

COLUMBUS COUNTY BOARD OF COMMISSIONERS

Monday, February 17, 2025

4:00 P.M. – Closed Session

6:30 P.M. – Regular Session

The Honorable Columbus County Commissioners met on the above stated date and time at the Columbus County Commissioners Chamber, 127 West Webster Street, Whiteville, North Carolina 28472, for the purpose of conducting the Regular Session.

COMMISSIONERS PRESENT:

Lavern Coleman, **Chairman**
Chris Smith, **Vice Chairman**
Barbara Featherson
Scott Floyd
Brent Watts
Giles E. Byrd
Ricky Bullard

APPOINTEES PRESENT:

Edwin H. Madden, Jr., **County Manager**
Amanda B. Prince, **Attorney**
Jana Nealey, **Clerk to Board**

APPOINTEES ABSENT:

Agenda Item #1: MEETING CALLED to ORDER:

At 6:30 P.M., Chairman Lavern Coleman called the regular meeting to order.

RECESS REGULAR SESSION and enter CLOSED SESSION IN ACCORDANCE with N.C.G.S. § 143-318.11(A)(3) ATTORNEY-CLIENT PRIVILEGE and N.C.G.S. § 143-318.11 (A)(6) PERSONNEL

MOTION:

Commissioner Floyd made a motion to recess regular session and enter into closed session, seconded by Commissioner Watts. The motion unanimously passed.

Agenda Item #2: CLOSED SESSION IN ACCORDANCE WITH N.C.G.S §143-318.11(A)(3) ATTORNEY –CLIENT PRIVILEGE and N.C.G.S. § 143-318.11 (A)(6) PERSONNEL

RECESS CLOSED SESSION and enter into REGULAR SESSION:

MOTION:

At 6:14 P.M. Commissioner Byrd made a motion to recess closed session and enter into regular session, seconded by Commissioner Floyd. The motion unanimously passed.

GENERAL ACCOUNT:

Attorney Amanda Prince gave the general account as follows:

The board discussed multiple matters of Attorney Client Privilege. No action was taken by the board.

MOTION:

Commissioner Byrd made a motion to approve the General Account, seconded by Commissioner Floyd. The motion unanimously passed.

Chairman Coleman recessed regular session until 6:30 P.M.

Regular Session resumes at 6:30 P.M.

Agenda Items # 3 and #4: INVOCATION and PLEDGE of ALLEGIANCE:

The invocation was delivered by Commissioner Watts. Everyone in attendance stood and pledged Allegiance to the Flag of the United States of America which was led by Vice Chairman Smith.

Agenda Item # 5: APPROVAL OF AGENDA:

MOTION:

Commissioner Byrd made a motion to approve the Agenda with an Add-on 18a, seconded by Commissioner Featherson.

Agenda Item #6: PUBLIC INPUT:

Chairman Coleman opened the floor for Public Comment. No comments were made.

Agenda Item #7: ADMINISTRATION – EMPLOYEE SPOTLIGHT:

County Manager Eddie Madden recognized Brandon Grisby from the Columbus County Environmental Health Department as the employee spotlight.

Agenda Item #8: PROCLAMATION – ADOPTION OF THE PROCLAMATION HONORING 911 TELECOMMUNICATOR ANGEL McPHERSON and JADIEL HEWITT for HEROIC EVENTS that SAVED HIS BROTHER’S LIFE:

The Governing Body requested adoption of the proclamation honoring 911 Telecommunicator Angel McPherson and Jadiel Hewitt for heroic events that saved his brother’s life.

MOTION:

Commissioner Bullard made a motion to approve, seconded by Commissioner Byrd. The motion unanimously passed.



Columbus County
PROCLAMATION



Honoring 911 Telecommunicator Angel McPherson and 7-Year-Old Hero Jadiel Hewitt

Whereas, acts of extraordinary courage and quick thinking deserve recognition and celebration; and

Whereas, recently, 7-year-old Jadiel Hewitt demonstrated incredible bravery and composure in a moment of crisis; and

Whereas, when his 1-month-old brother, Lennox Heitt, faced a life-threatening emergency, Jadiel took swift action to perform CPR; and

Whereas, with the vital assistance and guidance of 911 Telecommunicator Angel McPherson, Jadiel was able to effectively administer CPR, ultimately saving his baby brother’s life; and

Whereas, this selfless and courageous act serves as an inspiration to our community and highlights the importance of 911 Telecommunicators; and

Whereas, we commend the heroism of Jadiel Heitt and the crucial role played by Angel McPherson in this life-saving effort;

Now, we, the Columbus County Commissioners, do hereby proclaim, that we proudly recognize and honor 911 Telecommunicator Angel McPherson and Jadiel Heitt for their remarkable bravery, presence of mind, and compassion beyond their years; and

APPROVED and ADOPTED this 17th day of February, 2025

Columbus County Commissioners

Agenda Item #9: PRESENTATION – SOUTHEASTERN COMMUNITY COLLEGE DIRECTOR of APPRENTICESHIP PROGRAMS, DENISE YOUNG, WILL GIVE the ANNUAL UPDATE on the APPRENTICESHIP PROGRAM:

Southeastern Community College’s Director of Apprenticeship Programs, Denise Young, gave an annual update on the apprenticeship program. The Executive Committee will be present to follow up on any questions.

The presentation is available in the clerk’s office

Agenda Item #10: AIRPORT – APPROVAL OF THE RESOLUTION TO CHANGE THE NAME OF THE AIRPORT TO THE COLUMBUS COUNTY REGIONAL AIRPORT:

Airport Director Phil Edwards is requesting approval of the resolution to change the name of the airport from Columbus County Municipal Airport to The Columbus County Regional Airport. This change was approved by the Airport Authority.

MOTION:

Commissioner Byrd made a motion to approve, seconded by Commissioner Bullard. The motion unanimously passed.

**RESOLUTION DECLARING NAME CHANGE
FROM COLUMBUS COUNTY MUNICIPAL AIRPORT
TO COLUMBUS COUNTY REGIONAL AIRPORT**

WHEREAS, the County of Columbus owns the Airport located at 467 Airport Road, Whiteville, NC 28472, attached and incorporated herein; and

WHEREAS, the property is currently called Columbus County Municipal Airport and the board is requesting to change the name to Columbus County Regional Airport; and

WHEREAS, North Carolina General Statute NCGS §63 permits the County to change the name of the airport for such terms and upon such conditions as the board may determine;

NOW THEREFORE, BE IT RESOLVED THAT the Columbus County Board of Commissioners hereby authorizes the declaration that the Columbus County Municipal Airport shall be known as the Columbus County Regional Airport.

