

June 13, 2018

The Martin County Board of Commissioners met in Regular Session on Wednesday, June 13, 2018 at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Those in attendance: Chairman Elmo "Butch" Lilley, Vice Chairman Tommy Bowen, Commissioner Ronnie Smith, Commissioner Dempsey Bond, Jr., Commissioner Joe R. Ayers, County Manager David Bone, County Attorney J. Melvin Bowen, and Clerk to the Board Marion B. Thompson.

Finance Director/Deputy Clerk Cindy Ange was not in attendance.

Chairman Lilley called the meeting to order shortly after 7:00 p.m. Commissioner Ayers led the pledge of allegiance. Commissioner Smith provided the invocation.

Chairman Lilley extended a welcome to everyone in attendance and thanked them for the interest shown in County affairs. Chairman Lilley recognized the following elected/appointed officials in attendance: Bear Grass Mayor Charlotte Griffin, Williamston Mayor Joyce Whichard-Brown and Sheriff Tim Manning. Chief Deputy Drew Robinson was also in attendance.

AGENDA APPROVAL

The following items were presented for inclusion on the agenda:

- NC Dept. of Public Safety/Martin County CDBG-DR Amended Agreement & Budget
- Revision to Transit Systems Safety Plan Manual – Key Process & Vehicle Out-Of-Service Policy
- Budget Amendment #43 – CDBG-DR Additional Funding
- Closed Session - N C G.S. §143-318.11(a) (5) Contract Negotiations

Commissioner Smith made the MOTION to approve the agenda as revised, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

PUBLIC COMMENTS – None

CONSENT AGENDA

Vice Chairman Bowen made the MOTION to approve the Consent Agenda, as presented, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

- 1. Minutes** for May 9, 2018 Regular & Closed Sessions & May 16, 2018 Special Session

2. **Financial Report** for April 2018 included for informational purposes.

3. **Tax Assessor – Tax Refund Requests – May 2018**

Parcel # 31-51005 – Mr. Henry Puckett requested a refund for a 2013 RBR Vector Spreader (SN-M1300304) for tax years 2016, 2015, and 2014. The Vector Spreader was also listed by the lessor company, Wells Fargo Financial for tax years 2016, 2015, and 2014. The tax values for 2016, 2015 and 2014 for the Vector were \$182,995, \$213,494, and \$241,221, respectively. As per NC G. S. § 105-381(a)(1), Martin County is allowed to refund the current year, plus five (5) additional years, due to an error within the Tax Assessor’s Office. The refund amount would be \$1,345.01(2016), \$1,569.18 (2015), and \$1,736.79 (2014), plus any additional interest and fees. Mr. Puckett requested the refund be mailed back to them, since all taxes were currently paid.

Parcel # 44-52105 – Mr. Henry Puckett requested a refund for a 2013 RBR Vector Spreader (SN-M1300304) for tax years 2017. The Vector Spreader was also listed by the lessor company, Wells Fargo Financial for tax year 2017. The tax value for 2017 was \$146,950. As per NC G. S. § 105-381(a)(1), Martin County is allowed to refund the current year, plus five (5) additional years, due to an error within the Tax Assessor’s Office. The refund amount would be \$1,160.91 plus any additional interest and fees. Mr. Puckett requested the refund be mailed back to them, since all taxes were currently paid.

4. **Tax Assessor – Tax Relief Orders – May 2018**

Year Levy	Lname	Fname	Reason	Value	Total
2017	Bundy	Peggy Brock	Sold Vehicle	856	7.36
2017	Bundy	Peggy Brock	Sold Vehicle		.74
2017	Hedgebeth	Donald Ray	Situs Error		99.48
2017	Jones	Insurance Company	Situs Error		97.84
2017	Moore	Frederick Samuel	Situs Error		41.67
2017	Rodgers	Alfred Lawrence	Situs Error		80.41
				Total	\$327.50

5. **Tax Collector’s Report – May 2018**

	Category	May-18	May-18 Y-T-D
Real Property	20	\$81,440.68	\$9,032,417.76
Personal Property	25	<u>8,101.93</u>	<u>5,042,601.29</u>
Total		\$89,542.61	\$14,075,019.05
Motor Vehicle	30	<u>722.25</u>	<u>9,103.66</u>
Total MV		\$722.25	\$9,103.66
All Total		\$90,264.86	\$14,084,122.71

6. **Board Appointments/Reappointments/Resignations**

a. Airport Commission & Airport Height Restrictions Ordinance Board of Appeals

In a letter dated May 7, 2018, Airport Commission and Airport Height Restriction Ordinance Board of Appeals Member Junious Horton submitted his resignation, effective June 30, 2018.

Having been appointed to the Airport Commission on April 17, 1991, Mr. Horton had been a committed and dedicated member for over 27 years. He had served as an alternate member of the Airport Height Restriction Ordinance Board of Appeals, since October 8, 2014. His term on the Airport Commission would expire January 31, 2019. On the Airport Height Restriction Ordinance Board of Appeals, Mr. Horton's term would expire October 31, 2020.

The Board accepted Mr. Horton's resignation on both boards, as part of the Consent Agenda.

b. Region Q Workforce Development Board

In an email from Region Q Workforce Development Director Jennie Bowen, the Board was asked to consider reappointing Ms. Keisha Manson-Rodgers (Private Industry Representative) for another two-term on the Region Q Workforce Development Board.

The Board was asked to appoint Mr. Jaret Warren, Metcore Industrial Solutions Plant Manager to replace Ms. Crystal Cherry, Syfan HR Manager, due to inactivity on the board. This would be a two-year term, as well. Mr. Warren agreed to serve on the Region Q Workforce Development Board, if appointed. Both terms would expire June 30, 2020.

The Board appointed/reappointed Mr. Warren and Ms. Keisha Manson-Rodgers, respectively, as part of the Consent Agenda.

c. Tourism Development Authority Board

The term for Commissioner Elmo "Butch" Lilley would expire June 30, 2018 on the Tourism Development Authority (TDA) Board. According to statute/by-laws, a Commissioner's representative appointment to the TDA Board must be done on an annual basis.

The Martin County Tourism Development Authority Board of Directors requested that Ms. Lucia Peel (Hotel Representative), Mr. Don Torrence (At-large), and Ms. Callie Northern-Herring (At-large) be reappointed.

Additionally, the TDA Board requested the approval of two new board members, Mr. Lemmie Uzzell (Martin County Chamber of Commerce representative) and Ms. Susan Tyre (At-large).

Mr. Uzzell would replace Mr. Butch Whitley (Chamber of Commerce representative). Ms. Tyre would replace deceased member Mr. Frank Dew (At-large).

The term for Mr. Whitley and Mr. Tim Roberson (Restaurant Industry) would expired June 30, 2018. Statutorily, neither Mr. Whitley nor Mr. Roberson may be reappointed at this time because of having served two consecutive terms.

Also, Mr. Jerry Cornwell (At-large), resigned effective April 3, 2018, due to moving out of the County. His term would have ended June 30, 2018.

The Board accepted the resignations and appointed/reappointed the members requested by the Tourism Development Authority Board, as part of the Consent Agenda.

All terms would be for three-years and would expire June 30, 2021.

7. Revised Resolution Accepting State Water Infrastructure Fund Grant – Water & Sewer District #1 Water Project, Mainly Focusing Within the Town of Oak City

In 2017, Martin County received notification of a Drinking Water State Reserve (DWSR) grant award of \$1,476,275 from the NC Infrastructure Authority to make water system improvements in Water District #1, namely in the Oak City area. This was a 100% grant from the State Water Infrastructure Authority.

The existing water mains in the Oak City area were installed between the late 1950's, with rehabilitation projects through the 1990's. The water system needed further rehabilitation.

The proposed improvements in Water District #1 / Oak City include:

- The replacement of 3,430 LF of 2-inch waterline,
- Replacement of 6,270 LF of 6-inch waterline, and
- Replacement of 310 LF of 8-inch waterline.

Improvements also include the abandonment of 2-inch waterlines and the addition of thirteen (13) 2-inch valves, fifty-five (55) 6-inch valves, and one 8-inch valves. Additionally, the proposed work would include the improvements at the elevated water tanks.

The Martin County Board of Commissioners approved an engineering services contract with The Wooten Company for this project at the April 12, 2017 meeting.

The original resolution and offer-and-acceptance documents for this grant were approved at the May 10, 2017 Board of Commissioners meeting.

The North Carolina Department of Environment Quality asked Martin County to approve another resolution and offer-and-acceptance document for this grant because some of the language on the previous resolution and offer of acceptance needed to be updated. The document included standard conditions and assurances for the grant program. The terms and conditions of the agreement remain unchanged.

The Board of Commissioners officially approved the grant by adopting the attached revised resolution, as part of the Consent Agenda.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects; and

WHEREAS, the North Carolina Department of Environment Quality has offered a State Reserved Grant in the amount of \$1,476,275 for the construction of DWI Project No. H-SRP-D-17-0004, Replacing of Existing Water Lines in Martin County Water and Sewer District #1 mainly focusing within the Town of Oak City; and

WHEREAS, Martin County intends to construct said project in accordance with the approved plans and specifications.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MARTIN COUNTY:

That Martin County does hereby accept the State Reserved Grant offer of \$1,476,275.

That Martin County does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II – Assurances will be adhered to.

That David Bone, Martin County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Martin County has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13th day of June, 2018 at Martin County, North Carolina.

