$1,074,000 and loan of \$1,717,000 which requires a local match of \$264,000 for Water District III system improvements

March 7, 2016 -- Board approved engineering design and final plans for submittal to USDA Rural Development for Water District III/South Windsor project

July 14, 2016 -- Board received certified bid tabulation and approved construction contract for Water District III in the amount of \$1,758,245.40 for Herring-Rivenbark

August 1, 2016 -- Board approved resolution and financing documents for submission to the NC Local Government Commission; revised project cost and funding analysis for Water District III to provide for additional booster pump station and related costs on Woodard Road; supplement of preliminary engineering report; amended engineering agreement; final capital project budget for Water District III system improvements, and authorization to prepare all documents necessary for the preparation the Bond Order.

September 6, 2016 – Bond Order of Bertie Water District III approved, authorizing issuance of water system revenue bonds to provide funds to construct improvement to its water system.

October 24, 2016 -- Change Order No. 1 approved granting thirty (30) day extension due to LGC delay and notice to proceed effective November 30, 2016.

January 3, 2017 -- Change Order No. 2 approved to secure remaining USDA Rural Development grant funds in the amount of \$448,570 for Woodard Road pump station and line size upgrade, and standby generator for Well House #2.

November 6, 2017 -- Change Order No. 3 requested for additional 700 feet of linear water main extension and additional water services in South Windsor, and related construction inspection services in the amount of \$23,446.25 for Herring-Rivenbark.

Amendment No. 2 for construction inspections services in the amount of \$24,640 for Green Engineering.

BOARD OF COMMISSIONERS OF
THE COUNTY OF BERTIE, NORTH CAROLINA
ACTING AS THE BOARD OF COMMISSIONERS FOR
BERTIE COUNTY WATER DISTRICT III

Excerpt of Minutes
of Meeting of
February 19, 2018

Present: Chairman _____ presiding, and

Commissioners: _____

Absent: _____

Commissioner _____ introduced the following resolution, the title of which was read:

**RESOLUTION AUTHORIZING THE ISSUANCE AND
SALE OF WATER SYSTEM REVENUE BOND, SERIES
2018 OF BERTIE COUNTY WATER DISTRICT III IN THE
AGGREGATE PRINCIPAL AMOUNT OF \$1,717,000**

WHEREAS, the Board of Commissioners (the “Board of Commissioners”) of the County of Bertie, North Carolina (the “County”), acting as the Board of Commissioners of Bertie County Water District III (the “District”), is authorized by Article 6 of Chapter 162A and Article 5 of Chapter 159 of the North Carolina General Statutes, as amended (collectively, the “Act”) to issue revenue bonds and notes; and

WHEREAS, on September 6, 2016, the Board of Commissioners for the District adopted a bond order (the “Bond Order”) entitled:

**“BOND ORDER OF BERTIE WATER DISTRICT III AUTHORIZING THE
ISSUANCE OF WATER SYSTEM REVENUE BONDS TO PROVIDE FUNDS TO
CONSTRUCT IMPROVEMENTS TO ITS WATER SYSTEM; PROVIDING FOR
THE ISSUANCE OF ADDITIONAL REVENUE BONDS FOR VARIOUS
PURPOSES; PROVIDING FOR THE ISSUANCE OF REVENUE BOND
ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF
REVENUE BONDS; PROVIDING FOR THE CREATION OF CERTAIN
SPECIAL FUNDS; PLEDGING TO THE PAYMENT OF THE PRINCIPAL OF
AND THE INTEREST ON THE REVENUE BONDS AND NOTES CERTAIN
REVENUES OF THE WATER SYSTEM; SETTING FORTH THE RIGHTS AND
REMEDIES OF HOLDERS; AND SETTING FORTH THE DETAILS OF
CERTAIN RELATED MATTERS”;** and

WHEREAS, the Board of Commissioners desires to provide for the issuance of a \$1,717,000 Water System Revenue Bond, Series 2018 to refund the \$1,717,000 Water System Revenue Bond Anticipation Note, Series 2016 previously issued pursuant to such Bond Order;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the District as follows:

1. The Board of Commissioners has determined and does hereby find and declare as follows:

(a) A Bond Order authorizing \$1,717,000 Water System Revenue Bonds of the District was adopted by the Board of Commissioners on September 6, 2016.

(b) None of the Bonds have been issued and there is outstanding a \$1,717,000 Water System Revenue Bond Anticipation Note, Series 2016 (the "Note"), dated September 29, 2016, maturing May 29, 2018, and bearing interest at the rate of 1.23% per annum, which note was issued in anticipation of the receipt of the proceeds of the sale of a like amount of Bonds.

(c) It is necessary to issue \$1,717,000 of the Water System Revenue Bonds at this time, all of the proceeds thereof, together with other moneys of the District, to be applied to the payment of the outstanding note on or before its maturity.

(d) The maximum period of usefulness of the water system improvements to be provided with the proceeds of the Bonds authorized hereby is estimated as a period of forty (40) years from March 27, 2018, the anticipated date of issuance of the Bonds, and such period expires on March 27, 2058.

2. Pursuant to the Bond Order, there shall be issued water system revenue bonds in the aggregate principal amount not to exceed \$1,717,000. Such bonds shall be issued as a single bond in the denomination of \$1,717,000, numbered R-1, designated "Water System Revenue Bond, Series 2018" (the "2018 Bond"), dated as of the date of delivery thereof, and maturing in annual installments on the first day of June in the following years and in the following amounts:

Year of Maturity	Principal Amount	Year of Maturity	Principal Amount
2018	\$25,000	2038	\$41,000
2019	25,000	2039	43,000
2020	25,000	2040	44,000
2021	26,000	2041	45,000
2022	27,000	2042	46,000
2023	28,000	2043	47,000
2024	28,000	2044	49,000
2025	29,000	2045	50,000
2026	30,000	2046	51,000
2027	31,000	2047	53,000
2028	32,000	2048	54,000
2029	33,000	2049	56,000
2030	33,000	2050	57,000
2031	34,000	2051	59,000
2032	35,000	2052	61,000
2033	36,000	2053	62,000
2034	37,000	2054	64,000
2035	38,000	2055	66,000
2036	39,000	2056	68,000
2037	40,000	2057	70,000

The 2018 Bond will bear interest on the unpaid part of such principal at a rate of 2.75% per annum until payment thereof, such interest to be payable on June 1, 2018, and annually thereafter on the first day of June of each year until paid.

The 2018 Bond shall be sold to the United States of America, acting by and through the United States Department of Agriculture, Rural Development (formerly Farmers Home Administration) (“USDA”) by private sale in accordance with Sections 9 and 10 hereof. The 2018 Bond shall not be defeased without written consent of USDA during such time as USDA shall remain the registered owner of the 2018 Bond.

The 2018 Bond shall bear interest from the interest payment date next preceding the date on which it is authenticated unless it is (a) authenticated upon an interest payment date in which event it shall bear interest from such interest payment date or (b) authenticated prior to the first interest payment date in which event it shall bear interest from its date; provided, however, that if at the time of authentication interest is in default, the 2018 Bond shall bear interest from the date to which interest has been paid.

The principal of and the interest and any redemption premium on the 2018 Bond shall be payable in any coin or currency of the United States of America which is legal tender for the payment of public and private debts on the respective dates of payment thereof.