Adopted this the 17th, day of February, 2025

COLUMBUS COUNTY BOARD OF COMMISSIONERS

Agenda Item #11: PLANNING BOARD – APPROVAL TO ESTABLISH A PUBLIC HEARING FOR A NEW ORDINANCE REGULATING RV’S, CAMPERS, AND TRAVEL TRAILERS:

EDC/Planning director Gary Lanier is requesting approval to establish a public hearing on Monday, March 3rd, 2025, at 6:30 P.M., or as soon as can be heard, for a new ordinance regulating RV’s, Campers, and Travel Trailers.

MOTION:

Commissioner Floyd made a motion to approve, seconded by Commissioner Featherson. The motion unanimously passed.

Chapter 10, Part 2 – Land Use Regulation Ordinance

Article 9 Special Development Standards:

Standard E – Camper, Recreational Vehicle, and Travel Trailer Requirements

1. DEFINITIONS

When used in this Ordinance, the following words and phrases shall have the meaning given in this section:

- a. Camper: A folding structure manufactured of metal, wood, canvas, plastic or other materials, or any combination thereof, mounted on wheels and designed for travel, recreation or vacation use.
 - b. Travel Trailer: A vehicular, portable structure built on chassis, designed to be towed by a self-propelled vehicle for use for travel, recreation or vacation purposes.
 - c. Recreational Vehicle:
 - i. Built on a single chassis;
 - ii. 400 square feet or less when measured at the largest horizontal projection;
 - iii. Designed to be self-propelled or permanently towable by a self-propelled vehicle; and
 - iv. Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.
 - d. Tent: A portable shelter of canvas, plastic or skins stretched over a supporting framework of poles with skins stretched over a supporting framework of poles with ropes and pegs.
2. Allowed in areas zoned as General Use (GU)
3. Location Restrictions:
- a. Campers, travel trailers, recreational vehicles and tents are restricted to designated campgrounds, recreational vehicle parks, or travel trailer parks and cannot serve as residential or rental units on private property.
 - b. Recreational vehicles may be parked for storage purposes only in driveways, garages, or rear yards of residential lots.
 - c. Recreational vehicles cannot have sewer or septic connections while parked or stored.
4. Temporary Use:
- a. A recreational vehicle, with all required permits, may serve as a temporary dwelling for up to 180 consecutive days during the construction of a single-family home.
 - b. In the event of an emergency, such as a natural disaster, a recreational vehicle or travel trailer (e.g., a FEMA trailer) may be used as a temporary dwelling for up to 30 days or until the occupant's permanent residence is rebuilt or repaired.

Agenda Item #12: PLANNING BOARD – APPROVAL TO ESTABLISH A PUBLIC HEARING REGARDING A SPECIAL USE PERMIT FOR A DUPLEX APARTMENT COMMUNITY (MULTI FAMILY DWELLING):

EDC/Planning Director Gary Lanier is requesting approval to establish a public hearing on Monday, March 3, 2025 at 6:30 P.M., or as soon as can be heard for a public hearing to consider approval for a Duplex Apartment Community (Multi Family Dwelling).

MOTION:

Vice Chairman Smith made a motion to approve, seconded by Commissioner Featherson. The motion was unanimously passed.



Agenda Item #13: DSS – MONTHLY REPORT FOR JANUARY 2025:

DSS Director Dwella Hall presented the DSS monthly report for January 2025.

Monthly Administrative Update

For January, 2025

February 17th 2025 Meeting

Community Services

As the New Year begins, my vision for 2025 is to bring a more positive awareness to the community. My Supervisors and I are in the beginning phase of planning a Social Services Awareness Day. Our goal for this event is to bring a positive awareness for the Services we offer.

E-Courts Training

In January, Child Support, Child Welfare and the Adult Protective Services Unit was trained for the new court system that will go live on February 3rd. E-Courts is a paperless system. We are working very closely with our County Attorney to make this a smooth transition.

New Regional Director

Ms. Lynn Fields is the new Regional Director for Region 6. Each Region has a Director that offers assistance to County Directors as needed. She ensures we are up to date on current policies and procedures as the State makes changes regularly. She came to the office to meet with me on January 14th and we covered updates on current policies.

Budget Conference for Directors

On January 29th and 30th I traveled to Raleigh to attend the Annual Budget Conference for Directors. This conference helps prepare us for the new fiscal year and provides us information on how the monies are drawn down from the State.

January Collections

Child Support \$ 427,486
Program Integrity \$7,604.50

Respectfully Submitted,

Dwella M. Hall

Director

January 2025

Human Services

Adult Services (APS)

APS Reports Accepted: 10
County Wards: 25
Number of Payee Cases: 4
Adults Served APS: 0

Children’s Protective Services (CPS)

Reports Accepted: 15
Reports Screened out: 29
Families Receiving In-Home Services: 27
Children Served: 57
Contacts with Families Monthly: 207
Assessments: 11

Foster Care

Foster Children in Foster Homes: 88
Children Placed Outside County: 33
Agency Adoptions: 2
Pending Adoptions: 9
Total Foster Homes Licensed: 7
Total Children in Foster Care: 88

Work First Employment (TANF)

Applications Taken: 31
Applications Approved: 6
Individuals Receiving Benefits: 147
Entered Employments: 0
Number in Non-Paid Work Experience: 0

January 2025
Human Services (continued)

Program Integrity

Collections for Fraud: \$7,604.50
New Referrals: 4
Cases Established: 0

Day Care

Children Receiving Day Care Assistance: 480
Children on the Waiting List: 146
Amount Spent on Day Care Services: \$319,550.00

January 2025
Economic Services

Food & Nutrition

Applications Taken: 200
Applications Approved: 172
Active Cases: 6,179
Benefits Issued: \$2,054,035.00
Participants Served: 12,084

Adult Medicaid

Applications Taken: 144
Redeterminations: 231
Applications Processed: 192
Total Medicaid Cases: 14,614
Total Individuals Receiving: 21,139

Medicaid Transportation (NEMT)

Number of Medicaid Transportation Trips: 692
Amount Requested for Reimbursement: \$18,878.50

Family & Children’s Medicaid

Applications Taken: 251
Applications Processed: 311
Redeterminations: 598

Child Support

Absent Parents Located: 22
Orders Enforced: 1,005
Active Cases: 3,019
Collections: \$427,486.00

HUMAN SERVICES BOARD REPORT

Marcee Swindell-Thompson, Program Manager

Vacancies/Updates/News for January 2025

Intake/Investigation/Assessment:

The CPS unit is currently facing ongoing challenges as the department is down to one social worker and continues to receive referrals related to substance use, physical abuse, sexual abuse, and mental health issues. As of December 18, 2024, the after-hours unit is operating with only one after-hours worker. Despite this limitation, the after-hours social worker remains dedicated to supporting the foster care unit by conducting after-hours home visits, completing necessary courtesies for other counties, and occasionally following up with the in-home services unit. Additionally, the worker is responsible for processing and responding to CPS and Adult Protective Services (APS) referrals as needed. We have a Vanguard temp worker with extensive experience assisting with CPS investigations. Our Regional Child Welfare Consultant (RCWC) conducted an onsite visit in January to review agency data, policy updates, and casework

In-Home Services:

The unit remains fully staffed with five Social Workers. Currently I H S has 27 cases and that is average for the unit at this time, which leaves the staff with a very manageable caseload. Due to the shortage of staffing in both Foster Care and in CPS Social Workers have been assigned to assist with CPS with initiating and working the investigations. We only have three Foster Care cases that remain in court at this time, but we are excited to see our caseload decreasing. The staff all participated in the Homebuilders Training for professional enhancement. As a unit its continued goal to provide empowerment, guidance and encouragement for the success of the families that we are working with. Our Regional Child Welfare Consultant (RCWC) conducted an onsite visit in January to review agency data, policy updates, and casework.

