

**NORTHAMPTON COUNTY
REGULAR SESSION
March 16, 2015**

Be It Remembered that the Board of Commissioners of Northampton County met on March 16, 2015 with the following present: Robert Carter, Fannie Greene, Chester Deloatch, Virginia Spruill and Joseph Barrett

Others Present: Kimberly Turner, Scott McKellar, and Michelle Nelson

Agenda Work Session:

A 10-minute work session was held to discuss today's agenda items. Chairwoman Greene called upon County Manager Kimberly Turner for input. Ms. Turner mentioned that there was one change. Add Tab 14 for a closed session for G.S. 143-318.11(a)(6).

Regular Session:

Chairwoman Greene called the meeting to order, welcomed everyone, and announced when citizens could make comments.

Commissioner Carter delivered the Invocation, and the Pledge of Allegiance was recited.

Approval of Regular Session Minutes for March 2, 2015:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Regular Session Minutes for March 2, 2015. **Question Called: All present voting yes. Motion carried.**

Approval of Closed Session Minutes for March 2, 2015:

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the Closed Session Minutes for March 2, 2015. **Question Called: All present voting yes. Motion carried.**

Approval of Work Session Minutes for March 2, 2015:

A motion was made by Robert Carter and seconded by Virginia Spruill that Work Session Minutes for March 2, 2015 be received and adopted. **Question Called: All present voting yes. Motion carried.**

Approval of Agenda for March 16, 2015:

A motion was made by Joseph Barrett and seconded by Robert Carter to add Tab 14 under the agenda item for closed session G.S. 143-318.11(a)(6) . **Question Called: All present voting yes. Motion carried.**

Consolidation of ECBH County Agencies:

Ms. Leza Wainwright of East Carolina Behavioral Health appeared before the Board to discuss structural changes in the ECBH Agencies. Previously, they have been a 19 County Program for

the past five years. Effective July 1st, they will become a 24 County Program—adding five Counties that are currently part of a program called Coastal Care.

ECBH is proposing to divide the area up into three Regions. The Northern Region will consist of 10 Counties, The Central Region will have eight Counties, and the Southern Region will have six Counties. Ms. Wainwright also introduced Bland Baker, the Regional Director for the Northern Region, Mike Kupecki, Deputy Director for External Operations, and Dave Peterson, Regional Director for the Central Region.

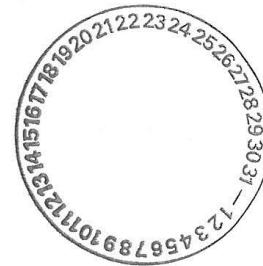
A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the resolution of support for an alternative governance structure for the area authority serving Northampton County. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



February 19, 2015

Kimberly Turner, County Manager
Northampton County
P. O. Box 808
Jackson, NC 27845



Dear Kimberly Turner:

The Boards of Coastal Care, serving Brunswick, Carteret, New Hanover, Onslow and Pender Counties, and East Carolina Behavioral Health, serving Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington Counties, have entered into an agreement to consolidate our agencies. This consolidation, which will be effective July 1, 2015, is in line with the Medicaid Reform Plan developed by the NC Department of Health and Human Services and endorsed by Governor Pat McCrory. We believe that this consolidation will create an even stronger organization than we are currently as separate agencies and will position us to provide even better services to individuals in our twenty-four counties who need mental health, developmental disability and substance abuse services.

We recognize that as many positive aspects as we believe there are for the consolidation, there may be some concern that a larger agency will be less responsive to the needs of individual communities and to other partner agencies, such as county Departments of Social Services, Sheriff's Departments, etc. To address these concerns, we are planning to create three regions within the consolidated entity. The regions have been designed to balance, to the extent possible, the number of counties, total population and geography covered in each region. The largest region will include ten counties and the smallest will serve six. Each region will have a Regional Director and a Regional Advisory Board. We are proposing that the members of the Regional Advisory Boards be appointed by the Boards of County Commissioners of the counties served by the region.

The new organization will require the creation of a new Area Board. NC law permits Area Authorities with populations greater than 1,250,000 to design and appoint members to the Area Board in a manner different from that detailed in statute, with the approval of the Secretary of the Department of Health and Human Services (DHHS) and the constituent counties. We are proposing that the Area Board be comprised of members of the Regional Advisory Boards, appointed by the Regional Advisory Boards. This alternative governance structure has already received the required approval from the Secretary of DHHS. We are now seeking approval from the twenty-four county Boards of County Commissioners.

We have attached a PowerPoint slide deck that explains this proposal in greater detail. Also attached is draft Resolution we would request be adopted by your Board of Commissioners. We are requesting your feedback on this resolution and will be contacting the Clerk to your Board to



PAGE 2

schedule a time when we may present this proposal to your Board. We would also appreciate your input on the best way to make that presentation – should we use the PowerPoint or not, and what other information might your Board wish to have in order to approve the resolution.

Thank you for your consideration of this matter. Please do not hesitate to contact us if you have any questions.

Sincerely,

Foster Norman

Foster Norman, CEO
CoastalCare

Leza Wainwright

Leza Wainwright, CEO
East Carolina Behavioral Health

cc: Don Hall, Board Chair, CoastalCare
Dr. Denauro Robinson, Board Chair, East Carolina Behavioral Health
Mike Kupecki, Vice President, External Operations, East Carolina Behavioral Health
Bland Baker, Northern Regional Director



Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"

BOARD OF COMMISSIONERS

P. O. BOX 808

JACKSON, N. C. 27845

PHONE (252) 534-2501 • FAX (252) 534-1166

Resolution of Support for an Alternative Governance Structure for the Area Authority serving Northampton County

WHEREAS, in accordance with N. C. General Statute § 122C – 115 (c1), the Area Board of CoastalCare, an Area Authority serving Brunswick, Carteret, New Hanover, Onslow and Pender Counties and the Area Board of East Carolina Behavioral Health, an Area Authority serving Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington Counties, have entered into an agreement to consolidate their agencies into a twenty-four county Area Authority serving all previously named counties; and

WHEREAS, the Secretary of the N. C. Department of Health and Human Services has approved this consolidation, as required by law; and

WHEREAS, N. C. General Statute § 122C – 118.1, which specifies the composition of an Area Authority Board, permits an alternative Area Board structure to be implemented 1) if the total population of the Area Authority catchment area exceeds 1,250,000 and 2) if the counties which comprise the Area Authority agree by resolution to an alternative structure; and

WHEREAS, the total population of the new Area Authority created by the consolidation of CoastalCare and East Carolina Behavioral Health is 1,260,778; and

WHEREAS, it is in the best interest of the residents of the twenty-four counties to approve an alternative governance structure for the consolidated Area Authority;

NOW, THEREFORE, BE IT RESOLVED, that we, the Northampton County Board of Commissioners, do hereby approve the structure of the Area Board and the Regional Advisory Boards of the consolidated Area Authority, as outlined below.

To provide a local presence in the counties served and to assure that each county has input into the services received by its residents, the twenty-four county catchment area will have three regions. The regions have been designed to equalize, to the extent possible, the number of counties, population in the region, and overall square mileage of the regions. The three regions and the counties served are:

Northern Region: Bertie, Camden, Chowan, Currituck, Gates, Hertford, Martin, Northampton, Pasquotank and Perquimans Counties.

Central Region: Beaufort, Craven, Dare, Hyde, Pamlico, Pitt, Tyrrell and Washington Counties.

Southern Region: Brunswick, Carteret, Jones, New Hanover, Onslow and Pender Counties.

The counties in each region will appoint two members to the Regional Advisory Board: one county commissioner or designee and another individual who meets the requirements outlined in N. C. G. S. § 122C – 118.1 (b). In addition, the Regional Advisory Board will include the Chair or designee of the regional Consumer and Family Advisory Committee. County Commissioner members of the Regional Advisory Boards may serve for as long as they are a commissioner. Other members of the Regional Advisory Board may serve for up to three, three year consecutive terms.

The primary functions of the Regional Advisory Board will be to advise the Area Authority Chief Executive Officer on the evaluation and hiring of a Regional Director; recommending priorities for expenditure of state and county funds for development of the annual budget; determining local priorities for inclusion in the overall strategic plan; identifying community needs and concerns; monitoring resolution of issues; and monitoring performance at the local level, including access to care, expenditure of service funds, number of consumers served, services delivered, provider network size and composition, outcomes, and consumer satisfaction.

Each Regional Advisory Board will establish its own bylaws based on local needs, but in compliance with standardized requirements established by the Governing Board for quorums, frequency of meetings, elections of officers, duties of members, committees and committee appointments, and attendance standards. Such bylaws are subject to the approval of the Governing Board.

