

ADMINISTRATOR'S REPORT

DATE: January 10, 2011
TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell 1/12/2011*
RE: Tuesday, January 18, 2011 Board Meeting
11:00 AM [Public Works Committee](#) (Gunter / Pendleton)
1:00 PM Call to Order, Invocation by Supervisor Rosser
January 25th – 7 PM – Joint Committee – Technical Center – Dinner at 6:30 PM
(Pendleton/Shockley)

NEXT BOARD MEETING – Monday, February 7th, 7 PM

APPROVAL OF MINUTES

1. [January 3, 2011](#)- Regular Meeting

APPEARANCES

Alan Lane, Director of Management Services

2. [AUDITED FINANCIAL REPORT FOR FY2010](#) (15 minutes)

Mr. Matt McLearen of the accounting firm, Robinson, Farmer, Cox Associates, will be presenting the annual audited Financial Reports for FY 2010. The Board is asked to bring their printed copies, distributed at the January 3rd meeting, to the January 18, 2011 Board meeting for the presentation. Time is scheduled on the agenda for any questions the Board may have.

RECOMMENDATION: Accept the FY 2010 Audited Financial Statements as presented.

ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

3. [SENECA COMMERCE PARK SEWER EASEMENTS](#) (10 minutes)

The first phase of the Board approved installation of a sewer system in Seneca Commerce Park is the installation of a forced sewer main. The project is being managed by CCUSA, who is negotiating for a property easement with one of the property owners, Ronald Lee Miles. Mr. Miles has set terms for the easement agreement and CCUSA is now requesting the County sign a letter of agreement that Campbell County will fund the cost of Mr. Miles's terms if needed. The issue is the potential relocation of a section of the line if Mr. Mile's builds a road for a new subdivision and the depth of the line is not adequate. Staff believes the line depth is appropriate for the

potential road and would not need to be relocated. An estimated cost and full details are included in the agenda item.

RECOMMENDATION: Staff recommends the Board authorize the County Administrator to sign a letter of agreement stating the county will fund the cost to relocate the 300 linear feet of force main sewer line located in property owned by Ronald Lee Miles along Brentwood Lane if VDOT and road engineers determine it to become necessary to do during the 10-year term of the agreement.

Shameka Wright, Deputy Director, Human Resources

4. [SECTION 125 – CAFETERIA PLAN CHANGES](#) (3 minutes)

The County offers employees an opportunity to participate with the Cafeteria Plan that meets the requirements of Section 125 of the Internal Revenue Code. The plan provides participants an opportunity to receive certain health care related benefits on a pretax basis. The plan is completely funded by participating employees. Previously, this document was handled through outside consultants; however, it ([document attached](#)) is now being handled internally through the Human Resources office with the assistance of the Staff and County attorneys. Amendments are included in the agenda item. The proposed changes clarify that the County does not contribute to the plan and also changes the plan administrator.

RECOMMENDATION: The Administration/Management Services Committee and Staff recommend approval of the updated and amended Cafeteria Plan.

Clifton M. Tweedy, Deputy County Administrator

5. [HIGHWAY MATTERS](#) (5 MINUTES)

- a.) Status of Outstanding Highway Matters – Please see the included summary of the status of outstanding highway matters and an [attached report](#) from VDOT on redirecting tractor trailers from using State Route 43 as a short cut /cut through because of the low railroad pass.

RECOMMENDATION: This is information only. Any action items follow in section b.

- b.) Highway Matters Action Items – There are no action items for this meeting.

RECOMMEDATION: No action is required.

- c.) A few minutes will be scheduled each month for Supervisors to voice any questions or concerns regarding highway matter. Requests will be forwarded to VDOT as appropriate.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

6. [TRANSFER SITE ATTENDANT CONTRACTS](#) (10 minutes)

Campbell County has utilized contracted attendants for over twenty years to monitor and clean the transfer sites used by the citizens to deposit their household trash. These individuals or groups have been hired by the County through various methods over the years but never by a formal bid process. The increased amount of time and resources used to manage the transfer sites now requires a more formal bidding process. Individuals, groups and businesses will all have an opportunity to provide bids for this work. Staff would like to update the Board on this process and obtain permission to advertise for bids.

RECOMMENDATION: Authorize staff to prepare the bid package and obtain bids to maintain the eight unmanned transfer sites.

