



# Nash County Board of Commissioners

## Regular Board Meeting

July 6, 2020

Claude Mayo, Jr. Administration Building

3rd Floor - Frederick B. Cooper Commissioners Room

120 West Washington Street

Nashville, North Carolina

Citizens with disabilities requiring assistance to participate in public meetings should contact the County Manager's office.

## July 2020 Regular Board Meeting

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1. Call to Order  
Chairman Robbie B. Davis

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2. Invocation  
Commissioner Sue Leggett

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3. Pledge of Allegiance  
Vice Chairman Wayne Outlaw

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4. Approval of Minutes

Regular Meeting Minutes of June 1, 2020 Page 6

Regular Meeting Minutes of June 15, 2020 Page 98

Recessed Meeting Minutes of June 29, 2020 Page 122

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5. Public Comment

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6. Resolution Reaffirming Oaths and Obligations to Uphold  
and Defend the Constitutions of the United States and the  
State of North Carolina  
Allen Chesser

Resolution Page 128

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7. Work Ready Communities  
Duna Dickinson, NCWorks Outreach Coordinator

Summary of Request Page 130

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8. Subdivision Waiver Request for the Major Subdivision  
Final Plat for Linda Foster Rich, S. J. Bartholemew Tract,  
Phase II Regarding Shared Driveway Access Easements  
on N NC Highway 58  
Adam Tyson, Planning Director

Summary of Request Page 131

Aerial Photograph Page 134

Major Subdivision Final Plat Sheet 1 Page 135

Major Subdivision Final Plat Sheet 2 Page 136

Highlighted Map Detail Page 137

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9. Renewal of Franchise Agreements with North State Medical Transport, Eastern Medical Transport and METZ Medical Transport  
Brian Brantley, Emergency Management Director

Summary of Request Page 138

North State Medical Transport Agreement Page 139

Eastern Medical Transport Agreement Page 140

METZ Medical Transport Agreement Page 141

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10. Housing Urgent Repair Program (2020)  
Donna Wood, Finance Officer

Summary and Grant Project Ordinance Page 142

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11. 2020 Essential Single Family Rehabilitation Loan Pool  
Donna Wood, Finance Officer

Summary and Grant Budget Ordinance Page 144

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12. COVID-19 Grant Project Ordinance Amendment 2  
Donna Wood, Finance Officer

Summary of Request and Amendment Page 147

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13. Procurement Card Policy  
Donna Wood, Finance Officer

Summary of Request Page 150

Policy Page 152

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14. Recess the Regular Meeting

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15. Call to Order - Central Nash Water and Sewer District Board	
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16. Central Nash Water and Sewer Project Amendment Donna Wood, Finance Officer	
Summary and Project Ordinance	Page 161
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17. Call for a Motion to Adjourn the Central Nash Water and Sewer District Board	
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18. Call Back to Order the Regular Meeting	
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19. Board Appointments Stacie Shatzer, Assistant County Manager	
Summary of Request	Page 165
Board Appointment Workbook	Page 166
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20. Monthly Tax Report Doris Sumner, Acting Tax Administrator	
Summary	Page 169
Monthly Tax Report	Page 171
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21. Tax Refunds Doris Sumner, Acting Tax Administrator	
Summary of Request	Page 177
Refund Requests	Page 178
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22. Commissioner Comments	
<hr/>	
23. Manager's Report Zee Lamb, County Manager	
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24. Closed Session	

Closed session as permitted by NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege; NCGS 143-318.11(a)(4) for the discussion of matters relating to economic development and the location or expansion of industries or other businesses in the County; and NCGS 143-318.11(a)(6) to consider the qualifications and performance of an employee.

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## 25. Adjournment

## RESOLUTION OF THE BOARD OF COMMISSIONERS

### NASH COUNTY, NORTH CAROLINA

#### REAFFIRMING OATHS AND OBLIGATIONS TO UPHOLD AND DEFEND THE CONSTITUTIONS OF THE UNITED STATES AND THE STATE OF NORTH CAROLINA

**WHEREAS**, the Nash County Board of Commissioners are the duly elected governing body of Nash County, North Carolina; that upon each Commissioner's election he/she takes the following oath of office:

"I do solemnly swear that I will support the Constitution of the United States, so help me God"

"I do further solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God"

"I do further swear that I will well and truly execute the duties of the office of County Commissioner according to the best of my skill and ability, according to law, so help me God."

**WHEREAS**, it is the sworn duty of each Commissioner to uphold the entire Constitution of the United States and the Constitution of the State of North Carolina; that further it is our duty to uphold the laws of the United States and the laws of the State of North Carolina not inconsistent therewith; and

**WHEREAS**, *the Second Amendment to the U.S. Constitution states "(a) well-regulated Militia, being necessary to the security of a Free State, the right of the people to keep and bear Arms, shall not be infringed;" and*

**WHEREAS**, *the United States Supreme Court in its decision District of Columbia v. Heller, held that the Second Amendment protects the right to possess a handgun in the home for the purpose of self-defense; and*

**WHEREAS**, *the United States Supreme Court in its decision McDonald v. City of Chicago held that the Due Process Clause of the Fourteenth Amendment incorporates the Second Amendment right recognized in Heller; and*

**WHEREAS**, *an amendment was adopted in 1970 to modify Section 30 of the North Carolina State Constitution to state "A well regulated militia being necessary to the security of a free State, the right of the people to keep and bear arms shall not be infringed; and, as standing*

*armies in time of peace are dangerous to liberty, they shall not be maintained, and the military shall be kept under strict subordination to, and governed by, the civil power. **Nothing herein shall justify the practice of carrying concealed weapons, or prevent the General Assembly from enacting penal statutes against that practice;***" and

**WHEREAS**, *this amendment is in direct conflict with the Second Amendment of the United States Constitution and the "right of the people to keep and bear arms;" and*

**WHEREAS**, *this amendment is in direct conflict with the Fourteenth Amendment of the United States Constitution and the Court's interpretation of Heller and McDonald;*

**NOW THEREFORE BE IT RESOLVED**, *that the Nash County Board of Commissioners does hereby affirm their opposition to any and all legislation, and/or Executive Orders that infringes upon the Second and Fourteenth Amendment rights of the people as set forth in the Heller and McDonald decision, **AND**, will withhold county funding or monies from any and all offices or departments used for the purpose of violating those rights;*

**NOW, THEREFORE BE IT FURTHER RESOLVED**, *that the Nash County Board of Commissioners does hereby affirm our support and desire to see the Constitution of State of North Carolina properly align with the intent of the Founder and the Second Amendment by striking the language of "Nothing herein shall justify the practice of carrying concealed weapons, or prevent the General Assembly from enacting penal statutes against that practice" from Section 30 of the state constitution;*

**NOW, THEREFORE BE IT FURTHER RESOLVED**, *that the Nash County Board of Commissioners does hereby reaffirm our solemn oaths and obligations to uphold and defend the Constitutions of the United States and the State of North Carolina so help us God.*

**ADOPTED** *this the XXth day of XXXXXXXXX, 20XX.*

**Nash COUNTY BOARD OF COMMISSIONERS**

ATTEST:

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*Janice Evans, Clerk*

*Nash County Board of Commissioners*

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*Robbie Davis, Chairman*

**Nash County**  
**Commissioner's Agenda Information Sheet**

Date: Monday, July 6, 2020

page 1 of 1  
attachments: no

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Item:	Work Ready Communities
Initiated By:	Duna Dickinson, NCWorks Outreach Coordinator
Action Proposed:	Information Only

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**Description:**

Duna Dickinson will share information on Nash County being certified as a Work Ready Community. She will reference the following website during her presentation:

<https://www.workreadycommunities.org/NC/127>

**Nash County  
Commissioner's Agenda Information Sheet**

Date: July 6, 2020

Page 1 of 3  
Attachments: 3

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Item: Subdivision Waiver Request for the Major Subdivision Final Plat for Linda Foster Rich, S. J. Bartholemew Tract, Phase II regarding shared driveway access easements on N NC Highway 58.

Initiated By: Adam Tyson, Planning Director

Actions Proposed: Approve or deny the subdivision waiver request.

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**Property Tax ID:** PIN # 288400164643 / Parcel ID # 335083 (2.19 Acres)  
PIN # 288400165464 / Parcel ID # 335084 (2.28 Acres)

**Commissioner District:** District #1 – Lou Richardson

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**Description of the Subject Property:**

The subject property consists of two adjacent tracts of land in the ownership of Linda Foster Rich that total 4.46 acres in area and are located on the west side of N NC Highway 58, north of Matthews Crossroads and just south of Simmons Road and the Town of Castalia, in the A1 (Agricultural) Zoning District.

These two undeveloped lots were subdivided from a larger tract of land known as the S. J. Bartholemew Tract on February 3, 2020. The subject property is located in the Tar-Pamlico River Basin. It is not located within a regulated floodplain or a designated watershed protection overlay district and does not appear to be impacted by any riparian stream buffers.

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**Description of the Subdivision Waiver Request:**

Civiltek East, the land surveyor, has submitted a major subdivision final plat for the subject property on behalf of the property owner and Stone Auction & Realty, the prospective developer, which proposes the subdivision of the two existing lots into four new residential lots, each with direct access to the N NC Highway 58 public road right-of-way. This proposal is considered Phase II of the subdivision of the former S. J. Bartholemew Tract.

The Nash County Unified Development Ordinance (UDO) identifies N NC Highway 58 as a road "having significant traffic mobility concerns" due to its high volume of daily vehicle traffic exceeding 1,000 vehicles per day. While the standard minimum lot width required in the A1 (Agricultural) Zoning District is 100 feet per lot; UDO Article X, Section 10-7, Subsection 10-7.2 (F) requires that residential lots subdivided with direct

vehicular access to these roads (such as proposed Lots 1-A, 1-B, 2-A, & 2-B) must include either 100 feet of additional lot width or at least 50 feet of additional lot width and up to 50,000 square feet of additional lot area. These regulations are intended to limit the proliferation of driveways and vehicular access points located along these heavily traveled roadways in order to decrease the potential for traffic accidents.

While all four proposed new lots include sufficient lot width to satisfy the standard minimum dimensional requirements of the zoning district (100 feet), none of them is wide enough to meet the additional requirements for lots located along a high traffic road.

However, UDO Article X, Section 10-7, Subsection 10-7.2 (F) & Section 10-8 authorize the Board of Commissioners to grant waivers of these additional lot width requirements, provided that the developer demonstrates either a physical hardship or equal or better performance in the furtherance of the purposes of the Ordinance.

**Therefore, the prospective developer has requested a waiver of the additional lot width required along high traffic roads for the four proposed new residential lots on the grounds that the waiver “will result in equal or better performance in the furtherance of the purposes of the ordinance” subject to the establishment of two 20-foot wide private access easements for shared joint driveways to be located along the common lot boundaries between Lots 1-A & 1-B and Lots 2-A & 2-B instead of four separate individual driveways.**

The access easements will restrict the lots to just two points of vehicular access on the subject property and the establishment of a 5-foot wide non-access easement on the remaining frontage of all four lots along the N NC Highway 58 public road right-of-way will discourage the construction of additional driveways in the future.

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### **TRC & Planning Board Recommendations:**

The subdivision waiver request related to the Major Subdivision Final Plat for Linda Foster Rich, S. J. Bartholemew Tract, Phase II was considered by the Nash County Technical Review Committee (TRC) via email on May 29, 2020 and by the Nash County Planning Board via conference call on June 15, 2020.

Both the TRC and the Planning Board voted unanimously to recommend **APPROVAL** based on a determination that the requested waiver will result in equal or better performance in the furtherance of the purposes of the ordinance and that the proposed subdivision design is otherwise consistent with the applicable standards of the UDO.