Elmo “Butch” Lilley, Chairman
Martin County Board of Commissioners

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

8. Clerk Report included for informational purposes.

INTRODUCTION OF NEW EMPLOYEE (S)

Code Enforcement and Safety Director Jody Griffin introduced full-time employee E/M Specialist/Management Director/Assistant Fire Marshall Michael Bryant. Department of Social Services/Transit Director Letecia Loadholt presented newly hired Income Maintenance Caseworker Alisha Keyes and Social Worker Victoria Jones.

The Board welcomed all to the Martin County workforce family.

PRESENTATIONS

Update on Planned Grant Application to US Economic Development Administration (EDA) for Career Technical Center

Mr. Kevin Richards, the Planning, Economic Development and Community Services Director for the Mid-East Commission has been working in conjunction with Martin County on this potential project. Director Richards was not available to present the update, due to a family matter.

County Manager Bone reiterated Martin County has been partnering with the Martin County Board of Education for the last couple of years in the planning for a Career Technical Center for the school system. This facility would be a key component to the Board of Education's career readiness education goals, as well as its long-term school consolidation plan. Martin Community College (MCC) and Martin County Economic Development Corporation (EDC) have been partnering in this project, as well.

For some time, the Board of Education, Martin County, Martin County EDC, MCC have been developing a grant proposal for this project to the US Economic Development Administration (EDA).

An alternative grant opportunity specifically for Tier-1 counties was announced in 2017. This was the Needs-Based Public School Capital Fund program from the NC Department of Public Instruction (DPI). The Board of Education applied for a Needs-Based Public School Capital Fund grant in 2017, but the effort was unsuccessful. While there would be another round of the Needs-Based

Public School Capital Fund program, there continues to be tremendous school capital needs across the state, and a very competitive round for grant applications was anticipated.

In pursuit of these grant programs, it would be an either-or situation – the project could not be funded through both grant programs. The EDA program would require Martin County to own the property, and the DPI program would require the Board of Education to own the property.

Recently, the MCC Board of Trustees voted affirmatively to be co-applicants with Martin County for the EDA grant.

EDC continues to solicit letters of support for agencies for the Career Technical Center. In the meantime, cost estimates to construct are being sought from contractor in this field of expertise. Finding contractors willing to provide the estimates to build has been one of the challenges.

Regulations forbid a contractor from bidding on a construction project for which the same agencies provided the estimated cost to construct.

Commissioner Smith and County Manager Bone commented on participating in what they labeled as a very productive listening tour with the Chair of the State's NC Works Commission, the State Director of the NC Works Commission, along with approximately ten (10) local plant managers and small business owners. Employers noted having a tough time recruiting employees with strong soft skills/interpersonal skills, i.e. showing up for work on-time, completing the work consistently, and getting along with co-workers.

Commissioner Smith mentioned that the Career Center was one key to success for Martin County's future, a career path to work for the students, thousands of dollars in potential savings in education for the parents, and a missed opportunity, if a career center did not come into fruition in Martin County.

PUBLIC HEARING – 2018-2019 Martin County Budget

Commissioner Ayers made the MOTION to enter the public hearing for the 2018-2019 Martin County Budget, with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously.

County Manager Bone submitted the following 2018-2019 Budget/Budget Message. The budget had been slightly revised from the proposed budget distributed at the May 9, 2018 Board of Commissioners' meeting.

“Commissioners:

In accordance with the General Statutes of North Carolina, I respectfully submit for your review and consideration the Proposed Budget for the County of Martin for Fiscal Year 2018-19. This document represents the manager's recommended budget, as is required by the NC General Statutes. The FY 2018-19 Proposed Budget totals \$31,893,555 for all County General Fund operations, capital improvements and debt service.

Budget Development Process

Departments and County Agencies submitted their budget requests to the County Manager by February 23, 2018. Presentations on these requests were made to the Board of Commissioners on March 21st. Outside agencies presented their budget requests on March 28th. The Board of Commissioners held a joint meeting with the Board of Education about its budget needs on April 25th. A draft budget was presented to the Board of Commissioners on May 9th, and the Board of Commissioners held a budget work session on May 16th.

Statutory Requirements

North Carolina General Statute § 159-11(b) requires the County Manager to submit a proposed budget and budget message to the governing body by June 1st of each year. On the same day that the budget is presented to the governing body, the budget officer shall file a copy of it in the office of the clerk for public inspection and schedule a public hearing. This public hearing has

been scheduled for the regularly-scheduled Board of Commissioners Meeting on June 13, 2018 at 7:00 p.m.

The governing body must adopt the annual budget ordinance by July 1st [North Carolina General Statute 159-13(a)]. However, North Carolina General Statute § 159-16 directs that if the budget ordinance is not adopted by July 1st, the governing body must adopt “interim appropriations for the purpose of paying salaries, debt service payments, and the usual ordinary expenses” of the county until the ordinance is adopted. North Carolina General Statute § 159-13 specifies that not earlier than 10 days after the budget is presented to the governing body and not later than July 1st, the governing body shall adopt a budget ordinance. Otherwise, the Board of Commissioners may adopt an interim budget ordinance to be effective from July 1st to August 1st.

Budget Includes the General Fund, Enterprise Funds and Other Funds

The County budget is composed of revenues and expenditures for several funds, including the General Fund, the Water District (Enterprise) Funds and Other Funds. The General Fund accounts for resources traditionally associated with government that are not required legally or by sound financial management to be accounted for in other funds. Enterprise funds consist of a grouping of activities whose expenditures are wholly or partially offset by revenues collected from consumers in form of fees and charges. Enterprise funds are traditionally run more “like a business”.

Budget Emphasis – Maintaining the Tax Rate, While Addressing Core Services

The proposed budget is based on maintaining the tax rate of \$0.79 per \$100 valuation, plus the applicable fire district tax, which ranges from 4-cents to 8-cents.

Revaluation

North Carolina General Statute § 105-274 states all real and personal property located within its jurisdiction shall be subject to taxation unless it is otherwise exempted or excluded from taxation by law. North Carolina General Statute § 105-286 requires each county to conduct a General Reappraisal of all real property at least once every eight years. Martin County’s revaluation was concluded as of Jan. 1, 2017. The prior revaluation was completed by January 1, 2009. The primary purpose of any revaluation program is to provide equalization among all property owners, as well as among all classes of property.

Since property taxes are based on value, it is important to have all property valued periodically on a uniform basis, using a modern system of valuation. Property values change with time. Some values go up, some go down, and others remain static. Appraisals must be updated, or inequities in tax distribution will result.

Reappraisals cover all residential and commercial land and structures, which includes homes, apartments, condominiums, office buildings, stores and warehouses. Reappraisals do not include what is classified as individual personal property, such as vehicles, boats, airplanes, and business equipment. These property types are valued annually.

North Carolina General Statute § 105-283 requires appraisals to be made of each property's "true value in money" or "fair market value", which is the most probable price a property would bring in a competitive and open market. Property values for a reappraisal are determined by comparing what similar properties are selling for, what it would cost to replace one's property, the potential income or highest and best use of one's property, as well as many other factors that may affect value.

During the revaluation, professional appraisers analyze data by reviewing of properties and establish the estimated fair market value (i.e., the price a willing seller would receive from a willing buyer).

FY 2018-19 PROPOSED BUDGET SNAPSHOT

- **TAX RATE**: The budget is based on maintaining the tax rate of \$0.79 per \$100 valuation, plus the applicable fire district tax.
- **TAX VALUATION**: The total tax value increased slightly from \$1.7398 billion to \$1.7578 billion.
- **WATER RATE**: An \$8 increase in the current base rate of \$42 was recommended by the Water District Advisory Board.
- **RAISES**: The budget includes approximately \$100,000 for employee merit rate increases (up to 2% merit raise, to be granted after employee performance review, eligible on employee's anniversary date). There is no cost-of-living adjustment in the proposed budget.
- **STAFFING**: The budget includes funding for a new Information Technology Director, one new position in the Water Department (to focus on meter replacement, hydrant maintenance and other items), one position in the Department of Social Services, and one position in the Buildings and Grounds Department (bringing carpentry functions in-house, rather than utilizing contract services).
- **USE OF SAVINGS**: In 2017-18, Martin County budgeted \$1,000,000 from the Fund Balance and \$1,566,667 transfer from the Hospital Fund. \$1,000,000 of the transfer from the Hospital Fund was included to help cover costs for a Career Technical Center. The Career Technical Center project was not started this year but is anticipated to start next year. An additional \$1,000,000 transfer from the Hospital Fund has been included to establish an OPEB (Other Post-Employment Benefits) trust for Martin County.
- **BOARD OF EDUCATION**: The Board of Education requested \$6,110,255 in Current Expenses, an increase of \$320,097. An increase of \$160,049 is included in the proposed budget. The Board of Education requested \$655,153 in Capital Outlay (not including the \$1 million investment in the Career Technical Center), an increase of \$115,271. No increase in Capital Outlay is included in the proposed budget.
- **MARTIN COMMUNITY COLLEGE**: MCC requested \$1,041,054 in Current Expenses, a decrease of \$10,400; however, the 2017-18 Current Expense budget was increased by \$132,019. The proposed budget includes a decrease of \$12,000 from what was requested. MCC requested \$110,000 in Capital Outlay. The proposed budget decreases this request by \$50,000.