Each Regional Advisory Board will select four (4) members to serve as the Area Authority Governing Board: one county commissioner, the Consumer and Family Advisory Committee chair or designee, and two other members. In addition, the chair or designee of the Area Authority Network Council shall serve on the Governing Board as a non-voting member. The county commissioner members of the Governing Board shall serve one three year term without consecutive reappointment, so that commissioner representation on the Governing Board will rotate among the counties in each region. The other members of the Governing Board may serve three, three year terms.

The Governing Board's primary responsibilities will include determining policy; strategic planning, including consideration of local priorities as determined by the Regional Advisory Boards; budgets; hiring and evaluations of the Chief Executive Officer; monitoring of deliverables, including overall performance and financial management; government affairs and advocacy; reporting to constituent counties; responding to concerns and feedback from the Regional Advisory Boards; reviewing, revising and approving the Regional Advisory Board bylaws; and all other responsibilities outlined in N. C. law for Area Authority Boards. The Governing Board will develop and adopt bylaws to address its activities in accordance with law.

ADOPTED this 16th day of March, 2015.

Fannie P. Greene, Chair
Board of Commissioners

Michelle Nelson
Clerk to the Board of Commissioners

Budget Amendments and Miscellaneous Bank Information:

Mrs. Dot Vick, Finance Officer, appeared before the Board to present Budget Amendments 22-38. Mrs. Vick noted that on Amendment number 22, in the explanation, the first line should be struck because this is to correct the current year's budget.

A motion was made by Robert Carter and seconded by Joseph Barrett that budget amendment number 22 through 38 be adopted. **Question Called:** *All present voting yes.* **Motion carried.**

Mrs. Vick also appeared before the Board to seek approval to close a bank account at First Citizens Bank due to the fact that the branch in Conway is closed.

A motion was made by Robert Carter and seconded by Chester Deloatch to close the account at First Citizens for the deposit that we have there and move the money to a bank in Northampton County. **Question Called:** *All present voting yes.* **Motion carried.**

Chairwoman Greene clarified that Mrs. Vick recommended Southern Bank. She wondered if that should be in the motion. Vice-Chairman Barrett asked if the bank account number 6563002453 should be in the motion as well.

Commissioner Carter asked to amend the motion.

A motion was made by Robert Carter and seconded by Virginia Spruill that we use the bank account number and the funds be put into a Money Market account in Southern Bank. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

JE-NO 23

PREPARED BY Dot Vick POSTED BY Dot Vick APPROVED BY *[Signature]*
DATE 11/25/14 11/25/14 BOARD APPROVED 3/10/15

JOURNAL ENTRYDATE 11/19/14JE NO. 25

GENERAL LEDGER ACCOUNTS		DEBITS		ACCOUNT TITLES	CREDITS	
				Fund 11 - General Fund		
				<u>Health</u>		
				115120 - Immunization Program		
113330	451200			Immunization Program	6,514	00
115120	555000	3,000	00	Equipment over \$200		
↓	526100	3,314	00	Office Supplies		
↓	531100	200	00	Travel		
				<i>Received additional State funding</i>		
				115144 - Healthy Communities		
113330	451440				13,615	00
115144	512100	3,200	00	Salaries		
↓	518100	200	00	FICA		
↓	518200	227	00	Retirement		
↓	518300	632	00	Co.'s Share Hospitalization		
↓	518600	62	00	Worker's Compensation		
↓	518800	45	00	Medicare		
↓	518900	14	00	Life Insurance		
↓	523100	535	00	Teaching Aid and Supplies		
↓	526100	200	00	Office Supplies		
↓	531100	1,200	00	Travel		
↓	523000	2,500	00	Other Supplies		
↓	536000	300	00	Freight		
↓	549999	3,000	00	Equipment		
↓	519800	1,500	00	Services		
				<i>Received additional State funding</i>		
		20,129	00		20,129	00

PREPARED BY Cheryl WarrenPOSTED BY Mary BradleyAPPROVED BY Kimberly R. Jan
3/10/15DATE 11/19/14DATE 12/15/14

BOARD APPROVED _____

BUDGET AMENDMENT

DATE 12/18/14

JE-NO 27

GENERAL LEDGER ACCOUNT NUMBER		DEBIT		TO AMEND BUDGET	CREDIT	
				Fund 11 - General Fund		
				<u>Health-STD Program</u>		
				<u>Revenue:</u>		
113330	451470			State Revenue	1,050	00
				<u>Disbursements</u>		
115147	523100	1,025	00	Teaching Aids and supplies		
	523807	25	00	Condoms		
				Additional Funding received from the state.		
		1,050	00		1,050	00

PREPARED BY Cheryl Warren

POSTED BY Mary Bradley

APPROVED BY Kimberly L. Lee 3/10/11

DATE 12/18/14

12/18/14

BOARD APPROVED

JOURNAL ENTRYDATE 12/19/14JE NO. 28

GENERAL LEDGER ACCOUNTS		DEBITS		ACCOUNT TITLES	CREDITS	
				Fund 11 General Fund		
				<u>Health</u>		
				115138 - Jail Site Testing		
113330	451380		00	Jail Site Testing	12,562	00
115138	512100	5,200	00	Salaries		
↓	518100	350	00	FICA		
↓	518200	450	00	Retirement		
↓	518300	1,300	00	Co's Share Hospitalization		
↓	518800	100	00	Medicare		
↓	518900	62	00	Life Insurance		
↓	523100	1,550	00	Teaching Aids		
↓	523800	1,000	00	Lab Supplies		
↓	523801	450	00	Non-Medical Supplies		
↓	526100	400	00	Office Supplies		
↓	536000	50	00	Freight		
↓	549910	650	00	Incentives		
↓	555000	1,000	00	Equipment > PO		
				<i>Received additional State funding</i>		
		12,562	00		12,562	00

PREPARED BY Cheryl WarrenPOSTED BY Mary BradleyAPPROVED BY Kimberly R. Jones 3/10/15DATE 12/19/14DATE 01/07/15

BOARD APPROVED _____

BUDGET AMENDMENT

DATE 12/30/14

JE-NO 29

GENERAL LEDGER ACCOUNT NUMBER		DEBIT		TO AMEND BUDGET	CREDIT	
				Fund 11 - General Fund		
				<u>Sheriff</u>		
				Revenue:		
113830	438360			Insurance Reimbursement	931	00
				<u>Disbursements:</u>		
114310	535300	931	00	Sheriff- vehicle repair		
				Budget amended to show insurance		
				reimbursement for 2013 Dodge Charger.		
		931	00		931	00

PREPARED BY Mary Bradley

POSTED BY Mary Bradley

APPROVED BY Kimberly R. De
3/10/15

DATE 01/08/15

01/08/15

BOARD APPROVED

BUDGET AMENDMENT

DATE 01/12/15

JE-NO 31

GENERAL LEDGER ACCOUNT NUMBER		DEBIT		TO AMEND BUDGET	CREDIT	
				Fund 11 - General Fund		
				<u>Emergency Management</u>		
				<u>Revenue:</u>		
113990	499000			Fund Balance appropriated	15,781	00
				<u>Disbursements:</u>		
1143330	551001	15,781	00	Grant Expenditures		
				Budget amended to appropriate grants funds received in prior fiscal year for emergency management.		
		15,781	00		15,781	00

PREPARED BY Dot Vick

POSTED BY Dot Vick

APPROVED BY Kimberly R. Lee 3/10/15

DATE 01/12/15

01/12/15

BOARD APPROVED

JE NO. 32

PREPARED BY Cheryl Warren POSTED BY Mary Bradley APPROVED BY Kimberly L. [Signature]
DATE 01/15/15 DATE 01/16/15 BOARD APPROVED 3/10/15

JE-NO 33

PREPARED BY Mary Bradley POSTED BY Mary Bradley APPROVED BY Kimberly L. [Signature]
DATE 01/22/15 01/22/15 BOARD APPROVED 3/10/15

1

JE-NO 35

APPROVED BY Kimberly L. J...
8/31/15

BOARD APPROVED

BUDGET AMENDMENT

DATE 02/27/15

JE-NO 37

[illegible]

PREPARED BY Mary Bradley

POSTED BY Mary Bradely

APPROVED BY Kimberly R. 2
3/10/15

DATE 03/04/15

03/04/15

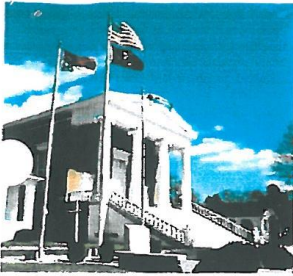
BOARD APPROVED

JE-NO 38

PREPARED BY Dot Vick POSTED BY Dot Vick APPROVED BY Kimberly R. J.
DATE 03/10/15 03/10/15 BOARD APPROVED 3/10/15

APPROVED BY Kimberly R. [Signature]
3/10/15

BOARD APPROVED



NORTHAMPTON COUNTY

Finance Department & Management Information Systems

Post Office Box 663

Jackson, North Carolina 27845

Finance Telephone (252) 534-1536 or (252) 534-5301


MIS Telephone (252) 534-6171

Fax (252) 534-1239

Dorothy E. Vick
Finance Officer

Bill Blanchard
Computer Systems Coordinator

DECISION PAPER

TO: Northampton County Board of Commissioners
FM: Dot Vick, Finance Officer 
RE: Close Bank Account
DT: March 10 2015

PURPOSE: To seek approval from the board to close bank account at First Citizens Bank.

