

BOARD OF SUPERVISORS MEETING
OCTOBER 10, 2008
PLANNING SESSION

A meeting of the Campbell County Board of Supervisors extended from October 7, 2008 convened at 8:30 a.m. on the 10th day of October, 2008 for a planning session at the Brookneal Community Building, Brookneal, Virginia. The members present were:

Hugh T. Pendleton, Jr., Chairman, Presiding	Rustburg Election District
Charles W. Falwell	Timberlake Election District
Stanley I. Goldsmith	Altavista Election District
Eddie Gunter, Jr.	Concord Election District
J. D. Puckett	Brookneal Election District

The members absent were:

Hugh W. Rosser	Seneca Election District
Steven M. Shockley	Sunburst Election District

Also present were:

Anne Blair, Director, Information Systems
L. A. Bryant, Accountant, Campbell County Schools
Nan Carmack, Library Director
Aubrey Cheatham, Director of Public Safety
Mike Daly, Director of Youth, Adult & Community Services
Mike Damron, Administrator, Utilities & Service Authority
J. Michael Davidson, Director of Economic Development
Wilson Dickerson, Utilities & Service Authority
Terry E. Gaddy, Sheriff
Sherry Harding, Co-Director, Recreation Department
Paul Harvey, Director of Community Development
Steve Hutcherson, Major, Sheriff's Department
Alan Lane, Director of Management Services
R. David Laurrell, County Administrator
Richard Metz, Vice-Chairman, Planning Commission
Catherine H. Moore, Clerk to Board of Supervisors
Elizabeth Narehood, Virginia Cooperative Extension
Dr. George Nolley, Superintendent of Schools
Mary Pascale, Co-Director, Recreation Department
David Shreve, County Attorney
Clifton M. Tweedy, Deputy County Administrator
Neil S. Vener, Commonwealth's Attorney
Richard Verilla, Director of Social Services
Beth Worth, Recreation Department
Kristin B. Wright, Staff Attorney

The meeting began at 8:30 a.m. with opening remarks by Administrator Laurrell and Mike Davidson.

Before moving into the first item on the agenda, Administrator Laurrell talked about the recent reductions in the State budget and how it would impact the County. At the present time it appeared that Governor Tim Kaine's reductions in the budget would have minimal impact on the County. One of the State reductions was to delay salary increases, therefore, the County would not be reimbursed for local State salary increases of approximately \$150,000. The County through its fiscal management has been able to maintain a savings account that should cushion the blow over the next 24 months. He cautioned the Board to be careful of moving forward with anything new and concentrate on completing the current projects already started. Administrator Laurrell believed the biggest challenge would be in meeting education funding in FY 2010. Locally, the state sales tax and local revenues appeared to be stable. Because the budgets were

built on higher gas prices, the recent reductions at the pump may also have a positive impact on the current fiscal year budget.

Update – County’s Vision, Mission and Values Statement Outcomes from 2007 Planning Session

The first item on the agenda was a review of the Vision Themes and Vision and Strategic Targets from the Board’s 2007 Planning Session. The Strategic Targets were developed using two groups that identified attributes about Campbell County the Board would like to keep and those the Board would like to change. At the 2007 Planning Session the Board’s personality preferences and temperament types was also determined using the MBTI assessment tool. The operating rules developed at the 2007 Planning Session were also shared. Following the 2007 session staff took the outcomes and worked with all the County staff to update the County’s *Governing With Vision* document. Staff believed the updated version was more concise and more accurately reflected the current environment. The new *Governing with Vision* document would be given to staff over the next six months.

Broadband Internet Access in Campbell County

J. Michael Davidson, Director of Economic Development, reviewed two studies. The first study was to evaluate the Brookneal 501 Corridor Wireless Broadband Internet system, and the second was a study by Virginia’s Region 2000.

Fiscal Year 2008 Priority & Initiative: Evaluate the Brookneal 501 Corridor Wireless Broadband Internet system’s effectiveness and the potential to expand Wireless Broadband into the underserved areas of Campbell County.

In May 2001 the Campbell County Department of Community & Economic Development initiated a grant application to the Virginia Tobacco Indemnification and Community Revitalization Commission to explore Brookneal/Campbell County Broadband Internet access. This project was limited in scope to the Town of Brookneal and the U. S. Route 501 development corridor that was identified as 501 North from Brookneal to the Georgia Pacific facility, approximately a five-mile span. The project was the result of complaints from area businesses regarding not having adequate availability to Broadband access. The lack of Broadband access put local businesses at a competitive disadvantage in the marketplace.

Campbell County was awarded a \$50,000 grant, and Elert & Associates of Stillwater, Minnesota was contracted with in July 2002 to identify engineering requirements to connect to a fiber optic backbone and provide point of presence, to identify service providers and to establish service in the area. As a result of the work done by Elert & Associates, a contract was entered into with Pure Internet, Inc. as a Wireless Internet Service Provider that currently provides internet service to approximately 12 customers in Brookneal. Since then, Applewood Communications installed its own wireless Broadband Internet system which now services approximately 25 customers, and Embarq brought more DSL service into the area.