- JAIL: \$90,088 in additional funding to Bertie-Martin Regional Jail is in the budget, mostly for the institution of a pay increase for jail staff. The increases are needed to raise the pay levels closer to the level of pay for staff of nearby jails. This is needed for staff retainage and recruiting.
- YOUTH DETENTION: This budget decreases the line item for youth detention from \$90,000 to \$70,000.
- HEALTH DEPARTMENT: Funding for Martin-Tyrrell-Washington Health Department, based on population and as per its request, has decreased from \$380,545 to \$378,733.
- MENTAL HEALTH: The budget includes maintenance of the current funding of \$48,462.
- LIBRARY: The proposed budget includes the \$4,962 funding increase requested by the Beaufort-Hyde-Martin Regional Library, bringing the total to \$104,194.
- ECONOMIC DEVELOPMENT: Maintenance of the current funding for Martin County EDC (\$244,447) is included in the proposed budget. The request for \$1,851,794 for a new shell building is not included.
- RESCUE SQUADS: Martin County provides each rescue squad with a flat funding level of \$25,000. Additionally, the County provides \$45 per call for rescue calls, as well as an additional \$5 per call increase for squads providing an Advanced Life Support (ALS) level of service, rather than Basic service. This was implemented an incentive for squads to provide an Advanced Life Support (ALS) level of service. Robersonville, Jamesville and Williamston provide ALS service. The proposed budget raises the flat funding level by \$2,500.
- CADA: *The* Choanoke Area Development Agency (CADA) is the Community Action Agency and Community Services Block Grant (CSBG) administrator serving Martin County. Its mission is to assist low income citizens achieve self-sufficiency. \$51,480 was requested. Maintenance of the current level of funding (\$25,000) is included in the proposed budget.
- CAPITAL OUTLAY: Major Capital Outlay expenses include new body cameras and the replacement of 6 vehicles in the Sheriff's Office, 1 vehicle for Social Services, 1 backhoe (to be split between the Water Districts and the Landfill), a used tractor with a backhoe and the development of a borrow area and subgrade construction for the Landfill, and a new module for the financial software.
- BUILDING MAINTENANCE: Building maintenance projects planned include completion of the renovation of the Ray Street property for Transit, renovations to the superior courtroom and the Tax Collectors office, upgrades to LED lightening in county buildings, reroofing and remodeling the County Office Building, finishing the addition at Kehukee Park, and improvements to the animal shelter.
- DEBT SERVICE: No new debt service is scheduled in the FY 2018-19 proposed budget.

Ongoing Concern about Water Districts' Financial Health

Martin County Water Districts 1 & 2 continue to struggle with funding operational needs, debt service and capital reserves. Water Districts 1 & 2 are Enterprise Funds, which are traditionally run more “like a business”. Revenues in Water District 1 did not cover debt service payments and expense in 2017. At June 30, 2017, District 1 owed the General Fund \$120,171. Revenues in Water District 2 have not been covering debt service payments and expenses. Water District #2 is a younger district and has more debt. At June 30, 2017, Water District 2 owed the General Fund \$941,927.

The Water Districts continue to struggle absorbing the additional cost to purchase water from the Martin County Water and Sewer Authority (MCRWASA). Due to MCRWASA’s debt service and operational needs, the Town of Williamston and Water Districts 1 & 2 began making payments to MCRWASA, effective July 1, 2015. The MCRWASA water treatment plant began distributing water to its member organizations March 1, 2016.

For 2018-19, the MCRWASA wholesale water rate (the rate charged by MCRWASA to the Town of Williamston and Martin County Water Districts #1 and #2) will be \$5.63 per 1,000 gallons. The 2017-18 rate is \$5.15 per 1,000 gallons, and the 2016-17 wholesale rate was \$4.75 per 1,000 gallons. The loss of Parkdale Mills has been the biggest factor affecting this wholesale rate in the last two years.

An \$8 increase in the Water Districts 1 & 2 base monthly rate (currently \$42) has been proposed by the Water Districts Advisory Board. 1,000 gallons of water is included in the base rate. The usage fee for additional water usage would remain at \$8.50 per 1,000 gallons. While the \$8 base rate increase would provide some incremental improvement in revenue for the water districts, Martin County still faces challenges in regards to the financial health of the districts. The NC Local Government Commission (part of the NC Treasurer’s Office) reviews the annual financial statements / audit reports for all local governments in NC. As a result of their review of Martin County’s audit report, the LGC has expressed concern about the rate structure not creating enough revenue to support operating expenses and capital needs. Martin County is on the LGC’s “watch list”, due to the financial challenges facing the districts.

Martin County Water Districts 1 & 2 are relatively young – District 1 became operational in 2001 and District 2 in 2006. The customer base of both districts totals less than 1,900 households, with only a few commercial customers. This is well below the projections provided at the beginning of these projects, and therefore, revenues have not achieved projected levels.

The Martin County Water Department is a lean, efficient organization with limited opportunities for cost savings through further cost control measures. In December 2014, Martin County did refinance the construction debt for Water Districts 1 & 2 by issuing bonds. The bonds were very well received in the market, and Martin County should receive about \$2.7 million in savings for repaying the Water Districts 1 & 2 debt over the bond term; however, most of the savings will be realized on the tail end of the debt repayment – after 2044.

Martin County is a rural county with a decreasing population base and limited development. In 2010, the population in Martin County was 24,505. Currently, it is 23,199. Martin County loses

about 1% of its population each year. The declining population base limits the opportunity for expansion of the service area / customer base.

Use of Savings

The County’s savings consists of the Fund Balance from the General Fund, as well as the Hospital Fund. The state requires a minimum of 8% in the Fund Balance for cash flow purposes. The 8% Fund Balance requirement is the minimum amount needed for cash flow. Martin County’s main source of revenue is the property tax, which is mostly collected between November and January. The County needs its cash reserves to pay for bills in July, August, September and October. Additionally, the County needs to maintain a certain amount of reserves for unforeseen events, such as hurricanes.

A Fund Balance Policy was established on April 10, 2013 and is intended to address the needs of Martin County in the event of unanticipated and unavoidable occurrences which could adversely affect the financial condition of the County. This policy ensures the County maintains adequate fund balance and reserves in the County’s general fund balance to provide sufficient cash flow for daily financial needs, provide funds for unforeseen expenditures, and offset significant economic downturns or revenue shortfalls. The Board of Commissioners adopted a policy / goal of maintaining a Fund Balance of 20%. As of June 30, 2017 the Martin County Available Fund Balance (according to the LGC definition, not the CAFR) was approximately \$8.87million (or about 30%). According to the CAFR definition of “Unassigned” Fund Balance, Martin County has approximately \$8.83 million (or about 31%). The following is the historical trend for the County’s Total General Fund - Fund Balance:

YEAR	TOTAL
2017	\$11,972,890
2016	12,033,819
2015	10,599,984
2014	8,648,701
2013	6,694,544
2012	7,441,804
2011	8,892,145
2010	9,353,041
2009	10,087,996
2008	9,366,394
2007	9,293,550

The Hospital Fund consists of lease payments paid in advance for a 30-year lease, which was entered into in 1998. 1/30th of these funds are considered “earned” for each year of actual use of the hospital building. Accounting principles dictate that the County should not spend lease payments until they have been “earned”. In the Hospital Fund, as of June 30, 2017, the County had about \$12.4 million. The earned revenue in the Hospital Fund as of June 30, 2017 was about \$6 million.

YEAR	TOTAL	EARNED
2017	\$12,411,798	\$6,036,802
2016	12,380,235	5,438,572
2015	13,115,690	5,607,359
2014	14,806,697	6,731,700
2013	15,779,000	7,137,336
2012	15,851,383	6,643,052
2011	16,016,113	6,241,115
2010	16,048,998	5,707,333
2009	16,134,334	5,226,002
2008	16,455,039	4,979,794
2007	17,058,763	5,017,097

Establishment of an OPEB (Other Post-Employment Benefits) Trust

Martin County has historically paid-out Other Post-Employment Benefits (i.e., retiree health care) on a “pay-as-you-go” basis. The NC Treasurer’s Office has been making Other Post-Employment Benefits more of a priority in its review of local government finances. The county would have more flexibility to pursue investments with higher returns with an OPEB trust. The higher rate of return will help fund the future liability of retiree benefits. The proposed budget dedicates \$1 million from the Hospital Fund to establish an OPEB trust in 2018-19.

Looking Ahead

A number of issues with budget implications are in the foreseeable future for Martin County. The Board of Commissioners may want to keep these items in mind in preparation for the FY 2019-20 Budget process. These issues include the following:

1. Martin County continues to lose population. In 1980, Martin County’s population was 25,866. Currently, it is 23,199. Projections indicate population will decrease to about 20,410 over the next 13 years (source: Martin County Comprehensive Land Use and Wellness Plan). The population decrease directly affects certain population-based revenues and raises issues such as school consolidation. Also, a decrease in population negatively impacts the need for new construction / investment and the County’s property tax base. Martin County will continue to experience financial challenges, due to the declining population.
2. As aforementioned, Martin County continues to struggle with the debt service from Martin County Water Districts #1 and #2, as well as a small customer base. This situation is exacerbated by the debt service and operational costs of the Martin County Regional Water and Sewer Authority (MCRWASA). Martin County is a partner in MCRWASA, and Martin County Water Districts #1 and #2 purchase treated water on a wholesale basis from MCRWASA.

3. The proposed budget relies significantly on the use of savings to balance the budget. This situation needs to be continuously monitored over the next few years and appropriately managed so Martin County does not grow overly reliant on savings. Such a practice is not sustainable.
4. Martin County will continue to struggle addressing the capital maintenance needs of the County, Martin Community College and Martin County Schools unless revenues improve.