Foster Care/Permanency Planning:

In January 2025, Adrian Givins became the new Supervisor for the Foster Care Unit. At this time, we currently have four vacant positions within the Foster Care Unit and operating with three Foster Care Social Workers. We currently have 88 children in Foster Care being cared for by relatives or foster parents. The staff continues to strive to protect and serve all the children in Foster Care. Our Regional Child Welfare Consultant (RCWC) conducted an onsite visit in January to review agency data, policy updates, and casework.

Transitional Unit:

The Transitional Unit has one vacant position Links/18 to 21. This unit continues to work caseloads while assisting the other Child Welfare Units as needed, particularly in the areas of courtesy requests (home studies and monitoring cases) from other counties, assisting with supervising visits and transporting children in custody as needed. This unit continues to assist particularly in the area of making monthly contacts with the children in foster care and assisting in finding placement when disruption occurs and when children come into custody. Foster Home Licensing continues to work on completing more licensures to help increase the number of foster home in the county. Our Regional Child Welfare Consultant (RCWC) conducted an onsite visit in January to review agency data, policy updates, and casework.

Adult Services:

The Adult Services Unit continues to have one vacant position. The lead Investigator of the Adult Services Unit is on medical leave until March 14th, leaving the unit understaffed. This unit continues to serve ages 18 and above, with protective services, guardianship, and special assistance in-home case management as well as many inquiries/outreach situations and completing complaint investigations on Adult Care Homes.

Guardianship cases are on the rise. The guardianship cases continue to demand extensive time due to severe and persistent mental illness and the lack of resources for this population.

Work First Employment:

This unit continues to be fully staffed. The unit is open for in-person applications. Telephone interviews continue for Work First applications, recertification’s, short-term services and benefits. Workers are able to conduct home visits to complete the interview process when necessary. Some application information is also being provided for pick-up in the foyer area of the agency. This unit will continue helping the foster care unit with transporting and monitoring foster care visits while they are short staffed. The Regional Economic Consultant continues to conduct monthly meetings.

Child Day Care:

The Child Day Care Unit continues to be fully staffed. The agency has continued to have a waiting list due to funding. As of today there are about 120 children on the waiting list. The unit is open for in-person applications and telephone interviews, and staff continue to complete Day Care applications and recertification’s.

Program Integrity:

Program Integrity continues to be fully staffed. Repayments are being collected. Staff continue to work towards cleaning up the backlog, establishing cases and repayment agreements

Economic Services Narrative

Darlene Jenkins-Parks, Income Maintenance Administrator

January 2025

- **LIEAP (Low Income Energy Assistance Program)** All LIEAP funds for this fiscal year were exhausted on January 8th. We were able to assist 1049 Columbus Co. residents this year through this program. This program is Federally funded by congress & administered by the NCDHHS; funds are disturbed through local social services departments. This program provides a one-time payment to help eligible households pay their heating bills.
- **CIP (Crisis Intervention Program)** As of January 30th we have been able to assist 631 Columbus Co. residents through this program. CIP is a block grant program, meaning that funding is limited. CIP is a federal funded program that helps households in heating or cooling related emergencies. In addition to income the household must be experiencing or at risk of a life-threatening or health-related emergency. The state allocates federal funds based on poverty levels & number of people receiving food & nutrition services in each county.
- **E-Courts to go live in Columbus Co. on February 1;** All child support staff received in-person & virtual training. The number of cases moving into February on the docket has been reduced to only 20 to 25. This will allow everyone involved to work through the process together. The amount of court days increased to four.
- **All Medicaid Intake/Processing** timeliness standard rate for processing applications is **90% each month**. They exceeded this standard January with: **MAD** (Medicaid for Disabled) **92 %** **MAA** (Medicaid for Aged) **MQB** (Medicaid for Qualified Beneficiaries), & all **F&C** (Family & Children) programs combined **96%**
- **Recognition to All DSS Staff:** I’m amazed by how they maintain their performance while taking on even more work. They are all superstar!
- **F&C Medicaid & Energy Intake/Processing** unit of six; no vacancy. All Medicaid programs remain under the REDA (audit) process monthly. Energy program 6-month management evaluation follow-up review found some errors with income and timeliness requirement not being met. No rebuttal on findings.
- **F&C Medicaid Review** unit of seven; one vacancy advertised closes

on 2/10. Ongoing caseloads have been redistributed to shift vacant caseloads due to the frozen positions. Caseworkers currently handle an average of 1300 cases. All Medicaid programs remain under the REDA audit process monthly.

- **Adult Medicaid Intake/Processing** unit of six; no vacancy. One of these staff assist the energy unit. All Medicaid programs remain under the REDA audit process monthly.
- **Adult Medicaid Review** unit of seven; no vacancy. All Medicaid programs remain under the REDA audit process monthly.
- **LTC/CAP/SA** unit of two; one vacancy as of January (advertised in house). During vacancy these two staff members will handle the ongoing caseload of three & complete all intake/processing applications for all three LTC/CAP & SA programs.
- **NEMT** unit of two handle daily phone calls in reference to transportation request, arrange pick-up for non-emergency medical appointments for eligible recipients and handle the billing request for reimbursement.
- **FNS Intake/Processing** unit of six; no vacancy. They **met the 95% timeliness standard rate** for processing applications. FNS 6-month management evaluation follow-up review has been completed with error findings; rebuttal has been sent on three cases; pending response.
- **FNS Review** unit of six, (one on FMLA), one vacancy advertised closes 2/10. FNS 6-month Management Evaluation follow-up review has been completed with error findings; rebuttal has been sent on one case; pending response.
- **Child Support Establishment/Interstate** unit of two (one is new hire 1/2025), one new vacancy as of 12/23/24; advertised in agency, interview complete, hiring request pending. Prepared 39 cases for court action.
- **Child Support Enforcement** unit of four; no vacancy. Prepared 137 cases for court action.

