

RICHMOND COUNTY BOARD OF SUPERVISORS

June 13, 2013

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 13th day of June 2013 thereof in the Public Meeting Room of the County Office Building.

Present:

F. Lee Sanders, Chairman
Courtney M. Sisson, Vice-Chairman
Richard E. Thomas, Member
Jean C. Harper, Member
John L. Haynes, Jr., Member

Also Present:

R. Morgan Quicke, County Administrator
Jennifer L. Clark, Finance Officer
Jennifer W. Delano, Commissioner of the Revenue
Douglas A. Bryant, Sheriff
Greg A. Baker, Chief, EMS
Dr. Greg Smith, Superintendent, RCPS
Nancy Taliaferro, Richmond County Family Development Center
Chip Minor, Richmond County Family Development Center
Becky Marks, Richmond County Family Development Center
Brenda Pemberton, Richmond County Family Development Center
Eldon James, Rappahannock River Basin Commission
Mason McLean, Davenport & Company
Jesse Bausch, Sands Anderson

CALL TO ORDER; INVOCATION – CHAIRMAN SANDERS

Chairman Sanders called the meeting to order at 9:00 a.m. and led everyone in the invocation and Pledge of Allegiance.

RICHMOND COUNTY PUBLIC SCHOOLS

Dr. Greg Smith, Superintendent, RCPS, gave an update on the school project. The project was advertised for bid in the Richmond Times Dispatch on Sunday, June 2, 2013; Pre-Bid Conference – June 12, 2013 with ten contractors in attendance; Receive/Open Bids – June 25, 2013; School Board Approves Award – June 26, 2013; Issue Notice of Award – June 28, 2013; Break Ground – July 22, 2013; Final Completion of Elementary School – August 29, 2014; Final Completion of High School – February 20, 2015.

Dr. Smith invited everyone to the Rappahannock High School graduation on Saturday, June 15, 2013. There will be 82 graduates in the Class of 2013. A baccalaureate ceremony was held on Sunday, June 9, 2013 at Cobham Park Baptist Church.

SHERIFF

Sheriff Bryant reported that his office has dispatched 802 calls for service since May 9th. The total calls for 2013 equal 3534.

The Northern Neck Regional Jail population for the week is 33.

The total delinquent fines and costs collected for the month of May 2013 is \$757.27 and the total collected since April 2007 is \$122,518.16.

Deputy Keith Amos will be retiring in August after 33 years of service. This will open up a School Resource Officer position at the Northern Neck Technical Center. Sheriff Bryant stated he would be notified this afternoon if the County will be receiving grant-funding for a new School Resource Officer that the Department has applied for. Sheriff Bryant stated he would like to advertise next week for the Deputy position if the Board has no objections.

The Naylor's Triathlon and the Rappahannock Church of Christ Motorcycle Ride-In went well on June 2, 2013.

The Sheriff's Office assisted Rappahannock High School with Fun Day on June 3, 2013 and everything went well.

The Sheriff's Office is planning ahead to assist with the Rappahannock High School graduation on Saturday, June 15, 2013.

The Fourth of July Celebration will be held in Richmond County this year and the Sheriff's Office will also be assisting with that event.

By consensus, the Board authorized Sheriff Bryant to proceed with advertising for the Deputy position.

Chairman Sanders asked Sheriff Bryant if his intention was to move an experienced officer already working with the department into the School Resource Officer position and Sheriff Bryant stated that the School Resource Officer has to have three years experience and that was his plan.

TREASURER

Mr. R. Morgan Quicke, County Administrator, presented the Trial Balance Report for the month of May 2013.

Mr. Quicke noted the Assigned Fund Balances as follows: School Construction Project Fund - \$578,962.19; Community Park Electric Service - \$13,877.00; Reassessment Fund - \$60,000.00.

COMMISSIONER OF THE REVENUE

Mrs. Jennifer W. Delano, Commissioner of the Revenue, presented the following report:

As far as Personal Property: The Commissioner's Office is still in the process of making additions and deletions to accounts for the 2013 Personal Property Book. Mrs. Delano is hoping to send the data off to NADA soon for valuation of the vehicles and motorcycles and will begin the manual valuation of all other items.

As far as Real Estate: The Commissioner's Office has just received the 2013 Estimated Real Estate Assessment Ratio for Richmond County's current Real Estate assessments from the Department of Taxation. With the 23 good 2011 sales that they used to collect the data, it was reported back that Richmond County's assessments are at 90.8% of Fair Market Value. This percentage is down from 94.9% in 2012. It is ideal to have all assessments as close to 100% of Fair Market Value as possible. Richmond County's last reassessment went in effect as of January 1, 2011 so the ratio is down about 10% over the last two years.

CHIEF OF EMERGENCY SERVICES

Chief Greg A. Baker presented the following activities for his department for the month of May 2013: 102 – 911 calls in Richmond County; 4 – calls for mutual aide to bordering counties for ALS provider; 1 – call to bordering counties for mutual aide; 1 – mutual aide calls into Richmond County; 4 – calls in Richmond County which were handled by off-duty personnel and Volunteer Fire Department; 1 – fly-out.

Chief Baker stated that the EMS Department attended many standby events this past month.

