

MINUTES FROM THE REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE COUNTY COURTHOUSE ON AUGUST 2, 2004 AT 7:00 P.M.

The meeting of the Board of County Commissioners was called to order by Vice-Chairman H.E. Luke Lucas. The following Commissioners were present: Clinton G. Alston, Weldon C. Capps, Jr., and Janet Humphries. Absent: Chairman Ulysses S. Ross. Others present were Loria D. Williams, County Manager, Charles T. Johnson, County Attorney, and Susan W. Brown, Finance Officer.

A moment of silence was followed by Citizen Comments:

June Gibbs, Animal Activist - spoke in support of animal control issues and made recommendations for proposed Animal Shelter.

Judy Baker requested Board move Resolution declaring Healthy NC Month from Consent Agenda to regular agenda, so it may be read aloud.

On motion of Commissioner Humphries, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve the August 2, 2004 Suggested Agenda, with the following amendments:

Move Consent Agenda Item 5E - Animal Shelter Committee Member appointments to regular agenda Item 7

Consent Agenda Item 5F1 - Healthy NC Month 2004 to regular agenda item 6E

Add Agenda Item 6 - Request for extension of Buck Springs USDA Letter of Intent to Meet Conditions

Agenda Item 11E - Resolution Awarding Construction Contracts for Water & Sewer District III Phase I Water System Improvements

Agenda Item 16A - 2005 Holiday Schedule

On motion of Commissioner Alston, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve Consent Agenda Item #5A – minutes of July 6, 2004 Regular Board Meeting.

On motion of Commissioner Alston, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve Consent Agenda Item #5B – Tax Collector's & Interest Income Reports, submitted by Finance Officer Susan W. Brown:

WARREN COUNTY OFFICE OF TAX COLLECTION
Susan W. Brown - Tax Collector
(252) 257-3337 (Tax) (252) 257-6523 (Fax)
POST OFFICE BOX 185
WARRENTON, NORTH CAROLINA 27589



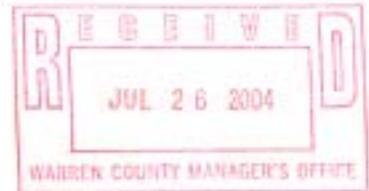
TAX COLLECTOR'S REPORT
TO THE
BOARD OF COUNTY COMMISSIONERS

2003 Taxes Collected June	107,149.23
2003 Taxes Collected To Date	9,869,698.08
Percentage of 2003 Taxes Collected	94.57
Other June Collections:	
Delinquent Taxes and Penalties	27,867.39
Advance Payments	19,579.04
Total June Collections:	154,595.66
Percentage as of June 2002	93.14

Respectfully submitted 8/2/2004

S. Brown
Susan W. Brown
Tax Collector

WARREN COUNTY OFFICE OF FINANCE AND TAX - COLLECTION
Susan W. Brown, Finance Officer - Tax Collector
(252) 257-1778 (Finance) (252) 257-3337 (Tax) (252) 257-6523 (Fax)
P. O. BOX 185
WARRENTON, NORTH CAROLINA 27589



INTEREST INCOME REPORT
Month Of June 2004

FUND	JUNE INCOME	FISCAL YEAR TO - DATE
General	5,008.92	55,163.68
Revaluation	153.01	1,670.49
E 911 Telephone System	114.27	1,646.59
E 911 Wireless	62.38	547.85
Admin Off Bld Cap Reserve Fund	60.48	842.36
Admin Off Bld Cap Project Fund	64.70	4,931.51
State School Building Bond	0.00 CLOSED	37.50
District I -Phase III	0.00 CLOSED	63.51
Welcome Center Project	0.00 CLOSED	640.75
Regional Water Enterprise Fund	207.29	1,834.82
District I Enterprise Fund	216.36	2,376.00
Solid Waste	654.03	7,512.11
District II Capital Project Fund	147.37	2,517.85
SC Pleasant Hills Sewer Force Main	0.28	6.34
District II Enterprise Fund	122.55	1,324.25
District III Capital Project Fund	0.68	51.55
District III Phase II	1.23	12.19
District I Phase IV	0.64	47.52
	6,814.19	81,226.87