Agenda Item #14: FINANCE – APPROVAL MAULDIN & JENKINS’ ENGAGEMENT LETTER FOR REAC SUBMISSION SERVICE FOR THE HOUSING AUTHORITY (HUD):

Interim Finance Director Heather Woody is requesting approval of the Mauldin & Jenkins’ Engagement Letter for REAC submission services for the Housing Authority (HUD).

MOTION:

Commissioner Watts made a motion to approve, seconded by Vice Chairman Smith. The motion was unanimously passed.



February 3, 2025

Columbus County, North Carolina
127 W. Webster Street
Whiteville, NC 28472

Attn: Edwin H. Madden, Jr., County Manager and Heather Woody, Interim Finance Director

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Columbus County, North Carolina.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by Columbus County, North Carolina (the County) and the U.S. Department of Housing and Urban Development (HUD), Public Indian Housing-Real Estate Assessment Center (PIH-REAC) on the electronic submission and related hard copy documents included within the OMB Uniform Administrative Requirements reporting package of Columbus County, North Carolina as of and for the fiscal year ended June 30, 2024. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained within this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on whether the electronic submission of the items listed in the "UFRS Rule Information" column agrees with the related hard copy documents within the audit reporting package. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures on approximately February 28, 2025 and, unless unforeseeable problems are encountered the engagement should be completed by March 31, 2025.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to Board of County Commissioners of Columbus County, North Carolina. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for ensuring the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package and that it is in accordance with the agreed-upon procedure which the U.S. Department of Housing and Urban Development, PIH-REAC, has specified, listed in the attached schedule; and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion about the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management’s responsibility for ensuring the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package in accordance with the agreed-upon procedure which the U.S. Department of Housing and Urban Development, PIH-REAC, has specified, listed in the attached schedule.

LeAnn Bagasala is the engagement director and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Agenda Item #15: FINANCE – APPROVAL OF THE CONTRACT WITH RYAN MARLAR: Interim Finance Director Heather Woody is requesting approval of the 3- year contract extension with Ryan Marlar for financial statement preparation.

MOTION:

Commissioner Bullard made a motion to approve, seconded by Commissioner Byrd. The motion was unanimously passed.

Ryan Patrick Marlar, PLLC

207 Sarabande Drive
Cary, NC 27513

Phone: (919) 903-0389
Email: Ryan@MarlarCPA.com
Web: MarlarCPA.com

November 5, 2024

Edwin H. Madden, Jr., County Manager
Columbus County, North Carolina
127 West Webster Street
Whiteville, NC 28472

Dear Mr. Madden:

Ryan Patrick Marlar, PLLC (“firm,” “we,” “us” or “our”) is pleased to provide the Columbus County government (“you” or “your”) with the professional services described below. This letter and the attached *Addendum* confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

The objectives of this engagement are to provide you the accounting services as described herein. It is our understanding that you require us to perform or assist your staff with the following:

Fiscal Year-End Services

- Reconciliation of cash balances for FYE with adjustments by fund posted for corrected pooled cash balances.
- Participation with auditor and unit in an audit planning meeting prior to the end of the fiscal year.
- General Ledger year-end review and adjustments.
- Assist with organizing and filing of documents and files.
- Completion of timely, accurate schedules as requested by auditor, including debt, capital assets, leases, SBITAs.
- Assist in preparing final trial balance and any adjusting entries for the Finance Officer to provide to the auditor for use in preparing the financial statements.
- Make sure the completed statements tie to the final trial balance. If requested include a crosswalk showing how unit GL accounts are consolidated for the statements. Work with the unit’s Finance Officer to resolve any audit questions timely.
- Any other financial task with compensation at our hourly rate, as requested by the Finance Director.
- After the statements are issued, review trial balance for all posted audit entries to ensure that post-closing trial balance ties to the opening trial balances in the new fiscal year.

- Review of the financial statements prepared by your auditor for the fiscal years ending June 30, related note disclosures, and supplementary information, for purposes of acknowledging in the auditor's management representations letter that you have reviewed and approved the financial statements and notes prepared by the auditor.

Ongoing Services

- Consult with and provide accounting services as requested by the Finance Director as outsourced SKE (skills, knowledge, and experience) required by audit standards.
- Research and recommend client-specific procedures for implementing Government Accounting Standards.
- Any other financial task with compensation at our hourly rate, as requested by the Finance Director.

CPA Firm Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants ("AICPA"). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by Ryan Patrick Marlar, PLLC regarding financial data or internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

The above professional services will be performed based on information you provide to us. We will perform our services under the assumption that all information you submit is true, complete and accurate according to documents and other information retained in your files or communications from you. We will not verify or audit this information.

Our engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls. You are responsible for developing and implementing internal controls applicable to your operations.

You may request that we perform additional services not contemplated in this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend the Agreement or issue a separate agreement to reflect the obligations of all parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this Agreement.

This engagement is limited to the professional services outlined above. Ryan Patrick Marlar, PLLC will make recommendations to management, but will not make management decisions or perform management functions on your behalf.

Engagement Deliverables

We anticipate issuing the following deliverables in connection with our year-end services. Some of these deliverables will be in the form of a report. However, certain deliverables will be communicated in writing via email with supporting schedules.

- June 30th fund working trial balances for audit.
- Adjusting entries for June 30th.
- June 30 budget-to-actual reports for audit.
- Supporting schedules for capital assets, debt, leases, SBITAs, pensions, OPEB, or other items requested by the auditor for the fiscal years ending June 30th.
- Delivery of items requested by the auditor.
- Recommendation whether to accept auditor's written financial statements.
- Reports recommending policies and procedures for implementing new GASB standards.
- Other reports and documents as requested by the Finance Director.

We will provide draft deliverables to you for your review and comment, prior to final delivery.

Deliverables will not be prepared on Ryan Patrick Marlar, PLLC letterhead or contain references to Ryan Patrick Marlar, PLLC. These deliverables may be prepared on your letterhead or contain your logo.

- Each deliverable will be provided to members of management, as applicable, for their review. Each deliverable is considered an internal report or deliverable that may be distributed as you determine to be appropriate for your needs.
- Ryan Patrick Marlar, PLLC may periodically provide a summary letter or communication specifying deliverables that have been provided to you. Neither our letter, nor a copy thereof, should accompany any deliverables shared externally. If you attach your own letter when deliverables are shared externally, you agree that such letter will exclude all references to Ryan Patrick Marlar, PLLC. Further, our role in supporting your internal function(s) or other projects may not be disclosed to third parties without our written consent.

