

Regular Meeting July 6, 2020

A regular meeting of the Nash County Board of Commissioners was held at 9:00 AM, July 6, 2020 in the Frederick B. Cooper, Jr. Commissioners' Room at the Claude Mayo, Jr. Administration Building in Nashville, NC.

Present were Chairman Robbie B. Davis and Commissioners Fred Belfield, Jr., Sue Leggett, J. Wayne Outlaw, Lou M. Richardson, and Mary P. Wells.

Commissioner Dan Cone was absent due to a family medical reason.

Others present at the meeting were Adam Tyson, Doris Sumner, Stacie Shatzer, Donna Wood, Janice Evans, Zee B. Lamb, Vince Durham, Battle, Winslow, Scott & Wiley and other staff members and members of the public.

Chairman Davis called the meeting to order and provided a brief explanation regarding prayer and the Pledge of Allegiance in Nash County. He stated it is customary that Nash County starts each meeting with a prayer by a Commissioner and Pledge of Allegiance and that anyone wishing to participate in the prayer, moment of silence, or a prayer of their own choice was welcomed.

Chairman Davis called on Ms. Sue Leggett for the invocation and Mr. J. Wayne Outlaw to lead the Pledge of Allegiance.

Chairman Davis asked the Board to consider approval of the minutes.

On motion of J. Wayne Outlaw seconded by Mary P. Wells and duly passed that the minutes of the June 1, 2020 regular meeting, June 15, 2020 regular meeting, and June 29, 2020 recessed meeting be approved.

Chairman Davis provided a brief explanation of Nash County's Public Comment Policy and asked for any public comments. There were none.

Mr. Allen Chesser of Frazier Road, Spring Hope, NC made a presentation to the Board and requested the Board's approval of a resolution reaffirming oaths and obligations to uphold and defend the Constitutions of the United States and the State of North Carolina.

On motion of Robbie B. Davis seconded by Sue Leggett and duly passed that the Nash County Board of Commissioners table agenda item 6, Resolution Reaffirming

Oaths and Obligations to Uphold and Defend the Constitutions of the United States and the State of North Carolina.

It was the consensus of the Board that Commissioner Fred Belfield, Jr., Vice Chairman J. Wayne Outlaw, County Attorney Vince Durham, and Mr. Allen Chesser work together on this agenda item, agenda item 6, Resolution Reaffirming Oaths and Obligations to Uphold and Defend the Constitutions of the United States and the State of North Carolina and to bring it back before the Board in August.

Ms. Duna Dickinson, NCWorks Outreach Coordinator for Turning Point Workforce Development Board made a presentation and shared information on Nash County being certified as a Work Ready Community.

Mr. Adam Tyson, Planning Director presented for the Board's consideration 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. He advised 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.

On motion of Lou M. Richardson seconded by Sue Leggett and duly passed that the Nash County Board of Commissioners **APPROVE** the subdivision waiver request related to the Major Subdivision Final Plat for Linda Foster Rich, S. J. Bartholemew Tract, Phase II.

Mr. Brian Brantley, Emergency Services Director, requested approval of the Franchise Agreements with North State Medical Transport, Eastern Medical Transport, and METZ Medical Transport. He stated this is the first of two approvals as required by General Statute.

On motion of J. Wayne Outlaw seconded by Fred Belfield, Jr. and duly passed that the Franchise Agreements with North State Medical Transport, Eastern Medical Transport, and METZ Medical Transport be approved.

Ms. Donna Wood, Finance Director presented for the Board's consideration Nash County 2020 Urgent Repair Program Grant Project Ordinance.

On motion of Mary P. Wells seconded by Fred Belfield, Jr. and duly passed that the following 2020 Urgent Repair Program Grant Project Ordinance be adopted.

**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

Ms. Wood presented for the Board's consideration 2020 Essential Single Family Rehabilitation Loan Pool Grant Project Budget Ordinance.

On motion of J. Wayne Outlaw seconded by Sue Leggett and duly passed that the following 2020 Essential Single Family Rehabilitation Loan Pool Grant Project Budget Ordinance be adopted.

**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>		
Total		<u>\$190,000.00</u>

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.

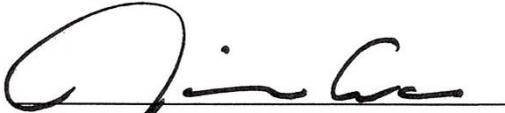
Section 11. Copies of this grant project ordinance shall be made available to the budget officer and the Finance Director for direction in carrying out this Program.

Adopted this 6th day of July, 2020.