On motion of Commissioner Alston, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve Consent Agenda Item #5C - Tax Releases Over \$100, submitted by Tax Assessor Linda T. Jones:

TAX RELEASE REQUESTS OVER \$100
7/26/2004

Approved by BOC
Date: _____

ERROR CORRECTION RELEASES:

NAME	ACCT#	RECORD #	AMOUNT	REASON
Sims, Oliver	37503-97	36388	\$386.60	Property Taxed in Halifax Co.
Sims, Oliver	37503-98	37744	350.30	Property Taxed in Halifax Co.
Sims, Oliver	37503-99	39380	325.33	Property Taxed in Halifax Co.
Sims, Oliver	37503-100	42426	310.05	Property Taxed in Halifax Co.
Sims, Oliver	37503-101	46329	211.53	Property Taxed in Halifax Co.
Sims, Oliver	37503-102	53711	242.30	Property Taxed in Halifax Co.
Sims, Oliver	37503-300	11552	237.10	Property Taxed in Halifax Co.
Thornton, Jeanette	23555-101	45304	482.04	House Not Ready for Occupancy on 1/1/01
SUB-TOTAL ERROR CORRECTIONS:			\$2,505.25	

MOTOR VEHICLE RELEASES:

NONE

SUB-TOTAL MOTOR VEHICLE RELEASES:	0.00
SUB-TOTAL ERROR CORRECTIONS:	2,505.25
TOTAL RELEASES:	\$2,505.25

County Manager approved releases Under \$100 for Board's information.

TAX RELEASE REQUESTS UNDER \$100
07/26/04

Approved: *[Signature]*
Date: _____

ERROR CORRECTION RELEASES:

NAME	ACCT#	RECORD #	AMOUNT	REASON
NONE				
SUB-TOTAL ERROR CORRECTIONS:			50.00	

MOTOR VEHICLES RELEASES:

Campanel, Dawn	20366-2333	72694	4.72	Vehicle Sold
Carter, John W., Jr.	5193-1063	75850	2.38	Vehicle Sold
Dasey, Cynthia	22644-2631	79108	18.80	Moved to VA
Doxey, Ronald	22544-2375	77166	22.61	Vehicle Given Away
Dasey, Ronald	22644-1851	72112	2.20	Vehicle Sold
Harnsed, Servietts	10565-1312	72956	3.20	Vehicle Sold
Hawkins, Rosa	18838-103	48718	54.39	Vehicle Turned In
Hughes, Karen	16055-0099	50856	6.36	Vehicle Traded
Liming, Angel	10871-2524	78901	47.60	Moved
Manning, Robert A.	19175-1180	69646	3.02	Vehicle Traded
Miller, Chad E.	24495-1548	74457	44.94	Vehicle Tossed
Palmer, Curtis	28830-103	80968	3.78	Vehicle Junked
Silver, Robert	37415-1552	67162	1.05	Vehicle Sold
Williams, Lana L.	44128-1022	68062	14.26	Vehicle Sold
Wilson, Mary Jo	1633-2425	76902	16.32	Vehicle Sold
SUB-TOTAL MOTOR VEHICLE RELEASES:			\$228.43	
SUB-TOTAL CORRECTIONS:			0.00	
TOTAL RELEASES:			\$228.43	

On motion of Commissioner Alston, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve Consent Agenda Item #5D – Work First Designation of "Standard Status" for Warren County Department of Social Services program.

On motion of Commissioner Alston, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve a "Resolution Adopting August 2004 as Fair Housing Month."

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to request an extension of "USDA Letter of Intent to Meet Conditions" for a period of one (1) year, as related to the Buck Springs Regional Excellence Center project.

On motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve the following:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE
WARREN COUNTY WATER & SEWER DISTRICT NO. II PROJECT
(Amendment No. 8)**

Section 3 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Water Fees	\$ 100
Investment Income	<u>574</u>
Total	\$ 674

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Construction – Distribution Lines	\$(16,594)
Engineering, Inspections, Surveys	19,291
Transfers to Other Funds District II Enterprise (FY 05)	<u>(2,023)</u>
Total	\$ 674

Explanation:

This amendment closes out the Warren County Water & Sewer District II Capital Project.

Respectfully 08/02/04



On motion of Commissioner Alston, which was seconded by Commissioner Capps, it was moved to approve the "Capital Project Ordinance for Warren County's Recreation Complex - Phase I".

Votes were as follows: Ayes - Alston, Capps, & Humphries
 Nays - Lucas

Motion carried.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries, and duly carried by unanimous vote, it was ordered to approve "Amendment # 1 to the FY 2004-05 Warren County Budget Ordinance".

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2004/2005
(Amendment No. 1)**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Fire Protection	\$ 2,000
Emergency Medical Services	12,900
Emergency Services	(12,900)
Transfer to Other Funds – Recreation Project – Phase I	103,270
Recreation	<u>(5,000)</u>
Total	\$ 100,270

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase Revenues:

Fund Balance Appropriated	<u>\$ 100,270</u>
Total	\$ 100,270

Section 9 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

Regional Water System	\$ 39,824
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Section 10 of the Warren County Budget Ordinance, pertaining to the Regional Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Fund Balance Appropriated	\$ 39,824
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Section 11 of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District I Water System	\$ 39,824
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Section 12 of the Warren County Budget Ordinance, pertaining to the District I Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Fund Balance Appropriated \$ 39,824

Section 13 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District II Water System \$ 37,800

Section 14 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance Appropriated \$ 39,823
Transfer From Other Funds - District II Capital Project (2,023)
Total \$ 37,800

Section 15 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Appropriations:

District II Water System \$ 39,823

Section 16 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase Revenues:

Fund Balance Appropriated \$ 39,823

This amendment:

- appropriates funds to the Fire Protection budget for the Palmer Springs Fire Department. These funds were approved during the budget work sessions but did not get included in the budget.

Source of Funding: Fund Balance Appropriated

- appropriates funds to Emergency Medical Services for HRSA Hospital Bio-terrorism Preparedness Grant expenditures. These funds are currently budgeted in the Emergency Services budget but will be used by EMS.

Source of Funding: Emergency Services

- Appropriates the transfer of funds from the General Fund to the Recreation Complex – Phase I Capital Project Ordinance as follows:

\$ 86,214 The balance remaining in the original \$100,000 reserved for Recreation
Source of funding: Fund Balance Appropriated (Reserved for Recreation)

\$ 12,056 Funds expended in FY 04 for the Recreation Project and expensed in the General Fund that should be included in the cost of the asset and therefore should be recorded in the Capital Project Fund

These costs were:	Survey	\$ 2,786
	Appraisals	1,250
	Recording Fee	20
	Schematic Design of Site	<u>8,000</u>
	Total	\$12,056

Source of funding: Fund Balance Appropriated

\$ 5,000 Cost of Subsurface Soil Investigation budgeted for FY 05 in the Recreation operating budget in the General Fund rather than in the Capital Project Ordinance

Source of funding: Recreation Budget

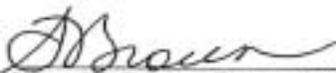
\$103,270 Total Transfer to General Fund

- appropriates funds to the four (4) water enterprise funds for the purchase of equipment. These funds were appropriated in FY 2004 from funds remaining in the District II Capital Project. All of the equipment was not received/purchased in FY 04 and therefore funding needs to be re-budgeted for purchases in FY 2005.

Source of Funding: Fund Balance Appropriated (in each enterprise fund)

- reduces the amount of funds transferred from the District II Capital Project at the close of the project.