Payment of interest on the 2018 Bond shall be made by the Bond Registrar (hereinafter defined) on each interest payment date to the person appearing on the registration books of the

District hereinafter provided for as the registered owner of such 2018 Bond (or the previous bond or bonds evidencing the same debt as that evidenced by such bond) at the close of business on the record date for such interest, which shall be the 15th day (whether or not a business day) of the calendar month next preceding such interest payment date. During the time that USDA is the registered owner of the 2018 Bond, payment of the installments of principal and interest when due and payable on the 2018 Bond shall be made at the office of such fiscal agent as USDA shall designate without presentation or surrender thereof and, during any such time as an assignee thereof is the registered owner of the 2018 Bond, payment of the installments of principal when due and payable on the 2018 Bond shall be made at the corporate trust office of U. S. Bank, National Association, Raleigh, North Carolina, upon the presentation and surrender thereof, and payment of the interest when due and payable on the 2018 Bond shall be made by check mailed to such assignee at his address as it appears on the bond registration books of the District hereinafter mentioned without the presentation or surrender thereof.

3. As long as USDA is the registered owner of the 2018 Bond, the 2018 Bond may be redeemed, at the option of the District, at any time prior to the maturity of any installment of the principal thereof, either in whole or in part in the inverse order of the maturity dates of the installments of principal, from any moneys that may be made available for such purpose, at the aggregate principal amount of the installments of principal to be redeemed, together with the interest accrued thereon to the date fixed for redemption, but without any premium. During any time as any owner other than USDA is the owner of the 2018 Bond, the principal installments of the 2018 Bond maturing on or after June 1, 2028, may be redeemed in whole or in part on any date on or after June 1, 2027, from any moneys that may be made available for such purpose, at the aggregate principal amount of the installments of principal to be redeemed, together with the interest accrued thereon to the date fixed for redemption, but without any premium.

In case of a redemption of all or any part of the 2018 Bond, a notice of redemption shall be sent by registered mail, mailed at least forty (40) days prior to the date fixed for redemption, addressed (a) during the time that USDA is the owner of the 2018 Bond, to the Finance Office, Rural Development, United States Department of Agriculture, 1530 Market Street, St. Louis, Missouri, 63103, or to such other address as USDA may designate by registered or certified mail forwarded to the District at least fifty (50) days prior to any redemption date, and (b) during any time as any owner other than USDA is the owner of the 2018 Bond, to the address as it appears on the registration books of the District hereinafter mentioned.

On the date fixed for redemption, notice having been given in the manner and under the conditions hereinabove provided, the 2018 Bond or part thereof called for redemption shall be due and payable at the redemption price provided therefor, plus accrued interest to such date. If moneys sufficient to pay the redemption price of the 2018 Bond or part thereof to be redeemed plus accrued interest thereon to the date fixed for redemption are held at such place as USDA may designate (or, if the 2018 Bond shall have been assigned by USDA, at the corporate trust office of U. S. Bank National Association, Raleigh, North Carolina pursuant to Section 2 hereof) in trust for such purpose, interest on the 2018 Bond or part thereof called for redemption shall cease to accrue, such 2018 Bond or part thereof shall cease to be entitled to any benefits or security under this resolution or to be deemed outstanding, and the registered owners of such 2018 Bond or part thereof shall have no rights in respect thereof except to receive payment of the redemption price thereof, plus accrued interest to the date of redemption.

In the event that an installment of principal of the 2018 Bond shall be redeemed, the Bond Registrar shall direct the registered owner thereof to evidence such redemption by appropriate notation on the schedule attached to such 2018 Bond for such purpose.

4. The 2018 Bond, upon surrender thereof at the principal office or corporate trust office of the Bond Registrar, together with an assignment duly executed by the registered owner or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar, may, at the option of the registered owner thereof, be exchanged for bonds, having maturities corresponding to the maturities of the installments of principal of such bond then unpaid, issuable in fully registered form in the denomination of \$1,000 or any integral multiple thereof and bearing interest at the same rate.

The transfer of the 2018 Bond may be registered by the registered owner thereof only upon an execution of an assignment thereof duly executed by such registered owner or his attorney or legal representative. Notice of such assignment shall be given promptly by the assignor to the Bond Registrar by registered mail, such notice to be in such form as shall be satisfactory to the Bond Registrar, and upon receipt of such notice, such 2018 Bond shall be registered as to both principal and interest on such registration books in the name of the assignee named in such notice.

The transfer of any bond issued in exchange for the 2018 Bond as provided above may be registered only upon the registration books of the District upon the surrender thereof to the Bond Registrar together with an assignment duly executed by the registered owner or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar. Upon any such registration of transfer, the Bond Registrar shall authenticate and deliver in exchange for such bond a new bond or bonds, registered in the name of the transferee, of any denomination or denominations authorized by this resolution, in an aggregate principal amount equal to the unredeemed principal amount of such bond so surrendered, of the same maturity and bearing interest at the same rate.

In all cases in which the 2018 Bond shall be exchanged or the transfer of bonds shall be registered hereunder and a new bond or bonds are to be delivered in exchange therefor, the Bond Registrar shall authenticate and deliver at the earliest practicable time bonds in accordance with the provisions of this Resolution. All bonds surrendered in any such exchange or registration of transfer shall forthwith be canceled by the Bond Registrar. The Bond Registrar shall not be required to make any such exchange or registration of transfer of (a) any bond during a period beginning at the opening of business fifteen (15) days before the day of the mailing of a notice of redemption of bonds or any portion thereof and ending at the close of business on the day of such mailing or (b) any bond called for redemption in whole or in part pursuant to Section 3 of this resolution.

As to any bond, the person in whose name the same shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of or on account of the principal or redemption price of any such bond and the interest on any such bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such bond,

including the redemption premium, if any, and interest thereon, to the extent of the sum or sums so paid.

The District shall appoint such registrars, transfer agents, depositaries or other agents as may be necessary for the registration, registration of transfer and exchange of bonds within a reasonable time according to then current commercial standards and for the timely payment of installments of principal and interest with respect to the 2018 Bond. The Finance Director of the County is hereby appointed the registrar, transfer agent and paying agent (the "Bond Registrar") for the 2018 Bond, subject to the right of the governing body of the District to appoint another Bond Registrar, and as such shall keep at his office the books of the District for the registration, registration of transfer, exchange and payment of the 2018 Bond as provided in this resolution; provided, however, that, in the event that the bond registered in the name of USDA is assigned, the paying agent with respect to such bond shall be U.S. Bank National Association, Raleigh, North Carolina.

5. The 2018 Bond shall bear the manual or facsimile signatures of the Chairman of the Board of Commissioners, the County Manager, the County Finance Director or the Clerk of the Board of Commissioners, or any of them, and the official seal or a facsimile of the official seal of the District shall be impressed or imprinted, as the case may be, on the 2018 Bond.

The certificate of the Local Government Commission of North Carolina to be endorsed on the 2018 Bond shall bear the manual or facsimile signature of the Secretary of the Commission, and the certificate of authentication of the Bond Registrar to be endorsed on the bonds shall be executed as provided hereinafter.