While Martin County has some challenges, a number of positive factors also provide some optimism for the future:

1. Martin County and the Martin County Economic Development Commission continue to make strides in the recruitment of new industries and expansion of current industries. On April 19, 2017, Governor Roy Cooper announced that Weitron, Inc., a packager and distributor of refrigerant gases, selected Martin County for a new production facility. The company plans to invest at least Twelve Million Eight Hundred Thousand Dollars (\$12,800,000) in a plant in the Martin County Regional Business Park in Everetts. Weitron has agreed to create 31 new full-time jobs, 19 of which will be reserved for persons of prior low and moderate-income status (60%), at the new manufacturing facility. Weitron is expected to be operational in the summer of 2018.
2. Weitron needed rail access at its new facility. To provide Weitron rail access for the new facility located in the Martin Regional Business Park, Martin County pursued and was awarded multiple grants, including grants from the NC Railroad Company, NC Commerce, NC DOT, and the Golden Leaf Foundation. The rail project involves the installation of approximately 4,900 track feet of industrial track, 4 switches, demolition, clearing and grubbing, excavations, grading, importation of select fill material if not available on-site, storm drainage (pipes and structures) and associated sedimentation/erosion control measures and related appurtenances to serve the Martin Regional Business Park. The rail project provides rail access to other sites in the industrial park and will be attractive to additional industries considering investment in northeastern North Carolina.
3. In December 2015, the federal government designated the US-64 / US-17 corridor as a “future interstate.” The ROAD Act designates portions of U.S. Highways 17 and 64 through Rocky Mount, Williamston, and Elizabeth City, North Carolina as a “future interstate.” In May 2016, the corridor was given the I-87 number. An interstate highway between Raleigh, NC and Norfolk, VA will increase mobility between two significant metropolitan areas in our adjoining states and enhance economic development for citizens and jurisdictions in between. While it may take a number of years for the interstate corridor to be completed, more than 50% of the existing corridor from Raleigh to Hampton Roads via Rocky Mount, Williamston and Elizabeth City is already built to freeway standards, and the I-87 corridor could be developed quickly. Additionally, having the “future interstate” designation in place enhances the attractiveness of the region for economic development and industry investment.

Conclusion

Planning and preparing for the future is fundamental to the effective governance and management of a County. The County staff has worked diligently to present a balanced budget which will meet the needs of our citizens, while striving to be good stewards of the funds which they have entrusted to us. I offer my gratitude to Finance Officer Cindy Ange, County Clerk Marion Thompson and the entire staff for their help preparing this budget. I also thank the Board of Commissioners for its input in the development of the budget and for its continued leadership to Martin County”.

Public Comments

No oral or written comments were given or received regarding the 2018-19 Budget.

Commissioners' Comment

Vice Chairman Bowen inquired about the \$100,000 included in the budget for merit raises, and asked about the last COLA (cost of living adjustment). County Manager Bone replied each County employee would be eligible to receive a 1%, 1.5% up to a 2% merit raise based on performance. Regarding the COLA, a flat dollar amount was approved for eligible employees approximately two years ago.

OLD BUSINESS – None

NEW BUSINESS

Tax Collector/Deputy Tax Collector Reappointments

County Manager Bone stated in June 2010, Ms. Christie Blevins was appointed Tax Collector for a four-year term, with the term expiring June 30, 2014. Tax Collector Blevins continues to do an excellent job in this position, as well as with the added responsibility of managing the DMV License Plate Agency. Tax Collector Blevins has been certified as a Tax Collector since 2011.

NC General Statute § 105-349 stipulates the conditions concerning the appointment, term, qualifications, and bond of Tax Collectors and Deputies, while leaving the length of term as a decision for the governing boards. Unlike the Tax Assessor, whereas, the statute requires a two year or four-year appointment. Historically, the Tax Assessor has been re-appointed for four-year terms, and in 2010 (as aforementioned), Tax Collector Blevins was reappointed for a four-year term.

Tax Collector Christie Blevins also asked that Ms. Kim Ross be reappointed as Deputy Tax Collector.

County Manager Bone recommended reappointing Ms. Christie Blevins as Tax Collector for a four-year term and reappointing of Ms. Kim Ross as Deputy Tax Collector for a four-year term. These terms would expire June 30, 2022.

Vice Chairman Bowen made the MOTION to reappoint Ms. Christie Blevins as Tax Collector and Ms. Kim Ross as Deputy Tax Collector; each for a four-year term, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

Approval of Bids Concrete Removal & Replacement at Martin County Governmental Center

County Manager Bone stated although not statutorily required [NC General Statute § 143-131(a)], Martin County chose to request informal bids for concrete replacement in the courtyard of the Martin County Governmental Center. The concrete in question is original to the Martin County Governmental Center, which was built in 1982. Cracks and deficiencies have formed in the last thirty-six (36) years.

Originally, Public Works Director Justin Harrison requested bids for the Martin County Governmental Center concrete removal and replacement by June 1, 2018 but extended the bid deadline to June 11, 2018. Director Harrison stated two bids were received. The lowest responsible bid was proposed by H & H Concrete Landscaping & Services, for a total of \$31,700.00.

Director Harrison explained the bid for the project included the remove and replacement of approximately 60 yards of concrete in the Martin County Governmental Center Courtyard, demo, disposal, concrete and materials. Included also in the bid was \$1,200.00 to replace four entrance stoops, concrete and labor.

Commissioner Ayers made the MOTION to approve the bid from H & H Concrete Landscaping & Services for a total of \$31,700.00, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Approval of Bids Fire Alarm System Removal & Replacement

Martin County requested informal bids for the replacement of the current fire alarm system in the Martin County Governmental Center. The fire alarm system was installed in the Martin County Governmental Center in 1982. Currently, the Martin County Communications Department staff monitors the fire alarm system, and the construction of a new 911 Center has created additional urgency in investment in the fire alarm system replacement.

NC General Statute § 143-131(a) does not require advertisement for informal bids; however, Martin County chose to advertise for these bids. Public Works Director Justin Harrison originally requested bids for replacement of the Martin County Governmental Center current fire alarm system by June 1, 2018 but extended the bid deadline to June 11, 2018.

Public Works Director Harrison stated only one agency proposed a bid for the fire alarm system replacement, Williams Fire Sprinkler Company, Inc. (WFSC), in the amount of \$33,599.00. WFSC already services facilities owned by Martin County.

Director Harrison explained the proposal was based on WFSC replacing an existing Pyrotronics System 3 Fire Alarm System with a new Gamewell FCI Fire Alarm System. The system would contain the capacity to expand, when the need arose.

Commissioner Smith made the MOTION to approve the bid from Williams Fire Sprinkler Company, Inc. (WFSC), in the amount of \$33,599.00 for the Martin County Governmental Center fire alarm system replacement project, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Approval of 2018-19 Non-Emergency Ambulance Franchises

Martin County has an Ambulance Service Franchise Ordinance (Chapter 10, Article 2 of the Code of Ordinances) that governs non-emergency ambulance service. This ordinance may be found online on the Martin County website.

The Board of Commissioners approves all ambulance service franchises in the county after receiving a recommendation from the Ambulance Services Advisory Council. In 2012, the Board of Commissioners capped the number of non-emergency ambulance service companies allowed to operate in Martin County at five (5).

Director Jody Griffin, Code Enforcement & Safety, stated no negative issues had been reported for any of the providers in the past year. The Martin County Ambulance Services Advisory Council recommended the renewal of non-emergency ambulance transport franchises for the following companies:

- Coastal Medical Transport
- Innerbanks Medical Transport
- MedEx Medical Transport
- Midway Medical Transport
- Roanoke Medical Transport

Commissioner Smith made the MOTION to approve the Non-Emergency Ambulance Franchises as recommended for 2018-19, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

New Road Name Request Located in the Bear Grass Jurisdiction

For the purposes of this item, a road or roadway is “a public or private one-way or multiple-lane route that is used for ingress or egress or route of transportation between specific points and/or areas”.

Martin County approved an ordinance on July 12, 2006 to better help the efforts of the E-911 emergency response team to serve our county citizens most effectively in an emergency situation. The Martin County Road Naming and Addressing Ordinance allows the Tax Assessor’s Office to request an approval of a new road name when there are 3 or more residences that use the same ingress/egress to their occupied dwelling.

Tax Assessor Elisha Hardison stated taxpayers Caroline Patino, Calvin James, and Brenda James requested a new road name to be assigned to the passageway that they own. Nine (9) lots have been developed down a dirt passageway that abuts the Bear Grass Rd. As per the Martin County

Road Naming and Addressing Ordinance, this passageway needed to be assigned an official name. Ms. Patino and Mr. and Mrs. James owns 100% of the land for the passageway and had submitted a request of suggested names for the new road to be named. Additionally, the Board of Commissioners was given a map to show the area of interest, as well as the verifications/signatures of approval for all the necessary officials.

Of the three names submitted, Tax Assessor Hardison, along with the verifying officials, recommended the new assigned road name should be “Dragonfly Lane”. Reportedly, there were no other “Dragonfly Lanes” located or named in Martin County.

Vice Chairman Bowen made the MOTION to approve the newly assigned road “Dragonfly Lane, Williamston, NC 27892”, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Memorandum of Understanding (MOU) Between NC Department of Health and Human Services (NC DHHS) & Martin County

On May 9, 2018, the Board of Commissioners received a presentation from Department of Social Services/Transit Director Letecia Loadholt on the new mandates to go into effect.