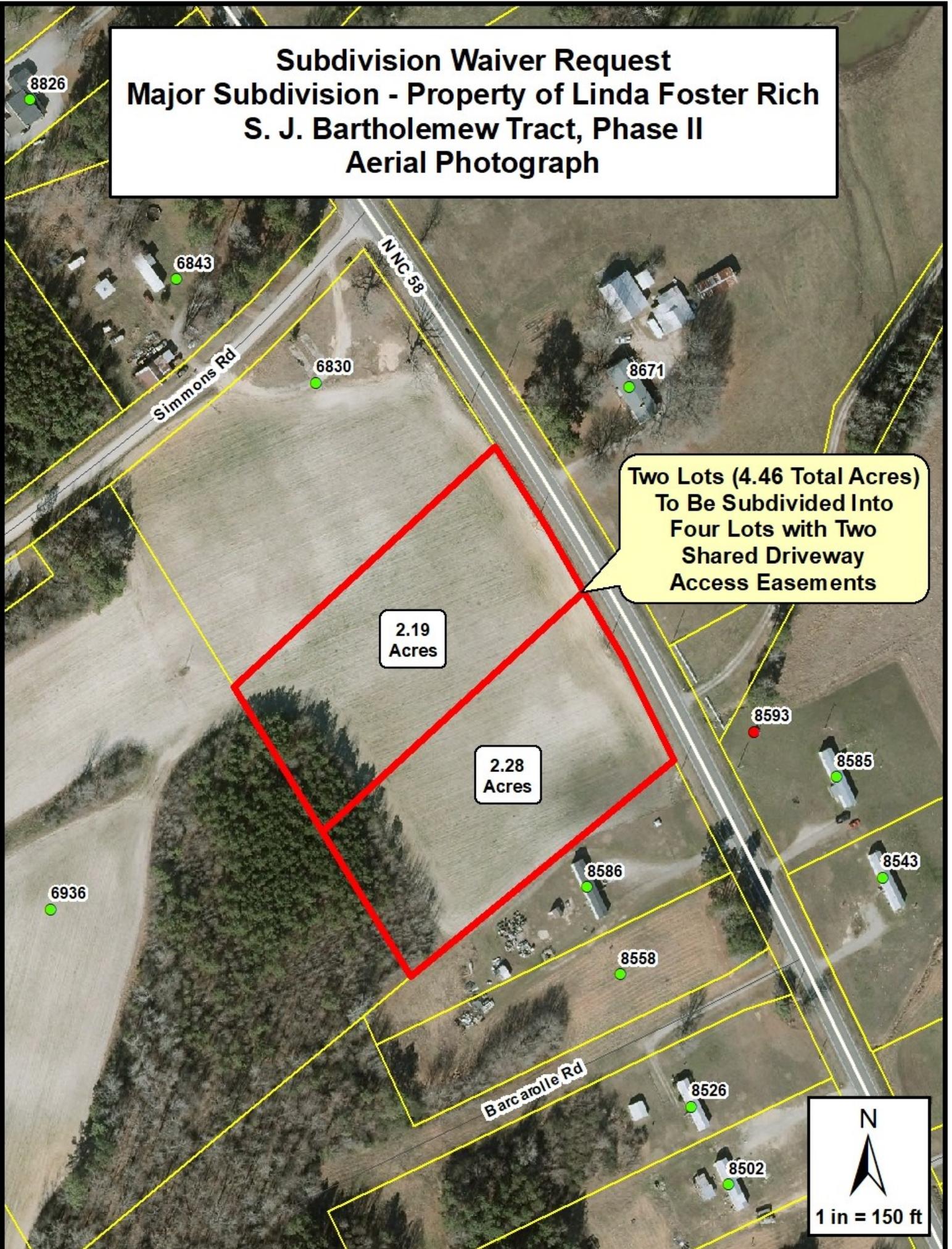
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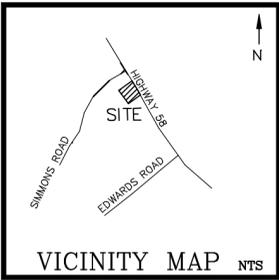
**Suggested Motion:**

*I move that the Nash County Board of Commissioners **APPROVE or DENY (choose one)** the subdivision waiver request related to the Major Subdivision Final Plat for Linda Foster Rich, S. J. Bartholemew Tract, Phase II.*

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**Subdivision Waiver Request  
Major Subdivision - Property of Linda Foster Rich  
S. J. Bartholemew Tract, Phase II  
Aerial Photograph**





"NASH COUNTY PUBLIC WATER SERVICE IS AVAILABLE ALONG N NC HIGHWAY 58 AND DEVELOPMENT ON THE LOTS SHOWN HEREON MAY BE REQUIRED TO CONNECT. CONTACT NASH COUNTY PUBLIC UTILITIES AT 1-252-462-2436 FOR MORE INFORMATION."

LINE TABLE		
LINE	LENGTH	BEARING
L1	29.82	N52°44'30"E
L2	30.68	N52°44'30"E
L3	49.22	N31°08'48"W
L4	78.36	N58°51'12"E
L5	46.88	S31°08'48"E
L6	83.63	N57°06'55"E
L7	41.75	N59°49'46"E
L8	30.01	S31°08'48"E
L9	78.40	N60°33'59"E
L10	30.02	N31°08'48"W
L11	32.17	N26°34'01"W

LINE TABLE		
LINE	LENGTH	BEARING
L12	30.39	N52°44'30"E
L13	19.26	S28°02'27"E
L14	27.70	S22°38'52"E
L15	30.62	N55°49'18"E

GENERAL NOTES:

1. AREA COMPUTED BY COORDINATE METHOD.
2. NO NCGS MONUMENTS FOUND WITHIN 2000'.
3. ALL DISTANCES SHOWN ARE HORIZONTAL.

SITE DATA

PIN # 288400164643 PIN # 288400165464  
 PARID: 335083 PARID: 335084  
 CURRENT OWNER:  
 RICH, LINDA F.  
 MAILING ADDRESS:  
 P.O. BOX 6  
 CASTALIA, N.C. 27816  
 D.B. 969 PG. 96  
 P.B. 42 PG. 107  
 ZONING A-1  
 FRONT 50'  
 SIDE 15'  
 REAR 30'  
 LINDA RICH 1-252-908-7203

AREA COMPUTED BY COORDINATE METHOD  
 ALL DISTANCES SHOWN ARE HORIZONTAL  
 NO NCGS MONUMENT FOUND WITHIN 2000'



\* LEGEND

- ISS • IRON STAKE SET
- EIS • EXISTING IRON STAKE
- PKS ▲ PK NAIL SET
- EPK ▲ EXISTING PK NAIL
- PP □ POWER POLE
- R/W — RIGHT OF WAY
- RRS • RAILROAD SPIKE SET
- ERR • EX-RAILROAD SPIKE
- NLS ▲ NAIL SET
- OHE — OVERHEAD ELECTRIC
- CP • COMPUTED POINT
- MON. □ CONCRETE MONUMENT
- CMP — CORRUGATED METAL PIPE
- PED ■ PHONE PEDISTAL
- ⊙ EXISTING WELL
- ⊙ WM WATER METER
- TRANSFORMER BOX
- WOOD LINE
- OVERHEAD ELECTRIC
- X—X— FENCE

LINETYPE LEGEND:

PROPERTY LINE (P/L)	—————
RIGHT OF WAY (R/W)	—————
CENTERLINE (C/L)	—————
OVERHEAD UTILITY LINE (OHU)	—————
ADJOINING PROPERTY LINE	—————
MINIMUM BUILDING LINE (MBL)	—————
EDGE OF PAVEMENT (EOP)	—————
ACCESS EASEMENT	—————
WOODLINE	~~~~~

CERTIFICATE OF MINOR PLAT APPROVAL  
 I HEREBY CERTIFY THAT THE MINOR SUBDIVISION SHOWN ON THIS PLAT DOES NOT INVOLVE THE CREATION OF NEW PUBLIC ROADS OR ANY CHANGE IN EXISTING PUBLIC ROADS, THAT THE SUBDIVISION SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE NASH COUNTY UNIFIED DEVELOPMENT ORDINANCE, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE NASH COUNTY PLANNING DIRECTOR, SUBJECT TO ITS BEING RECORDED IN THE NASH COUNTY REGISTRY WITHIN SIXTY DAYS OF THE DATE BELOW.

PRELIMINARY PLAT NOT FOR SALES  
 RECORDATION OR CONVEYANCES

PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

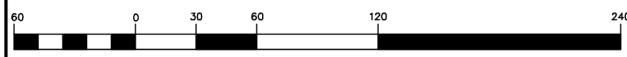
CERTIFICATE OF OWNERSHIP  
 I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF NASH COUNTY, AND THAT I (WE) FREELY ADOPT THIS PLAN OF SUBDIVISION. I (WE) FURTHER CERTIFY THAT THE RESIDUAL TRACT ON THIS PLAN CANNOT BE FURTHER SUBDIVIDED WITHIN TWO YEARS OF THE DATE OF RECORDATION UNLESS A SKETCH PLAN AN/OR PRELIMINARY PLAT AND FINAL PLAT ARE SUBMITTED FOR THE ENTIRE REMAINDER.

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
 OWNER \_\_\_\_\_ DATE \_\_\_\_\_

MAJOR SUBDIVISION FINAL PLAT  
 FOR  
 LINDA FOSTER RICH  
 S.J. BARTHOLEMEW TRACT  
 PHASE II  
 Castalia Township  
 Nash County North Carolina  
 Scale: 1" = 60'  
 6-10-2020

I, \_\_\_\_\_, REVIEW OFFICER OF NASH COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

I, TED S. HOPKINS, PROFESSIONAL LAND SURVEYOR No. L-3976, CERTIFY THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.  
*Ted S. Hopkins*  
 TED S. HOPKINS, PROFESSIONAL LAND SURVEYOR No. L-3976



**Civiltek East**  
 Surveying Planning Subdivision Design  
 602 EAST NASH STREET (252) 478-5005  
 SPRING HOPE, N.C. 27882 FIRM C-2000  
 CIVILTEKEAST@GMAIL.COM 142762(TWO).dwg

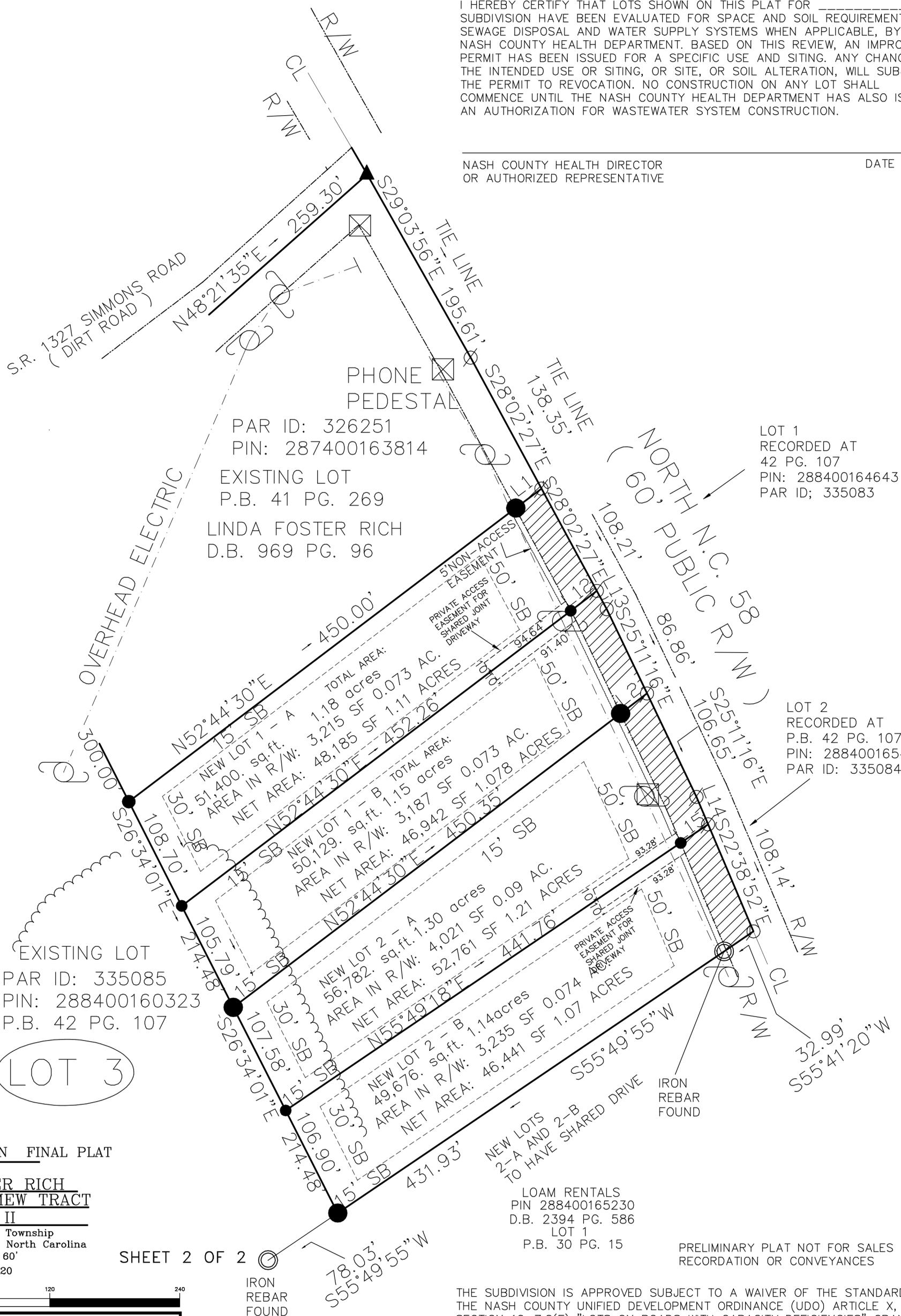
DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_  
 NORTH CAROLINA NASH COUNTY  
 FILED FOR REGISTRATION AT, \_\_\_\_\_ M.,  
 OF DEEDS OFFICE. \_\_\_\_\_ 20 \_\_\_\_ 20 \_\_\_\_ IN THE REGISTER  
 RECORDED IN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 REGISTER OF DEEDS  
 BY: \_\_\_\_\_

I, TED S. HOPKINS CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 1328, PAGE 524; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK 2135, PAGE 561; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000 ±; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 10 DAY OF JUNE AD. 20 20  
*Ted S. Hopkins*  
 TED S. HOPKINS, PROFESSIONAL LAND SURVEYOR No. L-3976

I HEREBY CERTIFY THAT LOTS SHOWN ON THIS PLAT FOR SUBDIVISION HAVE BEEN EVALUATED FOR SPACE AND SOIL REQUIREMENTS FOR SEWAGE DISPOSAL AND WATER SUPPLY SYSTEMS WHEN APPLICABLE, BY THE NASH COUNTY HEALTH DEPARTMENT. BASED ON THIS REVIEW, AN IMPROVEMENT PERMIT HAS BEEN ISSUED FOR A SPECIFIC USE AND SITING. ANY CHANGE IN THE INTENDED USE OR SITING, OR SITE, OR SOIL ALTERATION, WILL SUBJECT THE PERMIT TO REVOCATION. NO CONSTRUCTION ON ANY LOT SHALL COMMENCE UNTIL THE NASH COUNTY HEALTH DEPARTMENT HAS ALSO ISSUED AN AUTHORIZATION FOR WASTEWATER SYSTEM CONSTRUCTION.