Respectfully Submitted 08/02/05


Susan W. Brown, Finance Officer

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve the following, County Attorney Johnson was ordered to review liquidated damages clause to recover lost funds:

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR THE WARREN COUNTY CAPITAL BUILDING PROJECT

(Amendment No. 7)

Section 3 of the above-reference capital project ordinance shall be amended as follows:

Increase Revenues:

Sales Tax Refund – Law Enforcement Center \$8,682

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase (Decrease) Appropriations:

Table with 2 columns: Item Name and Amount. Items include A&P: Testing (\$4,800), Law Enforcement Center: Legal and Administrative (\$9,500), Construction Contract (3,700), Testing (5,400), Furniture and Fixtures (250), Signage (2,100), Miscellaneous (4,000), Contingency (2,068), and Total (\$8,682).

Explanation:

This amendment:

- Corrects a previous budgeting error. In Amendment #1, adopted 2/19/03, \$4,800 was appropriated to the A&P project for soil and ground-water testing. The revenue source was A&P interest income (\$3,800) and a transfer from the General Fund (\$1,000). However, the testing line item for the LEC project was increased rather than the A&P testing line item. This amendment correct this previous error.

Source of Funding: Testing Line Item, LEC Project

- Appropriates funds to the following line items to cover anticipated overages –

Table with 2 columns: Item Name and Amount. Items include Construction: Revision of tile in front lobby (\$2,950), Addition of flexible dam and shower rod/curtains in two showers (593), and Change two exterior light fixtures to a weatherproof type fixture (129).

Testing: Adjusts budget to meet actual testing requirements

Furniture and Fixtures: Increased to include the costs of blinds throughout the building

Signage: Increased due to addition of signs over the original contract and assessment of storage fees

Miscellaneous: Includes the installation of a PA call station at the front and rear door to communicate with the E-911 center and automatic door unlocking assembly. Also includes cost of keying the building and materials necessary to install generator.

Table with 2 columns: Source of funding and Amount. Items include Contingency (\$2,068), Unused Legal and Administrative Funds (9,000), and Sales Tax Refund (8,682).

Respectfully Submitted 8/02/04

On motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried by unanimous vote, September 2004 was proclaimed "Healthy North Carolina Month".

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, the following individuals were appointed to serve on the newly created "Animal Shelter Committee".

Mr. Jim Elam, Warrenton
Mr. William Roberts, Warrenton
Susan W. Brown, Finance Officer

Ms. Ruth Brown, Macon
June Gibbs, Littleton

Amy O'Malley, Veterinarian
James Solomon, Animal Control
Commissioner Janet Humphries

On motion of Commissioner Humphries, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve the "NC Division of Forest Services FY 2004-05 Agreement", total cooperative budget of \$240,682, Warren County's share \$96,273.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve at 1st reading, the "Allcare Ambulance Service Franchise Agreement" (Agreement), as revised August 2, 2004; subject to County Attorney's review and approval of "Terms of Termination".

A second (2nd) reading of the "Allcare Ambulance Service Franchise Agreement" as amended shall be held Tuesday, September 7, 2004 during the regular Board of Commissioners monthly meeting at 7:00 pm.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to adopt the following:



WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 519
WARRENTON, NORTH CAROLINA 27588
Telephone: (252) 257-3115 Fax: (252) 257-5971

State of North Carolina
County of Warren

Ulysses S. Ross, Chairman
H.E. Luke Lucas, Vice Chairman
Clinton G. Alston
Weldon C. Capps, Jr.
Janet W. Humphries

Loria D. Williams
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Resolution Conveying Personal Property

WHEREAS, G.S. 1601-279 states that a county may in lieu of or in addition to an appropriation, convey by private sale, real or personal property to any public or private entity that carries out a public purpose; and

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity; and

WHEREAS, said conveyance must be in accordance with the procedural provisions set forth in G.S. 160A-267.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners for the County of Warren hereby orders the County Manager to dispose of and convey by private sale, library materials withdrawn from the collection of Warren County Memorial Library to Friends of Warren County Memorial Library at a negotiated price.