In case any officer of the District or the Local Government Commission of North Carolina whose manual or facsimile signature shall appear on the 2018 Bond shall cease to be such officer before the delivery of such 2018 Bond, such manual or facsimile signature shall nevertheless be valid and sufficient for all purposes the same as if he had remained in office until such delivery, and the 2018 Bond may bear the manual or facsimile signatures of such persons as at the actual time of the execution of such 2018 Bond shall be the proper officers to sign such 2018 Bond although at the date of such bond such persons may not have been such officers.

6. No bond shall be valid or become obligatory for any purpose or be entitled to any benefit or security under this resolution until it shall have been manually authenticated by the execution by the Bond Registrar of the certificate of authentication endorsed thereon.

7. The 2018 Bond and the endorsements thereon shall be in the form attached hereto as Exhibit A.

8. The District covenants that, to the extent permitted by the Constitution and laws of the State of North Carolina, it will comply with the requirements of the Internal Revenue Code of 1986, as amended or as may be amended from time to time (the "Code"), and any Treasury regulations now or hereafter promulgated thereunder, to the extent necessary so that interest on the 2018 Bond will not be included in gross income of the owners of the 2018 Bond for purposes of federal income tax.

9. The Local Government Commission of North Carolina is hereby requested to sell the 2018 Bond at private sale pursuant to G.S. 159-123 to USDA, subject to the approval of the Board of Commissioners; provided, however, that the purchase price of the 2018 Bond is at least \$1,717,000, and that the maximum interest rate does not exceed 2.875% per annum.

10. Any of the Chairman of the Board of Commissioners, the County Manager or the County Finance Director is hereby authorized to approve the purchase price of the 2018 Bond, the rate of interest on the 2018 Bond, and the payment schedule for the 2018 Bond in connection with the private sale of the 2018 Bond, subject to the provisions of Section 9 of this resolution.

11. Each of the Chairman of the Board of Commissioners, the County Manager, the County Finance Director and the Clerk for the Board of Commissioners, and other appropriate officers of the County or the District, is hereby authorized and directed to execute and deliver any and all papers, instruments, agreements, tax certificates, opinions, certificates, affidavits and other documents, and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution, the 2018 Bond and the payment of the Note.

12. This resolution shall take effect upon its passage.

Upon motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled “**RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF WATER SYSTEM REVENUE BOND, SERIES 2018 OF BERTIE COUNTY WATER DISTRICT III IN THE AGGREGATE PRINCIPAL AMOUNT OF \$1,717,000**” was passed by the following vote:

Ayes: _____

Nays: _____

* * * * *

I, Scott Sauer, County Manager, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners for Bertie County Water District III at a regular meeting duly called and held on February 19, 2018, and that the proceedings of such meeting are recorded in the Minutes of the Board of Commissioners. Pursuant to G.S. § 143-318.12, a current copy of a schedule of regular meetings of the Board of Commissioners for Bertie County Water District III is on file in the Clerk's office.

WITNESS my hand and the official seal of the Board of Commissioners this ____ day of February, 2018.

Scott Sauer, County Manger

(SEAL)

FORM OF BOND

R-1

\$1,717,000

REGISTERED BOND WITHOUT COUPONS

(Registered as to both principal and interest)

United States of America
State of North Carolina

BERTIE COUNTY WATER DISTRICT III
WATER SYSTEM REVENUE BOND, SERIES 2018

Bertie County Water District III (the "District"), a municipal corporation duly organized and validly existing under the laws of the State of North Carolina, is justly indebted and for value received hereby promises to pay to the

UNITED STATES OF AMERICA
UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

or registered assigns or legal representative the principal sum of

ONE MILLION SEVEN HUNDRED SEVENTEEN THOUSAND AND NO/100
DOLLARS

in annual installments on the 1st day of June in the following years and amounts:

Year of Maturity	Principal Amount	Year of Maturity	Principal Amount
2018	\$25,000	2038	\$41,000
2019	25,000	2039	43,000
2020	25,000	2040	44,000
2021	26,000	2041	45,000
2022	27,000	2042	46,000
2023	28,000	2043	47,000
2024	28,000	2044	49,000
2025	29,000	2045	50,000
2026	30,000	2046	51,000
2027	31,000	2047	53,000
2028	32,000	2048	54,000
2029	33,000	2049	56,000

Year of Maturity	Principal Amount	Year of Maturity	Principal Amount
2030	33,000	2050	57,000
2031	34,000	2051	59,000
2032	35,000	2052	61,000
2033	36,000	2053	62,000
2034	37,000	2054	64,000
2035	38,000	2055	66,000
2036	39,000	2056	68,000
2037	40,000	2057	70,000

and to pay interest from the date hereof on the unpaid part of such principal sum at the rate of 2.75% per annum until payment thereof, such interest to be payable on June 1, 2018, and annually thereafter on the first day of June of each year until paid. The interest so payable on any such interest payment date will be paid to the person in whose name this Bond is registered at the close of business on the record date for such interest, which shall be the 15th day (whether or not a business day) of the calendar month next preceding such interest payment date. Both the principal of and the interest on this Bond are payable in any coin or currency of the United States of America which, at the respective date of payment thereof, is legal tender for the payment of public and private debts.

During the time that the United States of America is the registered owner of this Bond, payment of the installments of principal and interest when due and payable on this Bond shall be made at the office of such fiscal agent as the United States of America shall designate without presentation or surrender hereof and, during any such time as an assignee hereof is the registered owner of this Bond, payment of the installments of principal when due and payable on this Bond shall be made at the corporate trust office of U. S. Bank National Association, Raleigh, North Carolina, upon the presentation and surrender hereof, and payment of the interest when due and payable on this Bond shall be made by check mailed to such assignee at his address as it appears on the bond registration books of the District hereinafter mentioned without the presentation or surrender hereof. Upon receipt of the payments of principal and interest, written acknowledgment of the receipt thereof shall be given promptly to the Bond Registrar hereinafter mentioned, and the District shall be fully discharged of its obligation on this Bond to the extent of the payment so made. Upon final payment this Bond shall be surrendered to the Bond Registrar for cancellation.

This Bond is issued pursuant to and in accordance with Article 5 of Chapter 159 of the General Statutes of North Carolina, as amended, a bond order adopted by the Board of Commissioners of the County of Bertie, North Carolina (the "Board of Commissioners"), acting as the Board of Commissioners of Bertie County Water District III (the "District") on September 6, 2016 (the "Bond Order"), and a series resolution adopted by the Board of Commissioners on February 19, 2018 (the "Series Resolution"). The proceeds of this Bond shall be used to pay a portion of the cost of the Project (as defined in the Bond Order).

This Bond is a special obligation of the District payable solely from the Net Revenues (as defined in the Bond Order). Neither the credit nor the taxing power of the District is pledged for

the payment of this Bond and no holder of this Bond has the right to compel the exercise of the taxing power by the District or the forfeiture of any of the District's property in connection with any default thereon, and the District is not obligated to pay the principal of or interest on this Bond except from Net Revenues. Reference is hereby made to the Bond Order and the Series Resolution and to all amendments and supplements thereto for a description of the provisions, among others, respecting the nature and extent of the security, the rights, duties and obligations of the District, the rights of the holder of this Bond and the terms upon which this Bond is issued and secured.