NASH COUNTY HEALTH DIRECTOR  
OR AUTHORIZED REPRESENTATIVE

DATE



PAR ID: 326251  
PIN: 287400163814  
EXISTING LOT  
P.B. 41 PG. 269  
LINDA FOSTER RICH  
D.B. 969 PG. 96

LOT 1  
RECORDED AT  
42 PG. 107  
PIN: 288400164643  
PAR ID; 335083

LOT 2  
RECORDED AT  
P.B. 42 PG. 107  
PIN: 288400165464  
PAR ID: 335084

EXISTING LOT  
PAR ID: 335085  
PIN: 288400160323  
P.B. 42 PG. 107

LOT 3

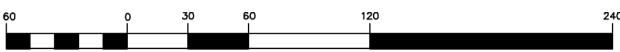
LOAM RENTALS  
PIN 288400165230  
D.B. 2394 PG. 586  
LOT 1  
P.B. 30 PG. 15

PRELIMINARY PLAT NOT FOR SALES  
RECORDATION OR CONVEYANCES

MAJOR SUBDIVISION FINAL PLAT  
FOR  
LINDA FOSTER RICH  
S.J. BARTHOLEMEW TRACT  
PHASE II

Castalia Township  
Nash County North Carolina  
Scale: 1"= 60'  
6-10-2020

SHEET 2 OF 2



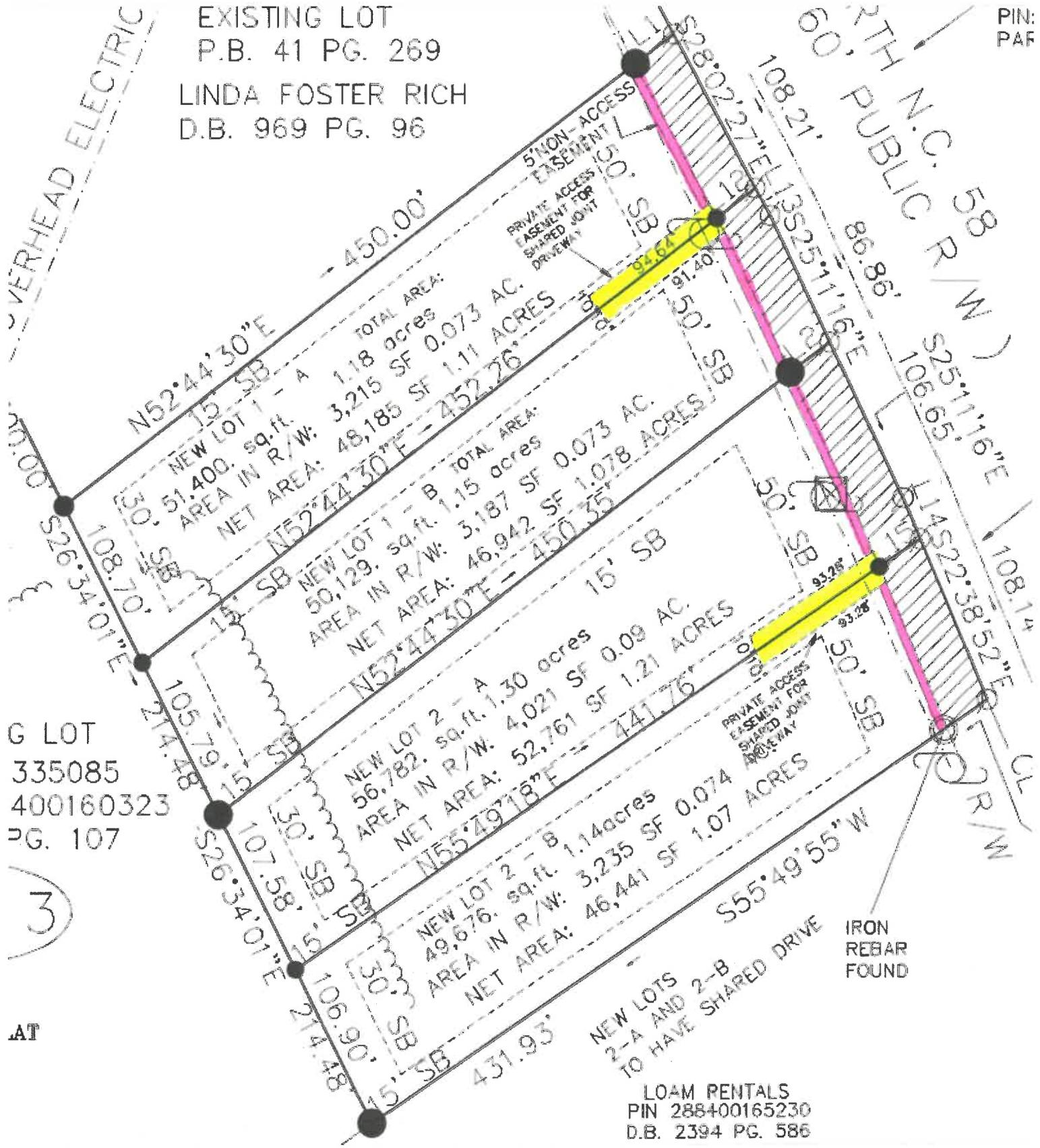
**Civiltek East**  
Surveying Planning Subdivision Design  
602 EAST NASH STREET (252) 478-5005  
SPRING HOPE, N.C. 27882 FIRM C-2000  
CIVILTEKEAST@GMAIL.COM 142762(TWO).dwg

DIXIE PLACE LAND LLC  
PIN 288400269802U  
D.B. 2394 PG. 596

THE SUBDIVISION IS APPROVED SUBJECT TO A WAIVER OF THE STANDARDS OF THE NASH COUNTY UNIFIED DEVELOPMENT ORDINANCE (UDO) ARTICLE X, SECTION 10-7.2(F) "LOTS ON ROADS WITH CAPACITY DEFICIENCIES" GRANTED BY THE NASH COUNTY BOARD OF COMMISSIONERS ON JULY 6, 2020 ON THE GROUNDS THAT THE WAIVER WILL RESULT IN EQUAL OR BETTER PERFORMANCE IN THE FURTHERANCE OF THE PURPOSES OF THE ORDINANCE IN ACCORDANCE WITH UDO ARTICLE X, SECTION 10-8 "WAIVERS" SUBJECT TO THE RESTRICTION THAT NO ADDITIONAL DRIVEWAYS OR POINTS OF VEHICULAR ACCESS SHALL BE PERMITTED FOR THE LOTS SHOWN HEREON.

EXISTING LOT  
 P.B. 41 PG. 269  
 LINDA FOSTER RICH  
 D.B. 969 PG. 96

PIN:  
 PAF



G LOT  
 335085  
 400160323  
 PG. 107

3

AT

**Nash County  
Commissioner's Agenda Information Sheet**

Date: Monday, July 6, 2020

page 1 of 1  
attachments: Yes

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Item:	Renewal of Franchise Agreements with North State Medical Transport, Eastern Medical Transport and METZ Medical Transport.
Initiated By:	Brian Brantley, Emergency Management Director
Action Proposed:	Approval of Franchise Agreements (First Approval as Required By General Statute)

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**Description:**

North State Medical Transport, Eastern Medical and METZ Medical Transport have applied to continue providing ambulance services to Nash County. The applications have been reviewed and the Emergency Services Director recommends approval.

Each of these transport service providers will operate in the County only at the request of Nash County EMS on an as needed basis. All services have agreed to this and the Franchise Agreement will include this provision.

This is the first of two approvals as required by General Statute.

**Recommendation:**

Approval



## NASH COUNTY EMERGENCY SERVICES

Nash County Administration Building  
120 West Washington Street, Suite 1102  
Nashville, North Carolina 27856  
Phone (252) 459-9805 – Fax (252) 459-1647

Brian Brantley  
Director

### THIS FRANCHISE IS GRANTED TO NORTH STATE MEDICAL TRANSPORT SUBJECT TO THE FOLLOWING REGULATIONS:

**NORTH STATE MEDICAL TRANSPORT** shall operate under the direction and supervision of the Nash County Director of Emergency Services, and comply with all State and County Regulations.

- A. This franchisee shall have two ambulances meeting all state requirements. All convalescent and non-emergency calls will be answered in a timely manner.
- B. The franchise is issued for Nash County only for a period of one year from the date of approval by the Nash County Board of Commissioners.
- C. The transporting of deceased shall be done as directed by the Medical Examiner or Director of Emergency Services.
- D. The dispatching will be done by the franchisee. There will be no refusal to transport.
- E. The franchisee shall submit a monthly report of the number of transports for that month and the end of year report on the total number of transports.
- F. This franchise is granted for convalescent and non-emergency transports only. If a patient is unstable or not within the guidelines as set forth by medical control Advanced Life Support shall be notified to transport.
- G. The franchisee or the County has the right to submit a written notice of cancellation of this franchise. Any notice of termination is to be submitted 30 days prior to terminating the franchise. The notice of termination shall be submitted to the Director of Emergency Services.
- H. The franchisee shall provide backup EMS services as a basic unit only when requested by the Nash County Office of Emergency Medical Services, or through the Nash County Communications Center.
- I. The franchisee must submit data to the State Office of Emergency Medical Services per 10a NCAC 13p. 0201(7) state rules and regulations governing emergency Medical Services.
- J. The franchisee will operate on an as needed basis to be determined by the Nash County Office of Emergency Services. The Nash County Emergency Services office will notify the franchisee of any calls for service that originate and end with the boundaries of Nash County.

Signed

  
(Franchisee)

Carliz Coward

Date

06/18/2020

\_\_\_\_\_  
Nash County Board of Commissioners by Chairman

\_\_\_\_\_  
Date



## NASH COUNTY EMERGENCY SERVICES

Nash County Administration Building  
120 West Washington Street, Suite 1102  
Nashville, North Carolina 27856  
Phone (252) 459-9805 – Fax (252) 459-1647

Brian Brantley  
Director

### THIS FRANCHISE IS GRANTED TO EASTERN MEDICAL TRANSPORT SUBJECT TO THE FOLLOWING REGULATIONS:

**EASTERN MEDICAL TRANSPORT** shall operate under the direction and supervision of the Nash County Director of Emergency Services, and comply with all State and County Regulations.

- A. This franchisee shall have two ambulances meeting all state requirements. All convalescent and non-emergency calls will be answered in a timely manner.
- B. The franchise is issued for Nash County only for a period of one year from the date of approval by the Nash County Board of Commissioners.
- C. The transporting of deceased shall be done as directed by the Medical Examiner or Director of Emergency Services.
- D. The dispatching will be done by the franchisee. There will be no refusal to transport.
- E. The franchisee shall submit a monthly report of the number of transports for that month and the end of year report on the total number of transports.
- F. This franchise is granted for convalescent and non-emergency transports only. If a patient is unstable or not within the guidelines as set forth by medical control Advanced Life Support shall be notified to transport.
- G. The franchisee or the County has the right to submit a written notice of cancellation of this franchise. Any notice of termination is to be submitted 30 days prior to terminating the franchise. The notice of termination shall be submitted to the Director of Emergency Services.
- H. The franchisee shall provide backup EMS services as a basic unit only when requested by the Nash County Office of Emergency Medical Services, or through the Nash County Communications Center.
- I. The franchisee must submit data to the State Office of Emergency Medical Services per 10a NCAC 13p. 0201(7) state rules and regulations governing emergency Medical Services.
- J. The franchisee will operate on an as needed basis to be determined by the Nash County Office of Emergency Services. The Nash County Emergency Services office will notify the franchisee of any calls for service that originate and end with the boundaries of Nash County.

Signed,

*Carol C. Atkin, Gen. Mgr.*  
(Franchisee)

6-17-2020  
Date

\_\_\_\_\_  
Nash County Board of Commissioners by Chairman

\_\_\_\_\_  
Date



## NASH COUNTY EMERGENCY SERVICES

Nash County Administration Building  
120 West Washington Street, Suite 1102  
Nashville, North Carolina 27856  
Phone (252) 459-9805 – Fax (252) 459-1647

Brian Brantley  
Director

### THIS FRANCHISE IS GRANTED TO METZ MEDICAL TRANSPORT SUBJECT TO THE FOLLOWING REGULATIONS:

**METZ MEDICAL TRANSPORT** shall operate under the direction and supervision of the Nash County Director of Emergency Services, and comply with all State and County Regulations.