Chief Baker attended several Radiological Emergency Preparedness classes to redo Richmond County's "Emergency Response to Radiological Release" form. Richmond County is one of three counties in which a nuclear power plant is within a 50-mile fallout zone in Virginia.

The Emergency Management, Health Department and the Extension Agent participated in the Surry "Nuclear Power Plant Ingestion Pathways" exercise, which is mandatory for Richmond County to comply to every four years. All policies and procedures were found to be in order and all questions were answered for the evaluators.

PUBLIC COMMENT

Chairman Sanders opened the public comment period. There being no comments from the public, Chairman Sanders closed the public comment portion of the meeting.

RAPPAHANNOCK RIVER BASIN COMMISSION – ELDON JAMES

Mr. Eldon James, Rappahannock River Basin Commission, gave a brief overview of the history, proposed work program for July 1, 2012 – June 30, 2013 and budget of the Commission. The Commission was created in 1998, which included 14 counties and the City of Fredericksburg. Water supply issues are an example of the type of issues the Commission is currently involved with.

Supervisor Haynes commended Mr. James on the Commission’s work.

VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Quicke explained that at the May 9, 2013 Board of Supervisors’ meeting, Mr. David Brown presented the proposed Secondary Six Year Plan (SSYP) to the Board for approval. The Board did not vote on the resolution at that time, so that will need to be passed.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to adopt the following Resolution:

SECONDARY SIX-YEAR PLAN RESOLUTION

WHEREAS, Sections 33.1-23 and 33-1-23.4 of the 1950 Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan,

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2014 through 2019) as well as the Construction Priority List (2013) on May 9, 2013 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List,

WHEREAS, David Brown, Residency Administrator, Virginia Department of Transportation, appeared before the Board and recommended approval of the Six-Year Plan for Secondary Roads (2014 through 2019) and the Construction Priority List (2014) for Richmond County,

NOW, THEREFORE, BE IT RESOLVED that since said Plan appears to be in the best interests of the Secondary Road System in Richmond County and of the citizens residing

on the Secondary System, said Secondary Six-Year Plan (2014 through 2019) and Construction Priority List (2014) are hereby approved as presented at the public hearing.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

YMCA SOCCER FIELD REQUEST

Mr. Quicke reported that since the May 9th Board of Supervisors meeting, he has met with Mr. Phillip Belfield of the YMCA and discussed the possibility of the YMCA using Commerce Park land for soccer fields. Mr. Quicke stated that he had explained to him that at the May meeting, the Board had expressed interest in working with the YMCA on the soccer fields, but wanted to make sure there was the understanding by the YMCA that this land was in fact still for sale, and could be sold at anytime.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize the County Administrator and Chairman to execute a lease with the YMCA for soccer fields in the Commerce Park with the provision that the land was for sale and could be sold at any anytime.”

STOREFRONT GRANT EXPIRATION

At the May 2013 Board of Supervisors meeting, the Board discussed the expiration of the Storefront Grant coming this August and it was asked that this item be placed back on the agenda. Some ideas to be considered were:

- renew the grant in its current form
- let the grant expire
- re-work the grant, to make it a county wide program
- re-work it so that more properties will and can be included

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to let the program expire.”

EMERGENCY SERVICES/COUNTY VEHICLES

Mr. Quicke presented several vehicle options that were in last month’s Board packet. The list included a combination of new vehicles and used vehicles. The used vehicles ranged from \$10,000-\$13,000 and the new vehicles off of state contract ranged from approximately \$20,000-\$24,000.

To this point, the County has received \$8,000 from the sale of three vehicles and the last vehicle is currently being advertised and the bids will be due the first week of July.

Mr. Quicke stated that this vehicle is an important necessity for the Richmond County EMS Department and will also help better support the Volunteer Fire Department as well as the rest of the County departments as needed. Chief Passagaluppi has expressed his support for the County to purchase a truck that will be able to pull the Recovery trailer; this will greatly benefit the Fire Department on major calls and scenes.

Supervisor Harper asked how often the vehicle would be used and how far the trailers would be pulled. Chief Baker stated that it would be used to pull the Red Cross trailer and the Recovery trailer for the Fire Department when structure fires occur and that other localities also use the Rehab trailer. It is mostly used on an as-need basis.

Supervisor Thomas stated that he had mentioned using the County van to pull the trailers; however, there was a question as to how much weight the van could pull. Mr. Quicke stated that the van has the capacity of pulling 7,000 lbs., but the van doesn't have a tow package, which is necessary to pull the trailers.

Supervisor Thomas said he had the opportunity to visit the EMS Station on Tuesday and there were three ambulances housed there. Two are used on a regular basis and one is a reserve unit. Mr. Thomas asked if it was a possibility that the reserve unit could be used to pull the trailers. Chief Baker stated that the reserve unit was not dedicated for the use of pulling the trailers.

Supervisor Thomas stated his thought was to not spend the extra funds and to make use of what the County already has.

Chief Baker stated that the proceeds from the sale of the surplus vehicle would be used toward the purchase of the truck; however, the revenue from the surplus vehicles was less than expected.