Robbie B. Davis, Chairman
Nash County Board of Commissioners

ATTEST:



Janice Evans, Clerk to the Board

Ms. Wood presented for the Board's consideration COVID-19 Grant Project Ordinance Amendment 2.

On motion of Fred Belfield, Jr. seconded by Lou M. Richardson and duly passed that the Nash County Board of Commissioners adopt the following COVID-19 Grant Project Ordinance Amendment 2.

**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
1410217-453540	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>\$2,086,532</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 6th day of July 2020.


 Robbie B. Davis, Chairman

ATTEST:

 Janice Evans, Clerk to the Board

Ms. Wood presented for the Board's consideration Nash County Procurement Card Policy – Revision.

On motion of J. Wayne Outlaw seconded by Mary P. Wells and duly passed that the Nash County Board of Commissioners approve the following Nash County Procurement Card Policy (P-Card) – Revision as written with the understanding that each department will receive one P-Card per department, subject to Administration deciding on the number of additional cards issued to departments.



Nash County Procurement Card Policy

Effective Date July 6, 2020

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 at (252)462-2402, 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.



Bank of America Procurement Card Employee Agreement Form

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 an authorized card holder and no other person shall have access to use my card, unless pre-approved as a user for this card and a card agreement form has been signed by the approved user for specific use of the card OR I am an approved user of this card by reading and signing this agreement form along with the Department Head for the department I am entrusted to make purchases and the Nash County Finance Director.
- 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 against the user by management in the event of Card misuse.
- 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 and prosecution, 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 to the County immediately upon use (if not direct card holder), 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)

FINANCE DIRECTOR

DATE

Last 4 of Card Number: _____

Chairman Davis called for a ten (10) minutes break.

Chairman Davis called the meeting back to order.

On motion of Lou M. Richardson seconded by J. Wayne Outlaw and duly passed that the Nash County Board of Commissioners recess the regular meeting in order to call the Central Nash Water & Sewer District Board of Nash County to order.

Chairman Davis called the Central Nash Water & Sewer District Board of Nash County to order.

Ms. Wood presented for the Board's consideration Central Nash Water & Sewer District Project Ordinance Amendment 31.

On motion of J. Wayne Outlaw seconded by Sue Leggett and duly passed that the Nash County Board of Commissioners approve the following Central Nash Water & Sewer District Project Ordinance Amendment 31.

**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	53,159.00	53,159.00
	<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

On motion of Sue Leggett seconded by Lou M. Richardson and duly passed that the Central Nash Water & Sewer District Board adjourn.

Chairman Davis called the regular meeting back to order.

Ms. Stacie Shatzer, Assistant County Manager asked the Board to consider appointments to the Nash County Tourism Development Authority (TDA).

On motion of Fred Belfield, Jr. seconded by Mary P. Wells and duly passed that Melissa Clark and Carole Reda be appointed to the Nash County Tourism Development Authority (TDA).

Ms. Doris Sumner, Acting Tax Administrator presented the monthly tax report.

The Monthly Tax Collector's report was accepted.

Ms. Sumner presented for the Board's consideration a tax refund request for July 2020.

On motion of J. Wayne Outlaw seconded by Fred Belfield, Jr. and duly passed that the following tax refund be approved.

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.

Chairman Davis called on the Commissioners for any comments and/or reports.

Mr. Zee B. Lamb, County Manager provided a Manager's Report to the Board. He also provided a monthly update report on revenues for Nash County.

On motion of Sue Leggett seconded by Fred Belfield, Jr. and duly passed that the Board go into 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(a)(6) to consider the qualifications, competence, fitness and conditions of appointment or conditions of initial employment of a prospective public officer or employee.

During closed session, the Board received updates on economic development projects, consulted with the attorney to discuss matters that are subject to the attorney-client privilege between the attorney and the Board, and discussed personnel matters.

On motion of Sue Leggett seconded by Fred Belfield, Jr. and duly passed that the closed session minutes of June 1, 2020 be approved.

On motion of J. Wayne Outlaw seconded by Fred Belfield, Jr. and duly passed that the closed session adjourn.

Chairman Davis called the regular meeting back to order.

On motion of Lou M. Richardson seconded by Sue Leggett and duly passed that it is the intent of the Nash County Board of Commissioners to accept the offer from Mr. Marvin Shearin to purchase property in Gold Rock owned by Nash County with the purchase price of \$104,945, subject to conditions that the dilapidated hotel be demolished within six months after the closing of the sale and that the property be redeveloped within 36 months after the sale.

On motion of Mary P. Wells seconded by Fred Belfield, Jr. and duly passed that the meeting recess until Wednesday, July 8, 2020 at 9:30 AM.

Janice Evans, Clerk
Nash County Board of Commissioners