

ADMINISTRATOR'S REPORT

DATE: July 14, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell* 7/16/2008

RE: July 21, 2008 Board of Supervisors Meeting

11:00 p. m. [Public Works Committee](#) (Puckett / Rosser)

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

The Joint Committee Meeting for July 22, 2008 has been canceled. The next meeting is scheduled for September 23, 2008.

The August 4, 2008 Board of Supervisors meeting has been canceled. The next meeting will be August 18, 2008.

Approval of Minutes

1. APPROVAL OF MINUTES [July 7, 2008 - Regular Meeting](#)

APPEARANCES

Don Austin, Residency Administrator

2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Residency Administrator will be present to receive any highway matters from the Board.

Russ Johnson, Chairman – Tri-County Re-licensing Commission

3. [Request from Tri-County Lake Administrative Commission](#)

For a number of years Campbell County has participated in the Tri-County Re-licensing Commission

(TCRC), which is involved with the renewal of the license that American Electric Power (AEP) has to operate the Smith Mountain Lake Hydro-Project. TCRC is a spin off of the overarching group that works directly with AEP – The Tri-County Lake Administrative Commission (TLAC). With the increase in development along Leesville Lake and with AEP’s request to consolidate administrative contact with one organization, the three localities that comprise TLAC (Bedford, Franklin, and Pittsylvania Counties) have adopted [resolutions to request that Campbell County join TLAC](#) as a long term member. Currently, representatives from TLAC, Leesville Lake Association, and Campbell County are working together on the re-licensing process through TCRC. TCRC has for a while been looking at options on how to administer projects on both lakes in the long term. TCRC will most likely dissolve following the re-issuance of the operating license with AEP, and TLAC will be the organization responsible for the ongoing work with AEP.

The Chairman of TCRC, Russ Johnson, Supervisor from Franklin County, and the Chairman of TLAC, Chuck Neudorfer, Supervisor from Bedford County, would like to make a brief presentation at the July 21st meeting asking for the Campbell County Board of Supervisors to support the request to become a member of TLAC ([benefit information attached](#)) as adopted by the three member localities. Supervisor Fred Ingram from Pittsylvania County will also be in attendance. Currently the only [specific financial information](#) available is the attached breakdown of what it would cost Campbell County to participate under the current budget, based on shore miles in Campbell County for the entire project.

RECOMMENDATION: Staff recommends the Board accept the presentation by Supervisors Johnson and Neudorfer and request any additional information you think is appropriate. Take action on the request if the appropriate information is provided at the meeting, or identify additional information you would like to see and staff will prepare a report for a future meeting for action.

ADMINISTRATOR’S ITEMS

R. Aubrey Cheatham, Public Safety Director

4. [Standard Operating Guidelines for Operation of County Aerial Apparatus](#) (5 minutes)

Campbell County took possession of its new aerial firefighting apparatus on July 3, 2008. This is the first fire apparatus purchased directly by Campbell County and it is currently stationed at Lyn-Dan Heights Volunteer Fire Company. The apparatus will be operated primarily by Lyn-Dan Heights

personnel, but training will be offered and encouraged for members of all Fire Departments.

Staff has worked with the Fire Commission and Public Safety Committee on aerial apparatus standard operating guidelines (SOG) for the past six months. The attached SOG outlines the minimum requirements for operation, response, and maintenance of Campbell County's Aerial Apparatus and has three parts: the first is a form labeled [Aerial /Driver Operator Information](#); the second is a document labeled [VESP Emergency Driver Standards](#); and the third is a document labeled [Aerial Apparatus Operating Guidelines](#).

RECOMMENDATION: Staff, the Fire Commission, and the Public Safety Committee recommend the Board adopt the attached guidelines for operation of the County Aerial Apparatus.

5. [EMS Memorandum of Understanding Revisions](#) (10 minutes)

The Board of Supervisors entered into a memorandum of understanding (MOU) with the five emergency medical services advisory committee (EMSAC) participating rescue squads in November 2006. The MOU outlines specific policies and procedures for the emergency medical services (EMS) revenue recovery program, the EMSAC, and the career EMS division of the Department of Public Safety. The MOU also specifies that the agreement is to be reviewed annually and was last updated with some minor language changes in November 2007([attached](#)).

The [revised MOU \(attached\)](#) with recommended changes by the County Attorney and requested revisions and/or clarification by the Captains of the Rescue Squads was presented to the Campbell County EMSAC at its regularly scheduled meeting on June 3, 2008 for approval prior to submitting the MOU to the Board of Supervisors. The proposed changes summarized in the attached memorandum and in edit format in the revised MOU will be briefly reviewed at the meeting. The Campbell County EMSAC and Public Safety Committee approved the proposed revisions to the MOU.

RECOMMENDATION: The Public Safety Committee, staff and the EMSAC recommend the Board of Supervisors approve the revisions to the MOU and authorize the County Administrator to sign the MOU on behalf of the Board.

6. [Radio Shelter Contract Change Orders](#) (10 minutes)

The Board previously approved a transfer of \$100,000 from the Reserve for Future Improvements line in the CIP to the Communications System Upgrade CIP Line to cover the increased cost of shelter, generator, and site improvements acquisition and provide for any other unforeseen costs to complete the project in June 2008.