Supervisor Haynes stated that the County will have between \$11,000-\$12,000 on hand in June and those funds could be applied to the cost of the vehicle.

Chairman Sanders stated that the trailer has to be pulled out in inclement weather and feels the pick-up truck would provide a safer unit.

Mr. Quicke stated the vehicle on state bid would cost between \$20,000-\$24,000. Supervisor Haynes stated that the Richmond County Volunteer Fire Department would also have use for it. Supervisor Thomas asked if this was to be a multi-use vehicle, would it be available for use for the Maintenance Department and where would the vehicle be housed. Mr. Quicke stated that it would be housed at the EMS Station because the primary use would be for EMS. Mr. Quicke also noted that this would not be a take-home vehicle.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – nay; Jean C. Harper – aye; John

L. Haynes, Jr. – aye: to authorize the purchase of a new vehicle off of state contract to be used primarily for Emergency Services.”

EMERGENCY SERVICES PART-TIME POOL

During the May meeting, it was discussed to exempt the EMS Part-Time Pool from the hiring freeze that was instituted last year. Mr. Quicke presented the hiring requirements for part-time pool positions. At the May 16th meeting, it was determined to set the maximum pool number to 15.

By exempting the pool, it will give the department the ability to keep the number as close to 15 as possible on a full-time basis. The part-time pool is an ever evolving list that can change frequently; therefore, it is necessary to be able to act accordingly.

Chairman Sanders suggested one minor change-the last sentence, which is as follows: “All above requirements can be amended and/or extended at discretion of the Chief of Emergency Services.” Chairman Sanders recommended this sentence be removed from the proposed hiring procedure.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to exempt the EMS Part-Time Pool from the hiring freeze and to adopt the hiring procedure as presented with the recommended change (“All above requirements can be amended and/or extended at discretion of the Chief of Emergency Services.”) be removed from the document.”

EMERGENCY SERVICES/RED CROSS MEMORANDUM OF UNDERSTANDING

Mr. Quicke presented a Memorandum of Understanding that has been provided by Chief Baker, regarding EMS and Red Cross interaction during times of emergency. It outlines what resources will be available if requested, such as food, water and shelter and also lets the County know that all of their volunteers and staff are credentialed and trained to help.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the Memorandum of Understanding Between The Eastern Virginia Region of the American Red Cross and Richmond County Office of Emergency Management.”

MILEAGE LOGS

Mr. Quicke presented a sample mileage log and spreadsheet showing the last six months worth of fuel for the three vehicles in question. There are two vehicles for EMS and one vehicle for Animal Control. Supervisor Haynes stated there was an average of

\$300 for each department spent in fuel and the fuel bills are being monitored and would be easily tracked for discrepancies.

In reference to the proposed mileage log, Supervisor Sisson stated there was unnecessary information that the employees would have to complete and just the amount of fuel used was necessary.

Supervisor Thomas suggested taking out the columns titled "Gallons" and "Purchase Price" and have a space where additional mileage could be logged if the employee was called out after-hours.

"On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – nay: to implement the mileage logs on a 6-month trial basis."

REVENUE ANTICIPATION NOTE

Mr. Quicke explained that like last year, it will be necessary for the County to again do a (6) month Revenue Anticipation Note (RAN). Mr. Quicke presented a [resolution](#) to be adopted by the Board. This note will be structured exactly like last year's with a closing date of mid-July and a repayment date of mid-January. Also, like last year, our County Attorney, Sands Anderson, and Financial Advisors, Davenport and Company, will be assisting with the issuance. The issuance fees will be the same as last year- \$3,600 for Davenport and Company and \$3,950 for Sands Anderson. These fees will be paid out from proceeds of the RAN.

Once the Resolution has been approved, the Request for Proposal (RFP) will be issued by Davenport and Company to approximately 20-25 local and regional banks. Responses will be due back towards the end of June or first of July and then closing will take place during the middle of July.

The reason for the RAN is due primarily to a reduced un-designated fund balance. In the past few years, the County has spent roughly \$1.2-1.5 million on school plans and the Community Park infrastructure, which has mainly been spent out of the fund balance. The County will see a reimbursement from VDOT for roughly \$360,000 for the road construction, which will be put back into the fund balance.

In addition, approximately \$550,000, which is considered un-designated fund balance, is tied up in CD's and is not cash on hand, therefore, cannot be used.

Mr. Quicke stated that in his opinion, the County will be faced with issuing a RAN yearly until the County improves its undesignated fund balance or go to twice a year tax collection like many localities have done, mainly to spread out their cash intake and prevent short-term bridge notes like this one.

Mr. Quicke introduced Mr. Mason McLean, Davenport and Company and Mr. Jesse Bausch, Sands Anderson and asked if the Board had any questions or concerns for these gentlemen.

Supervisor Haynes asked if this RAN was structured the same as last year with the exception of the due date and he was told it was.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the Resolution Authorizing The Issuance of Up To \$3,000,000 Principal Amount Of Revenue Anticipation Note Of The County Of Richmond, Virginia, And Providing For The Form, Details And Payment Thereof.”