- A. This franchisee shall have two ambulances meeting all state requirements. All convalescent and non-emergency calls will be answered in a timely manner.
- B. The franchise is issued for Nash County only for a period of one year from the date of approval by the Nash County Board of Commissioners.
- C. The transporting of deceased shall be done as directed by the Medical Examiner or Director of Emergency Services.
- D. The dispatching will be done by the franchisee. There will be no refusal to transport.
- E. The franchisee shall submit a monthly report of the number of transports for that month and the end of year report on the total number of transports.
- F. This franchise is granted for convalescent and non-emergency transports only. If a patient is unstable or not within the guidelines as set forth by medical control Advanced Life Support shall be notified to transport.
- G. The franchisee or the County has the right to submit a written notice of cancellation of this franchise. Any notice of termination is to be submitted 30 days prior to terminating the franchise. The notice of termination shall be submitted to the Director of Emergency Services.
- H. The franchisee shall provide backup EMS services as a basic unit only when requested by the Nash County Office of Emergency Medical Services, or through the Nash County Communications Center.
- I. The franchisee must submit data to the State Office of Emergency Medical Services per 10a NCAC 13p. 0201(7) state rules and regulations governing emergency Medical Services.
- J. The franchisee will operate on an as needed basis to be determined by the Nash County Office of Emergency Services. The Nash County Emergency Services office will notify the franchisee of any calls for service that originate and end with the boundaries of Nash County.

Signed,

  
\_\_\_\_\_  
(Franchisee)      Scott Murelli Cmo

6/20/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Nash County Board of Commissioners by Chairman

\_\_\_\_\_  
Date

Item: Housing Urgent Repair Program (2020)

Initiated By: Donna Wood, Finance Director

Action Proposed: Adopt a Project Budget Ordinance

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**Description:**

Nash County has been awarded \$100,000 by the North Carolina Housing Finance Agency (NCHFA) under the 2020 cycle through the NC Housing Trust Fund of the Urgent Repair Program (URP19).

URP20 provides deferred loans to low income homeowners for crucial repairs that enable the resident(s) to remain in the home. The program does not require that the entire dwelling be brought up to usual rehabilitation standards, but can be helpful in stabilizing deterioration. In some cases, no additional assistance is sought after the Urgent Repairs are completed.

**NASH COUNTY 2020 URGENT REPAIR PROGRAM  
GRANT PROJECT ORDINANCE**

Be it ordained by the Nash County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the 2020 Urgent Repair Project described in the work statement contained in the Grant Agreement between Nash County and the North Carolina Housing Finance Agency (NCHFA). This project is more familiarly known as the 2019 Urgent Repair Program.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Housing Finance Agency and the budget contained herein.

Section 3. The following revenues shall be received to complete this project:

0680622-451040	NCHFA Grant	<u>\$ 100,000</u>
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Section 4. The following amounts shall be expended for the project:

0684944-535900	Urgent Repair of Privately Owned Dwelling	<u>\$ 100,000</u>
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Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. Funds shall be disbursed periodically from the NC Housing Finance Agency to Nash County according to the Funding Agreement. Disbursement of funds shall be made by the County upon actual receipt of invoice from the vendor. Compliance with all federal and state procurement regulations is required.

Section 7. The Finance Officer shall report monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer was directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Board.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction on this project.

Adopted this 6th day of July 2020.

\_\_\_\_\_  
Robbie B. Davis, Chairman

ATTEST:

\_\_\_\_\_  
Janice Evans, Clerk to the Board

**Nash County  
Commissioner's Agenda Information Sheet**

Date: July 6, 2020

Page 1 of 1  
Attachment: 1

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Item: 2020 Essential Single Family Rehabilitation Loan Pool

Initiated By: Donna Wood, Finance Officer

Action Proposed: Approve Grant Project Budget Ordinance

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**Description:**

The Nash County 2020 Essential Single Family Rehabilitation Loan Pool (ESFRLP20) Program requires a Grant Project Budget Ordinance Amendment.

Nash County was originally awarded \$190,000 in ESFRLP20 funds by the North Carolina Housing Finance Agency (NCHFA) to repair 5 homes.

The ESFRLP20 program targets properties with moderate repair needs which are essential. Eligible households must be in Nash County (including municipalities) and have household income at or below the Nash County 2020 80% median household income mark. (For a family of four, that would be \$44,150 Households must also be occupied by individuals with special needs (elderly, disabled, other than dishonorably discharged military veteran, or a child with elevated blood lead levels).

**GRANT PROGRAM BUDGET  
NASH COUNTY  
2020 ESFRLP- PROGRAM**

Be it ordained by the Board of Commissioners of Nash County, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Program Budget is hereby adopted:

Section 1. The Program authorized is the Essential Single Family Rehabilitation Loan Pool-Program (ESFRLP20 described in the work statement contained in the grant agreement between this unit and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2020 ESFRLP Program (Funding Agreement Number ESFRLP20).

Section 2. The officers of this unit are hereby directed to proceed with the Grant Program Budget within the terms of the grant documents, the rules and regulations of the NC Housing Finance Agency and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this Program:

0180623-451030	NC Housing Finance Agency 2020 ESFRLP
<u>\$190,000.00</u>	

Section 4. The following amounts are appropriated for the Program:

0184987-535900		Hard	Costs
\$140,000.00			
0184987-519903		Soft Costs	
<u>50,000.00</u>			
<b>Total</b>			<b><u>\$190,000.00</u></b>

Section 5. The Finance Director is hereby directed to maintain within the Grant Program Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. The Finance Director is authorized to revise the existing budget as needed to make needed changes between and above listed line items within the ESFRLP revenues available.

Section 7. The Board recognizes the County may receive additional revenues from the ESFRLP Loan Pool to do additional units and authorizes the Finance Director to make appropriate changes as needed to this budget to accommodate for these additional revenues and expenditures.

Section 8. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Director is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 10. The Finance Director is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 11. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Director for direction in carrying out this Program.

Adopted this 6th day of July, 2020.

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Robbie B. Davis, Chairman  
Nash County Board of Commissioners

ATTEST:

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Janice Evans, Clerk to the Board

**Nash County**  
**Commissioner's Agenda Information Sheet**

Date: Monday, July 6, 2020

page 1 of 3  
attachments: n

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Item: COVID-19 Grant Project Ordinance Amendment 2

Initiated By: Donna Wood, Finance Officer

Action Proposed: Approve Grant Project Ordinance Amendment

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**Description:**

The attached project ordinance is submitted to amend the Special Revenue Grant Project Ordinance for Coronavirus Grant funding to include additional funding of \$162,206 from the CARES Act and HAVA Funds from HB1169 for the Nash County Board of Elections and an additional \$1,784,259 from North Carolina HB1023 from the Coronavirus Relief Funds/Additions and Revisions.

**Recommended Action:**

Approve the Amended Grant Project Budget Ordinance

**NASH COUNTY, NC  
COVID-19 GRANT PROJECT ORDINANCE AMENDMENT 2**

**BE IT ORDAINED BY THE** Nash County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby amended:

Section 1. The project authorized is the COVID-19 Grant Project described in work statements contained in S.L. 2020-4 for the North Carolina Coronavirus Relief fund, the work statements for the CARES Act Provider Relief Funds from the US Health and Human Services Stimulus, the NC Department of Health ,the Human Services/Department of Public Health, the CARES Act and HAVA Funds from HB1169 and the Bureau of Justice Assistance with the Department of Justice. Program activities are required to be completed by December 31, 2020 for all except the Bureau of Justice available through January 31, 2022.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents and the rules and regulations within the related Federal and State grant projects documents, and the budget contained herein.

Section 3. The following revenues are amended for this project:

	Federal Funding	Amended	Amended
1410220-453536	HHS Medicaid Funding	\$ 149,551	\$ 149,551
1410215-453538	Coronavirus Relief Fund-CARES	\$ 1,784,259	\$ 3,568,518
1410216-453539	BJA FY20 Coronavirus Supplemental Funding	\$ 58,008	\$ 58,008
1410217	CARES/HAVA HB1169 Funding		\$ 162,206
	State Funding		
141 0211-453537	COVID-19 DHHS/DPH State Funding	\$ 94,714	\$ 94,714
		<u>\$2,086,532</u>	<u>\$4,032,997</u>

Section 4. The following expenditures are projected:

	HHS Medicaid Funding		
141 4132 519300	Medical Services	\$ 149,551	\$ 149,551
	Coronavirus Relief Fund-CARES		
141 4133 561001	Category 1: Medical Expenses	\$ 400,000	\$ 600,000
141 4133 561002	Category 2: Public Health Expenses	\$ 300,000	\$ 600,000
141 4133 561003	Category 3: Payroll Expenses	\$ 425,000	\$ 625,000
141 4133 561004	Category 4: Facilitate Compliance	\$ 275,000	\$ 475,000
141 4133 561005	Category 5: Economic Support	\$ 100,000	\$ 100,000
141 4133 561006	Category 6: Other Functions	\$ 84,259	\$ 276,388
141 4133 561007	Category 7: Municipal Grants	\$ 200,000	\$ 892,130
	Total CARES	\$1,784,259	\$3,568,518
	CARES/HAVA		
141 4171 526000	Supplies		\$ 162,206
	Bureau of Justice		
141 4310 526500	Equipment Supply	\$ 58,008	\$ 58,008
	State Funding		
141 5131 526000	Supplies	\$ 71,000	\$ 71,000

141 5131 526500	Equipment Supply	\$ 12,000	\$ 12,000
141 5131 531100	Travel POV	\$ 2,800	\$ 2,800
141 5131 531200	Travel and Training	\$ 914	\$ 914
141 5131 519330	Medical Services Lab	\$ 8,000	\$ 8,000
	Total State COVID-19 Funding	\$ 94,714	\$ 94,714
	TOTAL	<u>\$2,086,832</u>	<u>\$4,032,997</u>

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. The Finance Officer shall report quarterly on the financial status of each project element in Section 4 and total grant revenues received or claimed.

Section 7. The County Manager shall have the authority to approve incidental change orders up to \$25,000 per occurrence within the budgeted project.

Section 8. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 6<sup>th</sup> day of July 2020.

\_\_\_\_\_  
Robbie B. Davis, Chairman

ATTEST:

\_\_\_\_\_  
Janice Evans, Clerk to the Board

**Nash County**  
**Commissioner's Agenda Information Sheet**

Date: Monday, July 6, 2020

page 1 of 2  
attachments: yes

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Item: Procurement Card Policy Revision  
Initiated By: Donna Wood, Finance Officer  
Action Proposed: Policy Revision Presented for Approval

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**Description:**

Nash County Procurement Card Policy – Revision

A DRAFT Revised Procurement Card Policy was presented at the June 29, 2020 Board of Commissioner meeting in order to initiate review of a Revised Procurement Card Policy effective for Fiscal Year 2021.

Following the Board of Commissioners meeting, the DRAFT Revised Policy was distributed to the County Departments to obtain comments and concerns internally.

The concerns and comments received were directly related to the availability of the P-Cards.

The following adjustments were requested:

MIS requested to maintain an active P-Card

Board of Elections requested to maintain an active P-Card

Economic Development requested to maintain an active P-Card

Cooperative Extension requested to maintain (2) active P-Cards

Cooperative Extension and Farmers Market

Emergency Services requested to maintain (2) P-Cards

EMS Station 800 – Logistics and Internal operations at admin building

Sheriff's Office requested to maintain (6) P-Cards

Sheriff, Chief Deputy, Majors and Quarter Master (Logistics)

In consideration of the requests noted above, an adjustment was made to the DRAFT policy in Item 2 , page 2 to add the additional departments to the distribution list and to update the verbiage following the list of Departments with active P-Cards as follows:

- 2. Limited cards will be issued within the County. The following departments will maintain active P-Cards.*

*Finance*  
*Administration– Clerk to the Board*  
*Parks and Recreation*  
*Aging*  
*Park Facility*  
*Facility Maintenance*  
*DSS*  
*Health*  
*Sheriff's Office*  
*Emergency Services*  
*Cooperative Extension*  
*Management Information System*  
*Board of Elections*  
*Economic Development*

*Travel and Tourism (Under the Direction of the Travel and Tourism Board)*

*Department Heads, Elected or Appointed Officials should not maintain physical possession of a P-Card (unless specifically authorized and who are not designated as Approver of the transactions) and shall not be assigned as the Department Administrator/Notifier for coding detail into the MUNIS financial software for statement transactions. Each card issued shall maintain segregation of responsibilities designated as User, Administrator/Notifier and Approver to allow for multi-layer processing for internal controls.*

*P- Cards issued to Departments for departmental internal operations should not be utilized by employees when traveling (see Special Use P-Cards). Department issued cards may be used for registration and travel reservations.*

**Action Requested:**

Discussion of Revised Procurement Card Policy as presented on June 29, 2020 and recommend changes as presented above.