At the office of the Bond Registrar, in the manner and subject to the conditions provided in the Series Resolution, this Bond may be exchanged for an equal aggregate principal amount of bonds having maturities corresponding to the maturities of the installments of principal of this Bond then unpaid, issuable in fully registered form in the denomination of \$1,000 or any integral multiple thereof and bearing interest at the same rate.

This Bond is registered as to both principal and interest in the name of the United States of America on registration books of the District kept by the Finance Director of the County of Bertie, North Carolina, as Bond Registrar, and the transfer hereof may hereafter be registered by the registered owner hereof only upon an execution of an assignment hereon duly executed by such registered owner or his attorney or legal representative. Notice of such assignment shall be given promptly by the assignor to the Bond Registrar by registered mail, such notice to be in such form as shall be satisfactory to the Bond Registrar, and upon receipt of such notice this Bond shall be registered as to both principal and interest on such registration books in the name of the assignee named in such notice.

As long as USDA is the registered owner of the Bond, this Bond may be redeemed, at the option of the District, at any time prior to the maturity of any installment of the principal thereof, either in whole or in part in the inverse order of the maturity dates of the installments of principal, from any moneys that may be made available for such purpose, at the aggregate principal amount of the installments of principal to be redeemed, together with the interest accrued thereon to the date fixed for redemption, but without any premium. During any time as an owner other than USDA is the owner of this Bond, the principal installments of the Bond maturing on or after June 1, 2028, may be redeemed in whole or in part on any date on or after June 1, 2027, from any moneys that may be made available for such purpose, at the aggregate principal amount of the installments of principal to be redeemed, together with the interest accrued thereon to the date fixed for redemption, but without any premium.

On the date designated for redemption, notice having been given and moneys for payment of the redemption price being held in trust for such purpose, all as provided in the Series Resolution, this Bond or part hereof shall become and be due and payable, and the interest on this Bond or part hereof so redeemed shall cease to accrue.

The Bond Registrar shall not be required to exchange or register any transfer of (a) any bond during a period beginning at the opening of business fifteen (15) days before the day of the mailing of a notice of redemption of bonds or any portion thereof and ending at the close of business on the day of such mailing or (b) any bond called for redemption in whole or in part pursuant to the Series Resolution.

It is hereby certified and recited that all acts, conditions and things required by the Constitution and laws of North Carolina to happen, exist and be performed precedent to and in the issuance of this Bond have happened, exist and have been performed in regular and due form and time as so required.

IN WITNESS WHEREOF, Bertie County Water District III, by resolution duly passed by its Board of Commissioners, has caused this Bond to be manually signed by the County Manager and its official seal to be impressed hereon, all as of the ___ day of March, 2018.

County Manager

[SEAL]

CERTIFICATE OF LOCAL GOVERNMENT COMMISSION

The issuance of the within Bond has been approved under the provisions of The State and Local Government Revenue Bond Act.

By: _____
Greg C. Gaskins, Secretary
Local Government Commission

CERTIFICATE OF AUTHENTICATION

This Bond is issued under the provisions of the within-mentioned Series Resolution.

Bond Registrar

Date of Authentication: _____

ASSIGNMENT

FOR VALUE RECEIVED the undersigned registered owner thereof hereby sells, assigns and transfers unto _____

_____ the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____

_____ attorney to register the transfer of the Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

In the presence of:

NOTICE: The signature must be guaranteed by an institution which is a participant in the Securities Transfer Agent Medallion Program (STAMP) or similar program.

The signature to this assignment must correspond with the name as it appears on the face of the within Bond in every particular, without alteration of enlargement or any change whatever.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: C-6

DEPARTMENT: Administration & Legal

SUBJECT: Resolution calling for voter referendum to consider one-quarter percent county sales and us tax for the May 2018 primary as directed by the Board at its recent planning session.

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Recommend Approval

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

**RESOLUTION CALLING FOR SPECIAL ELECTION TO CONSIDER AN
ADDITIONAL ONE-QUARTER CENT COUNTY SALES AND USE TAX**

WHEREAS, the General Assembly pursuant to N.C.G.S. §105-535 *et seq.* has authorized County Boards of Commissioners across the State of North Carolina to levy a One Quarter Percent (.25%) County Sales and Use Tax contingent on a referendum in which the majority of those casting ballots voted for the levy of the tax;

WHEREAS, the Bertie County Board of Commissioners have determined that the citizens of Bertie County should be entitled to determine whether or not they wish to have said One Quarter Percent (.25%) County Sales and Use Tax adopted as the same could be used to assist in financing public projects; including public education and teacher supplements;

WHEREAS, pursuant to N.C.G.S. §163-287, a county has the authority to call special elections as permitted by law if the governing body of the County adopts a Resolution specifying the details of the election and forthwith delivers a copy of the Resolution to the local Board of Elections;

WHEREAS, under said statute, the Resolution shall call on the local Board of Elections to hold the election described in the said Resolution and shall set the date on which the special election is to be conducted;

WHEREAS, the special election may be held at the same time as any other county, state, or municipal general election or at the same time as a primary election in any even given year;

WHEREAS, there is a primary election to be held in Bertie County on May 8, 2018 and the County would have adequate time to provide the public notice required by N.C.G.S. §163-287 (b); and

WHEREAS, it would be in the best interest of the citizens of Bertie County to determine whether or not to adopt said County Sales and Use Tax.

NOW THEREFORE, be it resolved by the Bertie County Board of Commissioners that:

1. Pursuant to N.C.G.S. §163-287 (a), Bertie County hereby calls a special election to be held on May 8, 2018 to determine whether or not a majority of the voting citizens of Bertie County favor or oppose the levy of said One Quarter Percent (.25%) County Sales and Use Tax;

2. The question to be placed on the ballot and determined by the voting citizens of Bertie County in said referendum will be:

QUESTION: Should Bertie County levy an additional local sale and use tax at the rate of one-quarter percent (0.25%) in addition to all other State and local sales and use taxes

For: _____

Against: _____

3. The local Board of Elections conducting the primary election on May 8, 2018 will conduct an election on this question on May 8, 2018 which election shall be held at the same time and at the same locations as the primary election in the year 2014.

4. Scott T. Sauer, the Bertie County Manger, is directed to forthwith deliver a certified copy of this Resolution to the Bertie County Board of Elections.

Said Resolution was introduced by Commissioner _____ and seconded by Commissioner _____ and unanimously adopted this the ____ day of February, 2018.

ATTEST:

BERTIE COUNTY

Scott T. Sauer
Acting Clerk to the Board of
Commissioners
(SEAL)

BY: _____
Ernestine Bryd-Bazemore, Chairperson of
the Board of Commissioners of
Bertie County

STATE OF NORTH CAROLINA

COUNTY OF BERTIE

I, _____, a Notary Public, for the County and State aforesaid, certify that Scott T. Sauer personally appeared before me this day and acknowledged that she is the Clerk to the Board of Commissioners of Bertie County, a political subdivision of the State of North Carolina, and that by authority duly given and as the act of the Board of Commissioners of Bertie County, the foregoing instrument was signed in its name by its Chairman, sealed with its seal, and attested by Scott T. Sauer as acting Clerk to the Board of Commissioners of Bertie County.

Witness my hand and notarial seal or stamp, this ____ day of February, 2018.