COMMERCE PARK PROTECTIVE COVENANTS

Mr. Quicke told the Board that the County Attorney had advised him to record covenants to the Commerce Park Property to help guide the development over and above the Town of Warsaw Zoning Regulations. Mr. Quicke presented a copy of the proposed covenants for the Board’s review. Mr. Quicke suggested having these recorded along with the new plat that has been prepared by Resource International, but in the event that they are not ready by the time of sale they can be recorded at a later date.

Mr. Quicke stated that Bay Transit would retroactive sign into the agreement. Supervisor Haynes stated that it seems it would be at a minimum cost and that could be taken out of the funds from the sale.

Supervisor Thomas asked how the Industrial Development Authority would be involved in this procedure. Mr. Quicke stated that the IDA does not own the property at this time; however, the IDA will have input in the decisions.

By consensus, the Board directed Mr. Quicke to work with the County Attorneys to have the covenants recorded at the time of sale.

ROBINSON, FARMER AND COX AUDIT ENGAGEMENT LETTER

Mr. Quicke presented the 2013 Audit Engagement Letter from Robinson, Farmer and Cox and asked that the Board authorize the Chairman and the County Administrator to sign the agreement.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize the County Administrator and Chairman, Board of Supervisors to sign the 2013 Audit Engagement Letter.”

SECONDARY CHECK SIGNING AUTHORITY

Mr. Quicke asked the Board to authorize Mr. Barry Sanders to be the secondary check signer for the County in the event that he is not able to sign. Mr. Sanders has previously had this authority.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to authorize Barry Sanders to be the secondary check signer for the County in the absence of the County Administrator.”

EXTENSION OFFICE LEASE RENEWAL UPDATE

Mr. Quicke reported that the lease has been renewed for a (1) year period with the option to renew for an additional (1) year. The current lease will be in effect until April 30, 2014. This will give the County the ability to look into the current School Board office, once they have finished moving to the IDA building later this summer, to see if that building would be a suitable alternative for the Richmond County Extension Office.

The other issue discussed by the Board was the major cost liability that could come up if a major repair was needed to the building. Instead of all the liability being on Richmond County; the maximum expenditure per year is now capped at \$1,000.00.

In return, the rent went up slightly to \$1,200.00 per month instead of \$1,015.00 per month.

Supervisor Haynes said that he felt this was a good lease for the County and landlord.

HELENA CHEMICAL LAND SALE UPDATE

Mr. Quicke reported that the sale is still progressing and hopefully can be closed in the next month. Andrew McRoberts (County Attorney) has been working with Helena attorneys on agreements, title reports, etc. Mr. Quicke is currently working with the Town of Warsaw on the subdivision of the parcel as well as the covenants and stated that he would keep the Board updated on the closing of the property.

END OF FY13 MEETING DATE

The Board needs to set a date for the end of FY13 meeting to close the year out and do supplemental appropriations. In the past, it has been the last Thursday of the month, but due to a Wetlands Hearing scheduled for that evening, the 27th is not available. Mr. Quicke suggested Thursday, June 20th at 7:00 p.m. or Wednesday, June 26th at 7:00 p.m.

Supervisor Sisson had a conflict on June 20th so the meeting was set for Wednesday, June 26, 2013 at 7:00 p.m. in the Public Meeting Room.

VIRGINIA JUVENILE COMMUNITY CRIME ACT RESOLUTION (VJCCCA)

Mr. Quicke told the Board that the County needs to approve the attached resolution regarding the VJCCCA in order to accept state funds for the program. This is a yearly program in which Richmond County's share of the funding is based off of the FY95 Budget-\$11,698. This money was previously used to fund the County's portion of the Bridge House.

Mr. Quicke gave the Board an outline of how the funds are to be used and explained that this a joint program between Essex, Lancaster, Northumberland, Westmoreland and Richmond County.

Westmoreland County is the Fiscal Agent for the program and it is administered by Mr. George Beane, Department of Juvenile Justice.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the following resolution:

**RESOLUTION
VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT**

BE IT RESOLVED that the Richmond County Board of Supervisors will participate in the Virginia Juvenile Community Crime Control Act and accept funds appropriate for the purpose set forth in this act for FY2014;

BE IT FURTHER RESOLVED that Richmond County will combine with the governing bodies of Essex, Lancaster, Northumberland and Westmoreland Counties. Westmoreland County will act as fiscal agent for the program;

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized to execute a local plan on behalf of the County of Richmond.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

PART TIME/ON-CALL ANIMAL CONTROL

Mr. Quicke said many people have discussed with him the need for better after hours animal control coverage and wanted to bring it to the Board's attention. Currently, Officer Kim Lindberg works 7:00 a.m. to 3:00 p.m. Monday – Friday, so after hours would be considered 3:00 p.m. – 7:00 a.m. Monday – Friday and the weekends.

By having only one person in the Animal Control Department, it is unreasonable to expect that person to be on call 24-7-365.

The question is- does the Board wish to look into hiring one or two part-time ACO's that would work strictly on-call hours, except for when Officer Lindberg is on vacation.

Mr. Quicke stated that from what he is hearing, there seems to be a lot of need for animal control between 3:00 p.m. and 10:00 p.m. throughout the week and also on the weekends and these are times that the County is not covered.

