

ADMINISTRATOR'S REPORT

DATE: February 15, 2007

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 2/14/2007

RE: February 20, 2007 Board of Supervisor's Meeting

11:00 a. m. [Human Services Committee](#) (Carter, Falwell) – meeting held in the Social Services Conference Room

1:00 p. m. Call to Order, Invocation by Supervisor Pendleton

APPEARANCES

Shameka Wright, Human Resources Generalist

1. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce the following new staff members:

Kristin Wright – Staff Attorney
Cheryl Moody – Purchasing
Barbara Adams – Information Technology

Don Austin, Residency Administrator

2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The resident engineer will be present to receive any highway matters from the Board.

ADMINISTRATOR'S ITEMS

Mike Daly, Director of Youth, Adult and Community Services

3. [Herman Ginther RESOLUTION](#) (5 minutes)

This year Virginia is commemorating the 400th anniversary of the founding of Jamestown. Campbell County is participating in the Virginia 2007 Community program which is part of a statewide effort for localities to highlight local history. The Campbell County Virginia 2007 Community Program Committee recommended a calendar of events and activities for the year. One of the activities scheduled was the adoption of a resolution (included) honoring Brookneal resident

Herman Ginther for his efforts in promoting and preserving local history.

RECOMMENDATION: Staff recommends the Board adopt a resolution honoring Herman Ginther for his contributions to expanding and preserving the knowledge of our local history, traditions and culture. Due to Mr. Ginther's advanced age and frail health staff we further recommends the resolution be presented at his home on February 21st. We are also requesting that Supervisor J.D. Puckett assist with the presentation.

Mike Davidson, Economic Development Director

4. [Seneca Commerce Park Virtual Building](#) (5 minutes)

On May 15, 2006, the Board approved the submission of a grant application to the Tobacco Indemnification and Community Revitalization Commission for the construction of a virtual building at Seneca Commerce Park. In July 2006, the Tobacco Commission awarded Campbell County a \$60,000 grant for this purpose. Staff would like to release an RFP for the Seneca Commerce Park Virtual Building project at an estimated cost of \$75,000 to complete this project. Campbell County has been awarded \$60,000 in Tobacco Commission grant funds and there are presently sufficient funds in the Seneca Commerce Park line item to cover the local match share of project costs.

RECOMMENDATION: Staff recommends the Board of Supervisors authorize the release of an RFP for the Seneca Commerce Park Virtual Building project.

Paul E. Harvey, Community Development Director

5. [Town of Altavista –Permit Fee Request](#) (5 Minutes)

The Town of Altavista is preparing an application for block grant funds through the Virginia Department of Housing and Community Development. The grant would provide funding for revitalization projects in Altavista's central business district. The Town is requesting the County agree to waive the building permit fees as part of the grant application. The [request letter](#) from the Town Manager is included for reference. If approved, staff requests that the Town of Altavista provide a list of addresses where grant-funded work is to take place so that we know when and where to waive permit fees.

RECOMMENDATION: Staff recommends the Board waive permit fees for this project consistent with other similar requests in the past.

6. [Local Government Council Request for Input –Transportation Plan](#)
(5 minutes)

The Local Government Council is seeking input from the Board of Supervisors on local transportation issues. The Board of Supervisors is asked to comment on local transportation safety

and capacity concerns and other transportation issues. The Board adopts and/or participates in annual transportation planning activities the results of which are already on record (included) and would satisfy the Local Government Council's request for input. Staff recommends the Board consider Browns Mill Road/Wisecarver Road to Calohan Road as an additional safety and capacity concern due to the fact that these secondary roads carry 4,300 – 5,400 vehicles per day between routes 501 and 29.

RECOMMENDATION: Staff recommends the Board include Browns Mill Road/Wisecarver Road on the list of existing priorities. Please advise if any other transportation issues are of concern for the Board to include in the request from the Local Government Council in addition to the attached list.