BE IT FURTHER RESOLVED that a notice summarizing the contents of the Resolution shall be published in the local newspaper upon its adoption with final conveyance occurring at least ten (10) days after said publication.

Adopted this 2nd day of August 2004.

WARREN COUNTY BOARD OF COMMISSIONERS


Ulysses S. Ross, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to revise E-911 Data Base Technician Job Description to GIS Technician/Mapper salary grade remains at 17.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries, motion was made to approve job offer and salary for Planning Director/Zoning Administrator: Matthew Ramadan, with a salary of \$44,546 plus fringe benefits. Effective 8/3/04.

Votes were as follows: Ayes - Alston, Humphries, & Lucas
Nays - Capps

Motion carried.

On motion of Commissioner Alston, which was seconded by Commissioner Capps, motion was made to reclassify two (2) Child Welfare Social Worker III positions to Social Workers - Investigative/Assessment & Treatment:

	<u>Current Salary</u>	<u>Proposed Salary</u>
Maddie Davis	\$31,364	\$31,678
Brenda Jones	\$34,335	\$34,678

Retroactive to July 1, 2004.

Votes were as follows: Ayes - Alston & Capps
 Nays - Lucas & Humphries

Motion did not carry.

Emergency Medical Services Director, David Askew, appeared before the Board to request the Board deny a prior request for an increase in ambulance fees.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries, and duly carried by unanimous vote, the request for an increase in Emergency Medical Services ambulance fees was denied.

On motion of Commissioner Humphries, which was seconded by Commissioner Capps and duly carried by unanimous vote, it was ordered to approve "Revised Construction Inspection Plan for Warren County Water & Sewer District II" as presented. Chairman of the Board was authorized to sign related documentation.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to approve "Final Adjusting Change Order for Water & Sewer District I, Phase IV".

On motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve "Change Order # 1 for Virginia DOT Project".

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to approve "Amendment to Waste Water System Agreement between Warren County, Town of Norlina and Town of Warrenton".

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to adopt "Resolution Awarding Construction Contracts for Water & Sewer District III - Phase I Water System Improvements":

<u>Contract I</u>	Herring-Rivenbark, Inc. (Base Bid)
Distribution System:	\$5,250,940.00
<u>Contract II</u>	Caldwell Tanks, Inc. (Base Bid)
Elevated Water Storage Tank:	\$599,652.00

Motion was made by Commissioner Capps, which was seconded by Commissioner Alston to approve NC Parks & Recreation Trust Fund Project "Agreement", contract # P05074. Period of Agreement July 1, 2004 to June 30, 2007.

Votes were as follows: Ayes: Capps & Alston
 Nays: Lucas & Humphries

Motion did not carry.

Question was called if motion could be reintroduced for a second vote. Attorney Johnson reviewed Rules of Procedure for Board of Commissioners.

Vice-Chairman Lucas called for a five (5) minute recess.

Regular meeting was reconvened at 8:30 pm.

On motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to reconsider approval of NC Parks & Recreation Trust Fund Project "Agreement", and to approve entering into contract for same.

On motion of Commissioner Capps, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to table a request from Cooperative Extension Service Director - Philip McMillan, to increase salary and fringe benefits by \$9,676 for Extension Service employees. Board requested Mr. McMillan supply a comparative study of statewide Extension Service employee pay scale.

On motion of Commissioner Capps, which was seconded by Commissioner Alston, and duly carried by unanimous vote, County Manager Loria Williams was authorized to execute a contract between Warren County and Holly Hills Hospital for lease of Mental Health Office space, subject to County Attorney's review and approval.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries, and duly carried by unanimous vote, County Manager Loria Williams was authorized to execute a contract between Warren County and Triumph, LLC for lease of additional Mental Health Office space, subject to County Attorney's review and approval.