Officer Lindberg does come out in emergency situations after hours, but in many cases a resident or property owner may feel a situation is an emergency, but in reality it is not an emergency that Officer Lindberg feels needs response to immediately. An example would be if a stray dog was roaming freely on someone's property and is no threat to the homeowner; the situation would be dealt with the next morning. Many property owners would classify this as an emergency situation, but in reality it is not a call that the County would respond to after hours or on the weekends.

Mr. Quicke wanted to bring this to the Board's attention for discussion. Mr. Quicke is not asking for action at this time but just to get the Board's thoughts on this issue.

Supervisor Thomas asked Mr. Quicke if he could come up with a job description for this part-time position and what determines an emergency for the Board's review. Another concern of Supervisor Thomas is what to do with the animal if the shelter is closed. Mr. Quicke stated the Westmoreland County Animal Shelter will open for emergencies.

Mr. Quicke told the Board that he would put some ideas together for discussion at the July 11, 2013 meeting.

FUTURE BUDGET SCHEDULES

Supervisor Haynes has asked that this be brought up while it is still fresh in our minds and to see if the Board wishes to hold an additional work session throughout the budget process between the Public Hearing Meeting and the Adoption Meeting for future budgets.

Supervisor Haynes stated this would give the Board time to discuss any issues brought up at the public hearing before actually adopting the budget.

RICHMOND COUNTY FAMILY DEVELOPMENT CENTER REQUEST

Mr. Quicke presented the following request from the April S. Walker, Director, Richmond County Family Development Center:

Request that the rent for the FDC building be eliminated. Some important facts about the FDC:

- Head Start and the Virginia Preschool Initiative have shared space and rent for the past 18 years. Head Start typically served 18 Richmond County children. They plan to bus 12 of those children to Essex meaning 6 children who qualify for their program will not be receiving educational services.
- The Virginia Preschool Initiative (VPI) is the public prekindergarten program. This program is funded through the Virginia Department of Education with matching funds from the county. The VPI program serves 21 Richmond County children (the number of children is determined by the Department of Education and is based on the poverty index.) Children are eligible for the VPI program if they meet the qualifications for “free lunch.” Currently 67% of the kindergarteners at Richmond County Elementary School qualify for free lunch – approximately 67 children.
- In most counties this program is funded through the county schools. The money paid through the county would be paid no matter where it is housed. Richmond County has an unusual arrangement where the Family Development Center handles the program and the county acts as fiscal agent.
- The County does not provide extra money for programs at the FDC. The County provides matching funds that would be required no matter where the program is located.
- The County contributes \$25,000/year to the YMCA while the FDC are required to pay rent.
- Over the past 18 years, FDC has more than paid for the building and all maintenance.
- The County has a moral responsibility to care for and provide services to the disadvantaged people of its community.
- With the loss of Head Start in Richmond County, the FDC is going to be in a dire financial situation if required to continue paying rent.
- In addition to rent, FDC pays all utilities including lawn maintenance (Social Services does not allow FDC to use the inmates to cut the grass with the children on premises.)
- FDC operates a very thrifty operation, cutting costs wherever possible.
- FDC provides a valuable service to the citizens of this community and will continue to do so as long as able.

Given these facts, FDC asks the Board of Supervisors to consider the request to eliminate their rent.

Mrs. Nancy Taliaferro, Assistant Director, RCFDC, told the Board that the Center was 28 years old and located in a county building, the Berry Gray Building on Walnut Street. Mrs. Taliaferro stated their original funding was from the Virginia Department of Social Services and then 18 years ago the State of Virginia began offering funding to have a public pre-school initiative.

The FDC Board, a 501 C-3 non-profit organization was already in place at the time, however, because of budgetary constraints, Richmond County Public Schools did not fund the pre-school initiative, Head Start and the adult literacy programs for the County. Mrs. Taliaferro stated that Stephen K. Whiteway (former Richmond County Administrator) approached the FDC Board of Directors and asked if they would take on the responsibility of providing the aforementioned programs. These are public programs and the original school was located in a storefront but after one year of operation, public school licensing rules mandated that the facility be located elsewhere.

Mrs. Taliaferro noted that Mr. Whiteway promised that the County would act as “the fiscal agent” for these County monies that would be funneled through a non-profit agency. At that point, Mrs. Taliaferro came to the Board of Supervisors and asked if the County would fund a building that would meet state daycare licensing regulations so that FDC could receive this Department of Education money. The County built this facility for FDC and the rent has been \$1,500.00 since the beginning. FDC has been paying that rent using the Department of Education money.

Mrs. Taliaferro stated that the current school building on Walnut Street was constructed at a cost of \$157,000.00. During the course of these 17 years in the building, FDC has provided free public pre-school for 463 children, services to 47 non-English speaking students, preparing them for public kindergarten, referred 28 children to special education who would not have otherwise been identified and in the last month provided 2281 hot meal to the children.

RCFDC has also paid over \$300,000.00 to the County in rent during that time. Mrs. Taliaferro stated they were doing something pretty significant in that building and the County has been getting an incredible bargain.