Director Loadholt stated House Bill 630 (ratified as Session Law 2017-41), commonly referred to as Ryan’s Law or the Child Protection and Accountability Act, was ratified on June 15, 2017 and signed by Governor Cooper on June 21, 2017. House Bill 630 would:

- Establish Social Services regional supervision and collaboration;
- Provide reform of the child welfare system;
- Require written agreements, corrective action and state intervention (as needed) with Social Services Departments;
- Establish a Child Well-Being Transformation Council;
- Establish a driver’s license pilot project;
- Establish a pilot program to authorize a waiver of the employment requirement for foster parents of children receiving intensive alternative family treatment;
- Reduce the time frame a parent has to appeal from a termination of parental rights order;
- Reduce the time frame for licensure approval regarding foster care; and
- Require Child Protective Service observation before physical custody of a child may be returned.

Director Loadholt explained Session Law 2017-41 requires all counties to enter into an annual written agreement with the NC DHHS for all social services programs excluding medical assistance (Medicaid). The law requires the agreement to contain certain performance requirements and administrative responsibilities related to the social service programs.

The NC DHHS issued several drafts of this agreement to the NC Association of County Commissioners, and the Department Social Services Directors Association, as well as all County Department Social Services Directors. These groups, along with other County representatives from across the state provided lengthy and detailed feedback on the agreement and proposed performance requirements. The NC DHHS considered every comment in developing the final

draft copy. HB 630 requires the County to enter into a written agreement with the NC DHHS. An authorized County official, in the case of Martin County, Social Services Director Loadholt, must signed the agreement by June 30th. The agreement would have an effective date of July 1st. County Managers were asked to sign the MOU on behalf of the counties.

The NC DHHS stated during the first six months of the agreement, from July 1, 2018 until December 31, 2018, performance results would be provided by NC DHHS; however, no steps would be taken against counties who are not meeting the prescribed levels until January 1, 2019.

Director Loadholt stated the final draft agreement given to the Board of Commissioners for consideration was much better than the original draft document. Director Loadholt assured the Board of Commissioners every measure would be taken to ensure the new stringent mandates were followed.

Commissioner Smith made the MOTION to approve and to authorize County Manager Bone to sign the agreement (*entered into these minutes by title "Memorandum of Understanding (Fiscal Year 2018-19) Between the North Carolina Department of Health and Human Services and Martin County*), with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Amendment #1 – Other Post-Employment Benefits Trust Agreement to Change Name of Trust

County Manager Bone reported that as part of the consolidation of East Carolina Behavioral Health (ECBH) and Albemarle Mental Health Center in 2010, Martin County and other counties involved adopted a Memorandum of Understanding concerning the health insurance costs of the Albemarle-Tideland retirees. The 10 counties involved in this agreement include Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Counties. A fund was established to pay for these costs, and Martin County has been administering these funds since that time.

In the spring of 2016, the 10 counties involved in the 2010 Memorandum of Understanding agreed to acquire an actuarial study to determine the potential liability for the benefits of these retirees. That study showed an estimated present value (as of 2016) of future benefits of \$3.287 million, well short of the \$637,000 remaining in the fund (as of 2016).

The County Managers and/or Finance Officers from a majority of the counties involved met in August 2016 and discussed several strategies moving forward, including investigating the feasibility of creating a trust account for the fund, which would allow the fund to be invested and earn a return on the investment.

County Manager Bone stated in November of 2016, the ten counties listed above created the above named irrevocable trust for the funds held for health benefits for the retirees of the former Albemarle and Tideland Mental Health agencies. It has taken much longer than anticipated to work through the legal process and requirements of the State Treasurer's Office to fully establish the trust. In order for the trust to invest in the equity portion (BlackRock) of the State Treasurer's Ancillary Governmental Participant Program (AGPIP), BlackRock requires that the name of the trust exactly match the name assigned by the IRS with the federal identification number. Rather

than trying to change the trust name with the IRS, participating counties were asked to approve Amendment #1 to the agreement to change the trust name to Albemarle and Tideland Mental Health Retirees Health Insurance Trust. The current balance in the fund is \$486,840.

Commissioner Smith requested the following information regarding the Albemarle-Tideland retirees:

- Which of the ten (10) counties has the largest number of retirees;
- Which of the ten (10) County has the youngest retirees; and
- The age span of those involved.

Vice Chairman Bowen made the MOTION to approve Amendment #1 to the Trust Agreement concerning the Albemarle-Tideland retirees as presented below, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

AMENDMENT NO. ONE TO THE COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, DARE, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, TYRRELL and WASHINGTON OTHER POST-EMPLOYMENT BENEFITS TRUST AGREEMENT

As allowed by Section 7.2 of the Trust Agreement, the name of the Trust is changed from:

The Counties of Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington Other Post-Employment Benefits Trust Agreement,

to:

Albemarle and Tideland Mental Health Retirees Health Insurance Trust.

AGREED TO AND ACCEPTED this ____ day of _____, 2018.

TRUSTEES

_____ County Manager Camden County

_____ County Manager Chowan County

_____ County Manager Currituck County

_____ County Manager Dare County

_____ County Manager Hyde County

_____ County Manager Martin County

_____ County Manager Pasquotank County

_____ County Manager Perquimans County

_____ County Manager Tyrrell County

_____ County Manager Washington County

COUNTIES

_____ Chairman Camden County

_____ Chairman Chowan County

_____ Chairman Currituck County

_____ Chairman Dare County

_____ Chairman Hyde County

_____ Chairman Martin County

_____ Chairman Pasquotank County

_____ Chairman Perquimans County

_____ Chairman Tyrrell County

_____ Chairman Washington County

Procurement Policy for Federal Uniform Guidance

County Manager Bone stated the Federal Office of Management and Budget (OMB) has implemented Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly referred to as Uniform Guidance (UG). Local Governments and public authorities that expend federal assistance, including USDA loans and grants, CDBG funds, FEMA Public Assistance disaster relief grants, and other programs, either directly funded or reimbursement driven, must comply with these new requirements for all fiscal years beginning on or after December 26, 2017. For Martin County, this would mean the fiscal year beginning on July 1, 2018.

These requirements are complex and have a much wider applicability than most of our State procurement laws, mostly because they apply to the procurement of goods and services, and the dollar thresholds at which documentation requirements apply are much lower than current State requirements.

Many of the requirements relate to documentation, including written policies and procedures that units of government expending federal financial assistance are required to have.

One of the required policies is a procurement policy, which helps to ensure that all eligible procurements are made in such a way that certain goals are achieved. As a result, there are key

elements of the UG procurement standards that must be followed, regardless of the method of procurement. Some of those key elements are:

- The government must use its own documented procedures which reflect applicable state and local laws, provided that the procurement conforms to applicable federal laws.
- The government must maintain oversight to ensure contractors perform in accordance with the terms of their contracts.
- The government must avoid acquisition of unnecessary or duplicative items.
- The government must maintain records sufficient to detail history of procurement.
- All transactions must be conducted in a manner that provides full and open competition.

Vice Chairman Bowen made the MOTION to approve the Martin County Uniform Guidance Procurement Policy, as presented below, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

MARTIN COUNTY Uniform Guidance Procurement Policy

I. Purpose

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

II. Policy

- A. Application of Policy. This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. Compliance with Federal Law. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The County of Martin will follow all applicable local, state, and federal procurement requirements

when expending federal funds. Should the County of Martin have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

- C. Contract Award. All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. No Evasion. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. Contract Requirements. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. Contractors' Conflict of Interest. Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. Approval and Modification. The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. Necessity. Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Requesting Department should check with the state/federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. Clear Specifications. All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. Notice of Federal Funding. All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must

acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

- D. Compliance by Contractors. All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. Fixed Price. Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names. When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- G. Lease versus Purchase. Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation. If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation. Documentation must be maintained by the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate. For all procurements costing \$150,000 or more, the Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review

of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.

- K. **Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- O. **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

The Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. **Service Contracts (except for A/E professional services) and Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
 - 1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. **Service Contracts (except for A/E professional services) and Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
 - 1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids.
 4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts (except for A/E professional services) and Purchase Contracts costing \$90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids.
 2. Complete specifications or purchase description must be made available to all bidders.
 3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
 6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”
- D. Service Contracts (except for A/E professional services) costing \$150,000 and above may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:
1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
 4. Consider all responses to the publicized RFP to the maximum extent practical.

5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
 6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
 7. Award the contract on a fixed-price or cost-reimbursement basis.
- E. Construction and repair contracts costing less than \$3,500 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, contracts must be distributed among qualified suppliers.
- F. Construction and repair contracts costing \$3,500 up to \$150,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
 4. Award the contract on a fixed-price or not-to-exceed basis.
 5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.
- G. Construction and repair contracts costing \$150,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 2. Complete specifications must be made available to all bidders.
 3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 7. Award the contract on a firm fixed-price basis.
 8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”
- H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
 2. Complete specifications must be made available to all bidders.
 3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
 6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 7. Award the contract on a firm fixed-price basis.
 8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
 2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
 3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

- J. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
 4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$150,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
 4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
 5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 6. Consider all responses to the publicized RFQ to the maximum extent practical.
 7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 8. Price cannot be a factor in the initial selection of the most qualified firm.
 9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.

10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. Exceptions

Non-competitive contracts are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency. A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract. A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Uniform Guidance Conflict of Interest Policy

County Manager Bone stated adoption of a Uniform Guidance Conflict of Interest Policy is another required policy with the implementation of the Federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly referred to as Uniform Guidance (UG).

As previously stated, Local Governments and public authorities that expend federal assistance, including USDA loans and grants, CDBG funds, FEMA Public Assistance disaster relief grants, and other programs, either directly funded or reimbursement driven, must comply with these new

requirements for all fiscal years beginning on or after December 26, 2017. For Martin County, this would mean the fiscal year beginning on July 1, 2018.