1. Approve Active P-Cards to be issued for Nash County
2. Approve Revised Procurement Card Policy



# Nash County Procurement Card Policy

## PURPOSE

The purpose of this Procurement Card Policy ("Policy") is to provide structure, limits and accountability in the use of a Procurement Card ("P-Card").

It is to establish a procedure for the issuance, use and oversight of controls of the P-card. To standardize the documentation and reporting of expenses so that all Nash County employees are guided by a common set of guidelines when using this form of procurement.

## OVERVIEW

The use of procurement cards has been proven to be a cost effective method of obtaining low cost supply and service and training/registration items without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders.

Nash County Board of Commissioner's approved a resolution June 18, 2018 authorizing "Electronic Payments" and adopted policies and procedures for electronic obligations and guidelines. Use of the procurement cards shall follow those guidelines. This Procurement Card Policy is an extension of those approved procedures and guidelines. Having a P-Card is a privilege, and with its use, specific requirements and responsibilities are necessary.

## ADMINISTRATIVE OVERSIGHT

The Finance Director and those designated in the Finance office, are the County officials responsible for the administration of this policy and oversight of the P-Card program.

As financial stewards of Nash County funds, Cardholders, Administrators and Department Heads/Approvers are responsible to review and confirm that all purchases made with a P-card comply with Nash County Policy and Guidelines.

## SCOPE

All Nash County elected officials, officers, professional staff, and any other individuals who may be granted P-Card privileges are subject to this Policy.

The P-Card may be used for small-dollar goods or services and travel related expenditures. Small-dollar purchases are typically individual expenditures of less than \$500. Some cardholders may be authorized to make purchases for greater or lesser amounts. The County Procurement Policy and Purchase Order Policy must always be followed.

Exceptions to the purchase order policy and purchasing may be issued by the Finance Office to accommodate year end reporting requirements. These exceptions will apply to P-Card purchasing also.

POLICY

1. The item(s) and/or services allowed to be purchased are for official use of Nash County.
2. Limited cards will be issued within the County. The following departments will maintain active P-Cards.

Finance

Administration– Clerk to the Board

Parks and Recreation

Aging

Park Facility

Facility Maintenance

DSS

Health

Sheriff's Office

Emergency Services

Cooperative Extension

Management Information System

Board of Elections

Economic Development

Travel and Tourism (Under the Direction of the Travel and Tourism Board)

Department Heads, Elected or Appointed Officials should not maintain physical possession of a P-Card (unless specifically authorized and who are not designated as Approver of the transactions) and shall not be assigned as the Department Administrator/Notifier for coding detail into the MUNIS financial software for statement transactions. Each card issued shall maintain segregation of responsibilities designated as User, Administrator/Notifier and Approver to allow for multi-layer processing for internal controls.

P-Cards issued to Departments for department internal operations should not be utilized by employees when traveling (see 4. Special Use P-Cards). Department issued cards can be used for registration and travel reservations.

3. Departments not issued P-Cards can request the Finance Office to procure the item(s) or establish a user who will “checkout” the Finance card for use when needed. Contact the Finance Department – Finance Specialist for details.
4. Special Use P-Cards may be issued for specific travel/training with adequate advance notice to the Finance office.

Nash County employees traveling overnight for training can apply for a special use P-card. The special use P-card application shall be signed by the Department Head and the Finance Director. The approved request must be submitted with a minimum three week advance notice. The request should include third party documentation about the travel/training event. The card shall be returned to the Finance Office when the employee returns from the travel/training.

5. Each issued card will have a weekly transaction limit and monthly spending limit. Spending limits and transaction limits will be established by the Finance Director in coordination with the Department Head prior to issuance. Any limit increases must be submitted to the Finance Specialist to obtain approval from the Finance Director.
6. Each issued card will have a clear documented directive of users, administrator (notifier) and approver to set forth multi-layer controls.
7. The card users, administrators (notifier) and approvers are determined by Department Head along with the Finance Director. Each Department will internally maintain procedures for timely and proper processing of transactions to the accounts payable system that coincide with the procedures as required by the Finance Office for timely reconciliation of transactions.
8. Each assigned card user shall read and sign the Bank of America Enrollment Form (User Agreement).
9. Before any transaction, including travel arrangements, purchase of goods or services are secured with the P card the individual making the transaction is responsible for the following:
  - i. ensure that there is a budget appropriation authorizing the obligation;
  - ii. ensures that sufficient monies remain within the appropriation to cover the amount that is expected to be paid out;
  - iii. a claim (encumbrance) for the transaction is identified.
10. All transactions shall have a detailed receipt, at a minimum, the receipt must include the date of transaction, supplier's name, time of transaction, detail of item(s) purchased and location of the supplier.

11. Transaction receipts shall include the following information when submitted for approval:

- i. Who: Specific names of the individuals or groups who incurred the expense or benefited from the purchase; name of the supplier if not indicated on the receipt (e.g. PayPal receipt).
- ii. What/Why: Explanation of the expense (what was purchased and location to be placed, why was the purchase made on behalf of the County).
- iii. When: The time/date of the transaction (if not clearly indicated on the receipt).
- iv. Where: The location of the supplier/event (if not clearly indicated on the receipt).

This will allow for more transparency and less questions when reviewed in the multi layer review and approval process

12. Annual reoccurring P-Card charges shall be encumbered in the Financial Software at the beginning of each fiscal year regardless of the amount.

13. Monthly reoccurring P-Card charges shall be approved by the Finance Director.

14. The P-Card user shall inform the vendor that the County is not tax exempt and all applicable taxes apply.

15. P-Card meal purchase

P-Cards should not be used for meals unless associated with an overnight travel/training and following the County Personnel Policy for meals

The P-card should not be used to purchase meals in Nash County unless conducting business with a third party at a meal time.

P-Card meal receipts must include itemized purchases in order to be valid.

16. Delivery of items ordered with a Nash County issued P-Card will be to a Nash County Business Office address.

17. Lost Receipts:

For purchases where a receipt is obtained but later lost, cardholders should first request a duplicate copy from the supplier. If a copy is no longer available, Cardholders must complete the Missing Receipt Form and obtain written signoff from the Finance Director. The Form must also be uploaded for reconciliation. Multiple instances of lost receipts shall result in termination of P-Card use privileges.

## **Procurement cards may not be used for:**

- a. Personal charges of any kind
- b. Public contracts related to formal or informal bids from provisions of General Statute 143-129 & 131.
- c. Capital purchases
- d. Alcoholic beverages.
- e. Cash advances.
- f. Personal travel
- g. Gift Cards
- h. Parking, Moving or Vehicle Violations
- i. Gasoline for personal vehicles
- j. Sponsorships and Donations
- k. Splitting (When a single purchase is broken into multiple transactions to intentionally circumvent P-Card Limits).

## PROCEDURE

For the Procurement Card process to operate efficiently, a timely response to procedures is required from those concerned. Failure to do so can result in inactivation or cancellation of card. Employee absences should be anticipated and arrangements put in place so that the procedural process flow will not be delayed.

### I. Issue of Procurement Card.

- A. The Finance Director and Finance Specialist, will review and process the Procurement Card enrollment form for the card users. The Assistant Finance Director will set up access for administrator/notifier and approvers (as identified). The procurement card will be issued with an established monthly limit.

A Department Card may be issued in the name of the department rather than the name of an individual. This is only allowable when a designated P-Card coordinator and the users of the card are not identified with any level of approval authority over the transaction and when there is not a need for an individual P-Card.

The card can be used for persons within the department that have read and signed the Bank of America Enrollment Form user agreement with the user list maintained in the finance office as well as with the designated P-Card Coordinator in the department. This can be helpful in cases where employees make charges locally. The card must be secured and tracked within the department.

A designated Card Coordinator must be assigned who will be responsible for the card. The department must develop an internal policy to ensure the security of the card. The card is to be signed out and signed back in with the Coordinator on the same day. Authorized members of the

department who have been granted permission by the P-Card Administrator can use the Card. The Coordinator can be the Card Administrator which is responsible for the bi-monthly reconciliation process of the statement and general ledger coding.

- B. The card must be picked up in person in the Finance Department.
- C. A cardholder/approved user must sign the Enrollment form, verifying agreement to the Electronic Transactions Guidelines and the Procurement Card Policy, for the conditions of use as well as acknowledgement of receipt of card.
- D. If a cardholder leaves employment with Nash County, the Department Head is responsible for obtaining the P-Card from the employee, notifying Finance and submitting the card to Finance.

## II. Guidelines for Processing Charges and Statements

Administrator(Notifier)/Approver System training is available upon request with the Finance Office. Detailed instructions are documented on the Procurement Card-Processing Guidelines available by request from the Finance Office.

- A. The Finance Specialist will import the Bank of America activity statement into Munis on the 1st and 16th of each month for department coding, approval and scanning/importing receipts. The statement dates are 1st-15th and 16th- last day of the month. Each department will assign a card administrator in Munis known as the “Notifier”, who will first receive a statement notice via email, that a statement is ready for viewing. Once the Notifier codes and scans/imports receipts, they will release/approve the transactions, which will then go to the Department Head (or designated department management level approver) for approval before coming back to Finance for final approval and posting.
- B. Each Cardholder/approved user, who has been entrusted with a purchase card is responsible for verifying the charges based on reconciliation of original receipt to the item or service received. All receipts and documentation must be coded, approved and submitted to the department’s card administrator/Notifier at the time of purchase. The department administrator should not have to track down receipts, it’s the responsibility of the purchaser to submit immediately. All transactions are to be supported with appropriate documentation. Cardholders/approved users must add detailed description to any receipt that is unclear. Details must be added at the time of purchase to avoid delays in processing.  
(Who/What/Why/Where/When)
  - The department administrator/notifier verifies that all items included on the activity statements are correct.

- The department administrator/notifier will reconcile the statement received from Bank of America with the approved/coded receipts to process in Munis.
  - Any receipts for purchases that are not on the statement should be retained until the next statement cycle.
  - The vendor should not charge your P-Card until the merchandise has been shipped. If your transaction appears and you have not received the merchandise, you must call the vendor to check the status of your order.
  - Discrepancies must be reported to Catryna Whitehurst in Finance immediately. Timeliness in uncovering unauthorized use is critical. From the date the statement is received, the County has a time limit of 15 days to file any dispute of charges.
- C. If any item purchased with the purchasing card is returned, the merchant must credit the card account. The cardholder/approved user should notify department administrator/notifier and supply the credit receipt.
- D. Department administrator/notifier will be given 5 business days from the date of statement notification email. Example: Import statement on May 16th, departments will have until May 23rd to process and have department head to approve. Finance will then have approximately 5 days to review all charges and reject any statements that are not complete (with proper documentation) and post to the General Ledger by the last day of the month. Statements will then be imported on the June 1st, due by departments June 8th and posted to GL by Finance on June 15th. In the event the these dates fall on the weekend or holiday: Example June 16th (Saturday), statement will be imported on June 18th and due back to Finance by June 25th to post to GL.
- E. Department Administrator/Notifier should always check to ensure that all charges were updated to the department's expense account from the default code (0104290-589999) that automatically imports to every charge.
- F. Department Head will email Finance Specialist, prior to the 1st and 16th if the notifier or approver will be out of place and unavailable for processing and approving of card transactions. Email should include substitute name and email address, as well as date to reestablish. This notification is extremely important due to the Munis workflow rules that are set for each cardholder and administrator/notifier, that can only be performed by these individuals, unless notified in advance of the statement import.
- G. The Finance Office Finance Specialist is responsible for ordering the procurement card, making sure limits are set properly, overseeing use and maintaining a file of individuals authorized to make purchasing card transactions. The Finance Specialist is also the focal point for overall program administration including importing of statements, reviewing approved transactions, posting transactions to the GL and problem resolution. In the Finance Specialist

absence, the Finance Technician, Mary Edwards, will serve as program administrator.

### LOST OR STOLEN CARD

In the occurrence of lost or stolen cards, it is the responsibility of the cardholder to immediately notify both Bank of America and the Finance Office by the next business morning, including date and time Bank of America was notified. (Bank of America 888-449-2273)

### CONSEQUENCES

Violations of this Policy and/or the Electronic Obligations and Guidelines may result in suspension or cancellation of P-Card privileges, and/or other disciplinary actions, up to and including termination of employment and prosecution.

DRAFT



**Bank of America Enrollment Form**  
Employee Agreement for Procurement Card

I, \_\_\_\_\_ (print employee name), hereby acknowledge that I have read and understand the Procurement Card Policy. I also acknowledge being issued a Procurement Card, as the cardholder or have been entrusted as an approved user of the card issued to \_\_\_\_\_. As the cardholder and or user of this Card, I agree to comply with the following terms and conditions regarding my use of the Card.