Notary Public

Printed Name _____

My commission expires: _____
(NOTARIAL SEAL/STAMP)

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of February _____, 2018, I served a certified true copy of **RESOLUTION CALLING FOR SPECIAL ELECTION TO CONSIDER AN ADDITIONAL ONE-QUARTER PERCENT COUNTY SALES AND USE TAX** upon Sheila Holloman, Director to the Board of Elections by hand delivery.

By: _____
Scott T. Sauer
Bertie County Manager



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: D-1

DEPARTMENT: Administration & Economic Development

SUBJECT: Golden LEAF Foundation Regional Partnership Initiative

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: N/A

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: D-2

DEPARTMENT: Administration & Finance

SUBJECT: Budget guidelines for special appropriation

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

BERTIE COUNTY

Approved Annual Donations from Previous Year

EFF DATE	VDR NAME/ITEM DESC	COMMENTS	AMOUNT
'05/05/2017	'AMERICAN CANCER SOCIETY	'FY 2017 DONATION-RELAY FOR LIF	\$ 2,000.00
'04/18/2017	'NAACP	'SPONSORSHIP FOR NAACP EVENT --	\$ 500.00
'03/21/2017	'BERTIE HIGH SCHOOL JROTC	'ROTC MILITARY BALL-FY16-17	\$ 750.00
'10/12/2016	AULANDER PEANUT FESTIVAL	'\$500 SPONSORSHIP -- 2016 AULAN	\$ 500.00
'05/05/2017	WINDSOR ROTARY CLUB	'2017 POUND THE SOUND DONATION	\$ 5,000.00
			\$ 8,750.00
'08/08/2016	'MILLER'S SPORTING GOODS	'PLAQUE FOR KENT BAZEMORE - BAS	\$ 62.69



BERTIE COUNTY
YEAR-TO-DATE BUDGET REPORT

02/16/2018 11:35
wroberso

FOR 2018 01

ACCOUNTS FOR: 10 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
106100 SPECIAL APPROPRIATIONS							
106100 539996 VIDANT - INDIGENT CA	120,000	120,000	10,000.00	10,000.00	.00	110,000.00	8.3%
106100 569499 OPEB TRUST	242,400	242,400	.00	.00	.00	242,400.00	.0%
106100 569501 MID EAST COMMISSION	6,863	6,863	.00	.00	.00	6,863.00	.0%
106100 569503 BERTIE COUNTY ARTS C	3,000	3,000	.00	.00	.00	3,000.00	.0%
106100 569504 HOSPITAL INSURANCE -	437,500	437,500	33,409.31	33,409.31	.00	404,090.69	7.6%
106100 569505 MENTAL HEALTH-ABC 5	4,800	4,800	.00	.00	.00	4,800.00	.0%
106100 569507 MENTAL HEALTH	44,590	44,590	.00	.00	.00	44,590.00	.0%
106100 569509 SCHOOLS-FINES AND FO	70,000	70,000	.00	.00	.00	70,000.00	.0%
106100 569510 WINDSOR-BERTIE CHAMB	4,000	4,000	.00	.00	.00	4,000.00	.0%
106100 569511 SCHOOLS-CURRENT EXPE	3,003,000	3,003,000	250,250.00	250,250.00	.00	2,752,750.00	8.3%
106100 569512 ROANOKE RIVER PARTNE	2,000	2,000	.00	.00	.00	2,000.00	.0%
106100 569513 SCHOOLS-CAPITAL OUTL	375,000	375,000	.00	.00	.00	375,000.00	.0%
106100 569515 MARTIN COMMUNITY COL	55,821	55,821	.00	.00	.00	55,821.00	.0%
106100 569516 MCC - CAPITAL OUTLAY	26,700	26,700	.00	.00	.00	26,700.00	.0%
106100 569517 ROANOKE CHOWAN COMM	55,000	55,000	.00	.00	.00	55,000.00	.0%
106100 569518 RCC - CAPITAL OUTLAY	40,000	40,000	.00	.00	.00	40,000.00	.0%
106100 569529 CADA	4,800	4,800	.00	.00	.00	4,800.00	.0%
106100 569531 AIRPORT	20,000	20,000	.00	.00	.00	20,000.00	.0%
106100 569532 THREE RIVERS HEALTHY	500	500	.00	.00	.00	500.00	.0%
106100 569535 HUMANE SOCIETY	2,000	2,000	.00	.00	.00	2,000.00	.0%
106100 569538 ROANOKE RIVER BASIN	2,000	2,000	.00	.00	.00	2,000.00	.0%
106100 569539 LAWRENCE MEMORIAL LI	124,473	124,473	.00	.00	.00	124,473.00	.0%
106100 569540 AULANDER LIBRARY	16,500	16,500	.00	.00	.00	16,500.00	.0%
106100 569541 FOREST SERVICE	111,087	111,087	.00	.00	.00	111,087.00	.0%
106100 569543 HISTORIC HOPE	15,000	15,000	.00	.00	.00	15,000.00	.0%
106100 569546 VOCATIONAL JOB/EDUCA	27,500	27,500	2,087.00	2,087.00	.00	25,413.00	7.6%
106100 569549 JUVENILE DETENTION	20,000	20,000	.00	.00	.00	20,000.00	.0%
106100 569553 JCPC TASK FORCE	4,000	4,000	.00	.00	.00	4,000.00	.0%
106100 569557 BERTIE COUNTY YMCA	20,000	20,000	.00	.00	.00	20,000.00	.0%
106100 569558 ROANOKE CHOWAN SAFE	2,000	2,000	.00	.00	.00	2,000.00	.0%
106100 569560 PARTNERSHIP FOR THE	8,000	8,000	.00	.00	.00	8,000.00	.0%
106100 569561 CHOANOKE PUBLIC TRAN	10,000	10,000	.00	.00	.00	10,000.00	.0%
106100 569562 CHILDREN MATTERS	30,000	30,000	2,087.00	2,087.00	.00	27,913.00	7.0%
106100 569566 BERTIE-MARTIN REGION	1,077,085	1,077,085	89,173.75	89,173.75	.00	987,911.25	8.3%
106100 569570 FOOD BANK OF ALBEMAR	1,000	1,000	.00	.00	.00	1,000.00	.0%
106100 569572 HIGHWAY 17 ASSOCIATI	4,000	4,000	.00	.00	.00	4,000.00	.0%
106100 569579 SECOND CHANCE COUNTS	27,500	27,500	2,087.00	2,087.00	.00	25,413.00	7.6%
106100 569707 BETTER BEGINNINGS-BE	105,080	105,080	.00	.00	.00	105,080.00	.0%
106100 569709 M. POWER	15,655	15,655	.00	.00	.00	15,655.00	.0%
TOTAL SPECIAL APPROPRIATIONS	6,138,854	6,138,854	389,094.06	389,094.06	.00	5,749,759.94	6.3%

June 8, 2017

\$ 47,000	FY 2017-2018	Blue Jay Recreation Park
70,000	FY 2016-2017	BJRP—construction in progress
150,000	Kate B. Reynolds Grant	—to be disbursed in September 2017
\$267,000	Total	Blue Jay Recreation Park—remaining project committed

\$50,000 **Total** **Animal Shelter renovation/rebuild**

Commissioner Wesson updated the Board on the progress in developing the middle-income housing initiative and the very strong support anticipated from the SECU Foundation. He advised the Board of several strategies and opportunities to strengthen the success of this project.