FACTS: Northampton County opened an account with First Citizens in July, 2013 when the Bank was located in Conway. The county has deposited \$25,000 in an insured money market saving account. With interest earnings, the account total at February 28, 2015 was \$25,092.50.

DISCUSSION:

This account was opened in order to give First Citizens Bank a share of the County's business. It was planned to move additional funds to this branch but a decision was made by the banking institution to close this branch and move all accounts to the Roanoke Rapids branch. There have been no further transactions.

RECOMMENDATION:

Respectively request the Board of Commissioners approved the closing of bank account # 6563002453 with First Citizens Bank which no longer has a branch located in Northampton County and move the funds to a banking institution with the best return on the investment.

Respectively Submitted:

Hiring for Additional Medicaid Staff:

Mrs. Shelia Manley-Evans, DSS Director, appeared before the Board to obtain approval to hire four additional Income Maintenance Caseworkers in the Medicaid Units with the 75% reimbursement rate.

A motion was made by Robert Carter and seconded by Virginia Spruill to approve the hiring of four additional Income Maintenance Case Workers in the Medicaid unit with the 75% reimbursement rate. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



STRIVING TO HELP IMPROVE
THE WELL-BEING OF OUR CITIZENS

NORTHAMPTON COUNTY DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 157
JACKSON, NORTH CAROLINA 27845
(252) 534-5811
(252) 534-0061 Facsimile



SHELIA MANLEY EVANS
DIRECTOR

DECISION PAPER

TO: County Manager / Northampton County Board of Commissioner's
FM: Shelia Manley-Evans, Director
DT: March 2, 2015
RE: Hiring for additional Medicaid Staff

PURPOSE: The purpose of this decision paper is to obtain the approval of the Board of County Commissioners to hire four additional Income Maintenance Caseworkers in the Medicaid Units with the 75% reimbursement rate.

FACTS:

- North Carolina has received approval from the Centers for Medicare and Medicaid Services for County Social Services to receive 75% reimbursement for all Medicaid Eligibility functions.
- With increased reimbursement for Medicaid staff time, these new positions not only would decrease employee workload, but also save the county money through the Cost Allocation Process on the 1571.
- The implementation of NC FAST has required Medicaid staff throughout the state to work long hours of overtime to ensure that our citizens continue to receive their benefits in a timely manner.
- Operating expenses (electricity, building cost, office supplies, etc.) are cost allocated among all employees within the agency at an average reimbursement rate of 50%. When the number of employees that draw 75% reimbursement is increased, revenue from the state is increased. When revenue is increased, county expense is decreased.
- If Northampton DSS does not add additional permanent staff, DSS will be required to submit a letter to DHHS outlining why additional permanent staff are not needed to manage the increased workload and caseload growth.
- See attached "Dear County Director letter" dated February 2, 2015
- Due to vacant positions throughout the 2014-15 fiscal year, the DSS Budget can support the four new positions effective immediately.

DISCUSSION:

A preliminary estimate for the 2015-2016 DSS Budget projects a county expense in the amount of \$2,119,725. With the addition of four positions in the Medicaid Unit at 75% reimbursement, the extra revenue from the state decreases the county expense to \$2,111,215. This proposal will alleviate the strain on the Medicaid Staff, save the county approximately \$8500 and most importantly serve our citizens more effectively.

This proposal was discussed in the February 24, 2015 Social Services Board meeting. The Social Services Board concurs with adding 4 new positions.

RECOMMENDATION:

Recommend that the Board of County Commissioners approve adding four IMC II positions in the Medicaid Units effectively immediately.

COORDINATION:

Finance Officer:

Concur Def Vrb 3-4-15

Concur with Comment _____

Non- concur _____

County Manager:

Concur Kimberly L. Den 3/5/15

Concur with Comment _____

Non-concur _____



North Carolina Department of Health and Human Services
Division of Social Services

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

February 2, 2015

Dear County Department of Social Services Director:

Over the past months social services departments across the state have made progress in stabilizing the workload in the Medicaid program. Much has been accomplished. We commend each of you and your staff for the hard work and commitment that has been devoted to managing an increased workload due to caseload growth, the implementation of the ACA, increased workload relative to the implementation of NC FAST and conducting recertification reviews for existing Medicaid cases.

North Carolina has received approval from the Centers for Medicare and Medicaid Services (CMS) for County Social Service agencies to receive 75% reimbursement for all Medicaid eligibility functions. This approval was retroactive to June 1, 2014 and is to continue permanently.

Last June, every county submitted an Accelerated Medicaid Processing Plan (AMPP) intended to outline the steps each of you would be taking to address reducing the number of overdue Medicaid applications pending across the state. While each of these plans was approved, we noted that almost every county relied on compensatory time and/or paid overtime to reduce the number of overdue Medicaid applications. We have heard from many of you that the stress on staff has increased the amount of FMLA approved leave and increased staff turnover over the past months. We are concerned that continuing to rely on compensatory or paid overtime or temporary staff does not constitute a sustainable plan for managing the present and future workload.

At that time, DHHS strongly encouraged counties to evaluate their current staffing situation and determine staffing needs going forward. The increased reimbursement rate from 50% to 75% in many cases results in county savings that is more than enough to increase staffing to manage the increased workload.

The workload issues can be summarized as the following:

Conversion activities: This work is a one-time effort necessary to completely update active cases that were brought over from the old system into NC FAST. NC FAST will house not only all the

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6335 • Fax 919-334-1018

Location: Albemarle Building • 820 S. Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401
An Equal Opportunity / Affirmative Action Employer



information that the old system stored but also contains information that was previously captured only in a paper file. As was the case when converting Food and Nutrition Services into NC FAST, Medicaid conversion activities involve an essential one time work effort. Once this process is complete, the information is stored for future use.

ACA applications: This is seasonal work as a result of the federal Affordable Care Act. Each year Medicaid applications will spike during the national open enrollment period which runs from November 15th-February 15th. Since this is only the second year since implementation of the Act, data is limited and thus determining the ongoing need in this area is more difficult. DHHS has shared the number of applications each county received during the first year and we will make this year's data available as well. As we gain experience, it will become easier to predict workload and staff requirements for this seasonal work. Applications will continue to come in outside the open enrollment period but the number will be small.

Increased caseload: The number of individuals receiving Medicaid continues to increase. This increase directly impacts the number of staff required to manage the work. Counties must evaluate their ongoing staffing needs in order to adequately and effectively administer the program. Permanent staff are needed in this area. Processing applications and maintaining existing cases requires both policy and NC FAST knowledge.

NC FAST: As with any new system, additional time is necessary to become familiar with the functionality and learning new processes. Required workarounds will also adversely impact productivity. Over time, the number of workarounds will decrease as defects and enhancements are made. It is important not to compare the amount of time spent in the old system to the amount of time spent in NC FAST. The NC FAST system is much more robust and contains not only information transferred over from the old system but also requires the entering of new data that once was captured on paper or nonexistent. Much of this effort is a one-time investment since the information will be stored permanently and available for other service use moving forward.

Medicaid Recertification Work: At the beginning of January 2014, first quarter Medicaid recertifications were continued for a three month period. This work was done with the approval of CMS in order to prevent counties from having to review these cases under the old rules and then again under the new rules thus creating double work. While this effort helped in the short term, it is now critically important to fully review these cases. Eligibility for families and children can change over time and without a full eligibility redetermination, ineligible individuals may continue to receive benefits. This work must be current by March 31, 2015.

Many of you have already added permanent staff and the payoffs are being realized. Thank you for hard work, focused attention and determination. Other counties have stated they have plans to add staff during the next budget cycle. While there may be local reasons to delay these plans, DHHS highly discourages the delay. Hiring additional permanent staff now gives you the opportunity to begin realizing the benefits earlier for work that needs to be completed as soon as is practically possible. In addition, if your county has no plans to add additional permanent staff, you will be required to submit a letter to DHHS outlining why additional permanent staff are not needed to manage the increased workload and caseload growth. Staff from DHHS will be in touch regarding this documentation.

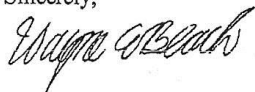
DHHS will continue to provide support to counties through both the NC FAST Help Desk and the new Operational Support Team. County Over The Shoulder Support is limited but may be considered on a case by case basis. Local Support Managers and leadership of the Divisions and Department are available as well to provide guidance and support.