7. [STORMWATER REGULATIONS UPDATE](#) (15 minutes)

For the past several years staff has been keeping the Board informed about the upcoming changes in the Stormwater regulations. This was most recently discussed as part of the meeting between the Board of Supervisors and the CCSUA Board on December 8th. At that meeting the Boards were briefed on the current Erosion & Control (E&S) program, the new Total Maximum Daily Load (TMDL) requirement and new Stormwater program. As information continues to become available it is clear the two new programs related to stormwater will require significant resources to implement. Attached are two memorandums ([P. Harvey memo](#) and [B. Stokes memo](#)) which provide additional detail concerning first year startup costs in the amount of \$198,000. The County will need to include these costs in the budget process for FY 2012 in order to begin to comply with these new mandates. These costs include \$77,000 for GIS land cover mapping, \$18,000 for a vehicle, \$28,000 to fill a vacant E&S/Stormwater position, and \$75,000 for consulting engineer costs. If approved by the Board these costs would come from general tax dollars for the first year. However, in future years it is likely staff will recommend a fee based system that will be developed after the final regulations come out. As discussed earlier staff is involved with conversations with the Region 2000 Local Government Council and adjoining localities to determine the best way to both plan and implement these new regulations. Staff would like to update the Board on these items and provide an opportunity to answer any questions.

RECOMMENDATION: Provide staff with any comments or direction related to the items noted above for inclusion in the FY 2012 budget process.

R. David Lurrell, County Administrator

8. [FY 2012 PRIORITY INITIATIVE ADOPTION](#) (15 minutes)

Please find attached a [draft of the Priority Initiatives](#) distributed at the Board's regular January 3rd meeting. Adoption of a priority list is the first step in developing the Operations and Capital Budgets. New priorities cover the period beginning July 1, 2011. The version adopted by the Board will be used to develop the FY 2012 budget as budgetary priorities. Many of these priorities are focused on internal operations issues that require little or no additional funding; however, as mentioned at the January 3rd meeting there are a number of items that are new unfunded mandates from the state and federal governments. Funding constraints will determine whether or not some of this work can move forward based on the Board's decisions during the

upcoming budget process. Time is scheduled for comment and decision as needed. Please modify the draft list as you see appropriate following review and before adoption.

RECOMMENDATION: Staff recommends the Board adopt the FY 2012 Priority Initiatives plan as presented.

9. [VACO FUNDING REQUEST](#) (5 minutes)

Campbell County is a member of the Virginia Association of Counties (VACo). VACo represents Campbell County and other Virginia counties on legislative matters affecting localities. From time to time special legislative issues arise that require additional resources and funding.

During the 2010 legislative session Delegate Iaquinto of Virginia Beach introduced legislation that would transfer the burden of proof on property assessments from the property owner to the County. The same legislation has been pre-filed for the 2011 session. As outlined in more detail on the [attached memorandum](#) this requirement could place a significant financial burden on Campbell County and other localities. VACo is asking for the County to support an effort to ensure that this legislation does not become law and is asking for a financial contribution of \$3,000.

RECOMMENDATION: Staff recommends the Board authorize payment of \$3,000 to VACo to help with defeating any effort to change the law in this area and fund the amount from Budget Set Aside.

10. CONSENT AGENDA

a. [APPROPRIATIONS](#)

Appropriations are included for your consideration.

b. [SOLE SOURCE DETERMINATION/PURCHASE APPROVAL- DC POWER SYSTEM UPGRADE](#)

The Public Safety E-911 Center is in the process of installing a licensed microwave system from the Communications Center to Long Mountain and Long Mountain to Johnson Mountain. Alcatel-Lucent USA, Inc. was awarded the bid to install the microwaves. Prior to the installation the DC Power service must be upgraded at all of the sites. Alcatel-Lucent USA, Inc. has provided a quote in the amount of \$26,752 for the DC Power service upgrade to all sites. Public Safety staff has consulted Star City Communications to review the quote from Alcatel and determine if another vendor could in fact provide the services and equipment required for the upgrade. Star City Communications determined ([please see attached](#)) that the DC power equipment must meet the specific requirements of the microwave radios being installed, and the actual installation must coincide with the installation of the microwave radios. It was the opinion of Star City Communications that if another vendor supplied or installed the equipment, incompatibility issues and delays could be experienced. Sufficient funds are available for this in the current CIP budget.

RECOMMENDATIONS:

- a. **Approve the appropriations as presented.**
- b. **Determine Alcatel-Lucent USA, Inc. as the sole source practicably available for the procurement of DC Power systems for E-911, Long Mountain, and Johnson Mountain at a cost of not more than \$28,000.**

APPOINTMENTS

- 11. A [list of Appointments](#) is included for your consideration.

MATTERS FROM THE BOARD

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

Note: Please note the meeting schedule update for 2011 at the end of the Administrator’s Report.

Note: Please note item #22. This is the annual school funding notification based on the County’s funding formula.

Note: Please note item #25 below. Due to an unexpected opening with the Blue Angels the air show scheduled for April of 2011 has been moved to May of 2011 and will be a jet and propeller show. Originally the 2011 show was to be a propeller show in preparation for a jet show in 2012.