- 6) Special Appropriations--\$64,000 is allocated in the contingency line item to provide flexibility for the governing body for any adjustments in the recommended funding levels. A new request received on June 1st from the Town of Roxobel is seeking a donation for the 2nd Roxobel Ag Festival scheduled for April 7, 2018 with contribution levels ranging from \$100 to \$1,500. No action was taken at this time.

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 - Cost of living adjustment of 3.0 percent effective July 1, 2018.
 - Increased annual 401k supplemental retirement contribution of one-half percent (.5%) to achieve 3.0% for non-law enforcement personnel. Law enforcement personnel receive five percent 401k supplemental retirement contribution as required by State law.
 - \$200 annual contribution for each employee medical flexible spending account.
 - Continuation of the Employee Assistance Program.
 - Anticipated seven percent (7.0%) increase in employee health insurance effective January 1, 2018.

**Windsor, North Carolina
April 24, 2017
Work Session**

The Bertie County Board of Commissioners recessed its regular meeting from Monday, April 17th in order to meet today for a work session inside the Commissioners Room located at 106 Dundee Street, Windsor. 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
 Tax Administrator Jodie Rhea

No media members were present.

RECONVENE

Chairman Trent called **RECONVENED** the meeting from Monday, April 17th in Perrytown.

INVOCATION/PLEDGE OF ALLEGIANCE

Commissioner Wesson led the Invocation and Pledge of Allegiance.

WORK SESSION

Board of Equalization and Review – first of two required sessions (May 1st will be the final meeting of the Board of E & R)

Tax Administrator, Jodie Rhea, was present to guide the Board through the first of the two required meetings where the Commissioners will convene as the Board of E & R for FY2016-2017.

Commissioner Lee made a **MOTION** for the Board of Commissioners to convene as the Board of Equalization and Review. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board now meet as the Board of Equalization and Review.

Mr. Rhea reported that there are no business personal property appeals currently to present, but that one may be pending for the next meeting of the Board of Equalization and Review on May 1st.

County Manager Sauer reminded the Board that the last meeting of the Board of Equalization and Review for FY2016-2017 will be held on Monday, May 1st as part of the Board's regularly scheduled Board of Commissioners meeting here in Windsor.

Tax Assessor's estimated values for FY2017-2018 and adjustments for flood damaged property value reductions

Also, the Tax Administrator presented the following figures:

KNOWN VALUE AND REVENUE LOSS' FOR 2017 (FIGURED AT CURRENT RATE OF \$.83)

Property	Value Loss	Revenue Loss
Tall Drink of Water Property	\$3,774,856.00	\$31,331.30
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Perdue Appeal	\$2,920,350.00	\$24,238.91
Wrangler Building	\$223,021.00	\$1,851.07
Flood	<u>\$2,189,660.00</u>	<u>\$18,174.18</u>
TOTAL LOSS:	\$13,888,512.00	\$115,274.65

Reminder re: RFP for revaluation consultant for 2020 real property assessment to be issued in early FY 2017-2018

Re-valuation – the next Countywide re-valuation will be 2020. Request for proposals from re-appraisal firms will be mailed this summer. Board will then review proposals and select a vendor.

Medicaid Reimbursement – It is not anticipated that this item will be a budgeted revenue for FY 2017-2018 and the Board will need to have a preliminary discussion regarding the impact of a \$400,000 reduction in expenditures to offset this figure.

County Manager Sauer emphasized that in the current budget year, only half of what the County budgeted as revenue had been received thus far regarding Medicaid reimbursement.

Mr. Sauer further stated that he did not believe it made sense to budget a similar amount for next fiscal year which creates a large gap that will need to be filled from elsewhere.

Special Appropriations and Donations – review requests received for FY2017-2018, Part 1

At this time, County Manager Sauer deferred to Roanoke-Chowan Community College President, Dr. Jimmy Tate, and various members of his Administrative staff for a presentation regarding their current budget request for FY2017-2018.

Roanoke-Chowan Community College – Dr. Tate will present budget request for next year

In a brief PowerPoint presentation, Dr. Tate and various members of his staff showcased the various areas in need of improvement including classroom renovations, replacement furniture, urgent maintenance repairs, better landscaping capabilities and equipment, as well as an overall need for an increase in funding from Bertie County.

The Board discussed each area of concern, and commended RCCC for their presence in numbers today.

Vice Chairman Bazemore and Commissioner Wesson both empathized with RCCC's request, but also noted that the County has yet to receive any reimbursement from FEMA for the floods sustained to the area during Tropical Storm Julia and Hurricane Matthew.

Each Board member expressed their support for RCCC initiatives, and assured Dr. Tate that they would review the request for additional funding, but that it was important for the County to ensure that each organization is treated fairly after a less than desirable end to the fiscal year.

Vice Chairman Bazemore noted that just as funding cuts have been made to RCCC from the State, the same cuts and loss of revenue is a concern for the County as well. This will impact how the Board approaches the FY2017-2018 budget.

BREAK

The Board took a brief, 15-minute break before having lunch.



Special Appropriations and Donations – review requests received for FY2017-2018, Part 2

The Board continued their discussion about the Special Appropriations budget, and how that compares to the “outside of the budget cycle” requests for donations.

Each Commissioner was given an accordion file of each Special Appropriation budget requests for funding that was submitted at the end of March.

These organizations that are included under the Special Appropriations category are RCCC, MCC, CADA, Better Beginnings for Bertie’s Children, Visions in View, among several others that total approximately 30 organizations.

County Manager Sauer recommended that due to the decrease in County revenue this year, and the lack of the full Medicaid reimbursement mentioned earlier, he recommended that the Board refrain from increasing any of the Special Appropriations for the next fiscal year. It was the consensus of the Board to concur with this recommendation.

He also reminded the Board of the uncertainty still surrounding the budget short fall being addressed by the Board of Education.

Relay for Life request – still pending

County Manager Sauer reminded the Board that they had not yet reached a decision regarding a donation for the 2017 Relay for Life event in May.

There was a lengthy discussion.

Chairman Trent made a **MOTION** to repeat last year's donation of \$2,000 to the event. Commissioner White **SECONDED** the motion. The **MOTION PASSED** in a 3-2 vote with Commissioner Lee and Commissioner Wesson voting against.

Commissioner Wesson clarified that his "nay" vote was only due to his desire for the County to adopt a policy about these donation requests being made outside of the normal budget cycle.

Commissioner Lee stated that she did not believe County tax dollars should be put towards donations of any kind, and that she would continue to voting against said donations.

There was a continued interest in a policy to address these donations and sponsorships that are requested outside of the normal budget cycle, and the Board discussed the idea of putting a freeze in place that will allow no new donation requests to be submitted. This would also cap the current donation amounts in place per FY2016-2017.

Chairman Trent made a **MOTION** to put a freeze in place that will allow no new donation requests to be submitted outside the budget cycle, and that the current donation levels for these special events be capped and secured in place based on the donation amounts given in the most recent budget year. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Commissioner Lee voting against.