Clifton M. Tweedy, Deputy County Administrator

7. [Farm Services Agency Lease Renewal](#) (5 minutes)

The Farm Services Agency, FSA is requesting an extension of the lease they have had with Campbell County for at least the past fifteen years. They lease 2,618 square feet in the Agricultural Services Building. They are requesting an extension of the lease for another five years with a clause to terminate with a 120 day notice. They understand if a new agriculture building is built there would be an increase in rental rates. It is planned to discuss their space needs with them and estimated rental costs during the planning process to determine their interest in being included in the new space. The contract extension has been reviewed and approved to form by the County Attorney.

RECOMMENDATION: Approve the lease extension with FSA and authorize the County Administrator to execute the contract.

8. [Regional Jail Study](#) (15 Minutes)

For the past two years the Counties of Amherst and Appomattox have been working to form a regional jail to replace their existing facility. When they were unsuccessful finding a partner to make up the required three jurisdictions to qualify for State construction funding, they approached the Blue Ridge Regional Jail Authority with a request to study the feasibility of joining them.

Attached is the [financial analysis](#) done to show the benefits of adding Amherst and Appomattox to the existing Authority. Bill Gillespie, a consultant, who has been working to assist Amherst and Appomattox with the various aspects of joining will present a summary of the work that has been done during the past eighteen months. Representatives from Amherst and Appomattox County may also be in attendance to answer any questions the Board may have.

RECOMMENDATION: After hearing the presentation and asking any questions authorize staff to finalize and sign any documents required to allow Amherst and Appomattox Counties to join the Blue Ridge Regional Jail Authority.

9. [Regional Landfill Local Operations](#) (30 minutes)

A working group of five localities (Amherst, Bedford City, Campbell, Lynchburg and Nelson) have progressed through the issues involved to the point of a decision to form a regional authority to manage solid waste disposal. This process has been consistent with the previous direction of the Board and the R.W. Beck study that was included in the February 5th Board book. Bob White from the Regional Commission and Jeff Crate from Draper Aden will give a [power point presentation](#) with an [update](#), and answer any questions. The estimated savings to the County by joining the regional authority varies depending on options selected by the Board, with no degradation in current services to citizens – from a high of \$980,000 per year to a low of \$440,000.

Two other issues that need to be addressed include how to handle acceptance of free waste from residents currently being processed at the landfill and whether to maintain an in-house construction team. These are discussed briefly in the attached memorandum. Under the new arrangement the County can require residents to take all free/bulk waste to the Lynchburg landfill for six years (no additional cost to the County), maintain acceptance 3-days a week at the Campbell facility as included in the proposal (reduces savings by \$125,000), or maintain acceptance 6-days a week as is currently the practice (reduces savings by \$185,000).

RECOMMENDATION: Staff recommends the Board approve the formation of a regional authority to manage solid waste and include the transitional funding in next years budget. Additionally, staff requests Board input on how to handle current acceptance of free/bulk waste from residents and the continuation of an in-house construction team.

R. David Laurrell, County Administrator

10. [2007 SCHEDULE OF MEETINGS & EVENTS](#) (5 minutes)

In anticipation of this being a busy year for the Board and staff, attached is a schedule of several upcoming meetings and events for 2007.

RECOMMENDATION: Please advise staff of any conflicts or comments regarding the proposed schedule for 2007.

11. [FY 2008 School Bus Purchase](#) (10 minutes)

Annually during the spring of each year the schools request authorization from the Board of Supervisors to purchase school buses for the upcoming fiscal year. Please find attached [the request](#) for FY 2008 to issue an offline purchase order.

RECOMMENDATION: Staff recommends the Board determine whether or not increasing funding for the bus fleet to eight buses in FY 2008 is appropriate based on the recommendation of the Joint Committee; and if so, authorize an off line purchase order to acquire buses for FY 2008 as outlined in the attached request from the schools, subject to final

appropriation by the Board in June of this year.