On motion of Commissioner Humphries, which was seconded by Commissioner Capps, it was moved to adopt Option 5 of the Government Facilities Operations Evaluation.

Votes were as follows: Ayes - Humphries, Capps & Lucas
 Nays - Alston

Motion carried.

On motion of Commissioner Alston, which was seconded by Commissioner Humphries, it was moved to table Executive Committee Agenda Review.

Votes were as follows: Ayes - Alston, Humphries & Lucas
 Nays - Capps

Motion carried.

On motion of Commissioner Humphries, which was seconded by Commissioner Alston and duly carried by unanimous vote, it was ordered to adopt the 2005 Warren County Holiday Schedule as follows:

***Warren County
2005 Holiday Schedule***

New Year's Day	December 31, 2004 - Friday
King's Birthday	January 17, 2005 - Monday
Good Friday	March 25, 2005 - Friday
Memorial Day	May 30, 2005 - Monday
Independence Day	July 4, 2005 - Monday
Labor Day	September 5, 2005 - Monday
Veteran's Day	November 11, 2005 - Friday
Thanksgiving	November 24 & 25 - Thurs & Fri
Christmas	December 23 & 26 - Fri & Mon

County Manager's report was given by memo:



WARREN COUNTY BOARD OF COMMISSIONERS

POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589
Telephone: (252) 257-3115 Fax: (252) 257-9771

Ulysses S. Ross, Chairman
H.E. Luke Lucas, Vice Chairman
Clinton G. Alston
Weldon C. Capps, Jr.
Janet W. Humphries

Loria D. Williams
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Loria D. Williams, County Manager *LDW*

DATE: July 28, 2008

SUBJ: July Status Report

Administration

- Attended Board of Commissioners' Mtg. – (07/08/04)
- Communicated Year-End Goals & Objectives to all direct reports – (07/07-08/04)
- Attended Kerr-Lake Regional Water System mtg., to discuss long-range system-wide water supply demands – (07/13/04)
- Attended Kerr-Tar Hub mtg., for review of contract for site selection & governance structure – (07/15/04)
- Attended Board of Elections Public Information Forum – (07/17/04)
- Mtg. w/ Donald Cobb, Cooperative Extension Regional Director re: personnel – (07/20/04)
- Prepared for & attended Board of Commissioners' Budget Work Session – (07/23/04)
- Served as panelist on EDC Director Interviews – (07/26/04)
- Attended mtg., w/ C. Rocco; K. Williamson; M. Whaley; R. Beauchaine re: personnel matter – (07/26/04)
- Conducted mtg., w/ M. Gaye, Warren Family Institute re: Ephraim Place Housing Development Grant – (07/27/04)
- Attended Kerr-Tar CEDS update mtg., w/ representatives from Towns of Norlina & Warrenton; EDC Commission; & Vance-Granville re: EDA grant requirements – (07/28/04)
- Conducted Final Walk Thru - LEC w/ Sheriff Williams; T. Anderson; B. Long (Contractor); A. Pettigrew (Architect) re: Certification of Substantial Completion and final pay application – (07/28/04)

Budget Policy – As discussed and recommended during the annual budget process, drafted and presented at work session a proposed Budget Policy for Board review and subsequent adoption. Please note that individual fiscal policies will be presented at upcoming meeting(s).

NC City & County Manager's Association Board of Directors' Meeting – Will attend first meeting as a member of the Executive Committee for the NCCMA Board of Directors. Meetings are held on a quarterly basis for this 400+ member organization.

ldw

On motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with NC GS 143-318.11(a) - Personnel Matters & Attorney Client Consultation.

On motion of Commissioner Alston, which was seconded by Commissioner Capps it was ordered to return to the regular meeting.

With no further business to discuss and on the motion of Commissioner Alston, which was seconded by Commissioner Humphries and duly carried, it was ordered to adjourn.

Angelena Kearney-Dunlap, Clerk to the Board