In closing, Commissioner Lee also requested that the Finance Officer roll these donation amounts into separate line items in the upcoming budget proposal so that no further votes will be needed on these items.

EMS School Lease – discuss proposed compromise rate of \$5,500 per month

The Board reached a consensus on this item. No further discussion was needed.

Library lease – update on discussions with shopping center property management

Regarding the latest information about the temporary library location inside the Food Lion Shopping Center, County Manager Sauer reported that Assistant County Attorney, Jonathan Huddleston, had submitted his suggested changes, and the property management company had just submitted a new copy of the lease.

The negotiations continue, and more information will be provided to the Board as it is available.

QSCB Sinking Fund bidding process – update

County Manager Sauer stated that the County was currently in the middle of the bid submittal period for this project, and that it would be completed within the next 2 weeks.

Indirect Cost Plan – update

County Manager Sauer reported that the report had been completed and submitted by Finance Officer, William Roberson. He stated that this plan helps secure funding for Bertie DSS.

Review Bid status for 3 water projects which were opened April 18th, and consider bid award for Kelford projects. Two of the projects did not receive of a minimum of three bids, and will be re-advertised.

County Manager Sauer recommended that the Board approve the bid submitted by Herring-Rivenbark for the Kelford projects as advertised. The other projects did not receive the minimum numbers of bids needed, and will be re-advertised to attract additional bids.

The bid that the Commissioners are being asked to approve was for the amount of \$83,073.50. The bid will assist in various Kelford area water system improvements through the NC Department of Commerce.

Commissioner Wesson made a **MOTION** to accept the bid submitted by Herring-Rivenbark for the Kelford water projects. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss other water project developments, e.g. Roquist Pocosin service to poultry farm

County Manager Sauer informed the Board that the owner of a poultry farm in the Roquist Pocosin area has been seeking County water service, and per Board direction, the County was asked to inquire about a 20-year service agreement.

The cost to the County would be \$80,000.

County Manager Sauer clarified that this would come out of the regional water system, utility fund.

Commissioner Wesson expressed his concerns with setting this kind of precedent for other business owners and farmers in the future, and stated that a 20-year service agreement did not make sense in this particular situation.

At this time, a proposal was made to the owner of this particular poultry farm, and that it was expected to be signed in the next few weeks. The owner would be responsible for paying the business-commercial water rate.

Additionally, Chairman Trent asked for County Management to draft a proposed water line extension policy to assist in these decisions in the future.

**Discuss proposed highway naming designation for Kent Bazemore on NC 308 near Kelford
as proposed by Norman Cherry**

The County Manager requested that if the Board supported this initiative, County staff could draft a resolution to be approved by the Board at an upcoming meeting.

Commissioner Lee verified if this naming of a piece of highway in honor of Kent Bazemore would require any funding from the County, and County Manager Sauer replied that this would be covered by NCDOT.

Vice Chairman Bazemore made a **MOTION** for County staff to draft a resolution for Board approval. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Review proposed agenda for May 1st

There was a consensus among the Board to not have a work session prior to the May 1st regular meeting at 4:00 PM.

ADJOURN

Vice Chairman Bazemore made a **MOTION** to **ADJOURN** the meeting. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board

June 8, 2017

\$ 47,000	FY 2017-2018	Blue Jay Recreation Park
70,000	FY 2016-2017	BJRP—construction in progress
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There was a continued interest in a policy to address these donations and sponsorships that are requested outside of the normal budget cycle, and the Board discussed the idea of putting a freeze in place that will allow no new donation requests to be submitted. This would also cap the current donation amounts in place per FY2016-2017.

Chairman Trent made a **MOTION** to put a freeze in place that will allow no new donation requests to be submitted outside the budget cycle, and that the current donation levels for these special events be capped and secured in place based on the donation amounts given in the most recent budget year. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** in a 4-1 vote with Commissioner Lee voting against.

In closing, Commissioner Lee also requested that the Finance Officer roll these donation amounts into separate line items in the upcoming budget proposal so that no further votes will be needed on these items.

EMS School Lease – discuss proposed compromise rate of \$5,500 per month

The Board reached a consensus on this item. No further discussion was needed.

Library lease – update on discussions with shopping center property management

Regarding the latest information about the temporary library location inside the Food Lion Shopping Center, County Manager Sauer reported that Assistant County Attorney, Jonathan Huddleston, had submitted his suggested changes, and the property management company had just submitted a new copy of the lease.

The negotiations continue, and more information will be provided to the Board as it is available.

QSCB Sinking Fund bidding process – update

County Manager Sauer stated that the County was currently in the middle of the bid submittal period for this project, and that it would be completed within the next 2 weeks.

Indirect Cost Plan – update

County Manager Sauer reported that the report had been completed and submitted by Finance Officer, William Roberson. He stated that this plan helps secure funding for Bertie DSS.

Review Bid status for 3 water projects which were opened April 18th, and consider bid award for Kelford projects. Two of the projects did not receive of a minimum of three bids, and will be re-advertised.

County Manager Sauer recommended that the Board approve the bid submitted by Herring-Rivenbark for the Kelford projects as advertised. The other projects did not receive the minimum numbers of bids needed, and will be re-advertised to attract additional bids.

The bid that the Commissioners are being asked to approve was for the amount of \$83,073.50. The bid will assist in various Kelford area water system improvements through the NC Department of Commerce.

Commissioner Wesson made a **MOTION** to accept the bid submitted by Herring-Rivenbark for the Kelford water projects. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss other water project developments, e.g. Roquist Pocosin service to poultry farm

County Manager Sauer informed the Board that the owner of a poultry farm in the Roquist Pocosin area has been seeking County water service, and per Board direction, the County was asked to inquire about a 20-year service agreement.

The cost to the County would be \$80,000.

County Manager Sauer clarified that this would come out of the regional water system, utility fund.

Commissioner Wesson expressed his concerns with setting this kind of precedent for other business owners and farmers in the future, and stated that a 20-year service agreement did not make sense in this particular situation.

At this time, a proposal was made to the owner of this particular poultry farm, and that it was expected to be signed in the next few weeks. The owner would be responsible for paying the business-commercial water rate.

Additionally, Chairman Trent asked for County Management to draft a proposed water line extension policy to assist in these decisions in the future.

**Discuss proposed highway naming designation for Kent Bazemore on NC 308 near Kelford
as proposed by Norman Cherry**

The County Manager requested that if the Board supported this initiative, County staff could draft a resolution to be approved by the Board at an upcoming meeting.

Commissioner Lee verified if this naming of a piece of highway in honor of Kent Bazemore would require any funding from the County, and County Manager Sauer replied that this would be covered by NCDOT.

Vice Chairman Bazemore made a **MOTION** for County staff to draft a resolution for Board approval. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

Review proposed agenda for May 1st

There was a consensus among the Board to not have a work session prior to the May 1st regular meeting at 4:00 PM.

ADJOURN

Vice Chairman Bazemore made a **MOTION** to **ADJOURN** the meeting. Commissioner Wesson **SECONDED** the motion. The **MOTION PASSED** unanimously.