The shelter contractor has offered to upgrade our shelters to a more survivable concrete type for a total of \$3,400; SSI Services, our consultant, recommends we take advantage of this cost effective change. Additionally, U.S. Cellular has agreed to waive the usual \$250 per month (with 3% annual increase) lease fee for the Concord tower site location if we provide a larger generator and its associated equipment they or their lessees can tie into with us. The cost to upgrade the generator is \$19,415. The County would exceed that amount in lease payments in just over 6 years which means our lease costs would effectively be zero after that point. The total cost of both change orders to the shelter/generator/site improvement contract is \$22,815. Funds are available in the communications project CIP line to cover the cost of the change orders.

RECOMMENDATION: Staff recommends the Board approve change orders to the shelter/generator/site improvement contract to upgrade both shelters to concrete and upgrade the generator and associated equipment at the Concord USC tower site.

Paul E. Harvey, Community Development Director

7. [Department Organizational Chart](#) (10 Minutes)

Since the organizational chart for the Community Development Department was last updated, we have experienced staff turnover in the Zoning Administrator position. Attempts to fill the position since last October have been unsuccessful. Department staff discussed current and anticipated future workload and how best to organize our resources to meet demand. The result is a recommendation to change our organizational structure in the area of planning and zoning. Our Human Resources Generalist is currently working on final job descriptions and pay grades for a recommendation to the County Administrator for approval. The [current](#) and [proposed](#) organizational charts are included for comparison along with the career ladders for the [planning](#) and [zoning](#) positions. The Community and Economic Development Committee reviewed the proposed changes on July 7th and supported the request.

RECOMMENDATION: The Community and Economic Development Committee and staff recommend the Board approve the revised organizational chart for Community Development and career ladders for both revised positions as presented, and authorize the County Administrator to assign final grades for the positions consistent with the current Pay and Classification system.

Alan Lane, Director of Management Services

8. [BPOL Proposed Tax Increase for Gasoline and Diesel Fuel](#) (5 minutes)

At the June 2nd Board Meeting Supervisor Rosser requested that Staff bring back to the Board information as to what the anticipated impact would be on the FY 2010 budget as to a possible increase in the BPOL Tax for Retail Sales of Gasoline and Diesel Fuel. Staff has analyzed sales data for retail sales of gasoline and diesel fuel and has determined that the increase in the tax rate proposed would generate approximately \$25,000 annually in additional tax revenues for the County.

RECOMMENDATION: Staff requests input from the Board as to whether to include this proposed tax increase on retail sales of gasoline and diesel fuel in the budget submission process next year for FY 2010. If approved in the budget process next year this would need to be advertised as a tax increase.

Clifton M. Tweedy, Deputy County Administrator

9. [Overdrawn Expenditure Summary Landfill FY08 Budget](#) (5 minutes)

The County Landfill budgets: Transfer Sites, Landfill and LF Phase II Gas/Water Remediation faced a challenging 2008 fiscal year. Such challenging factors included the transition of Landfill operations to the Regional Authority, ever increasing cost of diesel fuel, construction material, and steel. Additionally, the Phase II Gas/Water remediation FY08 budget was new and established using projected figures since there was not an expense history on which to base cost projections. Management Services require overdrawn lines to be remedied in order to close out the fiscal year; therefore, Public Works request the overdrawn lines be corrected from funds in the line for Capital Projects – Landfill Equipment/ Trucks per the attached Transfer of Appropriation that will no longer be needed due to the transfer of operations to the Regional Services Authority. No new funds are required for this transfer.

RECOMMENDATION: Public Works request approval of the attached Transfer of Appropriation in the amount of \$43,300 allocating funds from its Capital Projects Line – Landfill Equipment Trucks – 4-515-094400-0015 to cover the aforementioned overdrawn lines in its FY08 budget.

Kristin B. Wright, Staff Attorney

10. [Permission to Advertise –Update of Chapter 11 Pursuant to FEMA](#) (5 minutes)

Recently at the July 7, 2008 meeting of the Board of Supervisors, the spring update of the County Code was adopted. Chapter 11, Floodplain Management, was not included in that update because the Virginia DCR had requested time to review it for compliance with the directives of the Federal Emergency Management Agency. FEMA has recently updated our Flood Insurance Rate Map and that has necessitated changes in our ordinance. DCR has made comments and specified certain language for inclusion in the ordinance. This chapter must be amended pursuant to these suggestions prior to August 28, 2008 in order to remain in compliance with FEMA's National Flood Insurance Program.

FEMA has made it known that they will review only a finalized ordinance and may still require changes for compliance at some future time. Staff will review the summary of all changes (included) and the [amended text for the chapter](#) is available electronically with a paper copy available in the County Administrator's Office.

RECOMMENDATION: Staff recommends the advertisement of a public hearing to update Chapter 11 of the Campbell County Code for the August 18, 2008 Board of Supervisors meeting.