You understand and agree that our services may include advice and recommendations based upon our knowledge, training and experience. However, at all times, the decisions in related to implementation of the advice and recommendations we provide are solely your responsibility. We encourage you to consider our recommendations and advice and implement what you believe is best for your company. If you ask us to assist you in implementing any advice or recommendation, we will confirm this representation in a separate agreement. If, for any reason, we are unable to complete the engagement, we will not issue deliverable(s).

Client Responsibilities

Your Support

We will require the support of your personnel in order to achieve timely completion of the engagement. Support includes, but is not limited to, making personnel available to us, providing access to or collecting all relevant documents (paper or electronic), providing timely responses to questions, including requests for your decisions, devoting sufficient resources necessary to help achieve the engagement objectives, and the coordination of meetings. Failure to provide such support in a timely manner may negatively affect our ability to fulfill the requirements in the *Engagement Objectives and Scope* and *Engagement Deliverables* sections above within the agreed-upon timeframe.

Project Management

You will designate a member of your management, who possesses suitable skill, knowledge or experience, (the "Project Sponsor") to oversee the services and conduct of this engagement, including coordination of your resources and review of draft deliverables. You authorize us to accept instructions from the Project Sponsor for this engagement. Our understanding is that the Finance Director or Interim Finance Director is the Project Sponsor for this engagement until you notify us of a change.

The Project Sponsor is responsible for:

- maintaining appropriate oversight of our client service team;
- timely reviewing and approving the deliverables prepared by our firm during the engagement;
- reporting the results of our services within your reporting structure, including the board of directors or others charged with governance; and
- evaluating observations and recommendations that arise from the services.

Management Functions

Your management agrees to:

- make all management decisions and perform all management functions;
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the services, including decisions regarding the implementation of any recommendations provided by us;
- establish and maintain internal controls relevant to your organization, including the security of email accounts or other methods used to communicate with and transmit information to our engagement team members, and monitoring the effectiveness of their operation;

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us including, but not limited to, the proper recording of transactions, the safekeeping of assets, and the accuracy of the financial statements.

You acknowledge and agree that your failure to comply with the responsibilities enumerated in this section may result in economic or other loss to you, or may negatively affect other aspects of your business such as financial- or tax-related requirements. You agree to accept responsibility for any consequences of your failure to fulfill your responsibilities.

Timing of the Engagement

We expect to begin our services at a time mutually determined by you and Ryan Patrick Marlar, PLLC and after receipt of this executed Agreement and retainer and all documents requested by our office. This engagement is for a term of three (3) years, with planned conclusion upon the issuance of your FY 2026-27 financial report. Our services will conclude upon the earlier of:

- the issuance of your June 30, 2027 Financial Report;
- as of the date of our closure letter;
- written notification by either party that the Agreement is terminated; or
- three years from the execution date of this Agreement.

Professional Fee

Our professional fee for the services outlined above is provided below. Fiscal years refer to the dates we provide services, not the dates of your financial reports. For example, during the fiscal year ending June 30, 2025, we will provide fiscal-year end services related to your June 30, 2024 financial report and ongoing services during the period July 2024 through June 2025. For services we provide you during the 2024-25 fiscal year, our maximum fee of \$45,000 includes the maximum fee of \$30,000 for assistance with your FY 2023-24 report, as agreed upon in our August 2024 engagement letter, plus our estimated maximum fee for ongoing accounting and consulting services applicable to fiscal years 2024-25 and later.

- \$200 per hour, not to exceed \$45,000 during the fiscal year ending June 30, 2025
- \$210 per hour, not to exceed \$46,500 during the fiscal year ending June 30, 2026.
- \$215 per hour, not to exceed \$48,000 during the fiscal year ending June 30, 2027.
- \$220 per hour, not to exceed \$50,000 during the fiscal year ending June 30, 2028.

This fee is based upon the complexity of the expected work to be performed, our professional time and out-of-pocket expenses. Circumstances may arise that impact our estimated fee such as, but not limited to, issues encountered with the timely delivery, availability, quality or completeness of the information you provide to us, changes in your personnel or operations that impact our services or other unanticipated items that arise during our engagement and that require additional time in order to complete the agreed-upon services. If additional services are requested, we will provide a new engagement letter outlining the additional services and fee.

You agree to reimburse us for travel related costs, including lodging and mileage at the IRS reimbursement rate from our location in Cary, North Carolina. A retainer of \$5,000 was provided upon execution of our August 2024 Agreement. We will provide you monthly invoices and statements for services rendered. Upon completion of our engagement, we will return the balance of the retainer.

You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis. You agree to pay all fees and expenses incurred whether or not we issue deliverable(s).

We appreciate the opportunity to be of service to Columbus County. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,

Ryan Patrick Marlar, PLLC

RESPONSE:

This letter correctly sets forth our understanding.
Columbus County, North Carolina

Title: _____

Agenda Item #16: FINANCE – APPROVAL OF THE FIRST READING OF THE NEW BUDGET AMENDMENT PROCESS POLICY:

Interim Finance Director Heather Woody is requesting approval of the first reading of the new Budget Amendment Process Policy.

MOTION:

Commissioner Featherson made a motion to approve, seconded by Vice Chairman Smith. The motion was unanimously passed.

Columbus County Budget Revision Policy

I. Purpose The purpose of this policy is to establish the procedures and guidelines for amending the county's annual budget during the fiscal year. Amendments or reallocations to the budget may be necessary to reflect changes in revenues, expenditures, or other unforeseen circumstances. This policy ensures that such amendments or reallocations are made in accordance with applicable laws, regulations, and the best interests of the county.

II. Scope This policy applies to all departments, offices, and agencies of Columbus County and governs the amendment and/or reallocations of the county budget during the fiscal year. It is intended to ensure transparency, accountability, and sound fiscal management.

III. Authority

1. For Departmental Budget Reallocations, the Finance Director, their designee or Budget Officer/County Manager may authorize the transfer of line items appropriations between activities, object and line items (excluding payroll line items) within departments.
2. For Budget Amendments or reallocations, that increase or decrease the total budget, contain payroll line items or provide transfers between departments, functions or funds, the Board of County Commissioners shall approve. The Board of County Commissioners has the authority to approve all amendments and reallocations to the county budget. Amendments must comply with the North Carolina General Statutes. If the budget amendment total is greater than \$50,000, the requesting department shall present their request at the Board of Commissioners meeting.

IV. Budget Amendment and /or Reallocation Process

1. Initiating a Budget Amendment and/or Reallocation

- A department or agency requesting a budget amendment or reallocation must submit a written request, in approved format, to the County Finance Director. The request should include:
 - A clear explanation of the reason for the amendment or reallocation.
 - A description of the proposed changes (increases or decreases in specific line items).
 - The source of funds for any increases in expenditures, if applicable.
 - Any supporting documentation (e.g., contracts, unexpected revenue receipts, emergency expenditures).