AGENCY MINUTES AND REPORTS

- 13. [Department of Social Services](#) November 17, 2010
- 14. [Human Services](#) October 18, 2010
- 15. [Joint Fire EMS](#) December 9, 2010

INFORMATION ITEMS

- 16. [2011 VACo Legislative Priorities](#) January 2011
- 17. [Electronic Communications Policy](#) January 4, 2011
- 18. [Public Safety Strategic Planning Status](#) December 2010
- 19. [Brookville Timberlake VFD Ceremony Invitation](#) January 22, 2011
- 20. [Cobalt Notification Letter](#) January 8, 2011
- 21. [Public Safety Newsletter](#) January 2011
- 22. [School Funding Formula](#) January 4, 2011
- 23. [VMLRP Designation Information Request](#) December 14, 2010
- 24. [VMLRP Designation Response](#) January 7, 2011

2011 MEETING SCHEDULE

MEETING SCHEDULE UPDATE FOR 2011 – Beginning April 1, 2011 the Board’s regular meeting schedule will move to the first Tuesday of the month at 4 PM.

Items marked with asterisk (*) are changed from previously published schedule
Underlined items are special meetings

Monday, February 7th –

4 PM – EMSAC –

5 PM – Public Safety Committee –

Board Level Multi-Use Room (Falwell/Shockley)

7 PM – Regular Meeting and Public Hearings

Tuesday, February 22nd –

11 AM – Human Services Committee –

Board Level Conference Room - (Goldsmith/Puckett)

1 PM – Regular Administrative Business Meeting

Monday, March 7th –

5 PM – Administration/Management Services Committee –

Board Level Conference Room - (Falwell/Rosser)

*5 PM – Community and Economic Development Committee –

Haberer Building 2nd Floor Conference Room (Goldsmith/Gunter)

7 PM – Regular Meeting and Public Hearings

Monday, March 21st –

11 AM – Public Works Committee –

Board Level Conference Room - (Gunter/Pendleton)

1 PM – Regular Administrative Business Meeting

Tuesday, April 5th –

2 PM – Administration/Management Services and Human Services Committee –

Board Level Multi-Use Room (Gunter/Rosser)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break – If needed

7 PM – Public Hearings – If needed

Thursday, April 7th –

6 PM – Budget Workshop –

Board Level Multi-Use Room

***Tuesday, April 19th –**

4 PM – Regular Board Workshop – Final Budget and Census/Redistricting –

Board Level Multi-Use Room

***Monday, May 2nd –**

2 PM – Public Works and Community and Economic Development Committee –

Board Level Multi-Use Room (Pendleton/Puckett)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break
7 PM – Public Hearings – Including Reassessment and Budget

Tuesday, May 17th – 4 PM – No Board workshop currently scheduled

Tuesday, May 24th – 7 PM – Joint Committee Meeting –
Campbell County Technical Center (Pendleton/Shockley)

Tuesday, June 7th –

2 PM – Public Safety Committee –
Board Level Multi-use Room (Falwell/Goldsmith) (EMSAC TBD)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break – If needed
7 PM – Public Hearings if needed

Tuesday, June 21st – 4 PM – No Board workshop currently scheduled

Tuesday, July 5th –

2 PM – Administration/Management Services and Human Services Committee –
Board Level Multi-Use Room (Gunter/Rosser)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break if needed
7 PM – Public Hearings – If needed

Tuesday, July 19th – 4 PM – No Board workshop currently scheduled

Tuesday, August 2nd –

2 PM – Public Works and Community and Economic Development Committee –
Board Level Multi-Use Room (Pendleton/Puckett)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break if needed
7 PM – Public Hearings – If needed

***Tuesday, August 16th –**

4 PM – Regular Board Workshop – Tentative – Stormwater/TMDL/E&S Update –
Board Level Multi-Use Room

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, September 6th –

2 PM - Public Safety Committee –
Board Level Multi-Use Room - (Falwell/Goldsmith) (EMSAC TBD)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break if needed
7 PM – Public Hearings – If needed

Tuesday, September 20th – No Board workshop currently scheduled

Tuesday, October 4th –

- 2 PM – Administration/Management Services and Human Services Committee –
Board Level Multi-Use Room – (Gunter/Rosser)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings - If needed

***Tuesday, October 18th –**

- 2 PM – Annual Board Planning Session – Proposed –
Board Level Multi-Use Room

Tuesday, November 1st –

- 2 PM - Public Works and Community and Economic Development Committee –
Board Level Multi-Use Room – (Pendleton/Puckett)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings - If needed

Tuesday, November 15th – 4 PM – No Board workshop currently scheduled

Tuesday, November 22nd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, December 6th –

- 2 PM – Public Safety Committee –
Board Level Multi-Use Room – (Falwell/Goldsmith) (EMSAC TBD)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings – If needed

Tuesday, December 20th – 4 PM – No Board workshop currently scheduled