- I understand that I am being entrusted with property of Nash County --Purchasing Card -- with which I will be making financial commitment on behalf of Nash County, \_\_\_\_\_ Department.
- I understand that I am the authorized card holder/user and no other person shall have access to use this card.
- I understand that the county is liable to **BANK OF AMERICA** for all charges made on the card.
- I agree to use this card for approved business purchases only and agree not to use it for personal purchases under any circumstances. I understand that there will be audits of the monthly statements regarding this card in that appropriate action will be taken by management in the event of Card misuse.
- I understand that detailed receipts of all charges are due to department card administrator at the time of purchase.
- I will follow the established procedures for the use of the Card. Failure to do so or any misuse of the Card may result in revocation of my use privileges and/or disciplinary action(s) up to and including possible dismissal, in accordance with the disciplinary policies of the Nash County.
- I have read and agree to the Bank of America Procurement Card Policy and understand the requirements for the Card use.
- I agree to follow Nash County Procurement Card Policy and Electronic Transactions Guidelines
- I agree to follow Nash County Procurement Policy and Purchase Order Policy.
- I agree to return the Procurement Card immediately upon request or separation from employment (including termination, transfer, resignation or retirement).
- If the Card is lost or stolen, I agree immediately to notify **BANK OF AMERICA** and the Nash County Finance Office, Procurement Card Administrator – Catryna Whitehurst.
- I am aware of my responsibility for reporting any misuse of this card.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEPARTMENT HEAD APPROVAL SIGNATURE-** Required for User Access or issuance to non Department Head  
(Cardholder must sign granting user approval)

**Last 4 of Card Number:** \_\_\_\_\_

**Verification Number:** \_\_\_\_\_

**PIN Number:** \_\_\_\_\_

# Central Nash Water & Sewer District of Nash County

CNWSD Board Agenda Information Sheet

Date: Monday, July 6, 2020

page 1 of 4  
attachments: no

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Item: Central Nash Water & Sewer District Project Ordinance

Initiated By: Donna Wood, Finance Officer

Action Proposed: Approve Amendment to Project Budget Ordinance

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## Description:

The Central Nash Water and Sewer District Project Ordinance is amended for 2020-2021 debt payments. All four phases of the District are substantially complete. The Debt for County this fiscal year for the four phases is:

Principal      \$215,000.00

Interest        \$418,640.00

A transfer from the Utility Fund is made to fund the debt payments. This transfer was approved with the FY20/21 budget ordinance approval.

**CENTRAL NASH WATER & SEWER DISTRICT PROJECT FUND  
AMENDMENT 31**

Be it ordained by the Board of the Central Nash Water & Sewer District that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

Section 1. The project authorized is for the Central Nash Water & Sewer District Project for the purpose of extending water and sewer improvements in Nash County.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of this ordinance and all rules and regulations within North Carolina General Statutes as it pertains to capital projects and the budget contained herein, subject to final approval by the Local Government Commission.

Section 3. The following revenues are anticipated to complete this project:

	<u>Previously Amended</u>	<u>Amended</u>
USDA Loan (Phase I)	\$3,050,000.00	\$3,050,000.00
Tap Fees (Phase I)	67,000.00	67,000.00
USDA Grant (Phase I)	1,000,000.00	1,000,000.00
Transfer from Nash Co. Utility Fund	5,179,833.00	5,813,473.00
USDA Loan (Phase II)	2,189,000.00	2,189,000.00
Tap Fees (Phase II)	41,700.00	41,700.00
USDA Grant (Phase II)	1,000,000.00	1,000,000.00
Rural Center Grant (Highway 97)	458,951.00	458,951.00
Rural Center Grant (Phase II)	500,000.00	500,000.00
USDA Loan (Phase III)	2,804,000.00	2,804,000.00
USDA Grant (Phase III)	1,000,000.00	1,000,000.00
Tap Fees (Phase III)	65,500.00	65,500.00
Rural Center Grant Phase III	500,000.00	500,000.00
USDA Loan (Phase IV)	4,766,000.00	4,766,000.00
USDA Grant (Phase IV)	1,000,000.00	1,000,000.00
Tap Fees (Phase IV)	191,862.00	191,862.00
Rural Center Grant Phase IV	499,961.00	499,961.00
Investment Earnings	60,723.00	60,723.00
Miscellaneous Income	<u>53,159.00</u>	<u>53,159.00</u>
	<u>\$24,427,689.00</u>	<u>\$25,061,329.00</u>

Section 4. The following expenditures are projected:

	<u>Previously Amended</u>	<u>Amended</u>
Future Construction	\$0	-0-
Sites and Easements	0	-0-
Grant Applications	0	-0-
Other Professional Services	<u>0</u>	<u>-0-</u>
	\$0	\$0

97 Project (Emergency Connection)

Construction	\$758,813.00	\$758,813.00
Engineering Services	39,391.00	39,391.00
Engineering Serv. (Addl emergency)	15,923.00	15,923.00
Resident Project Rep. Services	30,379.00	30,379.00
Construction Admin.	12,500.00	12,500.00
Preliminary Engineering Report	15,000.00	15,000.00
Environmental Assessment	40,000.00	40,000.00
Grant Admin.	3,750.00	3,750.00
Legal and administrative	2,145.00	2,145.00
Surveys & Mapping	<u>-0-</u>	<u>-0-</u>
	\$917,901.00	\$917,901.00

Phase I

Construction	\$1,920,529.00	\$1,920,529.00
Construction (Tank)	1,153,800.00	1,153,800.00
Coopers Tank Demolition	7,000.00	7,000.00
Resident Project Rep Services	129,811.00	129,811.00
Miscellaneous Engineering	-0-	-0-
Engineering Services	212,539.00	212,539.00
Legal and Administrative	29,585.00	29,585.00
Bond Counsel	31,885.00	31,885.00
Contingency	-0-	-0-
Interest on Construction	<u>56,112.00</u>	<u>56,112.00</u>
	\$3,541,261.00	\$3,541,261.00

Phase II

Construction	\$2,880,308.00	\$2,880,308.00
Future Const. (Additional Lines)	-0-	-0-
Resident Project Rep Services	164,611.00	164,611.00
Miscellaneous Engineering	-0-	-0-
Engineering Services	187,348.00	187,348.00
Legal and Administrative	39,673.00	39,673.00
Grant Applications	3,750.00	3,750.00
Contingency	-0-	-0-
Interest on Construction	<u>40,301.00</u>	<u>40,301.00</u>
	\$3,315,991.00	\$3,315,991.00

Phase III

Construction	\$2,757,435.00	\$2,757,435.00
Construction (District SCADA System)	190,928.00	190,928.00
Construction (Maintenance Building)	472,313.00	472,313.00
O & M Building Architect Services	28,100.00	28,100.00
Water Meters and Appurtenances	309,545.00	309,545.00
Miscellaneous Engineering	25,189.00	25,189.00
Resident Project Rep. Services	161,412.00	161,412.00
Design Services	177,492.00	177,492.00

Sites, Easements, Surveys	37,037.00	37,037.00
Permits	3,481.00	3,481.00
Legal and Administrative	44,862.00	44,862.00
Geotechnical	9,000.00	9,000.00
Grant Applications	5,381.00	5,381.00
Contingency	-0-	-0-
Interest on Construction	<u>-0-</u>	<u>-0-</u>
	\$4,222,175.00	\$4,222,175.00

Phase IV

Miscellaneous Engineering Services	\$27,456.00	\$27,456.00
Construction	5,905,420.00	5,905,420.00
Design Services	355,427.00	355,427.00
Resident Project Rep Services	319,618.00	319,618.00
Sites, Easements, Surveys	67,389.00	67,389.00
Legal and Administrative	65,615.00	65,615.00
Geotechnical	-0-	-0-
Grant Applications	9,996.00	9,996.00
Contingency	-0-	-0-
Interest on Construction	42,497.00	42,497.00
Water Infrastructure Materials	<u>359,315.00</u>	<u>359,315.00</u>
	\$7,152,733.00	\$7,152,733.00

Debt Service

Interest Payment	\$3,973,628.00	\$4,392,268.00
Principal Payment	<u>1,304,000.00</u>	<u>1,519,000.00</u>
	\$5,277,628.00	\$5,277,628.00

Total Project	<u>\$24,427,689.00</u>	<u>\$25,061,329.00</u>
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Section 5. The Finance Officer shall report on the financial status of each project element in Section 4 and total revenues received or claimed.

Section 6. Copies of this Capital Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 6th day of July 2020.

\_\_\_\_\_  
Robbie B. Davis, Chairman

ATTEST:

\_\_\_\_\_  
Janice Evans, Clerk to the Board

**Nash County  
Commissioner's Agenda Information Sheet**

Date: Monday, July 6, 2020

page 1 of 1  
attachments: yes

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Item:	Board Appointments
Initiated By:	Stacie Shatzer, Assistant County Manager
Action Proposed:	Consider Appointments

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**Description:** The following appointments need to be considered:

**Tourism Development Authority (TDA)**

The Tourism Development Board has three members whose terms expired April 30, 2020. Terms for Faye Beddingfield (Collector Member), Zack Dorovic (Collector Member), and Bill Lehnes (Tourism-Related Member) expired and they are not eligible for reappointment; they have all served three full terms and need to be replaced.

**Terms of Board Appointees**

- These appointments are inactive
- These appointments will come before the Board at the next Regular Board Meeting

Appointment	Board	Name	Phone	Comm. District	Length	# of Full Terms	Eligible for Reappointment	Notes
06/30/13	Rocky Mount Board of Adjustment	Vacant			3 yrs			Waiting for CRM Action
06/30/13	Rocky Mount Board of Adjustment	Vacant			3 yrs			Waiting for CRM Action
12/31/17	UCPRPO - Transportation Advisory Comm.	Vacant (optional)			1 yr			Alternate Commissioner Member
04/30/18	Rocky Mount Planning Bd - ETJ Member	Vacant			3 yrs			Waiting for CRM Action
12/31/18	NHCS - Board of Commissioners	Vacant			3 yrs			Recommended by NHCS
04/30/20	Tourism Development Authority (TDA)	Faye Beddingfield	442-6100	4	3 yrs	3	No	Collector Member
04/30/20	Tourism Development Authority (TDA)	Zack Dorovic	442-8101	5	3 yrs	3	No	Collector Member
04/30/20	Tourism Development Authority (TDA)	Bill Lehnies	937-2857	7	3 yrs	3	No	Tourism-Related Member
09/01/20	Spaulding Family Resource Center Board	Lou M. Richardson	459-2784	1	3 yrs	2	Yes	
12/31/20	Agriculture Advisory Board	Dan Cone	459-3181	3	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/20	Agriculture Advisory Board	David O. Griffin	904-6157	3	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/20	Agriculture Advisory Board	Jeff Tyson	459-4796	4	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/20	Agriculture Advisory Board	Gary High	245-2654	4	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/20	Braswell Memorial Library Board of Trustees	Cherrye Davis	292-1278	3	4 yrs	3	No	
12/31/20	ABC Board	Chris Gardner			3yrs	1	Yes	
12/31/20	Farmers Market Advisory Board	Karen White	235-3515		3 yrs	1	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Evan Covington Chavez (Durham)		1	3 yrs	1	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Sue Leggett			3 yrs	1	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Kenneth Baker	443-6363		3 yrs	1	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Sue Moore	443-1018		3 yrs	1	Yes	Recommended by Extension Dir.
12/31/20	NHCS - Board of Commissioners	Eugene Holland		2	3 yrs	2	Yes	Recommended by NHCS
12/31/20	NHCS - Board of Commissioners	John Barker		5	3 yrs	2	Yes	Recommended by NHCS
12/31/20	NHCS - Board of Commissioners	Jean Kitchen		6	3 yrs	2	Yes	Recommended by NHCS
12/31/20	NHCS - Board of Commissioners	Martha J. Chesnutt, MD	451-3200	6	3 yrs	2	Yes	Recommended by NHCS
12/31/20	NHCS - Board of Commissioners	Shelia Wallace		7	3yrs	0	Yes	Recommended by NHCS
12/31/20	NHCS - Board of Commissioners	Joel Lee Bryant		3	3yrs	0	Yes	Recommended by NHCS
12/31/20	Farmers Market Advisory Board	Ricky Parks			1 yr	2	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Tim Bass			1 yr	2	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Joyce Kight			1 yr	2	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Vaden Hartley			1 yr	2	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Fred Belfield, Jr.	443-6768	2	1 yr	3	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Freddy Howell			1 yr	0	Yes	Recommended by Extension Dir.
12/31/20	Farmers Market Advisory Board	Joshua Pravin			1 yr	0	Yes	Recommended by Extension Dir.
12/31/20	UCPRPO - Transportation Advisory Comm.	J. Wayne Outlaw	443-3490	5	1 yr	6	Yes	Regular Commissioner Member
12/31/20	UCPRPO - Transportation Advisory Comm.	Town of Middlesex		3	1 yr	4	Yes	Must be outside of the MPO
12/31/20	UCPRPO - Transportation Advisory Comm.	Town of Spring Hope		4	1 yr	4	Yes	Must be outside of the MPO
12/31/20	UCPRPO - Transportation Advisory Comm.	Town of Red Oak		5	NA	8	Yes	Permanent Seat for Lgst Jurisdiction
04/30/21	Consolidated Human Services Board	Vacant			4 yrs			Psychiatrist Member
04/30/21	Consolidated Human Services Board	Dr. Tony Coats	314-8926	5	4 yrs	1	Yes	Psychologist Member
04/30/21	Consolidated Human Services Board	Jeanette Pittman			4 yrs	1	Yes	Public Member
04/30/21	Consolidated Human Services Board	Agnes Moore			4 yrs	1	Yes	Consumer Member
04/30/21	Consolidated Human Services Board	Dan Davis (Vice Chairman)	314-4299	6	4 yrs	1	Yes	Public Member
04/30/21	Consolidated Human Services Board	Sarah Thurman		5	4 yrs	1	Yes	RN Member
04/30/21	Consolidated Human Services Board	Vacant						Public Member
04/30/21	Consolidated Human Services Board	Mike Stocks			4 yrs	1	Yes	Professional Engineer Member
04/30/21	Consolidated Human Services Board	Bert Daniel		4	4 yrs	1	Yes	Consumer Member
04/30/21	Tourism Development Authority (TDA)	Jerry Patel	977-7766	2	3 yrs	3	No	Collector Member
04/30/21	Tourism Development Authority (TDA)	Robbie B. Davis (Chairman)	977-6680	7	3 yrs	4	No	Commissioner Member
04/30/21	Tourism Development Authority (TDA)	Judy Cary Winstead	903-7680		3 yrs	0	Yes	Public Member
04/30/21	Tourism Development Authority (TDA)	Kay Mitchell	908-0722		3 yrs	0	Yes	Public Member