With the full implementation of NC FAST, we are creating a new landscape for the administration of public assistance programs in North Carolina. New business processes will increase the efficiency of our operations and our capacity to provide assistance in a timely and accurate manner. It is imperative that every county reinvest in the resources that will help sustain these accomplishments and move our state forward.

Please contact the Department with questions or for assistance in assessing and planning for needed resources to sustain success in meeting future challenges. You may contact our Local Support Managers, Christy Nash (252) 375-0553 or Darrell Renfroe (828) 230-1912; or Shelia Platts (DMA) at (919) 855-4023 or Wayne Black (DSS) at (919) 527-6336.

Thank you for your continued commitment to the provision of timely and efficient services to the citizens of North Carolina.

Sincerely,



Wayne E. Black
Director, Division of Social of Services



Robin Gary Cummings, M.D.
Deputy Secretary for Health Services
Deputy Secretary for Medicaid

Introduction of New Employee:

Mr. John White, Acting Health Director, appeared before the Board to introduce a new employee, Ms. Bessie Lucas. She has taken the position of a General Clinic Public Health Nurse II.

Adjusting EMS Fee Schedule and Lease Purchase of New Ambulance:

Mr. Chuck Joyner, EMS Director, appeared before the Board to obtain a decision on adjusting the current fee schedule for EMS agencies operating in Northampton County.

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the adjusted fee schedule for EMS. **Question Called:** *All present voting yes.* **Motion carried.**

Mr. Joyner appeared before the Board again to obtain approval to move forward with the lease purchase of a new 2015 G 4500 ambulance. Originally, Select Custom Apparatus was the lowest bid and Mr. Joyner was going to recommend them, however he received a call from Select the morning of the meeting and they told him that the original bid was good for only 30 days. They gave him a new quote that was higher. Therefore, the quote for Northwestern Emergency Vehicles is now the lowest. Mr. Joyner is recommending to go with that bid.

A motion was made by Robert Carter and seconded by Virginia Spruill to enter into a lease agreement to purchase a 2015 ambulance from Northwestern. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Decision Paper

Date: 03/16 /2015

To: Northampton County Board of Commissioners

From: Charles Joyner EMS Director

Subject: Adjusting EMS fee schedule

Purpose: To obtain a decision from the Board of Commissioners on adjusting our current fee schedule for EMS agencies operating in Northampton County.

Facts: Northampton County last adjusted the EMS fee schedule in September of 2011. CMS has revised the fee schedule for 2015. I have received an update from EMS Management and Consultants the county's EMS billing agency. After review I would recommend the following changes to the current fee schedule.

ALS Non-Emergency (A0426)	\$314.53	To \$338.66
ALS Emergency (A0427)	\$498.00	To \$536.22
BLS Non- Emergency (A0428)	\$262.10	To \$282.22
BLS Emergency (A0429)	\$419.36	To \$447.17
ALS-2 Emergency (A0433)	\$720.79	To \$776.11
**Specialty Care (AO434)	Addition to fee Schedule	\$917.22
Mileage (A0425)	\$13.00 loaded mile	To \$14.33/loaded mile
Standby	\$ 75.00/ 30 minuets	Leave the same
Treat no Transport	\$ 125.00	Leave the same

Discussion: Northampton County has not adjusted the fee schedule for ambulance transports since September of 2011. The above changes are the recommendations from EMS Management and Consultants based on the revised fee schedule from CMS.

Recommendation: Adjust the current fee schedule to the above-mentioned rates.

Respectfully Submitted



Charles Joyner

County Manager

Concur: Kimberly R. Jew 3/10/15
Concur with Comment
Non - Concur

Finance Director

Concur: Det Vick 3-5-15
Concur with comment:
Non-concur:

Decision Paper

To: Northampton County Board of Commissioners

From: Charles Joyner EMS Director

Date: 03/16/2015

Subject: Lease Purchase of new ambulance

Purpose: The purpose of this decision paper is to obtain approval from the Northampton County Board of Commissioners to move forward with the lease purchase of a new 2015 G 4500 ambulance.

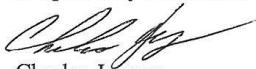
Facts: In order to continue to have an adequate amount of reliable ambulances Northampton County Ambulance Service needs to purchase a new ambulance. This will allow the ambulance service to operate four ambulances daily while keeping three in reserve. This will insure that if a vehicle needs to have scheduled maintenance or breaks down there are sufficient spare ambulances to continue to operate four EMS crews uninterrupted. I have contacted **Northwestern Emergency Vehicles** and they have provided a bid for one (1) 2015 Chevrolet G4500 ambulance. I have also contacted **Southeastern Emergency Vehicles** they have provided a bid for one (1) 2015 Chevrolet G4500 ambulance. I have also received a bid from **Select Custom Apparatus** for one (1) 2015 Chevrolet G4500 ambulance. The bids are as follows:

Northwestern Emergency Vehicles	\$137,434.00
Southeastern Specialty Vehicles	\$145,660.00
Select Custom Apparatus	\$ 137,207.00

Discussion: All of the companies were given the same requirements for bids. The specifications for all the ambulances were identical. All of the companies have done business with Northampton County in the past.

Recommendation: Allow the lease purchase of a 2015 Chevrolet G4500 ambulance from Select custom Apparatus for \$137,207.00

Respectfully Submitted


Charles Joyner

County Manager

Concur: Kimberly L. Dur 3/10/15

Concur with Comment 8

Non - Concur _____

Finance Director

Concur: Def Verb 3-10-15

Concur with comment: _____

Non-concur: _____

<https://webmail.gotricounty.biz/mail/message.php?index=20136&mail...>

From: "Stephen Burress" <stephen.burress@selectcustomapparatus.com>
Subject: Update quote
Sent date: 03/16/2015 11:18:07 AM
To: <chuck.joyner@nhcnc.net>

The price on the 2015 Chevy type III will be \$138,157.31. Delivery will be approx. 120 to 180 days after chassis arrives. Thanks Steve God Bless

Introduction of New Employees, Wastewater Inter-Jurisdictional Agreement and Water and Wastewater Rates:

Mr. Jason Morris, Public Works Director, appeared before the Board to introduce two new employees: Dennis Joyner who came in December, and Justin Moody who is joining the Building and Grounds Department.

Mr. Morris also appeared before the Board to obtain approval for the renewal of the Inter-Jurisdictional Agreement between Northampton County and Roanoke Rapids Sanitary District.

A motion was made by Robert Carter and seconded by Joseph Barrett that the Board approve the renewal of the Inter-Jurisdictional agreement between the Roanoke Rapids Sanitary District and Northampton County. **Question Called: All present voting yes. Motion carried.**

Mr. Morris also appeared before the Board to obtain approval for options presented on the water and wastewater rates for users of the Northampton County Water System. He presented four different options for the Board to consider.

Chairwoman Greene expressed her concern that it seems that the water and sewer bill is affecting Garysburg residents more than anyone else. She is asking Mr. Morris and Mrs. Vick to get together and do some research to do a comparison by the next meeting.

There was a lengthy discussion of whether the rate should change further than what Mr. Morris suggested in the User Fee, or wait until the next Fiscal Year to see how expenditures would be, then see about decreasing the rate.

Ms. Turner noted that to determine how to reduce the rates is difficult when there is already an approved budget and approved expenditures. She said she can't go back and be able to give a better decrease in rates, without knowing for next year what the expenditures are going to be. She wants to make sure to maximize the reduction in those rates, so the Board won't have to go back and do them in another fiscal year.

Chairwoman Greene asked Mrs. Vick for her final recommendation. Mrs. Vick said she was looking to advise the Board of the health of the Fund. She has a different opinion as far as what it would do to the fund. She agrees with the fact that it would be better to use the information in the planning of next year's budget.

A motion was made by Robert Carter and seconded by Virginia Spruill to keep all the rates the same until the upcoming Fiscal Year. **Question Called: All present voting yes. Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

DECISION PAPER

To: Northampton County Board of Commissioners

From: Jason S. Morris, Director Public Works

Date: March 16, 2015

Reference: Wastewater Inter-Jurisdictional Agreement
Roanoke Rapids Sanitary District

Purpose: The purpose of this Decision Paper is to obtain approval by the Board of Commissioners for the renewal of the Inter-Jurisdictional Agreement between Northampton County and Roanoke Rapids Sanitary District.