John Trent, Chairman

Sarah S. Tinkham, Clerk to the Board



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: D-3

DEPARTMENT: Governing Body

SUBJECT: Chamber of Commerce request for table sponsorship at Black History Dinner

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---



"Uniting Communities"

January 31, 2018

Dear Scott,

On behalf of the Windsor/Bertie Chamber of Commerce, we would like to ask for your help as a table sponsor for the 10th Annual Black History Dinner to be held on February 20, 2018 at the Cashie Convention Center in Windsor. Our theme this year will be honoring African-American fire fighters.

As a table sponsor you will make it possible for the Chamber to continue hosting the Black History Dinner. You will be advertised in the program as a table sponsor and you will receive eight reserved seats. A table sponsorship is for one hundred dollars.

We sincerely appreciate your consideration in being a table sponsor for the 10th Annual Black History Dinner on Tuesday, February 20, 2018 at the Cashie Convention Center.

Respectfully,

Buneva Everett

Chairperson

Black History Committee

PO Box 572, 121 E. Granville, Windsor, NC 27983
Phone 252.794.4277 Fax 252.794.5070
Email: windsorbertie@gmail.com

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A Recognition of Municipal & County

FIREFIGHTERS

BLUE JAY VOL FIRE

STA 44  **BLUE JAY
VOLUNTEER
FIRE DEPARTMENT**



FOR TICKETS
OR INFO
CALL
252.794.4277

6:00PM

T U E S D A Y

FEBRUARY 20, 2018

Sponsored by: Windsor/Bertie Chamber of Commerce



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: D-4

DEPARTMENT: Administration

SUBJECT: Review of Audit presentation for June 30, 2017

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS: Yes

LEGAL REVIEW PENDING:

ITEM HISTORY: ---

Bertie County, North Carolina Management's Discussion and Analysis

- As of the close of the current fiscal year, Bertie County's governmental funds reported combined ending fund balances of \$8,019,444, an increase of \$433,024 in comparison with the prior year. Approximately 31.94% of this total amount or \$2,561,316 is restricted or non-spendable by statute for stabilization purposes as reflected in Exhibit 3.
- It is important to note that the combined ending fund balances of \$8,019,444 and the reported increase of \$433,024 is primarily attributable to the General Fund's increase of \$440,140.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,805,374, or 11.10% of total general fund expenditures of \$25,283,790 for the fiscal year, while total fund balance for Governmental Funds represents 28.83% of that same amount.
- During the fiscal year ended June 30, 2017 Bertie County experienced two (2) five hundred year flood events with Tropical Storm Julia on September 21, 2016 and Hurricane Matthew on October 8, 2016. Expenditures incurred during the emergency response and recovery periods totaled \$428,712; \$236,762 for Julia and \$191,950 for Matthew.
- Efforts to recoup these funds included insurance proceeds from Julia of \$182,950 and \$11,859 for Hurricane Matthew. FEMA reimbursements for emergency response and recovery costs were received in the amount of \$123,888 for a total of \$318,697 in net funds recovered. The net result for the General Fund was a loss of \$110,015.
- It should be noted that beginning with the audit for the fiscal year ended June 30, 2016, the presentation of unassigned fund balance for the General Fund in Exhibit 3, includes separate delineation of "Subsequent year expenditures" in the amount of \$1,627,304 and represents the amount of appropriated fund balance in the adopted budget for the General Fund in FY 2017-2018.
- This change described above for the audit firm's presentation of Exhibit 3, and the segregation of appropriated fund balance for the subsequent fiscal year in the budget ordinance, corrects the presentation of the unassigned fund balance, which had been incorrectly reported for more than a decade.
- By contrast, the final revised budget for the fiscal year ended June 30, 2017 included \$1,857,025 in appropriated fund balance for the General Fund budget, and the net change in fund balance is reflected as an increase of \$347,053 in Exhibit 6.
- The FY 2017-2018 Adopted Budget Ordinance approved by the Board of Commissioners for its subsequent year budget totals \$23,912,844 or \$1,370,946 less than the \$25,283,790 in General Fund expenditures for the prior year—the fiscal year ended June 30, 2017.

Bertie County, North Carolina
Balance Sheet – Governmental Fund
June 30, 2017
Exhibit 3

	Major	Non-Major	Total
	General Fund	Other Governmental Funds	Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 4,878,325	\$ 738,428	\$ 5,616,753
Restricted cash	560,500	-	560,500
Receivables, (net):			
Taxes	796,325	-	796,325
Accounts	2,051,647	508,478	2,560,125
Due from other funds	532,221	-	532,221
Notes - Vidant Medical Center	3,336,221	-	3,336,221
Notes - Landmark Asset Services	288,683	-	288,683
Notes - Bertie Memorial Limited Partnership	129,600	-	129,600
Total assets	12,573,522	1,246,906	13,820,428
LIABILITIES DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued expenses	685,649	20,878	706,527
Due to other funds	-	495,000	495,000
Total liabilities	685,649	515,878	1,201,527
DEFERRED INFLOWS OF RESOURCES			
	4,599,457	-	4,599,457
Fund balances:			
Restricted:			
Drug task force	1,191	-	1,191
Stabilization for State Statute	2,051,647	508,478	2,560,125
Committed:			
Tax Revaluation	157,277	-	157,277
Education (Capital Reserve-Schools Fund)	403,223	-	403,223
OPEB Trust	242,400	-	242,400
Assigned:			
Subsequent years' expenditures	1,627,304	222,550	1,849,854
Unassigned	2,805,374	-	2,805,374
Total fund balances	7,288,416	731,028	8,019,444
Total liabilities, deferred inflows of resources, and fund balances	\$ 12,573,522	\$ 1,246,906	

The accompanying notes are an integral part of these financial statements.

Bertie County, North Carolina
Management's Discussion and Analysis

DRAFT

- As of the close of the current fiscal year, Bertie County's governmental funds reported combined ending fund balances of \$8,019,444, an increase of \$433,024 in comparison with the prior year. Approximately 38.58% of this total amount or \$3,093,537 is restricted or non-spendable by statute for stabilization purposes as reflected in Exhibit 3.
- It is important to note that the combined ending fund balances of \$8,019,444 and the reported increase of \$433,024 is primarily attributable to the General Fund's increase of \$440,140.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$2,273,153, or 8.99% of total general fund expenditures of \$25,283,790 for the fiscal year, while total fund balance for Governmental Funds represents 28.83% of that same amount.
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Bertie County, North Carolina
Balance Sheet – Governmental Funds
June 30, 2017

DRAFT

EXHIBIT 3

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Restricted:			
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Committed:			
Tax Revaluation	157,277	-	157,277
Education (Capital Reserve-Schools Fund)	403,223	-	403,223
OPEB Trust	242,400	-	242,400
Assigned:			
Subsequent years' expenditures	1,627,304	222,550	1,849,854
Unassigned	2,273,153	-	2,273,153
Total fund balances	7,288,416	731,028	8,019,444
Total liabilities, deferred inflows of resources, and fund balances	\$ 12,573,522	\$ 1,246,906	

The accompanying notes are an integral part of these financial statements.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: February 19, 2018

AGENDA ITEM: D-5

DEPARTMENT: Administration

SUBJECT: Highlights of 2018 Planning Session

COUNTY MANAGER RECOMMENDATION OR COMMENTS: Discussion

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

ATTACHMENTS:

LEGAL REVIEW PENDING:

ITEM HISTORY: ---