04/30/21	Nash County Board of Adjustment	Cindy Joyner	478-5127	4	3 yrs	3*	Yes	*As a Regular Member
04/30/21	Nash County Board of Adjustment	William Parker	904-8399	2	3 yrs	3*	Yes	*As a Regular Member
04/30/21	Nash County Board of Adjustment	Charles Johnson	220-6180	7	3yrs	1*	Yes	*As a Regular Member
04/30/21	Nash County Board of Adjustment	Brandon Moore	451-1618	1	3yrs	0	Yes	*Service as Alternate Member #2 as of 04-2020
06/30/21	Turning Point Work Force Dev. Board	Corey Nixon	252-529-4363		2 yrs	0	Yes	Private Sector Member corey.nixon@cummins.com
06/30/21	Turning Point Work Force Dev. Board	Mark H. Frohman	822-5083	7	2yrs	2	Yes	Private Sector Member
06/30/21	Turning Point Work Force Dev. Board	Eddie Coats	443-1528	5	2yrs	1	Yes	Recommended by Wayne Outlaw
06/30/21	NCC - Board of Trustees	J. Wayne Outlaw	443-3490	5	4 yrs	2	Yes	Public Member
06/30/21	Braswell Memorial Library Board of Trustees	William C. Roeder	446-8089	6	4 yrs	3	No	
06/30/21	Nash County Planning Board	Chris Sandifer	478-4654	1	3 yrs	1	Yes	
06/30/21	Nash County Planning Board	Jeffrey (Jeff) Tobias	567-8883	7	3 yrs	3	No	
06/30/21	Nash County Planning Board	Leonard Breedlove	908-1708	7	3 yrs	3	No	
06/30/21	Nash County Planning Board	Moses Brown	443-1264	6	3 yrs	3	No	
06/30/21	ABC Board	Julia Congleton-Bryant (Chairperson)			3 yrs	0	Yes	Appointed Chair 07/09/18; 06/07/19; 06/01/20
06/30/21	ABC Board Chair - Just Chair Appointment	Julia Congleton-Bryant (Chairperson)						Only Chair Term Up (1-year)
06/30/21	ABC Board	Ernestine Neal	443-7335	7	3 yrs	3	No	1-year Extension Granted 06-01-20 due to COVID-19
06/30/21	Nash County Jury Commission	L.R. Bass, Jr.	252-326-0132	4	2yrs	0	Yes	Recommended by Linda Thorne
12/31/21	Braswell Memorial Library Board of Trustees	Linda Hardy	442-5759	2	4 yrs	2	Yes	
12/31/21	Farmers Market Advisory Board	Bobby Jo Fisher			3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Farmers Market Advisory Board	Michael Obrien	883-1542		3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Farmers Market Advisory Board	David Farris	904-6114		3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Farmers Market Advisory Board	Margaret Latta	336-251-2334		3 yrs	0	Yes	Recommended by Extension Dir.
12/31/21	Farmers Market Advisory Board	Stephanie Collins	252-883-2148	5	3 yrs	0	Yes	Recommended by Extension Dir.
12/31/21	Agriculture Advisory Board	Brandon Moore	813-3891	1	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Agriculture Advisory Board	Michael Strickland	903-7636	1	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Agriculture Advisory Board	Ronnie Weaver	904-9131	1	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	Agriculture Advisory Board	Orville Wiggins	903-5244	1	3 yrs	2	Yes	Recommended by Extension Dir.
12/31/21	NHCS - Board of Commissioners	Jeffrey A. Batts	977-6450	6	3 yrs	2	Yes	Recommended by NHCS
12/31/21	NHCS - Board of Commissioners	Marty Nealey (marty.nealey@hospira.com)		7	3 yrs	4	Yes	Recommended by NHCS
12/31/21	NHCS - Board of Commissioners	Damian Tucker (dtucker@hesterlaw.com)		7	3 yrs	4	Yes	Recommended by NHCS
12/31/21	NHCS - Board of Commissioners	Melvin Mitchell	443-5100	6	3 yrs	3	Yes	Recommended by NHCS
01/31/22	NEED Board of Directors	Fred Belfield	443-6786		3yrs	0	Yes	
01/31/22	NEED Board of Directors	Stacie Shatzer	459-9804		3yrs	0	Yes	
04/30/22	Tourism Development Authority (TDA)	Retho Webster Williams, Jr.			3 yrs	2	Yes	Public Member
04/30/22	Tourism Development Authority (TDA)	Dan Daly		2	3 yrs	2	Yes	Tourism-Related Member
04/30/22	Tourism Development Authority (TDA)	George Griffin			3 yrs	2	Yes	Public Member
04/30/22	Tourism Development Authority (TDA)	Mark Cone	919-576-1709	3	3 yrs	0	Yes	Public Member
04/30/22	Tourism Development Authority (TDA)	Brittany Parker	252-751-7007		3 yrs	0	Yes	Collector Member
04/30/22	Tourism Development Authority (TDA)	Lisa Ann Ferguson	904-3674	7	3 yrs	0	Yes	Collector Member
04/30/22	Nash County Board of Adjustment	Dennis Ray Cobb	459-2384	1	3 yrs	2	Yes	*Serving as a Regular Member as of 04-2020
04/30/22	Nash County Board of Adjustment	Tommy Bass	478-5592	4	3 yrs	2*	Yes	*As a Regular Member
06/30/22	Nash County Planning Board	DeLeon Parker		5	3 yrs	1	Yes	Filled Unexpired Term for David Green 1st term
06/30/22	Nash County Planning Board	James "Jimmy" Glover	H:237-9779 W:237-0926	4	3 yrs	0	Yes	
06/30/22	ABC Board	Kenneth E. Gilliam			3 yrs	2	Yes	(1st term is was filling unexpired)
06/30/22	NCC - Board of Trustees	James Mercer	459-9444	4	4 yrs	2	Yes	Public Member
06/30/22	ABC Board	James "Butch" Mull	904-2477	4	3 yrs	0	Yes	Recommended by Sue Leggett
06/30/22	Turning Point Work Force Dev. Board	Beth Ann Rose			2 yrs	1	Yes	Public Sector Member
12/31/22	Agriculture Advisory Board	Steve Bass	459-2481	4	3 yrs	3	?	Recommended by Extension Dir.
12/31/22	Agriculture Advisory Board	Linda Fisher	813-2210	1	3 yrs	3	?	Recommended by Extension Dir.
12/31/22	Agriculture Advisory Board	Brent Leggett	885-0229	4	3 yrs	3	?	Recommended by Extension Dir.
12/31/22	NHCS - Board of Commissioners	Robbie A. Green	731-796-0399	7	3 yrs	0	Yes	Recommended by NHCS
12/31/22	NHCS - Board of Commissioners	Sue Leggett		4	3 yrs	0	Yes	Recommended by NHCS
12/31/22	NHCS - Board of Commissioners	Ivan Y. Peacock, MD	443-7686	6	3 yrs	3	Yes	Recommended by NHCS
12/31/22	NHCS - Board of Commissioners	Bill Lehnes		5	3 yrs	2	Yes	Recommended by NHCS
04/30/23	Consolidated Human Services Board	Dorothy Battle			4 yrs	2	Yes	Public Member
04/30/23	Consolidated Human Services Board	Dr. Doris Knight Thorne	937-7337	7	4 yrs	2	Yes	Dentist Member
04/30/23	Consolidated Human Services Board	Yvonne Moore	459-6331		4 yrs	2	Yes	Consumer Member

04/30/23	Consolidated Human Services Board	Danny Tyson	478-4744	4	4 yrs	2	Yes	Consumer Member
04/30/23	Consolidated Human Services Board	Dr. Mike Johnson (Chairman)	937-7777	2	4 yrs	2	Yes	Optometrist Member
04/30/23	Consolidated Human Services Board	Dan Cone		3	4 yrs	2	Yes	Commissioner Member
04/30/23	Consolidated Human Services Board	Chandra Meachem Tucker, DVM	442-3636	7	4 yrs	2	Yes	Veterinarian Member
04/30/23	Consolidated Human Services Board	Pat Adams	937-6487	7	4 yrs	2	Yes	Social Worker
04/30/23	Consolidated Human Services Board	Mickey League			4 yrs	2	Yes	Pharmacist Member
04/30/23	Consolidated Human Services Board	Dr. Mark Abel		7	4 yrs	2	Yes	Medical Doctor Member
04/30/23	Nash County Board of Adjustment	Kenneth G. Mullen	443-2754	5	3 yrs	1	Yes	*Serving as Alternate Member #1 as of 04-2020
04/30/23	Nash County Board of Adjustment	Gwendolyn Wilkins	883-4184	6	3 yrs	0	Yes	*Serving as Alternat
04/30/23	Tourism Development Authority (TDA)	Wayne Murphy			3 yrs	3	No	Public Member
04/30/23	Tourism Development Authority (TDA)	Percell Kelley	252-883-1304	2	3yrs	0	Yes	Public Member
06/30/23	NCC - Board of Trustees	Samuel Dickens, III			4 yrs	2	Yes	Public Member
06/30/23	Nash County Planning Board	Kimberly Moore		1	3 yrs	0	Yes	
06/30/23	Nash County Planning Board	Kevin Smith	904-6487	2	3 yrs	2	Yes	
06/30/23	Nash County Planning Board	Barbara Pulley	478-5791	3	3yrs	2	Yes	
06/30/23	Trillium - Regional Board Member	Dan Cone		3	3 yrs	0	Yes	Commissioner Member - 1st term partical (Lisa Barnes)
06/30/23	Trillium - Regional Board Member	Amy Pridgen-Hamlett	459-9876	4	3 yrs	2	Yes	Other Member - Staff
12/31/23	Braswell Memorial Library Board of Trustees	Ricky Pitt			4 yrs	2	Yes	
06/30/24	Braswell Memorial Library Board of Trustees	Elizabeth Overton		4	4 yrs	0	Yes	Filled Unexpired term of Ruth Smith Couple Months
06/30/24	NCC - Board of Trustees	Sonny Foster	446-3384	6	4 yrs	2	Yes	Public Member
<b>Staff &amp; Misc. Appointments</b>								
	Farmers Market Advisory Board	Zee Lamb (Ex-Officio)	459-9800	N/A	NA	N/A	N/A	
	Farmers Market Advisory Board	Sandy Hall (Ex-Officio)	459-9810	N/A	NA	N/A	N/A	
	Farmers Market Advisory Board	Stephanie Collins (Ex-Officio)		N/A	NA	N/A	N/A	
	Farmers Market Advisory Board	Fred Belfield	459-9800	N/A	NA	N/A	N/A	Commissioner Member
	UCPCOG Board	Stacie Shatzer	459-9800	N/A	NA	N/A	N/A	
	UCPCOG Board	Fred Belfield	459-9800	N/A	NA	N/A	N/A	Commissioner Member
	UCPCOG Board	Mary Wells	459-9800	N/A	NA	N/A	N/A	Commissioner Member
	NEED, Inc. Board of Directors	Fred Belfield	459-9800	N/A	NA	N/A	N/A	Serve as long as elected
	NEED, Inc. Board of Directors	Sue Leggett - Stacie Shatzer	459-9804	N/A	NA	N/A	N/A	Stacie is appointed to serve in lieu of Sue
	NCC - Board of Trustees	Dr. Bill Carver (Ex-Officio)	451-8326	N/A	NA	N/A	N/A	
	NCC - Board of Trustees	Wayne Outlaw	459-9800	N/A	NA	N/A	N/A	Commissioner Member
	NCC - Board of Trustees	Mary Wells	459-9800	N/A	NA	N/A	N/A	Commissioner Member
	Human Service Board	Dan Cone	459-9800					
	UNC Nash Health Care Systems	Sue Leggett	459-9800					Commissioner Member
	MPO - Transporation Advisory Committee	Robbie Davis	813-1508	7	NA	NA	NA	Commissioner Member
	Upper Coastal Plain RPO	Wayne Outlaw	459-9800					
	Juvenile Crime Prevention Council	Fred Belfield	459-9800					Commissioner Member
	Juvenile Crime Prevention Council	Lou Richardson	459-9800					Commissioner Member
	Community Caregiver Advisory Board	Lou Richardson	459-9800					Commissioner Member
	Rocky Mount-Wilson Airport Authority	Charles Mullen	443-0300	7	NA	N/A	N/A	
	Tar River Transit	Fred Belfield	459-9800					Commissioner Member
	Turning Point Workforce Development	Mary Wells	459-9800					Commissioner Member
	STEP	Mary Wells	459-9800					Commissioner Member
	Tourism Development Authority	Donna Wood	459-9802					
	Tourism Development Authority	Robbie Davis	813-1508					Commissioner Member

Note for TDA Board: On the TDA there must be a minimum of one third Collectors [5] and one half Travel and Tourism related [7] member which include the Collectors. The other half [8] are Public Members. The G S states that if there is an odd number on the Board which we have [15] that one half less one must be T and T related.