County Manager Bone reiterated that these requirements are complex and have a much wider applicability than most of our State procurement laws, mostly because they apply to the procurement of goods and services, and the dollar thresholds at which documentation requirements apply are much lower than current State requirements. Many of the requirements relate to documentation, including written policies and procedures that units of government expending federal financial assistance are required to have.

The Uniform Guidance Conflict of Interest Policy governs the action of the governmental unit's employees, officers, or agents engaged in the selection, award, and administration of contracts. The policy must cover organizational and personal conflict of interest. The federal requirements for this policy are more expansive in coverage than the State's requirements in this area.

Commissioner Ayers made the MOTION to approve the Martin County Uniform Guidance Conflict of Interest Policy as presented below, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Martin County Uniform Guidance Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the County of Martin may participate directly or indirectly in the selection, award, or

administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

- B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the County of Martin are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25 which fall into one of the following categories may be accepted:
1. promotional items;
 2. honorariums for participation in meetings; or
 3. meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

NACo Voting Credentials/Delegate – 2018 Annual Conference

Annually each county is given the opportunity to participate in the association's election of officers and policy adoption. In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.

Chairman Lilley, Commissioner Smith and Commissioner Bond were registered to attend the 83rd NACo Annual Conference in Nashville-Davidson County, TN, scheduled for July 13, through July 16, 2018.

In the past, the Board chose to authorize the President of our State Association to pick up and cast the votes for Martin County, if the ballot was not picked up at the Annual Conference.

The Board was asked to authorize a Designated County Voting Credentials/Delegate and a County Alternate Delegate for the 2018 Annual NACo Conference. The Board was also asked to authorize Chairman Lilley to execute the NACo Credentials (Voting) form.

Commissioner Smith made the MOTION to designate Chairman Elmo “Butch” Lilley as the Voting Delegate for the 2018 NACo Annual Conference and to authorize the Chairman to execute the NACo Credentials (Voting) form, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Commissioner Bond made the MOTION to designate Commissioner Ronnie Smith as the Alternate Voting Delegate for the 2018 NACo Annual Conference, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Adoption of 2018-2019 Martin County Budget Ordinance

Commissioner Smith made the MOTION to adopt/approve the 2018-2019 Budget Ordinance as presented below, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

MARTIN COUNTY 2018-2019 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the county government and its activities for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

General Government

County Commissioners	\$ 295,749
County Manager	277,058
Finance Office	416,063
Tax Assessor	383,771
Tax Collector	376,472
Legal	13,214
Court Facilities	161,550
Board of Elections	137,763
Register of Deeds	247,780
DMV License Plate Agency	111,815
Data Processing	403,226
Public Building	<u>960,573</u>

Total General Government	\$3,785,034
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Public Safety

Sheriff	\$3,283,092
Jail (includes youth detention)	1,416,486
Communications	622,024
Emergency Management	120,996
Building Inspector	100,564
Medical Examiner	40,000
Rescue Squads	<u>402,560</u>

Total Public Safety	\$5,985,722
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Transportation

Airport	200,712
Martin County Transit	<u>877,276</u>

Total Transportation	\$1,077,988
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Environmental Protection

Forest Fire Control	88,562
Sanitation	<u>2,426,322</u>

Total Environmental Protection	\$2,514,884
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Economic & Physical Development

Martin County Chamber of Commerce	20,900
Economic Development	364,810
Travel & Tourism Authority	268,298
Cooperative Extension Service	214,641
Soil Conservation Service	<u>124,798</u>

Total Economic & Physical Development	\$993,447
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Human Services

M-T-W Health Department	378,733
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Mental Health	48,462
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Vocational Rehab. - Martin Enterprises	40,711
Department of Social Services	
Administration	3,899,578
Assistance Programs	<u>1,622,262</u>
Total Department of Social Services	\$5,521,840
Office of Aging	708,003
Other Human Services	
Veteran's Service	62,241
Office of Juvenile Justice	137,439
Martin County Women's Council	500
County Projects	<u>56,250</u>
Total Other Human Services	\$256,430
Total Human Services	\$6,954,179

Education

Martin County Board of Education	
Current Expenses	5,950,207
Capital Outlay	1,539,872
Interest Payment	763,432
Public School Bldg Capital Fund	=
Total Board of Education	\$8,253,511
Martin Community College	
Current Expense	1,029,054
Capital Outlay	<u>60,000</u>
Total Community College	\$1,089,054
Total Education	\$9,342,565

Cultural and Recreation

Arts Council	7,125
County Library	104,194
County-Wide Recreation	35,170
Martin Community Players	6,000
Roanoke River Project	<u>2,000</u>

Total Cultural and Recreation	\$154,489
<u>Water/Sewer</u>	
Water/Sewer-Non Enterprise Activity	<u>112,945</u>
Total Water/Sewer NEA	\$112,945
<u>Transfers to Other Funds</u>	
Transfer to Debt Service Fund	937,302
Transfer to Revaluation	<u>35,000</u>
Total Transfers to Other Funds	\$972,302
<u>Contingency</u>	<u>-</u>
TOTAL APPROPRIATIONS	\$31,893,555

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Taxes

Ad Valorem	
Real & Personal Property - Current Year	13,192,772
Motor Vehicles - Current Year	1,460,000
Prior Year AV & MV	453,000
Interest, Fees, & Commissions	152,000
Refunds AV & MV, Escrow	(58,200)
Sales Tax	4,469,250
All Other Taxes	<u>386,798</u>
Total Taxes	\$20,055,620

Permits & Fees \$265,100

Intergovernmental Revenues

Unrestricted	78,500
Restricted	<u>\$5,919,916</u>
Total	\$5,998,416

Sales & Services \$2,535,236

Miscellaneous \$184,300

Other Financing Sources

Sale of Fixed Assets	\$20,000
Installment Purchase Proceeds	-

Transfers

Hospital Fund	\$1,566,667
Transfer from Capital Reserve	-
Transfer from Room Occupancy	7,000
Fund Balance Appropriation	<u>1,261,216</u>
Total	\$2,834,883

TOTAL ESTIMATED REVENUES \$ 31,893,555

Section 3: The following amount is hereby appropriated in the 4-H Fund for the operation of the 4-H Adventure Program for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

Economic & Physical Development \$64,673

Section 4: It is estimated that the following revenue will be available in the 4-H Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Miscellaneous 64,673

Total Estimated Revenues \$64,673

Section 5: The following amount is hereby appropriated in the Revaluation Fund for the revaluation of property in Martin County during the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for the county.

General Government \$35,000

Section 6: It is estimated that the following revenue will be available in the Revaluation Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Transfers from Other Funds

Transfer from General Fund	35,000
Fund Balance Appropriation	=

Total Estimated Revenues \$35,000

Section 7: The following amounts are hereby appropriated in the Emergency Telephone System Fund for the operation of the E-911 emergency telephone system for the fiscal year

beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

<u>Public Safety Emergency 911 - Communications</u>	310,903
Total Appropriations	\$ 310,903

Section 8: It is estimated that the following revenues will be available in the Emergency Telephone System Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

<u>Taxes 911 Access Charges</u>	310,903
Total Estimated Revenues	\$ 310,903

Section 9: The following amounts are hereby appropriated in the Controlled Substance Tax Fund for law enforcement purposes for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

<u>Controlled Substance</u>	<u>20,000</u>
Total Appropriations	\$20,000

Section 10: It is estimated that the following revenues will be available in the Controlled Substance Tax Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

<u>Controlled Substance Fund Balance Appropriation</u>	<u>20,000</u>
Total Estimated Revenues	\$20,000

Section 11: The following amounts are hereby appropriated in the County Water Fund for debt service payment for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

County Water

Debt Service Principal	330,000
Debt Service Interest	<u>513,182</u>
Total Appropriations	\$ 843,182

Section 12: It is estimated that the following revenues will be available in the County Water Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

County Water

Water District #1 Contribution	100,000
Water District #2 Contribution	230,000
Interest Earnings	<u>513,182</u>
Total Estimated Revenues	\$843,182

Section 13: The following amounts are hereby appropriated in the Debt Service Fund the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

Debt Service

Reserve For Future Years	<u>937,302</u>
Total Appropriations	\$ 937,302

Section 14: It is estimated that the following revenues will be available in the Debt Service Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Debt Service

Transfer From General Fund	<u>937,302</u>
Total Estimated Revenues	\$ 937,302

Section 15: The following amounts are hereby appropriated in the Hospital Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

Hospital Fund

Transfer to General Fund	1,566,667
Transfer to OPEB Fund	<u>1,000,000</u>
Total Appropriations	\$2,566,667

Section 16: It is estimated that the following revenues will be available in the Hospital Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Hospital Fund

Investment Earnings	25,000
Proceeds From Lease	566,667
Fund Balance Appropriation	<u>1,975,000</u>
Total Estimated Revenues	\$2,566,667

Section 17: The following amounts are hereby appropriated in the Fire District Funds for the operation of fire protection services for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this county.