2. Review and Recommendation

- The County Finance Director will review the request to ensure that it is consistent with the county's fiscal policies, available resources, and applicable laws.
- If the request is deemed reasonable, the Finance Director will process the proposed amendment or reallocation for consideration by the Budget Officer/County Manager and/or Board of County Commissioners.
- If the amendment or reallocation request is not supported, the requesting department or agency will be notified, and further discussion may occur to resolve the issue.

3. Approval of Budget Amendments or Reallocation

- After reviewing the proposed reallocations and considering any input, the Budget Officer/County Manager or Finance Director may approve the reallocation.
- After reviewing the proposed amendments or reallocations and considering any input from the Budget Officer/County Manager and Finance Director, the Board of County Commissioners will vote on the amendment and/or reallocation.
- Once approved, the amended budget will be adopted, and a revised version of the budget will be made available for public viewing.

4. Documentation and Reporting

- The County Finance Director will update the budget documents to reflect the approved amendments or reallocations and ensure that the amended budget is communicated to all relevant departments.
- A report of the approved amendments or reallocations will be included in the next regular financial report to the Board of County Commissioners.

VI. Compliance

- All amendments or reallocations must comply with the legal requirements established by North Carolina General Statutes and any applicable federal regulations.
- Failure to adhere to this policy or the legal requirements may result in corrective action or other sanctions, as determined by the Board of County Commissioners.

VII. Effective Date This policy shall take effect immediately upon adoption by the Board of County Commissioners.

VIII. Policy Amendments Any revisions or amendments to this policy shall be made in accordance with the procedures outlined in this document and shall be approved by the Board of County Commissioners.

This policy framework provides a structured process for making budget amendments, ensuring transparency, legal compliance, and sound financial management.

Agenda Item #17: FINANCE –APPROVAL OF CAPITAL PROJECT ORDINANCES, BUDGET AMENDMENTS, BUDGET ADJUSTMENTS, AND DEPARTMENTAL PURCHASE ORDERS:

Interim Finance Director Heather Woody is requesting approval of the following capital project ordinances, budget amendments, budget adjustments, and Departmental Purchase Orders. Once Motion will approve all of the following:

- a. Airport AWOS – Capital Project Ordinance - \$67,140
- b. SCIF – Capital Project Ordinance – Closeout
- c. Sheriff’s Office – Insurance Proceeds - \$13,689
- d. Health Services – Child Health Grant - \$1,687
- e. Department Budget Adjustment – (\$214,715)
- f. Department Purchase Orders

MOTION:

Commissioner Bullard made a motion to approve, seconded by Vice Chairman Watts. The motion was unanimously passed.

COLUMBUS COUNTY, NORTH CAROLINA

Ordinance making appropriations to the Columbus County Airport – AWOS Critical Area Clearing and Grubbing Grant Capital Project Fund

for the Fiscal Year beginning July 1, 2024

BE IT ORDAINED by the Board of Commissioners of Columbus County, North Carolina as follows:

Section 1: The following amounts are hereby made to the Columbus County Airport – AWOS Critical Area Clearing and Grubbing Grant Capital Project pursuant to G.S. 159 -13.2 for the fiscal year beginning July 1, 2024.

Source of Revenue		
51-3462-432001	2021 NPE FUNDING 36237.53.19.1	\$ 67,140.00
Total Estimated Revenues		\$ 67,140.00
Project Appropriations		
51-4700-548002	ADMINISTRATIVE EXPENSES 36237.53.19.1	\$ 3,200.00
51-4700-548012	PRELIMINARY ENGINEERING 36237.53.19.1	\$ 3,600.00
51-4700-519034	ENGINEERING SERVICES 36237.53.19.1	\$ 60,340.00
Total Project Appropriations		\$ 67,140.00

Description: 2021 Non-Primary Entitlement (NPE) funded.

Section 2: The project undertaken pursuant to this ordinance is in accordance with the Recommended Budget and any changes made during the County Commissioners' budget work sessions.

Section 3: The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy all applicable regulations. The terms of any financing agreement also shall be met.

Section 4: The County desires to expend its own funds for the purpose of paying certain costs of various projects, for which expenditures the County reasonably expects to reimburse itself from the proceeds of debt to be incurred by the County.

Section 5: All expenditures relating to obtaining any bond referendum and or installment purchase will be reimbursed from bond proceeds and installment purchase proceeds in accordance with the requirements of the United States Treasury Regulations Section 1.150 -2.

Section 6: This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

Section 7: The County intends to seek Federal, State, and/or other grant funding to reduce the amount of loan proceeds. The adoption of this ordinance authorizes the County Manager and/or his representative to apply for and accept such funding if awarded.

Section 8: This project ordinance shall be entered in the minutes of the Board of Commissioners of Columbus County. Within five days hereof, copies of this ordinance shall be filed with the finance office in Columbus County, and with the Clerk to the Board of Commissioners of Columbus County. Copies of the Capital Project Ordinance shall be made available to the Budget Officer, the Project Manager, and the Finance Officer for direction in carrying out this project.

This Capital Project shall become effective on February 17, 2025.

ADOPTED, this 17th day of February 2025.

COLUMBUS COUNTY, NORTH CAROLINA

Ordinance amending appropriations to the Lake Waccamaw Bike Trail SCIF Grant
20166 Project Fund

BE IT ORDAINED by the Board of Commissioners of Columbus County, North Carolina as follows:

Section 1: The following amounts are hereby amended to the Lake Waccamaw Bike Trail SCIF Grant 20166 Project pursuant to G.S. 159 -13.2.

Source of Revenue			Current Budget	Changes	New Budget
	77-3730-432330	2021 SCIF GRANT 20166	\$ 2,500,000.00	\$ -	\$ 2,500,000.00
Total Estimated Revenues			\$ 2,500,000.00	\$ -	\$ 2,500,000.00
Project Appropriations					
	77-5001-548002	ADMINISTRATION COSTS	\$ 250,000.00	\$ (250,000.00)	\$ -
	77-5001-519000	PROFESSIONAL SERVICES	\$ 2,250,000.00	\$ (2,250,000.00)	\$ -
	77-5001-479100	RETURN TO STATE OSBM	\$ -	\$ 2,500,000.00	\$ 2,500,000.00
Total Project Appropriations			\$ 2,500,000.00	\$ -	\$ 2,500,000.00

Description: Returning funding to State OSBM to reallocate this funding to another project.

Section 2: The project undertaken pursuant to this ordinance is in accordance with the Recommended Budget and any changes made during the County Commissioners' budget work sessions.

Section 3: The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy all applicable regulations. The terms of any financing agreement also shall be met.

Section 4: The County desires to expend its own funds for the purpose of paying certain costs of various projects, for which expenditures the County reasonably expects to reimburse itself from the proceeds of debt to be incurred by the County.