Facts:

1. This agreement was originally adopted by the Board on May 17, 2004 and renewed on August 13, 2009. This agreement is reviewed/renewed every five years.
2. Roanoke Rapids Sanitary District treats wastewater discharged through the County's sewer system to the District's Public Owned Treatment Works.
3. The Inter-Jurisdictional Agreement expands the District's jurisdiction and the County's use of the District's wastewater treatment system established by letter dated April 18, 1990, whereby the Roanoke Rapids Sanitary District would agree to implement and enforce the County's pretreatment program consistent with the County's Sewer Use Ordinance for all industrial users.
4. The agreement requires all industrial users of the County's sewer system discharging to the District's wastewater treatment plant to apply for flow acceptance through the District. Residential customers are currently excluded from this requirement. All Industrial User Permits must meet discharge limits without treatment by any intermediary agencies.
5. Roanoke Rapids Sanitary District must implement and enforce a pretreatment program to control discharges from all Industrial Users of its wastewater system pursuant to requirements set out in 40 CFR Part 403 and NCGS 143-215.3(a)(14). With this agreement Northampton County Agrees to adopt a sewer use ordinance that subjects the Industrial Users within its boundaries to regulation by RRSD under RRSD sewer use regulation. Currently Northampton County does not have any Industrial Users within its boundaries that discharge any industrial wastes to RRSD system.
6. There was a minor change in the wording in the Agreement section under number 3 which added the following statement, "or metered by other means as agreed upon by both parties on sewer force mains discharging to the RRSDPOTW."

Discussion: The Inter-Jurisdictional Agreement promotes economic stability and allows the County to offer expanded services and economic development opportunities through centralized processing of high strength waste.


Recommendation: Public Works Department recommends the Board of Commissioners approve the renewal of the Inter-Jurisdictional Agreement between the Roanoke Rapids Sanitary District and Northampton County.

Respectfully submitted,


Jason S. Morris
Director, Public Works

Coordination:

Finance Officer

Concur  _____

Non-concur _____

Concur with comment _____

County Manager

Concur  3/10/15

Non-concur _____

Concur with comment _____

Action by Decision Makers

Approved _____

Disapprove _____

Other _____

INTER-JURISDICTIONAL AGREEMENT BETWEEN
ROANOKE RAPIDS SANITARY DISTRICT
and
COUNTY OF NORTHAMPTON

This Agreement is entered into this day ____ of _____, 2015, between Roanoke Rapids Sanitary District and County of Northampton (hereinafter jointly referred to as the "Parties").

RECITALS

1. Roanoke Rapids Sanitary District (District) owns and operates a wastewater treatment and collection system (RRSDPOTW).
2. County of Northampton (County) currently utilizes this wastewater treatment system by agreement with the Roanoke Rapids Sanitary District.
3. Facilities located in County of Northampton currently contribute wastewater to local treatment systems that includes industrial waste. These facilities are hereinafter referred to as Industrial Users.
4. Roanoke Rapids Sanitary District must implement and enforce a pretreatment program to control discharges from all Industrial Users of its wastewater treatment system pursuant to requirements set out in 40 CFR Part 403 and N.C.G.S. 143-215.3(a)(14). In this Agreement County of Northampton agrees to adopt a sewer use ordinance that subjects the Industrial Users within its boundaries who discharge to the (RRSDPOTW) to regulation by Roanoke Rapids Sanitary District under Roanoke Rapids Sanitary District's sewer use regulations.
5. The goal of the Roanoke Rapids Sanitary District is to operate a self-sufficient Pretreatment Program for all costs incurred implementing and enforcing the sewer use regulations. District sets rates, fees and charges for all Users that reflect a true cost of service without undue burden on the Parties.
6. Industrial User or User, as used in this agreement, shall have the meaning hereinafter designated as any person which is a source of indirect discharge.

AGREEMENT

1A. County grants to the District the right of enforcement of sewer use regulations against Industrial Users located in County that indirectly discharge to the RRSDPOTW. District may take action under District's sewer use ordinance including enforcement of the ordinance in courts of law and as outlined in the District's Emergency Response Plan.

B. District will perform technical and administrative duties necessary to implement its sewer use ordinance. District will: (1) update the industrial waste survey; (2) issue permits to all Industrial Users required to obtain a permit; (3) conduct inspections, sampling and analysis; (4) take all enforcement action as outlined in the District's Enforcement Response Plan, and (5) perform any other technical or administrative duties deemed appropriate. In addition, District may take emergency action to stop or prevent any discharge which presents or may

present an imminent danger to the health or welfare of humans, which reasonably appears to threaten the environment, or which threatens to cause interference, pass through, or biosolids contamination as related to its collection system, wastewater treatment facility, and receiving stream.

2.A. Before an Industrial User located outside the jurisdictional boundaries of County discharges into County's sewer system, thereby indirectly discharging to the RRSDPOTW, County and District will enter into a written agreement with the jurisdiction in which such Industrial User is located. Such agreement will be substantially similar to this Agreement and must be entered into prior to any discharge from such Industrial User.

B. County grants the right to District of reasonable refusal of flow acceptance from all prospective Industrial Users that may discharge into the County sewer system which indirectly discharge into RRSDPOTW. Before a prospective Industrial User (client) planning to locate inside the jurisdictional boundaries of County completes its site selection process, County shall endeavor to submit or cause to be submitted an Industrial Waste Survey Short Form, executed by the client, to the District. Before an established facility desiring to become a User discharges into County's sewer system, County shall endeavor to submit or cause to be submitted an Industrial Waste Survey Short Form, executed by the User, to the District. The District will review the data provided in the waste survey form for pre-approval of the client or User for flow acceptance. The District shall issue the client or User a flow acceptance certification, if acceptable to the District, in the form of a written letter within 30 days of receipt of complete User or client industrial waste information.

C. County shall establish procedures for listing of new Industrial Users that are renters of single-owner multi-User developments and provide a semiannual report identifying those renters to the District. Said report shall be submitted listing the renters or stating "No new Industrial Users", as applicable. The District shall conduct, as necessary, but at least once annually an Industrial Waste Survey to establish production changes at existing industrial and commercial Users including single and multi User buildings.

D. Except by resolution executed by each party, neither the District nor the County shall obligate or otherwise encumber the expenditure of the other party's funds that may enhance existing sewer system components utilized by Industrial Users or offer incentives in lieu of revenue to attract prospective Industrial Users.

3. In regard to any User, except selected Users by mutual agreement, who purchases water from County and/or indirectly discharges to District sewage treatment system, County will provide District with a monthly list of water consumption for each User and payment, at the current District bulk rate, for sewer service based on the total amount of water consumed or metered by other means as agreed upon by both parties on sewer force mains discharging to the RRSDPOTW.

4. Users who are issued Industrial User Permits by the District under the pretreatment program shall be direct sewer only account holders with the District. Industrial User Permits issued to regulated customers shall require the installation of a sewer meter. The District will bill these customers monthly based on sewer meter readings obtained by District meter readers. Water accounts for these Industrial Users permitted by the District shall be direct water accounts of County under the current water purchase agreement dated July 1, 1989 or the latest revision thereof.

5. A. All Industrial Users shall be subject to the District's Utilization Policy that provides a first-gallon one time capacity charge based on the average daily flow of the User and the depreciated value of the RRSDPOTW. All Industrial Users shall be subject to the District wastewater treatment surcharge for high strength waste containing, but not limited to, CBOD5 and TSS.

B. All Industrial Users (IUs) must meet discharge limits without treatment provided by any intermediary agencies. Each IU shall be directly subject to compliance judgment by the District. Employees of the Industrial User shall be certified as required to operate the IU pre-treatment facilities.

6. County shall fully support through means of public education the District Land Application program for Class B biosolids generated by Industrial User waste loads. The District may deem it essential to purchase land, at the sole capital cost of the District, for land application in Northampton County to facilitate the District's responsibility to operate a biosolids management program consistent with 40 CFR Part 503 regulations. Prior to any such land purchase by District in Northampton County for above purposes, District must first receive County's written approval as to location and size.

7. A. If any provision of this Agreement is held to be invalid in any judicial action, the remaining provisions will remain in full force and effect.

B. The Parties will review and revise this Agreement to ensure compliance with the Federal Clean Water Act (33 U.S.C. §1251 et seq.) and rules and regulations (see 40 CFR Part 403) issued there under, as necessary, but at least once every 5 years on a date to be determined by the Parties.

C. Either Party may terminate this Agreement by providing written notice to the other Party. All benefits and obligations under this Agreement will cease following 270 calendar days from receipt of such notice.

8. If the authority of District to act as agent for County under this Agreement is questioned by an Industrial User, court of law, or otherwise, both Parties will take whatever action is necessary to ensure the implementation and enforcement of their sewer use ordinances against Industrial Users, including, but not limited to, implementing and enforcing their sewer use ordinance on their own behalf and/or amending this Agreement to clarify each Parties' authority.

9. This agreement constitutes the entire agreement between the Parties relating to the use of District's wastewater treatment system.

IN WITNESS WHEREOF, the Parties hereto, acting under authority of their respective governing bodies, have caused this contract to be executed in two counterparts, each of which shall constitute an original.