12. [Staffing Projections](#) (10 minutes)

During the annual planning retreat last fall staff briefly discussed with the Board the projected staff growth rate over the next ten years based on mandated items, current trends, planned activities, and projected future activity. This information was again discussed during conversations about the need for expansion of existing County complex facilities. The Board requested a more detailed projection. I would like to take a few minutes and overview the projections outlined on the attached memorandum. These are projections and for discussion purposes only. Actual staffing levels are contemplated by the Board annually during the regular budget process.

RECOMMENDATION: No action is required as this is for information purposes only. Please advise staff if you have any questions or would like additional information.

CONSENT AGENDA

13. Following are Consent Agendas for your approval:

a.) [Appropriations](#) – attached are several appropriations for your approval.

b.) [Waste Oil Furnace](#) - When we first built the Landfill shop 14 years ago we installed a waste oil furnace for heat. The unit is the only source for providing heat for the building. The existing unit is in need of immediate replacement. Quotes have been received and the low quote to replace the unit is \$5,495 from Morris Distributing, Inc. Funds are available in the equipment contingency line of the CIP.

c.) [Mobile PCs/Sheriff's Office](#) - Quotations were solicited for the purchase of 4 Panasonic Toughbook 30 Notebook PCs to be used in the Sheriff's Office's vehicles as mobile data terminals. Sufficient funds for this purchase are budgeted in 4-100-035500-5885, FY05 State Homeland Security Grant.

d.) [Request for Water & Sewer Line Extensions](#) - Requests for water and/or sewer line extensions were received from Campbell County Utilities and Service Authority. Both requests are in areas designated for medium to high density development. Zoning changes are not being requested. Letters from CCUSA ([Pearson](#) and [Wood](#)) and the property owners ([Pearson](#) and [Wood](#)) are included.

RECOMMENDATION: approve items a, b, c and d.

a.) Approve the appropriations

b.) Approve the purchase of a new waste oil furnace for the Landfill with funds from the equipment contingency line item of the CIP.

c.) Accept the low bid of Portable Computer Systems for the purchase of four

of

Panasonic Toughbook 30 Notebook PCs for the Sheriff's Office for a total cost of \$16,080.00.

d.) Approve the request for water and sewer line extensions.

APPOINTMENTS

14. [Appointments](#) - an updated appointment listing is provided for the board.

MATTERS FROM THE BOARD

15. A few minutes will be scheduled at each meeting to discuss matters from the Board.

CLOSED MEETING

16. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance [with Section 2.2-3711 \(A\)\(7\)](#) of the Code of Virginia to discuss legal matters related to current litigation with the Campbell County landfill and litigation related to the code of Campbell County; and in accordance with [Section 2.2-3711 \(A\)\(5\)](#) of the Code of Virginia to discuss a prospective business or industry.

AGENCY MINUTES AND REPORTS

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|-----|---|-------------------|
| 17. | Administration/Management Services Minutes | February 05, 2007 |
| 18. | Building Permits Issued | November 2006 |
| 19. | Building Permits – November Financials | November 2006 |
| 20. | Building Permits Issued | December 2006 |
| 21. | Building Permits – December Financials | December 2006 |
| 22. | Fire Commission Minutes | January 17, 2007 |
| 23. | Human Services Minutes | October 16, 2006 |
| 24. | Public Works Minutes | January 16, 2007 |
| 25. | Rescue Commission Minutes | January 10, 2007 |
| 26. | Revenue Summary | February 07, 2007 |
| 27. | School Board Minutes | January 9, 2007 |
| 28. | Treasurer's Report | January 31, 2007 |
| 29. | Virginia 2007 Community Program Committee Minutes | October 16, 2007 |

INFORMATION ITEMS

30. [Biosolids – Information](#) February 2007

31. [Biosolids – Kathy Byron’s Request to Governor Kaine](#)

February 06, 2007

32. [Thank you from the Gunter Family](#)

February 2007