Public Safety

Jamesville Fire	191,000
Roanoke Fire	98,200
Williamston Fire	292,300
Goose Nest Fire	76,500
Griffins Fire	69,800
Bear Grass Fire	98,300
Hamilton Fire	<u>110,900</u>
Total Appropriations	\$937,000

Section 18: It is estimated that the following revenues will be available in the Fire District Funds for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Taxes

AV Real & Personal Current Year	615,000
Motor Vehicles - Current Year	104,000
Prior Year AV & MV	29,000
Interest/Discounts	7,300
Sales Tax	<u>181,700</u>
Total Estimated Revenues	\$937,000

Section 19: The base water rate for Water and Sewer Districts 1 & 2 residential customers will increase from forty-two dollars (\$42) per month to fifty dollars (\$50) dollars per month per connection. The base rate includes usage of the first one thousand (1,000) gallons of water. The rate for additional water usage above the base rate will remain eight dollars and fifty cents (\$8.50) for each additional one thousand (1,000) gallons. The industrial water rate for Water Districts 1 & 2 customers will remain: up to 25,000 gallons - \$8.50 per 1,000 gallons and over 25,000 gallons - \$6.00 per 1,000 gallons.

Section 20: The following amounts are hereby appropriated in the Water and Sewer District No. 1 Fund for the operation of the District's water system for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this District.

Water and Sewer District No. 1

Administration	185,070
Water Operations	346,135

Water Capital Outlay & Debt	239,282
Reserve for Future Expenditures	<u>20,902</u>
Total Appropriations	\$791,389

Section 21: It is estimated that the following revenues will be available in the Water and Sewer District No. 1 Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Water and Sewer District No. 1

Unrestricted Intergovernmental	66,596
Sales and Service	<u>724,793</u>
Total Estimated Revenue	\$791,389

Section 22: The following amounts are hereby appropriated in the Water and Sewer District No. 2 Fund for the operation of the District's water system for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this District.

Water and Sewer District No. 2

Administration	184,621
Water Operations	317,569
Water Capital Outlay & Debt	635,900
Reserve for Future Expenditures	<u>1,500</u>
Total Appropriations	\$1,139,590

Section 23: It is estimated that the following revenues will be available in the Water and Sewer District No. 2 Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

Water and Sewer District No. 2

Unrestricted Intergovernmental	327,223
Sales and Service	<u>812,367</u>
Total Estimated Revenues	\$1,139,590

Section 24: There is hereby levied a tax at the rate of seventy-nine cents (\$.79) per one hundred dollars (\$100) valuation of real and personal property listed for taxes as of January 1, 2018 for the purpose of raising the revenue listed as "Ad Valorem Taxes – Real & Personal - Current Year" in the General Fund in Section 2 of this Ordinance. This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,757,864,361 and an estimated collection rate of 95.51%. No discounts are allowed.

Section 25: There is hereby levied a tax at the rate of seventy-nine cents (\$.79) per one hundred dollars (\$100) valuation of motor vehicles registered with the NC Department of Motor Vehicles for the purpose of raising the revenue listed as “Ad Valorem Taxes – Motor Vehicles – Current Year” in the General Fund in Section 2 of this Ordinance. This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$193,091,587 and an estimated collection rate of 100%. No discounts are allowed. As of July 1, 2013, Motor Vehicle tax collections are collected by the State of North Carolina.

Section 26: There is hereby levied a \$172 fee for 96-gallon containers to offset sanitation expenses of providing door to door pickup, transportation costs, and tipping fee costs at the regional landfill in Bertie County. Construction & Demolition fee is set at \$40 per ton.

Section 27: There are hereby levied taxes at the rates indicated below per one hundred dollars (\$100) valuation of property within the special fire districts listed for taxes as of January 1, 2018 for the purpose of raising revenue listed as “Ad Valorem Taxes – Real & Personal - Current Year” in Section 10 of this Ordinance for said special fire district. The rate of tax is based on an estimated total valuation of property for the purpose of taxation as listed below for each special fire district and an estimated collection rate of 95.51%.

<u>Fire District</u>	<u>Tax Rate</u>	<u>Valuation</u>
Jamesville Fire District	0.07	\$ 183,495,343
Roanoke Fire District	0.04	166,177,905
Williamston Fire District	0.08	226,902,013
Goose Nest Fire District	0.06	83,451,766
Griffins Fire District	0.04	113,184,632
Bear Grass Fire District	0.045	137,182,310
Hamilton Fire District	0.07	<u>119,293,575</u>
Total		\$1,029,687,544

Section 28: There are hereby levied taxes at the rates indicated above per one hundred dollars (\$100) valuation of motor vehicles registered with the NC Department of Motor Vehicles within the special fire districts listed for the purpose of raising revenue listed as “Ad Valorem Taxes – Motor Vehicles – Current Year” in Section 10 of this Ordinance for said special fire district. As of July 1, 2013, Motor Vehicle tax collections are collected by the State of North Carolina.

<u>Fire District</u>	<u>Tax Rate</u>	<u>Valuation</u>
Jamesville Fire District	0.07	\$ 26,675,314
Roanoke Fire District	0.04	18,187,364
Williamston Fire District	0.08	31,200,600
Goose Nest Fire District	0.06	8,727,914
Griffins Fire District	0.04	20,746,758
Bear Grass Fire District	0.045	27,533,177
Hamilton Fire District	0.07	<u>11,768,283</u>
Total		\$144,839,410

Section 29: Property taxes will be collected for the following towns: Hamilton, Bear Grass, Everetts, Parmele, Hassell, and Oak City.

Section 30: Receipts collected by county officers and employees must be deposited daily with the County Finance Officer regardless of the amount or type of revenue except for the Airport, Cooperative Extension, Animal Control, Landfill and Adult and Aging Services Department who shall make deposits weekly or when money on hand amounts to \$250, whichever comes first.

Section 31: The County Manager is designated as the Budget Officer of the County. He is authorized to approve transfers within a department without the approval of the Board of Commissioners.

Section 32: Included in the budget is approximately \$100,000 for a merit rate increase (up to 2% merit raise, to be granted after employee performance review, eligible on employee's anniversary date.).

Section 33: Additional positions was added to the following departments: Information Technology (IT Director), Department of Social Services (Income Maintenance Case Worker II), Public Works (Maintenance Technician) and Water Districts (Water District Tech).

Section 34: Provisions have been made to pay the individual cost of hospitalization through the NC State Health Plan (SHP) 80/20 plan or 70/30 plan, less the required employee contribution. Effective January 1, 2017, the premiums employees pay to the local government unit for their own coverage shall conform to the premiums in the structure set by the NC State Health Plan, as per NC G. S. 135-48.47(b)(3a). Employees who did not participate in wellness screenings will pay twenty dollars (\$20.00) monthly for health insurance, in addition to State Health Plan costs due to non-compliance of the wellness activities stipulation. Provisions have been made to pay the individual cost of dental insurance for all eligible county employees, as well.

The county will provide ten thousand dollars (\$10,000) of term life insurance for eligible county employees. Longevity pay is provided for eligible employees who complete five years or more of continuous service with the county.

Employees' contributions to the NC Local Governmental Employees Retirement System will continue to be tax sheltered. Permanent employees will have an opportunity to participate in the cafeteria plan (IRC 125), the deferred compensation plan (IRC 457) and State 401K & 457 plan.

On behalf of eligible employees, the county contributes three percent (3%) of their annual salary to the NC 401K plan; for law enforcement officers, the county contributes five percent (5%) of their annual salary to the NC 401k plan.

Section 35: In accordance with NC General Statute §163-32 the following compensation rates have been approved for the Board of Elections members.

Election Day
(Including Counting & Transfer of Ballots)

\$200 Chairman
\$200 Member

Regular Meetings

\$ 60 Chairman
\$ 50 Member

Section 36: Dual signatures are required for each check that is drawn on county funds. The signatures of the Chairman of the Board of County Commissioners and the Finance Officer, Assistant Finance Officer or Deputy Finance Officer shall be the authorized signatures of the County. The use of facsimile signatures is permitted.

Section 37: Changes in this budget will be by amendment only.

Adopted this 13st day of June, 2018.

Martin County Board of Commissioners

Elmo "Butch" Lilley, Chairman of the Board

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

NC Dept. of Public Safety/Martin County CDBG-DR Amended Agreement & Budget

County Manager Bone recalled Martin County received notification in November 2017 of a \$1 million grant from the CDBG-Disaster Recovery grant program, which was part of the Hurricane Matthew recovery effort. The County submitted an application for \$1,000,000 (the maximum amount) for housing, community facilities, and public infrastructure. The CDBG-DR application included the following direct housing benefit activities:

- Single family homeowner rehabilitation
- Single family homeowner reconstruction
- Mobile home rehabilitation
- Mobile home replacement
- Temporary rental assistance
- House repair cost reimbursement
- Flood insurance assistance

All activities must benefit low-moderate income people or address an urgent need as the qualifying National Objective. The aim of the program would be to make every effort to minimize displacement and to provide displacement assistance, if needed. The program was not to involve involuntary displacement.

The program would be a 100% grant to the County and would not require the County to commit any local funds.

The original CDBG-DR Grant Agreement was received January 24, 2018. The Division of Emergency Management required that the grant agreement and the minutes be approved, executed and returned by the February 16, 2018 deadline. The original grant agreement was approved by the Board of Commissioners on February 14, 2018.

County Manager Bone stated on June 8, 2018, Martin County received an email from Director Michael Sprayberry, of NC Emergency Management, asking for approval of an amended CDBG-DR Grant Agreement and Budget Agreement. Mr. Sprayberry asked for return of the executed amendments by June 30, 2018.

The new Grant Agreement and Budget Agreement would add an additional \$75,000 to the grant and would make some adjustments to some of the line items in project budget.

Commissioner Smith made the MOTION to approve the amended CDBG-DR Grant Agreement and Budget Agreement (*entered into these minutes by title reference "Amendment #1 to the Community Development Block Grant – Disaster Recovery Grant Agreement Between the NC Department of Commerce, the NC Department of Public Safety, Division of Emergency Management and Martin County, NC"*) as presented, with a SECOND by Vice Chairman Bowen. The Board APPROVED the motion unanimously.