Control Authority:

ROANOKE RAPIDS SANITARY DISTRICT

By: _____
E. J. St Clair, Chairman

Attest:

J. R. Barber, Secretary

Contributing Jurisdiction:

COUNTY OF Northampton

By: _____
Chairman, County Board of Commissioners

Attest: _____

Clerk to the Board

DECISION PAPER

To: Northampton County Board of Commissioners

From: Jason S. Morris, Director Public Works

Date: March 16, 2015

Reference: Water and Wastewater Rates for Northampton County

Purpose: The purpose of this Decision Paper is to obtain approval by the Board of Commissioners for options presented on the water and wastewater rates for users of the Northampton County Water System.

Facts:

1. A new rate structure was put into effect for water usage after July 1, 2014. Utility bills for this began with the first bill going out on September 1, 2014.
2. Option 1: Keep all rates the same until the upcoming fiscal year.
 - a. We will have a better history of department revenue streams going into the next fiscal year. We only have three months left in this fiscal year and rates will be reviewed for adjustments during the budget process with any increases or decreases in rates to be effective for any water and wastewater usages after July 1, 2015.
3. Option 2: Reduce the User Fee for Water Users
 - a. Reduce User Fee on Water users Residential from \$19.50 to \$19.00 and Commercial from \$25.50 to \$25.00. Water Customers would see a reduction of \$0.50 in their monthly water bill. With 5,221 current users in the system this would be a decrease in revenue for the current year of \$13,052.50.
 - b. For the upcoming fiscal year 2015/2016 this would be a decrease in revenue of \$31,326.00. If put into effect immediately it is recommended that current expenditures are not changed and only reductions in capital reserves for the current fiscal year be made.
4. Option 3: Reduce the User Fee for Wastewater Users
 - a. Reduce User Fee on Wastewater users Residential from \$25.00 to \$20.00 and Commercial from \$30.00 to \$25.00. Wastewater Customers would see a reduction of \$5.00 in their monthly wastewater bill. With 608 current users in the system this would be a decrease in revenue for the current year of \$15,200.00.
 - b. For the upcoming fiscal year 2015/2016 this would be a decrease in revenue of \$36,480. If put into effect immediately it is recommended that current expenditures are not changed and only reductions in capital reserves for the current fiscal year be made.
5. Option 3: Reduce User Fee for Water and Wastewater Users

- a. Using option 2 and option 3 there would be a decrease in revenue for the current year of \$13,052.50 for water and \$15,200.00 for wastewater. If put into effect immediately it is recommended that current expenditures are not changed and only reductions in capital reserves for the current fiscal year be made.
 - b. Using option 2 and option 3 there would be a decrease in revenue for the upcoming fiscal year of \$31,326.00 for water and \$36,480 for wastewater.
6. Planned revenue for the 2014/2015 fiscal year with the new rate structure was \$3,298,692.00. Board approved revenue for the 2014/2015 fiscal year was \$3,051,287.00. There is a difference of \$247,405.00 between projected revenue and approved revenue. This difference amount would be set aside for capital reserves in the Water Sewer Fund.
 - a. Using Option 1, this would remain the same
 - b. Using Option 2, this would decrease the capital reserve amount from \$247,405.00 to \$234,352.50 for the current fiscal year
 - c. Using Option 3, this would decrease the capital reserve amount from \$247,405.00 to \$232,205.00 for the current fiscal year
 - d. Using Option 4, this would decrease the capital reserve amount from \$247,405.00 to \$219,152.50 for the current fiscal year

Discussion: The existing rate structure was set in accordance to NCGS 143-355.4 (b)(1). The current rate structure is needed to support the existing system through proper maintenance and equipment, and maintain qualified staff to serve the citizens of our County with quality water and sewer services they deserve. Rates were also set to help fund depreciation of the existing water system. A reduction in the planned capital reserve to be met should help lower utility bills for customers. Rates will be reviewed again during the budget process. By setting a capital reserve amount for future budgets, it will ensure the department can make capital outlay repairs as needed and increase the water and sewer enterprise fund cash reserves.

Recommendation: The Public Works Department recommends the Northampton County Board of Commissioners approve (1) Option 4 with a decrease in the amount of capital reserves for the current fiscal year and no decrease in expenditures for the current fiscal year and (2) approve a planned capital reserve amount in each future budget to be set at \$200,000.

Respectfully,

Jason S. Morris
Public Works Director

Coordination:

Finance Officer

Concur _____

Non-concur _____

Concur with comment see comments -Dot Vick

County Manager

Concur _____

Non-concur _____

Concur with comment Kimberly R. Dean *
3/11/15

Action by Decision Makers

Approved _____

Disapprove _____

Other _____

* Being that the recommended reductions are minimal, I would recommend waiting to decrease rates in the next fiscal year. During the budget process, I would have a better determination of how much rates can be decreased because expenditures will be accounted for and adjusted to address this reduction. I believe a capital Reserve of \$200,000 would be sufficient.

Comment on Water Decision Paper

March 10, 2015

After reviewing the Decision Papers I do not concur nor non-concur but state the following facts:

First, I think there needs to be a decision on an amount that should be set aside in each budget to build the fund equity and that is supported by the annual financial reports we receive each year from the auditors. In the current budget that amount is currently at approximately \$247,000. The budget should be prepared with the reserve amount at the top of the list and I would suggest no less the \$200,000 amount per year.

The 2014/2015 budget was prepared using the new water rate structure, with the proposed budget increasing by \$735,521 but was **approved** (after adjustments) at a \$488,116 increase. This budget includes a reserve of approximately \$247,000 and the new debt payment. The debt payment increased in current year from \$907,349 to \$1,054,768, an increase of \$147,419.00. This reduces the \$488,116 increase to \$340,697 or 13.3% increase over 2014 fiscal year budget.

Finally, in looking at the new rate structure, the thing that has resulted in the most change is the "user fee" that is included with this schedule. Although the water used did not increase that much the user fees increased by 100% because they were not part of the old rate structure. I do not attempt to make any suggestion other than the fact stated above which are:

You have a rate structure that provides for the # 1: increased debt payment, # 2: a budget that builds fund equity at approximately \$240,000 per year, #3, an operating budget with a 13.3% increase.

Respectively



Dot Vick

Jason Morris

From: Kimberly Turner <kimberly.turner@nhcnc.net>
Sent: Monday, March 09, 2015 7:29 AM
To: Jason Morris
Subject: Water/Sewer Rates Decision Paper

Jason,

Mrs. Greene has asked that you bring a decision paper back to the Board for this upcoming Commissioners' Meeting on March 16th in reference to the Water/Sewer Rates. She stated that she discussed this with Mrs. Vick and you should consult with Mrs. Vick in reference to your recommendations. My suggestion is to give them some options in making their decision. Option 1 would be to do nothing until the next fiscal year being that we will have a better history of revenue and being that we only have only three more months left in this fiscal year; Option 2 reduce the flat rate fee for the water rates; Option 3 reduce the flat rate fee for the sewer rates; Option 4 reduce the flat rate fee for the water and sewer rates. Also, you can explain what the affects would be on your budget for this fiscal year with each option. If the capital reserve can be reduced to \$200,000 that should help as well.

Thank you and please let Michelle know today that you will need to get on the agenda for this.

Kimberly L. Turner

County Manager
Northampton County
P.O. Box 808 * 108 W. Jefferson St.
Jackson, NC 27845
Ph: (252) 534-2501 Fax: (252) 534-1166
Email: Kimberly.turner@nhcnc.net

07/09/2014 18:25 |NORTHAMPTON COUNTY N.C.
mbradley |NEXT YEAR BUDGET LEVELS REPORT

|PG 1
|bgnyrpts

PROJECTION: 2015 FISCAL YEAR 2014/2015

FOR PERIOD 1

ENTERPRISE FUND	2013 REVISED BUD	2014 REVISED BUD	2015 Department	2015 Admin	2015 Board