**Nash County  
Commissioner's Agenda Information Sheet**

Date: July 6, 2020

page 1 of 2  
Attachment: yes

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Item:	Monthly Report
Initiated By:	Doris Sumner, Acting Tax Administrator
Action Proposed:	Information only

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**Description:**

In keeping with G.S. 105-360(7), the tax collector will be providing a monthly report showing the amount of taxes collected and efforts being made to collect taxes. This report is designed to keep the board current on activities in the tax collector's office. The report is for your information only and does not require approval. It is recommended that you accept the report so that it will be noted in the minutes.



## MONTHLY REPORT OF TAX COLLECTOR

Among the duties of the Tax Collector is:

G.S. 105 – 350 (7) to submit to the governing body at each of its regular meetings a report of the amount he has collected on each year's taxes with which he is charged, the amount remaining uncollected and the steps he is taking to encourage or enforce payment of uncollected taxes.

### STEPS BEING TAKEN TO COLLECT:

All legal enforcement procedures prescribed by law including garnishment, levy attachment to bank account, certifying to other counties and foreclosure of real estate.

# MONTH OF MAY 2020 YEAR TO DATE COMMISSIONER REPORT

## NASH COUNTY TAX DEPARTMENT

**CURRENT YEAR 2018  
NASH COUNTY**

**CURRENT YEAR 2019  
NASH COUNTY**

**COLLECTED JULY 1, 2018 - MAY 31, 2019**

**COLLECTED JULY 1, 2019 - MAY 31, 2020**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

BEGINNING REC	\$	-
YTD LEVY & PENALTY	\$	44,801,056.76
YTD ADJUSTMENTS	\$	10,406.74
(YTD RELEASES)	\$	(48,152.57)
(YTD DISC/WO)	\$	(434.37)
YTD T & TT MV LEVY	\$	5,858,676.44
<b>TOTAL LEVY</b>	<b>\$</b>	<b>50,621,553.00</b>

BEGINNING REC	\$	-
YTD LEVY & PENALTY	\$	46,250,943.79
YTD ADJUSTMENTS	\$	3,296.31
(YTD RELEASES)	\$	(86,826.69)
(YTD DISC/WO)	\$	(767.11)
YTD T & TT LEVY	\$	6,078,355.66
<b>TOTAL LEVY</b>	<b>\$</b>	<b>52,245,001.96</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$	44,183,373.76
(YTD REFUNDS)	\$	(89,563.81)
YTD T & TT COLLECTIONS	\$	5,858,676.44
<b>YTD COLLECTIONS</b>	<b>\$</b>	<b>49,952,486.39</b>

YTD PAYMENTS	\$	45,598,642.85
(YTD REFUNDS)	\$	(68,902.60)
YTD T & TT PAYMENT	\$	6,078,355.66
<b>TOTAL COLLECTIONS</b>	<b>\$</b>	<b>51,608,095.91</b>

**YTD RECEIVABLES = TOTAL LEVY - TOTAL COLLECTIONS**

**YTD RECEIVABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$	50,621,553.00
(TOTAL COLLECTIONS)	\$	(49,952,486.39)
<b>YTD RECEIVABLES</b>	<b>\$</b>	<b>669,066.61</b>

TOTAL LEVY	\$	52,245,001.96
(TOTAL COLLECTIONS)	\$	(51,608,095.91)
<b>YTD RECEIVABLES</b>	<b>\$</b>	<b>636,906.05</b>

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY  
TOTAL LEVY**

**98.68%**

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY  
TOTAL LEVY**

**98.78%**



# MONTH OF MAY 2020 YEAR TO DATE COMMISSIONERS REPORT

## NASH COUNTY TAX DEPARTMENT

### NASH COUNTY ALL YEARS

**COLLECTED JULY 1, 2018- MAY 31, 2019**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

BEGINNING REC	\$ 3,532,972.58
YTD LEVY & PENALTY	\$ 44,817,971.45
YTD ADJUSTMENTS	\$ 10,406.74
(YTD RELEASES)	\$ (68,911.72)
(YTD DISC/WO)	\$ (471.10)
YTD T&TT LEVY	\$ 5,858,676.44
<b>TOTAL LEVY</b>	<b>\$ 54,150,644.39</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$ 44,802,948.73
(YTD REFUNDS)	\$ (103,675.78)
YTD T & T T PAYMENT S	\$ 5,858,676.44
<b>TOTAL COLLECTIONS</b>	<b>\$ 50,557,949.39</b>

**YTD RECEIVEABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$ 54,150,644.39
TOTAL COLLECTIONS	\$ (50,557,949.39)
<b>YTD RECEIVEABLES</b>	<b>\$ 3,592,695.00</b>

**THIS FIGURE DOES NOT INCLUDE \$237,206.65  
INTEREST**

**COLLECTIONS PERCENTAGE 93.37%**

### NASH COUNTY ALL YEARS

**COLLECTED JULY 1, 2019 -MAY 31, 2020**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

BEGINNING REC	\$ 3,220,928.68
YTD LEVY & PENALTY	\$ 46,251,069.05
YTD ADJUSTMENTS	\$ 3,296.31
(YTD RELEASES)	\$ (89,461.65)
(YTD DISC/WO)	\$ (779.13)
YTD T & TT MV LEVY	\$ 6,078,355.66
<b>TOTAL LEVY</b>	<b>\$ 55,463,408.92</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$ 46,085,629.33
YTD REFUNDS	\$ (77,716.87)
YTD T & TT PAYMENTS	\$ 6,078,355.66
<b>TOTAL COLLECTIONS</b>	<b>\$ 52,086,268.12</b>

**YTD RECEIVEABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$ 55,463,408.92
TOTAL COLLECTIONS	\$ (52,086,268.12)
<b>YTD RECEIVEABLES</b>	<b>\$ 3,377,140.80</b>

**THIS FIGURE DOES NOT INCLUDE \$208,858.26 COLLECTED IN  
INTEREST**

**COLLECTIONS PERCENTAGE 93.91%**

# MONTH OF MAY 2020 YEAR TO DATE COMMISSIONERS REPORT

## NASH COUNTY TAX DEPARTMENT

**2018 NASH COUNTY  
REAL ESTATE ONLY  
COLLECTED JULY 1, 2018- MAY 31, 2019**

**2019 NASH COUNTY  
REAL ESTATE ONLY  
COLLECTED JULY 1, 2019 - MAY 31, 2020**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO**

BEGINNING REC	\$ -
	\$ 40,456,837.52
YTD ADJUSTMENTS	\$ 8,987.47
(YTD RELEASES)	\$ (35,504.64)
(YTD DISC/WO)	\$ (246.02)
<b>TOTAL LEVY</b>	<b>\$ 40,430,074.33</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$ 39,863,220.66
(YTD REFUNDS)	\$ (83,891.44)

**TOTAL COLLECTIONS \$ 39,779,329.22**

**YTD RECEIVEABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$ 40,430,074.33
(TOTAL COLLECTIONS)	\$ (39,779,329.22)
<b>YTD RECEIVEABLES</b>	<b>\$ 650,745.11</b>

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY  
TOTAL LEVY 98.39%**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO**

BEGINNING REC	\$ -
YTD LEVY & PENALTY	\$ 41,909,065.56
YTD ADJUSTMENTS	\$ 1,771.56
(YTD RELEASES)	\$ (53,456.94)
(YTD DISC/WO)	\$ (168.07)
<b>TOTAL LEVY</b>	<b>\$ 41,857,212.11</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$ 41,363,695.40
(YTD REFUNDS)	\$ (68,161.52)

**TOTAL COLLECTIONS \$ 41,295,533.88**

**YTD RECEIVEABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$ 41,857,212.11
(TOTAL COLLECTIONS)	\$ (41,295,533.88)
<b>YTD RECEIVEABLES</b>	<b>\$ 561,678.23</b>

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY  
TOTAL LEVY 98.62%**



# MONTH OF MAY 2020 YEAR TO DATE COMMISSIONERS REPORT NASH COUNTY TAX DEPARTMENT

## 2018 NASH COUNTY MOTOR VEHICLES ONLY

**COLLECTED JULY 1, 2018 - MAY31, 2019**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

BEGINNING REC	\$	-
YTD LEVY & PENALTY	\$	-
YTD ADJUSTMENTS	\$	-
(YTD RELEASES)	\$	-
(YTD DISC/WO)	\$	-
YTD T & TT LEVY	\$	5,858,676.44
<b>YTD TOTAL LEVY</b>	<b>\$</b>	<b>5,858,676.44</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$	-
(YTD REFUNDS)	\$	-
YTD T & TT PAYMENTS	\$	5,858,676.44
<b>TOTAL COLLECTIONS</b>	<b>\$</b>	<b>5,858,676.44</b>

**YTD RECEIVABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$	5,858,676.44
(TOTAL COLLECTIONS)	\$	(5,858,676.44)
<b>YTD RECEIVABLES</b>	<b>\$</b>	<b>-</b>

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY**

**TOTAL LEVY** **100.00%**

## 2019 NASH COUNTY MOTOR VEHICLES ONLY

**COLLECTED JULY 1, 2019 - MAY 31, 2020**

**TOTAL LEVY=BEG REC+YTD LEVY+YTD ADJ-YTD REL-YTD DISC/WO+YTD T&TT**

BEGINNING REC	\$	-
YTD LEVY & PENALTY	\$	-
YTD ADJUSTMENTS	\$	-
(YTD RELEASES)	\$	-
YTD DISC/WO)	\$	-
YTD T&TTMV LEVY	\$	6,078,355.66
<b>TOTAL LEVY</b>	<b>\$</b>	<b>6,078,355.66</b>

**TOTAL COLLECTIONS = YTD PAYMENTS - YTD REFUNDS**

YTD PAYMENTS	\$	-
(YTD REFUNDS)	\$	-
YTD T & TT PAYMENTS	\$	6,078,355.66
<b>TOTAL COLLECTIONS</b>	<b>\$</b>	<b>6,078,355.66</b>

**YTD RECEIVABLES = TOTAL LEVY - TOTAL COLLECTIONS**

TOTAL LEVY	\$	6,078,355.66
(TOTAL COLLECTIONS)	\$	(6,078,355.66)
<b>YTD RECEIVABLES</b>	<b>\$</b>	<b>-</b>

**COLLECTIONS PERCENTAGE= TOTAL COLLECTIONS DIVIDED BY**

**TOTAL LEVY** **100.00%**

**Nash County**  
**Commissioner's Agenda Information Sheet**

Date: July 6, 2020

page 1 of 1  
Attachments: Yes

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Item: Refund Requests

Initiated By: Doris Sumner, Acting Tax Administrator

Action Proposed: Approve as submitted

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**Description:**

In compliance with North Carolina General Statutes Article 27, 105-381 the Tax Collector will submit to the governing body for their approval a list of any tax refunds after legitimacy of the refund has been established.

REFUND REQUESTS  
JULY 6, 2020

1. ALSTON OLIVER III & HATTIE R	NCO 2019	\$ 219.30
12649 TAYLORS STORE RD	F25 2019	<u>36.00</u>
NASHVILLE NC 27856	TOTAL	255.30

PARCEL 305364 WAS TAXED AT A VALUE OF \$193,240. PROPERTY SHOULD HAVE BEEN TAXED AT A VALUE OF \$160,510. THIS WOULD BE A \$32,730 REDUCTION IN VALUE.

ALSTON OLIVER III & HATTIE R	NCO 2018	\$ 219.30
12649 TAYLORS STORE RD	F25 2018	<u>25.70</u>
NASHVILLE NC 27856	TOTAL	245.00

PARCEL 305364 WAS TAXED AT A VALUE OF \$193,240. PROPERTY SHOULD HAVE BEEN TAXED AT A VALUE OF \$160,510. THIS WOULD BE A \$32,730 REDUCTION IN VALUE.

ALSTON OLIVER III & HATTIE R	NCO 2017	\$ 219.30
12649 TAYLORS STORE RD	F25 2017	<u>25.70</u>
NASHVILLE NC 27856	TOTAL	245.00

PARCEL 305364 WAS TAXED AT A VALUE OF \$193,240. PROPERTY SHOULD HAVE BEEN TAXED AT A VALUE OF \$160,510. THIS WOULD BE A \$32,730 REDUCTION IN VALUE.