Supervisor Sisson stated she thought the FDC provided an outstanding service and that we can't even begin to fathom what the center does. Mrs. Sisson continued by stating that she believes it is unfortunate, as is the case with several things in this county. Supervisor Sisson stated the county has been getting the services from the FDC basically for free for all of these years when the county public school system should have been paying for this and this should have been housed in their facilities and shame on the county schools for not doing so. Supervisor Sisson further stated that if the County can do anything to help to at least keep the FDC afloat in the interim until the program can be relocated in the schools – which hopefully is the plan – she would like to see the rent forgiven.

Mr. Chip Minor, Treasurer, Richmond County Family Development Center, along with Brenda Pemberton and Becky Marks (FDC Board members) encouraged the Board to forgive the \$1,500.00 monthly rent from the organization. Mr. Minor stated the Family Development Center was operating on a shoestring budget and there is absolutely no cushion.

Supervisor Thomas asked how much funding FDC was losing due to the lost of the Head Start Program. Mrs. Taliaferro stated they would lose \$750.00 in rent; \$1,000.00 food budget; \$9,000.00 salary for shared cook.

Supervisor Haynes stated he had owned a property that previously housed a private daycare and that he had scheduled rent according to when government vouchers for low-income families would come in. Mr. Haynes stated that there was data showing that Head Start is not “effective” and that the county’s pre-school was not the only way to serve local children. Mr. Haynes stated that an argument can be made as to what program is better; and some of the private pre-schools would say they feel they are superior. Mr. Haynes continued by stating that a lot of parents would prefer to choose their daycare, maybe due to a religious affiliation or they may have a friend or relative operating the daycare, noting there is an alternative. Mr. Haynes continued by saying that the notion that paying rent for a certain amount of time entitles you to not paying future rent is not plausible. The building the FDC is housed in belongs to the taxpayers of Richmond County and thereby it is their money the Board is discussing.

“On a motion made by Jean C. Harper, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – nay; Richard E. Thomas – nay; Jean C. Harper - aye; John L. Haynes, Jr. – aye: to table action on this matter until the July 11, 2013 meeting.”

RICHMOND COUNTY PUBLIC LIBRARY – BOARD APPOINTMENT

Mr. Quicke presented a letter from Mr. Edward Marks, Chairman, Richmond County Public Library, stating that two members of the Richmond County Public Library Board have terms expiring June 30, 2013; these members being Dayle Collins and Jane Kemper. Mr. Collins has agreed to serve another four year term; however, Mrs. Kemper has served the maximum two terms and cannot be reappointed. Mr. Marks has requested that Ms. Deborah Bones, a resident of Richmond County and a qualified teacher, be appointed and she has agreed to serve.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to reappoint Mr. Dayle Collins and appoint Ms. Deborah Bones to the Richmond County Public Library Board with terms ending June 30, 2017.”

RAPPAHANNOCK COMMUNITY COLLEGE – BOARD APPOINTMENT

Mr. Quicke presented a letter from Dr. Elizabeth H. Crowther, President, Rappahannock Community College, requesting the Board of Supervisors reappoint Mr. John A. Brown to the RCC Board. Mr. Brown will have completed his first four-year term and is eligible for reappointment.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John

L. Haynes, Jr. – aye: to reappoint Mr. John A. Brown to the Rappahannock Community College Board.”

MONTHLY APPROPRIATIONS

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to appropriate \$1,215,509.00 for the Richmond County Public Schools for the month of July 2013.”

APPROVAL OF MINUTES – MAY 2ND, 9TH & 16TH, 2013

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the Minutes as presented for May 2nd, May 9th & May 16th, 2013.”

OTHER BUSINESS

Supervisor Thomas stated as a reminder that the Board needs to be thinking about the purchase of new voting machines. Mr. Quicke stated that the voting machines were included in the Capital Improvement Plan in the amount of \$70,000.00 and they would need to be in place by 2016.

Supervisor Haynes stated that for the record the reason he didn't vote on the FY 2014 budget is that he was ready to vote on the Richmond County Public School budget; however, he has some questions on the county portion of the budget, such as the Family Development contribution. Mr. Haynes also noted that he left the room only during the vote on the budget and did not leave the meeting as he returned after the budget vote was taken.

Chairman Sanders presented a check in the amount of \$9,000.00 from Company 3 – Newland Fire Station on the loan given to them by the County.

Chairman Sanders read a note from Susan Johns, Clerk, Richmond County Public Schools, acknowledging the dish garden she received from the County in the loss of her father.

Mr. Quicke gave an update on the Comprehensive Plan and requested the Board to schedule a public hearing on July 11, 2013 at 7:00 p.m.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to schedule a public hearing on the Comprehensive Plan on July 11, 2013 at 7:00 p.m. in the Richmond County Public Meeting Room.”

Mr. Quicke presented a resolution for the marking of the shipwreck "Caponka".