Section 5: All expenditures relating to obtaining any bond referendum and or installment purchase will be reimbursed from bond proceeds and installment purchase proceeds in accordance with the requirements of the United States Treasury Regulations Section 1.150 -2.

Section 6: This declaration of official intent is made pursuant to Section 1.150-2 of the Treasury Regulations to expressly declare the official intent of the County to reimburse itself from the proceeds of debt to be hereinafter incurred by the County for certain expenditures paid by the County on or after the date which is sixty (60) days prior to the date hereof.

Section 7: The County intends to seek Federal, State, and/or other grant funding to reduce the amount of loan proceeds. The adoption of this ordinance authorizes the County Manager and/or his representative to apply for and accept such funding if awarded.

Section 8: This project ordinance shall be entered in the minutes of the Board of Commissioners of Columbus County. Within five days hereof, copies of this ordinance shall be filed with the finance office in Columbus County, and with the Clerk to the Board of Commissioners of Columbus County. Copies of the Capital Project Ordinance shall be made available to the Budget Officer, the Project Manager, and the Finance Officer for direction in carrying out this project.

This Capital Project shall become effective on February 17, 2025.

ADOPTED, this 17th day of February, 2025.

FY 24/25

Agency Head Signature: _____

Date Prepare / Submitted to Admin:	February 17, 2025	Date Received in Admin:	
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Budget Code			EXPENDITURES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
10	4310	535300	M/R - VEHICLES	\$13,689
			Total Net Expense	\$13,689

Budget Code			REVENUES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
10	3431	489000	MISCELLANEOUS REVENUE - SHERIFF	\$13,689
			Total Net Revenue	\$13,689

XXX This budget revision has been approved by the Board of Columbus County Commissioners on: _____

Signature	Date

Explanation of Increase or Decrease:

FY 24/25

Agency Head Signature: Kimberly Smith 01/31/25

Date Prepare / Submitted to Admin:	January 31, 2025	Date Received in Admin:	
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Budget Code			EXPENDITURES	Requested
10	5166	526001	Child Health Departmental Supplies	\$1,687
			Total Net Expense	\$1,687

Budget Code			REVENUES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
10	3510	430036	Child Health Grant	\$1,687
			Total Net Revenue	\$1,687

☐ This budget revision has been approved by the Columbus County Finance Office:

☐ This budget revision has been approved by the Columbus County County Manager:

☐ This budget revision has been approved by the Board of Columbus County Commissioners on: _____

BUDGET AMENDMENT

FY 24/25

Name of Department: FINANCE- OPERATIONS

Agency Head Signature:

Date Prepare / Submitted to Admin: February 17, 2025

Date Received in Admin:

Budget Code			EXPENDITURES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
10	4121	531100	TRAVEL	(\$1,000)
10	4121	519001	CONTRACTED SERVICES	(\$5,000)
10	4950	531100	TRAVEL	(\$1,443)
10	4950	535200	MAINT/REPAIR EQUIPMENT	(\$1,000)
10	4950	540001	CONTRACTS - NCSU	(\$33,000)
10	4160	550000	CAPITAL OUTLAY	(\$35,755)
10	4265	550000	CAPITAL OUTLAY	(\$27,160)
10	4960	519001	CONTRACTED SERVICES	(\$1,616)
10	4960	549100	DUES & SUBSCRIPTIONS	(\$1,000)
10	4960	531100	TRAVEL	(\$1,000)
10	4960	550010	NON-CAPITAL OUTLAY	(\$1,825)
10	4960	549840	BEAVER BOUNTY	(\$12,138)
10	4530	525106	AVIATION FUEL SALES	(\$55,000)
10	4140	519000	PROFESSIONAL SERVICES	(\$56,256)
10	4170	512100	SALARIES & WAGES REGULAR	\$4,181
10	4170	512200	SALARIES AND WAGES-OVERTIME	(\$4,181)
10	4170	512600	SALARIES/WAGES-P/T	(\$7,242)
10	4170	518200	RETIREMENT CONTRIBUTION	\$166
10	4170	518300	INSURANCE CONTRIBUTION	(\$10,000)
10	4170	518301	INSURANCE CONTRIBUTION RETIREES	\$6,039
10	4170	550010	NON-CAPITAL OUTLAY	\$17,000
10	4330	519001	CONTRACTED SERVICES	\$33,819
10	4120	531100	TRAVEL	(\$800)
10	4150	549100	DUES & SUBSCRIPTIONS	\$2,000
			Total Net Expense	(\$192,211)

Budget Code			REVENUES	Requested
Fund	Dept	Category	Classification	Increase or (Decrease)
10	3453	441007	AVIATION FUEL SALES	(\$55,000)
10	3839	449100	INVESTMENT EARNINGS	\$762,000
10	3100	418102	INTEREST-NCVTS	\$7,000
10	3100	411100	CURRENT YEAR TAXES	(\$714,000)
10	3991	499101	FUND BALANCE APPROPRIATED	(\$192,211)
			Total Net Revenue	(\$192,211)

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XXX This budget revision has been approved by the Board of Columbus County Commissioners on:

Signature Date

Explanation of Increase or Decrease: Budget Amendment.xls Created:12/15/04

Requisitions Requested after Purchases

As Of 2/12/2025

Department	Date(s) of Transaction	Date(s) of PO	Vendor	Description	Amount
NC Foundation For Soil & Water					
Soil Conversation	2/5/2025	2/12/2025	Conservation Inc	Soils Tent through NCFSWC	\$ 1,154.36
Health	2/3/2025	2/7/2025	Grey Outdoor LLC	Billboard Advertising	\$ 2,100.00
Sheriff	1/8/2025	2/12/2025	Champion Systems Inc	Install DDC the monitors HVAC	\$ 677.00
Sheriff	1/29/2025	2/5/2025	Beck's Equipment Service Inc	JLG Lift #20	\$ 3,293.48
Airport	12/31/2024	Pending Ordinance	Talbert & Bright	AWOS Critical Area	\$ 12,800.50
Inspections	1/29/2025	2/7/2025	Granicus LLC	Software Contract	\$ 20,698.30
Tax Dept	1/31/2025	2/10/2025	The Sourcing Group	Processing Delinquent Tax bills	\$ 2,281.52
EMS	2/3/2025	2/6/2025	Southern Software	Renewal Support	\$ 9,690.00
					\$ 52,695.16

Agenda Item #18: APPOINTMENTS/RE-APPOINTMENTS/REPLACEMENTS:

Staff is requesting appointments, reappointments or replacements to the following boards, committees, and councils.