613710 WATER & SEWER REVENUE					

613710 438350 SALE/ASSET	.00	.00	.00	.00	.00
613710 438360 INSURANCE	-15,237.30	.00	.00	.00	.00
613710 438361 G/L ASSETS	.00	.00	.00	.00	.00
613710 438390 MISC	.00	.00	.00	.00	.00
613710 440042 TRAN-PROJ	.00	.00	.00	.00	.00
613710 441000 RS W/S MGT	.00	.00	.00	.00	.00
613710 444400 DOT	.00	-17,250.00	.00	.00	.00
613710 444900 PUMP/HAUL	.00	.00	.00	.00	.00
613710 449700 INTEREST	-500.00	.00	.00	.00	.00
613710 451000 WATER	-2,140,023.00	-2,144,888.00	-2,735,378.00	-2,487,973.00	-2,487,973.00
613710 451100 SEWER	-357,448.00	-364,109.00	-532,896.00	-532,896.00	-532,896.00
613710 451500 FARM WATER	-9,500.00	-9,500.00	-8,750.00	-8,750.00	-8,750.00
613710 452000 HOOK UP	.00	.00	.00	.00	.00
613710 453000 INSTALL FE	-12,500.00	-12,500.00	-20,000.00	-20,000.00	-20,000.00
613710 453001 IMPACT FEE	.00	.00	.00	.00	.00
613710 455000 RET CHK	.00	-368.00	-1,668.00	-1,668.00	-1,668.00
613710 456340 DEP FORFEI	.00	.00	.00	.00	.00
613710 458000 RT CK OUT	.00	.00	.00	.00	.00
613710 460000 CONT FIXED	.00	.00	.00	.00	.00
613710 471100 SCRAP METE	.00	.00	.00	.00	.00
613710 491100 LOAN PROCV	.00	.00	.00	.00	.00
613710 499000 FUND BAL	-220,078.00	.00	.00	.00	.00
TOTAL WATER & SEWER REVENUE	-2,755,286.30	-2,548,615.00	-3,298,692.00	-3,051,287.00	-3,051,287.00
613910 PROCEEDS - BANK FINANCING					

613910 491100 BANK FINA	-55,701.00	-38,306.00	.00	.00	.00
TOTAL PROCEEDS - BANK FINANC	-55,701.00	-38,306.00	.00	.00	.00
613981 TRANSFER FROM OTHER FUNDS					

613981 400016 TRAN LIN P	.00	.00	.00	.00	.00
TOTAL TRANSFER FROM OTHER FU	.00	.00	.00	.00	.00
613985 TRANSFER FROM OTHER FUNDS					

613985 400066 TRANSFER	.00	.00	.00	.00	.00

DIFFERENCE OF \$247,405.

* CURRENT RATES WERE PROJECTED TO CREATE
THIS REVENUE FOR 2014/2015

07/09/2014 18:25 |NORTHAMPTON COUNTY N.C.
mbradley |NEXT YEAR BUDGET LEVELS REPORT

|PG
|bgnyxprt

PROJECTION: 2015 FISCAL YEAR 2014/2015

FOR PERIOD 1

			2013	2014	2015	2015	2015
ENTERPRISE FUND			REVISED BUD	REVISED BUD	Department	Admin	Board
-----			-----				
TOTAL TRANSFER FROM OTHER FU			.00	.00	.00	.00	.00
613990 FUND BALANCE APPROPRIATED			-----				
613990 499000 FUND BAL			.00	.00	.00	.00	.00
TOTAL FUND BALANCE APPROPRIA			.00	.00	.00	.00	.00
617110 ENTERPRISE FUND			-----				
617110	512100	SALARIES	368,105.00	363,820.00	370,099.00	370,099.00	370,099.00
617110	512135	SAL-STORM	.00	.00	.00	.00	.00
617110	512183	HLT REFUND	.00	.00	.00	.00	.00
617110	512200	OT/OC	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
617110	512201	ON CALL	.00	.00	.00	.00	.00
617110	512203	OT-MOCK	.00	.00	.00	.00	.00
617110	512205	STORM OT	.00	.00	.00	.00	.00
617110	512600	TEMP/PT	.00	.00	.00	.00	.00
617110	512700	LONG	6,200.00	7,310.00	7,185.00	7,276.00	7,276.00
617110	512800	MERIT	.00	2,380.00	1,909.00	1,909.00	1,909.00
617110	518100	FICA	23,251.00	23,875.00	24,231.00	24,237.00	24,237.00
617110	518101	FICA-VEHI	.00	.00	.00	.00	.00
617110	518200	RET.	26,971.00	27,696.00	28,108.00	28,114.00	28,114.00
617110	518300	HOSP. ER	59,500.00	71,500.00	77,220.00	77,220.00	77,220.00
617110	518500	UNEMPLOY	.00	.00	.00	.00	.00
617110	518600	WRKRS COMP	6,854.00	9,099.00	7,108.00	7,108.00	7,108.00
617110	518800	MED	5,394.00	5,539.00	5,622.00	5,622.00	5,622.00
617110	518801	MED-VEH US	.00	.00	.00	.00	.00
617110	518900	LIFE INS.	1,716.00	1,716.00	1,716.00	1,716.00	1,716.00
617110	518999	PROJ-COL	.00	.00	.00	.00	.00
617110	519200	LEGAL SERV	.00	.00	.00	.00	.00
617110	519399	RECRUIT	75.00	.00	.00	.00	.00
617110	519900	PROF SERVI	.00	.00	.00	.00	.00
617110	519901	ENG	.00	.00	.00	.00	.00
617110	519905	LEV-P5	.00	.00	.00	.00	.00
617110	521100	JAN SUPP	1,150.00	1,400.00	1,100.00	1,100.00	1,100.00
617110	521200	UNIFORMS	1,600.00	2,000.00	4,270.00	4,270.00	4,270.00
617110	521400	SAF/CLO/EQ	600.00	3,400.00	11,000.00	11,000.00	11,000.00
617110	525100	GAS/OIL	26,250.00	23,075.00	35,696.00	35,696.00	35,696.00
617110	525200	TIRES	2,600.00	2,300.00	4,916.00	4,916.00	4,916.00
617110	526100	OFF. SUPP.	7,279.00	10,280.00	9,108.00	9,108.00	9,108.00

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ENTERPRISE FUND	2013 REVISED BUD	2014 REVISED BUD	2015 Department	2015 Admin	2015 Board
617110 529000 TOOLS	2,250.00	1,325.00	1,500.00	1,500.00	1,500.00
617110 529100 DP SUPPLIE	300.00	.00	.00	.00	.00
617110 529200 CHEMICAL	6,323.00	9,300.00	9,300.00	9,300.00	9,300.00
617110 529990 HURRICANE	.00	.00	.00	.00	.00
617110 531100 TRAVEL	200.00	.00	.00	.00	.00
617110 532100 TELEPHONE	2,500.00	1,200.00	3,816.00	3,816.00	3,816.00
617110 532110 PAGER/SERV	.00	.00	.00	.00	.00
617110 532500 PSTG/BX RN	26,685.00	28,220.00	23,684.00	23,684.00	23,684.00
617110 533100 UTIL-ELEC	5,200.00	6,000.00	5,500.00	5,500.00	5,500.00
617110 533101 UTIL PUMPS	69,500.00	55,991.00	70,000.00	70,000.00	70,000.00
617110 533200 FUEL OIL	2,000.00	2,000.00	3,500.00	3,500.00	3,500.00
617110 533400 WATER	391,000.00	320,000.00	423,515.00	423,515.00	423,515.00
617110 533500 SEWAGE	392,358.00	300,000.00	423,536.00	423,536.00	423,536.00
617110 534200 COPIER COS	.00	.00	.00	.00	.00
617110 535000 STORM DAM	.00	.00	.00	.00	.00
617110 535010 BLDG-DAMAG	.00	.00	.00	.00	.00
617110 535012 GEN REPAIR	.00	.00	.00	.00	.00
617110 535100 MAINT/REP	500.00	5,500.00	5,000.00	5,000.00	5,000.00
617110 535200 MAIN/CONTR	4,567.70	6,341.00	14,231.00	14,231.00	14,231.00
617110 535201 REPAIR/PUM	51,926.00	20,000.00	44,375.00	44,375.00	44,375.00
617110 535300 VEH REPAIR	6,000.00	4,500.00	4,500.00	4,500.00	4,500.00
617110 535550 RELOCAT	.00	17,250.00	.00	.00	.00
617110 535900 REPAIRS	85,687.60	76,500.00	100,000.00	100,000.00	100,000.00
617110 535901 RADIO REPA	4,673.00	300.00	500.00	500.00	500.00
617110 536000 FREIGHT	1,750.00	1,000.00	1,000.00	1,000.00	1,000.00
617110 537000 ADV V & VI	.00	.00	.00	.00	.00
617110 538200 SOFTWARE	.00	.00	.00	.00	.00
617110 539500 TRAINING	3,170.00	6,367.00	4,623.00	4,623.00	4,623.00
617110 539900 SAMPLING	18,161.00	22,000.00	22,000.00	22,000.00	22,000.00
617110 539999 STORN PREP	.00	.00	.00	.00	.00
617110 542200 SOFT SUPP	10,356.00	10,156.00	11,172.00	11,172.00	11,172.00
617110 543200 LEASES	4,620.00	4,620.00	4,164.00	4,164.00	4,164.00
617110 544990 PUMP/HAUL	18,700.00	.00	.00	.00	.00
617110 545100 LIAB INS	.00	.00	.00	.00	.00
617110 545200 VEHICLE IN	13,000.00	13,400.00	13,400.00	13,400.00	13,400.00
617110 545300 BOND PRE	.00	.00	.00	.00	.00
617110 546100 DEP-EQUIP	.00	.00	.00	.00	.00
617110 546200 DEP-COMP	.00	.00	.00	.00	.00
617110 546400 DEP-VEHICL	.00	.00	.00	.00	.00
617110 546500 DEP-OTHER	.00	.00	.00	.00	.00
617110 546800 DEP-BLDG	.00	.00	.00	.00	.00
617110 548000 INDIRECT	42,808.00	77,618.00	70,000.00	70,000.00	70,000.00
617110 549100 PERMITS	5,540.00	5,540.00	5,540.00	5,540.00	5,540.00
617110 549500 OTHER LIC	770.00	570.00	1,120.00	1,070.00	1,070.00