"On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to adopt the following resolution:

RESOLUTION FOR THE MARKING OF THE SHIPWRECK "CAPONKA"

WHEREAS, the Tappahannock-Essex Rotary Club and the Warsaw Rotary Club have requested support from the Richmond County Board of Supervisors in order to properly mark the Shipwreck "Caponka", located in the Rappahannock River; and

WHEREAS, the Rappahannock River is located within Richmond County, therefore the request made to the Department of Game and Inland Fisheries for Navigational Markings must first be approved by the localities Governing Body; and

WHEREAS, on May 9th, 2013, the Rotary Club's presented their request to the Richmond County Board of Supervisors; and

WHEREAS, the cost of the purchase, placement, maintenance and removal of such buoys or markers shall be borne by the organization requesting the placement, per Code of Virginia §29.1-744(E); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Richmond County, this 13th day of June 2013, hereby supports and authorizes the Tappahannock-Essex Rotary Club and the Warsaw Rotary Club to continue their "Caponka" marking application process with the Department of Game and Inland Fisheries; and

BE IT FURTHER RESOLVED, that the County Administrator is authorized to execute any documents related to this process on behalf of the County pending approval by the County Attorney.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Mr. Quicke gave a quick update on the QSCAB Bond. It ended up not being at 0% interest; however, the County did get \$126,000.00 reimbursed.

Supervisor Thomas stated the need for an additional Bay Transit bus and thought this should be included in the next budget cycle.

Supervisor Haynes reminded the Board of Supervisors that VACo was holding a meeting in Tappahannock on Friday, June 14, 2013 at 10:00 a.m. and encouraged any of the Board members that could, to attend as it was very informative.

**MEETING RECESSED UNTIL WEDNESDAY, JUNE 26, 2013 – FY13
SUPPLEMENTAL APPROPRIATIONS**

There being no further business, Chairman Sanders recessed the meeting until Wednesday, June 26, 2013 at 7:00 p.m.

**RECONVENED MEETING – JUNE 26, 2013 7:00 P.M. – FY13 SUPPLEMENTAL
APPROPRIATIONS**

Members Present: F. Lee Sanders, Chairman; Courtney M. Sisson, Vice-Chairman; Richard E. Thomas, Member; Jean C. Harper, Member; John L. Haynes, Jr., Member

Staff Present: R. Morgan Quicke, County Administrator; Jennifer L. Clark, Finance Officer

Chairman Sanders reconvened the meeting at 7:00 p.m. for the purpose of reviewing the end of year supplemental appropriations for FY13.

Mr. Quicke gave the following outline of all the budgets that need supplemental appropriations:

Board of Supervisors

The Board of Supervisors budget is extremely high. The main reason for this is the \$3,000,000 Revenue Anticipation Note that was done. Once the reimbursement is taken into account, the actual over spent amount is \$91,103. The following expenses are the main reasons for this:

\$24,576-	Sands Anderson (Previous School Project)
\$33,000-	Employee Bonuses
\$5,250-	Interest Paid on RAN
\$7,260-	Commerce Park Professional Services
\$6,027-	Advertising Costs Over Budget
\$11,878-	Sands Anderson (County Attorney)
\$3,050-	New Sound System (Public Meeting Room)

\$91,041

Total Supplemental Appropriation Amount- \$3,091,103

Operating Reserve

The Operating Reserve budget over expenditure is \$107,504. This is due to the unbudgeted QSCB Debt Service interest only payment that was due June 3rd in the amount of \$136,957. Mr. Quicke stated at the June 13th Board meeting, the reimbursement amount for that was \$125,041, so upon reimbursement, which the County

has already received, now a surplus is showing of \$17,538 in this budget, however we still need to adjust this budget.

Total Supplemental Appropriation Amount- \$107,504

Information Technology

The IT budget over expenditure amount is \$24,943. This is attributed to an equipment grant that was received and upon reimbursement, which has been received in the amount of \$27,177.42, the budget shows a surplus of \$2,234.42.

Total Supplemental Appropriation Amount- \$ 24,943

Treasurer's Office

The over expenditure in the Treasurer's Office of \$3,965 is due primarily to a salary adjustment that was given to an employee by the Compensation Board due to certain training and certifications that were met.

Total Supplemental Appropriation Amount- \$3,965

Registrar

The over expenditure in the Registrar's budget of \$5,608 is mainly due to the Registrar being approved to work additional full time hours by the State Board of Elections and the Assistant Registrar working more hours.

\$2,748- Registrar was approved as Full Time during certain months
\$1,500- Additional Assistant Registrar Wages
\$1,100- Travel

\$5,348

Total Supplemental Appropriation Amount- \$5,608

Circuit Court

As explained in the past, the way that the Judge's Secretary is handled is all (5) counties contribute \$11,506 for a total budget of \$57,938. All of the counties submit their check to the Judge, and the Judge writes Richmond County a check for \$57,938 once all the money from the counties is received.

Total Supplemental Appropriation Amount- \$10,844

Sheriff's Office

The Sheriff's Office shows an over expenditure amount of \$31,432 and a reimbursed amount of \$44,157 for a total surplus amount of \$12,725. The Sheriff's over expenditures are due primarily to being over in the following areas: fuel and maintenance, uniforms and part-time dispatch.

Total Supplemental Appropriation Amount- \$31,432

Street Lights

The communities of Sharps and Indianfield reimburse the county for the street lights. The over expended amount for FY13 was \$224.

Total Supplemental Appropriation Amount- \$224

General Properties

The General Properties budget was over in the amount of \$5,190. This is due to various expenditures related to maintenance. A new heat pump was needed at Family Development in May in the amount of \$4,500.