Legend: EB = Entire Board
Listed Zone# = Individual Commissioner

Zone I:	Barbara Featherson	Zone V:	Brent Watts
Zone II:	Chris Smith	Zone VI:	Ricky Bullard
Zone III:	Giles E. Byrd	Zone VII:	Scott Floyd
Zone IV:	Lavern Coleman		

COMMITTEE	ZONE/EB	PERSON(S)	EXP.DATE	Board Action
Board of Adjustments	I	Frank Charles Merritt	01/21/2025	Re- Appointed

Agenda Item #18a: APPOINTMENTS/RE-APPOINTMENTS/REPLACEMENTS:
 Staff is requesting appointments, reappointments or replacements to the following boards, committees, and councils.

Legend: EB = Entire Board
 Listed Zone# = Individual Commissioner

Zone I:	Barbara Featherson	Zone V:	Brent Watts
Zone II:	Chris Smith	Zone VI:	Ricky Bullard
Zone III:	Giles E. Byrd	Zone VII:	Scott Floyd
Zone IV:	Lavern Coleman		

COMMITTEE	ZONE /EB	PERSON(S)	BOARD ACTION
Columbus Regional Board of Trustees	EB	Pamela Young-Jacobs (Recommended by the Board of Trustees)	Appointed with 8 year term requirement
Columbus Regional Board of Trustees	EB	Jamie Godwin (Recommended by the Board of Trustees)	Appointed with 8 year term requirement
Columbus Regional Board of Trustees	EB	Vacant	Cynthia George appointed to Vacant Position
			*It was also requested that Brent Watts commissioner appointment be moved to the financial committee/executive committee as a trustee/ longer term or until

The following discussion was held regarding the appointments to the Columbus Regional Board Appointees:

Commissioner Byrd commented: yes after much consideration and discussion um I think we have kind of come to conclusion that I would like to make a motion that Brent Watts commissioner Brent Watts be moved from just regular commissioner on the Hospital board to the finance board or the executive board whatever you want to call it and um Cynthia George be appointed for one of the seats Jamie Godwin to be appointed as the second and Pamela Jacobs to be at the third seat because we had one, two, three, open and by moving Brent created to open it so um this will be only at eight-year terms with the understanding that we will be working with the MOU (Memorandum of Understanding) what do you call it, MOU, um and getting that in order at a later date.

RECESS REGULAR SESSION and enter into COLUMBUS COUNTY WATER and SEWER DISTRICT I, II, III, IV AND V.

At 7:26 P.M. a motion was made by Commissioner Floyd and seconded by Commissioner Watts to recess regular session and enter into Columbus County Water and Sewer District I, II, III, IV and V.

No new business was conducted regarding the Water and Sewer Districts.

ADJOURN COMBINATION MEETING OF Columbus County Water and Sewer Districts I, II, III, IV and V BOARD MEETING.

MOTION:

Commissioner Byrd made a motion to approve, seconded by Vice Chairman Smith. The motion unanimously passed.

Agenda Item #19: COMMENTS:

A. Board of Commissioners

Commissioner Byrd commented:

- I had the opportunity to meet with Mr. Tom Hilburn in the Bolton area, across from where they are planning on putting the new school. He expressed some concerns about the drainage issues they are already experiencing, as well as some tiles issues at that intersection. Mr. Byrd asked Ms. Sylvia Cox to have Mr. Drew Cox to contact him to discuss the drainage situation.
- I also met with a Mr. Bennett that lives at that same location and he addressed the drainage issues with me. I feel if DOT is going to put in a bigger tile, they really need to address that ditch.
- Mr. Campbell is here tonight, and he was one of the recipients of a letter regarding obtaining insurance for the park that the County leases from him. He was confused about the ID # on that letter, and I'm pretty sure that ID # represents the property and is not a tax ID #. Commissioner Byrd recommended that Mr. Campbell reach out to the tax office to see if the property is tax-exempt. Additionally, he will need to maintain insurance on the property. Mr. Madden stated that he would have Karl Bracey from Parks & Recreation reach out to Mr. Campbell regarding this. Mr. Campbell addressed the Board of Commissioners with his concerns and one of them was having funds to cover the insurance. Commissioner Byrd suggested having a fundraiser at the Saint James Fire Department for it.

Commissioner Bullard commented:

- I good, Mr. Chairman. I appreciate what everyone does.

Commissioner Watts:

- I would like to say that there is cloudy water in my District. I have been texting Ms. Edwards during the meeting, and she stated that they are flushing the lines tonight. That is all I've got to say.

Commissioner Featherson commented:

- I would like to address student safety when crossing Powell Boulevard. A student was hit by a car leaving school a couple of weeks ago. Safety is a real concern of mine, and I would appreciate any actions our board can take to address this issue.
- Mr. Madden suggested sending a letter to NCDOT requesting a pedestrian crossing.

Commissioner Floyd commented:

- I would like to thank our first responders for putting their lives on the line every day, especially the volunteers.

Commissioner Smith commented:

- I would like to thank Ms. Jacobs and Mr. Godwin for agreeing to serve on the hospital board without pay.

Commissioner Coleman commented:

B. County Manager

County Manager Eddie Madden commented:

Dates to Remember:

- The Schools & College Budget Retreat is March 4th.
- The Commissioners Planning Retreat is March 12th.
- The Sheriff's Budget Presentation is March 17th.

Updates:

- Due to extensive roof leaks and a failing roof system, we are in the process of moving Parks & Recreation to what was formerly the Emergency Services Office, which is adjacent to the 911 Center. We are in the process of getting phone lines moved today, and the actual move will take place next Monday, February 24th.
- The Health Department building is over 75 years old, with a flat roof that is leaking. Replacing just the wing where Parks & Recreation is located will cost more than \$300,000, and that would only be a temporary fix. The entire roofing system needs to be replaced. As you all know, we have submitted a funding request to House Majority Leader Representative Jones, requesting the replacement of the Health Department building. In the meantime, we will do what we can to mitigate the leaks as they occur and move staff as needed.

- We are also monitoring the weather this week, as temperatures are expected to dip into the 20s. The warming stations will be reopened later this week. On Wednesday night, we could potentially experience a wintry mix of freezing rain, wind, and possibly snow. We'll be monitoring that closely and we'll be notifying the public, as well as our employees, of any plans should they be changed on Thursday morning. That concludes my report.

Chairman Coleman commented before the meeting ended that he wanted all County employees to know how much he appreciates them. He also commended the young gentleman from Bolton for saving his little brother. We all need to know CPR, and the college will teach it to you. Commissioner Floyd mentioned that the telecommunicator taught that child how to perform CPR. Chairman Coleman thanked the telecommunicators for being the first responders. I certainly appreciate all that they do.

Agenda Item #23: ADJOURNMENT:

At 7:40 P.M., Vice Chairman Smith made a motion to adjourn; seconded by Commissioner Floyd. The motion unanimously passed.