R. David Laurrell, County Administrator

11. [Proposed 2009 Legislative Agenda](#)

Each year staff presents the Board with a proposed list of legislative items for consideration. The adopted legislative priorities are forwarded to the Virginia Association of Counties for inclusion in the Association's annual statewide legislative priority list. Copies are sent to our area legislators and a meeting is scheduled with them in late November/early December to include the Board Chair, Vice-Chair, County Administrator and Deputy County Administrator to discuss the Board's priorities.

Please find included the proposed 2009 Campbell County legislative agenda. Staff would like to take a few minutes to discuss the current status of the items on the attached lists as well as obtain Board input on other items not identified.

RECOMMENDATION: Following the discussion, staff recommends the Board adopt a list of proposed legislative items to be forwarded to VACo and area legislators.

12. [MEETING WITH TOWN COUNCILS](#) (3 minutes)

Each year the Board traditionally meets with Altavista Town Council and the Brookneal Town Council to discuss current issues and plan for future projects. Staff has scheduled the joint meeting for Thursday, October 30, 2008 at 6:30 p.m. at the Golden Skillet Restaurant in Brookneal.

RECOMMENDATION: Please advise staff if this date would be acceptable.

13. CONSENT AGENDA

a.) [2009 Central Virginia Community Services contract](#)

We have received the FY2009 Central Virginia Community Services performance contract. The contract requires formal approval each year by the participating localities. The contract is in accordance with budgeted (\$157,404) expenditures. Supervisor Goldsmith represents the Board of Supervisors on the Community Services Board. There are no changes to the contract for this upcoming fiscal year. If anyone would like to review the contract, the original is on file in the County Administrator's Office.

b.) [Appropriations](#)

Appropriations are included for your review

c.) [VRS Refund to Schools](#)

Campbell County Schools was recently notified by the Virginia Retirement System (VRS) that they were due a refund in the amount of \$618,729.52 resulting from a change in the funding formula for the VRS enhanced retirement credit. This was brought to the Board of Supervisors attention at the May 19 meeting with the suggestion, also supported by the Schools, that this money when received be set aside to be used if necessary for the FY2010 school operations budget or for a future one time purchase related to textbooks or for an approved capital project.

RECOMMENDATIONS:

- a.) Staff recommends that the Board formally approve the FY2009 Central Virginia Community Services performance contract with the Department of Mental Health, Mental Retardation and Substance Abuse Services.**

- b.) Approve the Appropriations.**

- c.) Staff recommends the VRS refund in the amount of \$618,729.52 be deposited in the School CIP Fund and be set aside for future use in the FY2010 budget for the School Operations Fund or be used for a future one time purchase related to textbooks or for an approved capital project to be approved by thy Board of Supervisors as noted at the May 19th meeting.**

14. APPOINTMENTS

An [updated appointment list](#) is provided for your consideration.

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MATTERS FROM THE BOARD

15. MATTERS FROM THE BOARD

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

NOTE: Please note item #23 notifying Cathy Moore of her achievement in obtaining Master Municipal Clerk Designation. Cathy has been working on this designation following an eight year program established by the International Institute of Municipal Clerks. We are all very proud of her accomplishment and I would like you to join me in congratulating Cathy in recognition of the personal and professional growth she has attained during this period.

Supervisor Puckett would like to request the Board's support for the following:

[STAUNTON RIVER/AEP RELICENSING](#) (5 minutes)

Appalachian Power Company has applied for a Virginia Water Protection Permit from the Department of Environmental Quality (DEQ) for the discharge of water through hydroelectric turbines at Smith Mountain and Leesville Dams. [A copy of the application is attached.](#)

There is some concern that the terms of the proposed permit would have a major impact on the aquatic habitat, the fishery and recreation on the Staunton River for many years to come and Supervisor Puckett requests the Board's support of the [attached resolution](#) to urge DEQ to protect the natural resources of the Staunton River, including its fisheries and recreational value, and to balance all competing uses of the resource to assure equity during periods of drought.

A [public hearing](#) has been scheduled for August 7, 2008 at Gretna High School at 7:00 p.m. Everyone is encouraged to attend. If adopted, this resolution would be presented.

RECOMMENDATION: Staff recommends the Board consider adoption of the proposed resolution for presentation at the public hearing on August 7th.

CLOSED MEETING

16. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(5\) of the Code of Virginia](#) to discuss matters related to a company that has not made a decision or public announcement regarding locating or expanding a facility in Campbell County.

AGENCY MINUTES AND REPORTS

- 17. [Administration – Management Services Committee Minutes](#) July 7, 2008
- 18. [Community and Economic Development Committee Minutes](#) May 5, 2008
- 19. [Human Services Committee Minutes](#) June 16, 2008

INFORMATION ITEMS

- 20. [APCO Base Rate Case Information](#) June 30, 2008
- 21. [Biosolids News – Information from the VA Biosolids Council](#) July 2008
- 22. [Campbell County Cable Service – V. Driskill E-mail](#) July 11, 2008
- 23. [Cathy Moore – MMC Certification](#) July 2008
- 24. [Copy of Memo – Phase II Monthly Expenses](#) July 2008
- 25. [Copy of Phase II Monthly Expenses](#) July 2008
- 26. [Central Stores Inventory](#) June 2008