Revision to Transit Systems Safety Plan (SSP) Manual

Department of Social Services/Transit Deputy Director Frank Halsey explained during a recent State audit, it became apparent that the Martin County Transit System Safety Manual needed to be revised to reflect the actual practices being done regarding the Key Control and the Vehicles Out-of-Service process. The language in the System Safety Plan (SSP) Section 5 needed to be updated to be in compliance with NC Department of Transportation standards.

Commissioner Smith made the MOTION to approve the revised language in the Transit SSP Manual regarding the Key Control and the Vehicles Out-of-Service process, as presented below, with a SECOND by Commissioner Ayers. The Board APPROVED the motion unanimously.

SSP Section 5

Key Control Process

The following is the MCT policy concerning the security of the keys to the MCT vehicles. The Transit Dispatcher or her designee in her absent is responsible for the issuance of vehicle keys. The keys are kept in a drawer of the Transit Dispatcher's desk. When the Dispatcher is not in the office her office door is locked with the keys inside. As the trip schedules are finalized the Dispatcher will put the keys in the mailboxes of the drivers. These mailboxes are located in the

driver's breakroom. The breakroom is locked and the drivers have the key to unlock that door to receive their assigned keys and trips schedules. Once the driver finishes the daily route he/she will give the key back to the Transit Dispatcher. A locked drop box is available for the drivers to drop the keys in after the office is closed. The Transit Dispatcher will retrieve all keys from the drop box on the next business day.

Vehicles Out of Service

Vehicles that have mechanical problems will be pulled out of service immediately. These problems are reported to the Transit Dispatcher over the radio or by cell phone. Transit Dispatcher will secure the key to the vehicle and mark the vehicle as "out of service". An "out of service" sign will be placed near the dash board and a sign will be posted on the passenger door. Transit Dispatcher will deliver a working vehicle to the driver to replace the broken vehicle. The broken vehicle will go to the garage until repaired.

(For the MCT System Safety Plan - SSP section 5)

Adopted this 13th day of June 2018.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board

Budget Amendments

Budget Amendment #38

The NC 911 Board awarded a grant of \$4,315,437 to Martin County to fund the construction of a new Martin County 9-1-1 Communications Center (also referred to as a PSAP or Public Safety Answering Point), which would also serve as the back-up and training facility for Bertie County Communications and Pasquotank County Communications. The grant also would provide funding for the procurement and installation of Next Generation 9-1-1 technologies that would ensure 9-1-1 met the needs of all Martin County citizens.

The Martin County Board of Commissioners approved the acceptance of the grant on September 14, 2016. The Board of Commissioners approved the grant agreement with the NC 911 Board on November 16, 2016. The NC 911 Board approved amendment to the grant agreement was approved by the Board of Commissioners on May 9, 2018.

County Manager Bone stated the amended grant agreement increased the grant by \$880,878, due to increased construction costs. This budget amendment would add the additional funds to the construction budget.

BUDGET ORDINANCE AMENDMENT-38

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the Building Construction Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Public Safety		
Construction	\$880,878	

This will result in an increase of \$880,878 in the expenditures of the Building Construction Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

911 Board Grant	\$880,878
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bowen and SECONDED by Commissioner Ayers to adopt the above budget ordinance amendment this 13th day of June 2018. The Board APPROVED the motion unanimously.

Budget Amendment #39

County Manager Bone explained that Budget Amendment #39 would cover the following:

Register of Deeds – Increase budget for automation enhancement from automation enhancement fund balance.

DMV License Plate Agency – Increase budget for additional wildlife fees collected.

Sheriff – Increase budget to account for insurance proceeds received from car accidents and to account for 2003 Freightliner and 2007 Kalyn low bed trailer.

Airport – Increase budget for additional fuel expenditures and sales.

Legal – Increase budget for additional legal expenditures.

Co-op Extension – Increase budget for additional equipment rental expense from new state system.

Medical Examiner – Increase budget for increased expenditures for autopsies.

Performance Evaluation – Distribute funds for merit increases with performance evaluations.

BUDGET ORDINANCE AMENDMENT-39

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Public Safety		
Sheriff	\$ 69,160	
Medical Examiner	\$ 20,000	
Communications	\$ 12,000	
Building Inspector	\$ 6,300	
General Government		
Commissioners		\$ 41,735
DMV	\$ 3,950	
Register of Deeds	\$ 2,750	
Legal	\$ 3,000	
County Manager	\$ 4,400	
Human Services		
Veterans Services	\$ 700	
Economic & Physical Development		
Co-operative Extension	\$ 9,000	
Soil & Water Conservation	\$ 735	
Transportation		
Airport	\$ 52,000	

This will result in an increase of \$142,260 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Permits and Fees	\$ 3,000
Fund Balance Appropriation	\$ 33,100
Miscellaneous	\$ 54,160
Sales & Services	\$ 52,000

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Bond and SECONDED by Vice Chairman Bowen to adopt the above budget ordinance amendment this 13th day of June, 2018. The Board APPROVED the motion unanimously.

Budget Amendment #40

County Manager Bone stated on March 14, 2018, the Board of Commissioners approved an engineering contract with W.K. Dickson for the Automated Weather Observing System (AWOS) project at the airport. An AWOS provides weather data for pilots, which increases safety and, makes the airport more reliable and attractive to pilots. This project would prepare the recently purchased property for the AWOS, which would be installed by the NCDOT, Division of Aviation, as part of its AWOS program. NCDOT classified this project as a safety project, and therefore, would not require a local match.

BUDGET ORDINANCE AMENDMENT- 40

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the Airport Project ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the Airport Project Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Transportation		
AWOS Site Prep	\$ 96,000	

This will result in an increase of \$96,000 in the expenditures of the Airport Project Fund. To provide for an increase in revenue for the above, the following revenues will be changed.

Intergovernmental Revenues	\$ 96,000
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Ayers and SECONDED by Commissioner Smith to adopt the above budget ordinance amendment this 13th day of June, 2018. The Board APPROVED the motion unanimously.

Budget Amendment #41 & #42

County Manager Bone explained there is a dead-end rail spur line on the County-owned property that serves the County's Industrial Park in Everetts. Syfan is currently the only user of the line, but Weitron planned to use the rail spur, as well. Syfan uses this track to receive supplies.

Due to high water caused by heavy rain and beavers, the stone from under the railroad track washed out in a few spots. Repairs were needed before CSX can bring any rail cars on the track.

Being Amtrac RR of Maryland was already at the industrial park installing the rail spur addition, the County asked for a quote to repair the emergency washout. The County received a quote for \$3,844. Budget Amendments #41 and #42 would allocate funds for the repair.

BUDGET ORDINANCE AMENDMENT-41

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the Business Park Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Rail Spur Project Maintenance	\$3,844	

This will result in an increase of \$3,844 in the expenditures of the Business Park Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Transfer from general fund	\$3,844
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bowen and SECONDED by Commissioner Smith to adopt the above budget ordinance amendment this 13th day of June 2018. The Board APPROVED the motion unanimously.

BUDGET ORDINANCE AMENDMENT-42

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Transfers Business Park Fund	\$3,844	

This will result in an increase of \$3,844 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Fund Balance Appropriation	\$3,844
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Vice Chairman Bowen and SECONDED by Commissioner Smith to adopt the above budget ordinance amendment this 13th day of June 2018. The Board APPROVED the motion unanimously.

Budget Amendment #43

County Manager Bone stated the Martin County Board of Commissioners approved the grant program budget for the 2017 CDBG Disaster Recovery (CDBG-DR) Program in February 2018 for \$1,000,000. Our contractor, McDavid Associates was able to access additional funds for Martin County residents for this program, which would now bring the program budget to \$1,075,000.

BUDGET ORDINANCE AMENDMENT- 43

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2018.

Section 1. To amend the CDBG-Disaster Recovery Fund, the expenditures are to be changed as follows.

	Increase	Decrease
Administration	\$ 75,000	

This will result in an increase of \$75,000 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

Disaster Recovery Assistance	\$ 75,000
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Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

MOTION by Commissioner Smith and SECONDED by Commissioner Bond to adopt the above budget ordinance amendment this 13th day of June 2018. The Board APPROVED the motion unanimously.

BOARD REPORTS / COMMISSIONERS' COMMENTS - None

Recess – The Board took a short break, before proceeding with the following Closed Sessions.

CLOSED SESSIONS

- NC G. S. §143-318.11(a) (6) Personnel**
- NC G. S. §143-318.11(a) (4) Economic Development**
- NC G. S. §143-318.11(a) (5) Contract Negotiations**

Around 8:12 p.m., Vice Chairman Bowen made the MOTION to enter Closed Sessions in pursuant of NC G.S. §143-318.11(a) (6) Personnel, NC G.S. §143-318.11(a) (4) Economic Development, and NC G. S. §143-318.11(a) (5) Contract Negotiations and with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Around 8:45 p.m., Commissioner Smith made the MOTION to end Closed Session in pursuant of NC G. S. §143-318.11(a) (6) Personnel, NC G.S. §143-318.11(a) (4) Economic Development, and NC G. S. §143-318.11(a) (5) Contract Negotiations with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

OPEN SESSION

In Open Session, Chairman Lilley stated there was nothing to report, as of that moment.

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowen made the MOTION to adjourn at 8:47 p.m., with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

The Martin County Board of Commissioners' next regular meeting would be Wednesday, July 11, 2018 at 7:00 p.m. in the Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board