Total Supplemental Appropriation Amount- \$5,190

Family Development

The over expenditure with Family Development is due to the state approving them for 21 At-Risk Youth instead of the budgeted 19. This additional money came to the County from State/Federal funding and was passed through to Family Development.

Total Supplemental Appropriation Amount- \$8,273

Richmond County Museum

The Museum is over by \$1,097, which is in employee salary and benefits and is 100% reimbursed by the Museum.

Total Supplemental Appropriation Amount- \$1,097

Miscellaneous and Contingency

The over expenditure in this budget is \$77,669 and is due to the County's procedure for handling retiree's Health Care and an issue that we have had and resolved with VRS. Once the retiree reimbursements of \$40,596 are factored in, the total expenditure is \$37,073.

Total Supplemental Appropriation Amount- \$77,669

TOTAL OVERALL SUPPLEMENTAL APPROPRIATION AMOUNT

\$3,367,852

Once reimbursements are factored into the appropriate accounts, the unreimbursed amount is **\$129,021**.

The amount of surplus from departments and budgets not requiring supplemental appropriations totals \$391,089.

\$391,089	Surplus Budgets
<u>-\$129,021</u>	<u>Over Expenditure Budgets</u>

\$262,068 FY13 Surplus

Mr. Quicke cautioned the Board that even though the expenditures show an overall surplus of \$262,068, the FY13 revenues are still being worked. I would hope that our revenue numbers will also show a surplus, but at this time Mr. Quicke doesn't know what the final numbers will be there.

Also, all of these numbers assume a 100% budget for both Social Services and the Public Schools, which mean a \$0 surplus/deficit on both of their parts. All of their FY13 money was appropriated to them throughout the year and until Mr. Quicke is notified from these two departments, he stated he would not attempt to guess what types of surpluses they may have, if any.

Mr. Quicke asked if the Board had any questions regarding the supplemental appropriations.

Supervisor Thomas asked if the Richmond County Public Schools had a surplus after June 30, 2013, could that surplus be earmarked to the School Capital Improvement Plan. Mr. Quicke stated that the Board of Supervisors would have the option of earmarking those funds for the School Capital Improvement Plan if they so choose to do so.

Supervisors Haynes stated that he had originally had the same idea for the school surplus if they had any surplus; however, he now had second thoughts regarding it and could no longer support that idea.

Supervisor Thomas and Supervisor Harper asked how the Registrar's schedule was decided. Mr. Quicke and Ms. Clark stated that the State Board of Elections authorized the following schedule for the Registrar: July 2012 – 3 days of service per week; August – December 2012: 5 days of service per week; January – June 2013 – 3 days of service per week. However, State Board of Elections sent a letter stating for the months of May/June 2013 they were granting the Registrar's Office temporary full-time status and State Board of Elections will reimburse the County for the expense salary for that office.

There being no further questions or comments, Chairman Sanders asked for a vote on the FY13 supplemental appropriations.

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the FY13 Supplemental Appropriations in the amount of \$3,367,852.”

OTHER BUSINESS

Chairman Sanders presented two letters from Richmond County Little League, Inc. and Warsaw-Richmond County Main Street Program.

Richmond County Little League, Inc. stated that due to the spring rain, they identified a major drainage problem on the new fields that made them unusable. Since the expense to correct this problem was not in their budget or plans, RCLL is requesting help to pay the outstanding bill of \$25,000 for the construction of drainage ponds and swells. The \$15,000 currently budgeted by the Board will help with the operating costs and with the completion of the electrical work and concrete around the concession/office building.

Warsaw-Richmond County Main Street Program requested a donation (or as stated a gift) to contribute to the success of Warsaw-Richmond County Main Street Program's projects and services. This gift will help to make the county a little better for future generations.

Chairman Sanders also noted that during the budget work session, they discussed if there was a surplus at the end of FY13, the County would consider helping the Richmond County Volunteer Fire Department.

Supervisor Haynes stated that the County had given the Richmond County Little League \$43,000.00 in February 2012 to help with developing the fields and the Warsaw-Richmond County Main Street Program was given a one-time contribution of \$7,000 in October 2012.

Supervisor Harper stated that she thought if there was a surplus for FY13, it should be placed in the reserve account.

Mr. Quicke stated that he would have the final revenue figures for the Board's review at the July 11, 2013 meeting and he would put this on the agenda for further discussion.

Mr. Quicke stated that he had spoken with Ms. Mary Parr, Director of Transportation, Richmond County Public Schools, and while the van cannot be used for transporting children, the van could possibly be used to transport bus drivers to and from school to pick up their buses.

“On a motion made by John L. Haynes, Jr., the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – abstain; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to donate the 1998 Ford Van (VIN 0270) to the Richmond County Public Schools.”

“On a motion made by Courtney M. Sisson, the Board voted: F. Lee Sanders – aye; Courtney M. Sisson – aye; Richard E. Thomas – aye; Jean C. Harper – aye; John L. Haynes, Jr. – aye: to approve the appropriation of \$75,000.00 to Richmond County Department of Social Services for the month of July 2013.”

There being no further business, Chairman Sanders adjourned the meeting at 7:25 p.m.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