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PROJECTION: 2015 FISCAL YEAR 2014/2015

FOR PERIOD 1

ENTERPRISE FUND			2013 REVISED BUD	2014 REVISED BUD	2015 Department	2015 Admin	2015 Board
617110	549900	RURAL WATE	.00	.00	400.00	400.00	400.00
617110	549999	< P.O.AMT	500.00	.00	.00	.00	.00
617110	551000	CO EQUIP	.00	.00	.00	.00	.00
617110	552000	C.O.-COMP	.00	.00	.00	.00	.00
617110	552005	C.O.-5000	.00	.00	.00	.00	.00
617110	553000	C.O. EQUIP	9,405.00	.00	.00	.00	.00
617110	554000	C.O.-VEH	.00	.00	.00	.00	.00
617110	554005	VEHICLES	57,501.00	42,806.00	.00	.00	.00
617110	554100	LEASE-VEH	.00	.00	.00	.00	.00
617110	555000	EQUIPMENT	20,489.00	.00	8,000.00	8,000.00	8,000.00
617110	557000	LAND PUR	.00	.00	18,000.00	18,000.00	18,000.00
617110	558005	CONSTRUCT	39,158.00	.00	.00	.00	.00
617110	558100	ENGIN-PH V	36,000.00	.00	.00	.00	.00
617110	559500	CO-TANKS	32,660.00	71,659.00	73,808.00	73,808.00	73,808.00
617110	569300	IMPACT-WEL	.00	.00	.00	.00	.00
617110	570000	DEBT SER	895,674.00	883,919.00	1,054,768.00	1,054,768.00	1,054,768.00
617110	570100	BAD DEBT	.00	.00	.00	.00	.00
617110	571000	DEREC EXP	.00	.00	.00	.00	.00
617110	572000	INT EXPENS	.00	.00	.00	.00	.00
617110	598000	PHASE V	.00	.00	.00	.00	.00
617110	598011	TRAN-GF	.00	6,500.00	.00	.00	.00
617110	598023	TRANSFER	.00	.00	.00	.00	.00
617110	598047	TRAN-F47	.00	.00	.00	.00	.00
617110	598060	TRAN F 60	.00	.00	.00	.00	.00
617110	598806	PHASE VI	.00	.00	.00	.00	.00
617110	599000	CR EXPAN	.00	.00	.00	.00	.00
617110	599901	APPROP	.00	.00	.00	.00	.00
617110	599998	DEBT-COPIE	3,010.00	3,010.00	.00	.00	.00
617110	599999	DEBT PAY	.00	19,439.00	32,494.00	32,494.00	32,494.00
TOTAL ENTERPRISE FUND			2,810,987.30	2,586,921.00	3,051,234.00	3,051,287.00	3,051,287.00
619800	TRANSFER TO OTHER FUNDS						
619800	598000	CONT-DPROJ	.00	.00	.00	.00	.00
619800	598003	TRAN/MCELR	.00	.00	.00	.00	.00
619800	598011	TRAN-GF	.00	.00	.00	.00	.00
619800	598016	LOAN-LINCO	.00	.00	.00	.00	.00
619800	598022	TRANSFER22	.00	.00	.00	.00	.00
619800	598027	CONT-REG W	.00	.00	.00	.00	.00
619800	598039	TRAN F P M	.00	.00	.00	.00	.00
619800	598041	NORTH/GARY	.00	.00	.00	.00	.00
619800	598043	TRANSFER	.00	.00	.00	.00	.00

MAX CHANGE

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PROJECTION: 2015 FISCAL YEAR 2014/2015

FOR PERIOD 1

ENTERPRISE FUND			2013 REVISED BUD	2014 REVISED BUD	2015 Department	2015 Admin	2015 Board
619800	598046	TRANSFER	.00	.00	.00	.00	.00
619800	598047	PUB WORK	.00	.00	.00	.00	.00
619800	598066	CONT-SW	.00	.00	.00	.00	.00
TOTAL TRANSFER TO OTHER FUND			.00	.00	.00	.00	.00
TOTAL ENTERPRISE FUND			.00	.00	-247,458.00	.00	.00

Ad Valorem Tax Appeals:

Mrs. Cathy Allen, Tax Administrator, appeared before the Board to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$772.74 on six appeals.

A motion was made by Chester Deloatch and seconded by Virginia Spruill that the Board of Commissioners approve the request for release or refund of the Ad Valorem Tax appeals submitted herewith in the amounts and for the reasons stated on the listings. **Question Called:** **All present voting yes. Motion carried.**

Mrs. Allen also appeared before the Board to obtain approval to release or refund Ad Valorem taxes assessed in the amount of \$1,994.42 on 37 appeals.

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the request to release or refund of Ad Valorem tax appeals submitted for \$1,994.42. **Question Called:** **All present voting yes. Motion carried.**

Management Matters:

Ms. Kimberly Turner, County Manager, appeared before the Board to request a date and time for a Public Hearing in reference to the Revolving Loan Fund application. Before she went further with the Public Hearing, Ms. Turner mentioned that there was some discussion last year about having a Commissioners' meeting on Easter Monday. She asked if the Board was still ok with this. It was a Board Consensus that having a meeting on Easter Monday can continue. She is requesting April 6th at 10:05 for this Public Hearing.

A motion was made by Robert Carter and seconded by Chester Deloatch that a Public Hearing be set on April 6th at 10:05 am. **Question Called:** **All present voting yes. Motion carried.**

Ms. Turner also asked the Board about the NCACC's Legislative Goals for 2015. This is part of the "meeting in a box" materials that the Commissioners get every year to schedule meetings with our Representatives. She asked the Board how they would like to handle the meeting this year. She also reminded the Board that Senator Smith-Ingram will be here in the County on April 2nd. Chairwoman Greene asked that we contact Representative Wray to see if he will be able to meet with the Commissioners while Senator Smith-Ingram is here.

Ms. Turner also reminded the Board that she will be out of the County this week in training.

Ms. Turner received a request from Tri County Airport requesting an additional \$5,000 for next fiscal year. However, her recommendation is to take the money out of this fiscal year because whatever is appropriated to them, has to be appropriated to the other airport as well. She reminded the Board that they want to be equal in appropriation when they are allocating funds during the budget sessions. Ms. Turner recommends taking the money out of Contingency.

A motion was made by Robert Carter and seconded by Joseph Barrett that we take from Contingency the \$5,000 to support the Tri County Airport for its fuel system. **Question Called:** **All present voting yes. Motion carried.**

Ms. Turner also mentioned that a Department Head retreat has been scheduled for Friday, March 27, 2015 from 8:30 am-4:00 pm. The money for this retreat is being paid out of already budgeted funds.

Also, there is a meeting with the Board of Education on March 26th at 4:00 pm at the Central Office, as well as a meeting with the Department of Revenue on March 31st at 10:00 am in the Commissioners' Room. As discussed earlier, the CADA celebration banquet will be on April 30th.

Citizens/Board Comments:

Chairwoman Greene called for Citizens Comments.

None were heard.

Chairwoman Greene called for Board Comments.

Commissioner Spruill noted that she attended an Essentials in Government training in New Bern. She passed out some information that she received on the "Eight Expectations for Effective Boards of County Commissioners."

Vice-Chairman Barrett said he appreciates the Board supporting the Airport's above ground fuel station.

Commissioner Carter mentioned earlier that the Board needed to get together to brainstorm for the meeting with the Board of Education. It was decided that the discussion could take place after closed session.

A motion was made by Robert Carter and seconded by Joseph Barrett to recess regular session.

Question Called: All present voting yes. Motion carried.

A motion was made by Joseph Barrett and seconded by Robert Carter to enter into a closed session for the purpose of G.S. 143-318.11(a)(6).

Question Called: All present voting yes. Motion carried.

A motion was made by Chester Deloatch and seconded by Robert Carter to adjourn closed session.

Question Called: All present voting yes. Motion carried.

A motion was made by Joseph Barrett and seconded by Robert Carter to enter into regular session.

Question Called: All present voting yes. Motion carried.

There was a discussion with Mrs. Vick concerning documents that are needed for the meeting with the Board of Commissioners and the Board of Education.

A motion was made by Joseph Barrett and seconded by Virginia Spruill to adjourn.

Question Called: All present voting yes. Motion carried.