In 2004 the Region 2000 Economic Development Partnership conducted a Broadband Internet Study and determined that the availability of Broadband technologies was critical to the regional economy. The Campbell County Comprehensive Economic Development Strategy 2007 Update recognized Broadband Internet connectivity to be one of the basic infrastructure needs for all business, equally important as water, sewer, roads and electricity. Expansion of the current system would require further co-location on tall structures, such as cell towers. Most co-location fees for a cell tower were in the \$1,000 or greater per month range, and a system needed a large subscriber base to be able to afford the monthly fee. In conclusion, the existing system was operating effectively and efficiently and provided 90% coverage in a three (3) mile radius around the broadcast antenna.

Virginia’s Region 2000 Broadband Infrastructure Study (Spring & Summer 2008)

The Virginia’s Region 2000 Broadband Infrastructure Study (Spring 2008) was updated from 2004 to identify the region’s broadband infrastructure and create a tool to show what broadband technologies were available in specific areas. The report could also serve as a guidepost to local leaders in introducing and expanding broadband coverage into areas where

broadband did not exist or was underserved. The study identified available technologies, coverage zones, service plans and maps showing broadband coverage throughout the region. A supplement to the Region 2000 Broadband Infrastructure Study (Summer 2008) focused on cell phone providers and the broadband services they provided within Virginia's Region 2000. Generally, if a resident could receive a cell phone signal, they were able to access wireless broadband.

Many people were not aware of the options, and staff would try to get this information out to the public. Staff was currently mapping the County where wireless carriers did work and verifying the speeds. The next step would be to complete the Economic Development and Information Technology FY 2009 Priority 1 initiative which involved a Broadband assessment to include the research obtained during the evaluation of the Brookneal Broadband Internet system. They would also incorporate and expand upon the information provided by the Region 2000 studies. The purpose of the assessment was to document the current state of broadband service across Campbell County. The services, providers and prices would be provided to the public via the County's website. A FY 2010 Priority 2 Initiative would be to develop a strategy to implement the recommendations of the broadband assessment countywide.

Technology in the Field

Major Steve Hutcherson indicated the Sheriff's Office has been looking at different applications for Mobile Data Terminals (MDT) or laptop computers in patrol cars for several years. They currently have four laptops and want to buy four more and add software by DaProSystems. The DaProSystems IBR software would allow deputies to do their incident based reports in the field and upload them to the server via the WLAN (wireless local area network). This would allow deputies to stay in their assigned areas and not have to drive back to the office to do their reports reducing response time for calls for service and eliminating unnecessary driving. Once the MDT's were implemented, the Sheriff's Office plans to work with the School's IT Department to gain access to the School's network. If they could access their network, they would have the ability to see what the surveillance cameras could see from the parking lot in the event of an active shooter in the school or any other critical incident in the schools.

Major Hutcherson also talked about other technology such as streaming in car video, voice command equipment for lights, siren or to activate the in-car video and voice over IP used to patch radio frequencies together and to back up radio systems. It was their intent to start with MDT's and build from there to increase the efficiency of the Sheriff's Office. He added one of the challenges was to keep up with technology and determining what was the most cost effective and what worked.

Anne Blair, Director of Information Technology, advised that since September, 2008 the Campbell County Building Inspections Office has been testing the use of a laptop along with a wireless air card in the field. Joseph Heddings, Building Official, was excited about the possibilities of improving customer service and enhancing efficiency. Currently the Inspectors report for work to the office, gather the inspection jobs for the day and return at the end of the day to submit the inspection results into the computer. Using this technology would reduce unnecessary trips and improve communication between the field and the office. Building Inspectors could also interact with the building inspection database in real time and submit inspection results remotely which could speed up approval of occupancy permits or perform same day inspections. Supervisor Falwell commented this has already made some contractors happy.

Update on Construction Projects

Clifton M. Tweedy, Deputy County Administrator, gave an update on the construction projects underway or near completion.

Courthouse – County Complex – The project was progressing as planned. The new Maintenance Building would be completed in early April 2009 with the Citizens Services Building to be finished in August. The new portion of the Courthouse would be completed in the fall of 2009 with the renovation work finished in late 2010.

Carden Lane and Signalization - Carden Lane (connects new Citizens Services Building to Route 501) should be finished within a few days. The signalization of the intersection would be completed before the end of October 2008. The new signal would replace the existing flashing lights providing safer pedestrian traffic between the County parking lots and buildings. The parking lot at Social Services was resurfaced and an additional 20 spaces were created.

Emergency Communication Systems – Leases to locate radio and microwave equipment at the Concord and Brookneal U. S. Cellular tower locations have been secured. An amended lease with Liberty University has been secured to move radio antennas at the Johnson Mountain tower site from 150 feet to 350 feet. A microwave link has been installed and established between the Public Safety building and the Long Mountain tower site. Radio equipment for the system upgrade has been ordered and received. Microwave equipment, shelters and site improvements, combiners and multi-couplers have been ordered for the Concord and Brookneal sites with delivery for the equipment expected by the end of November 2008. There were a few items left to accomplish with the system expected to be fully installed and tested by the end of the year.

Over the next several years a decision would need to be made on the next migration for the County. The current system upgrade was VHF upgrade, and many localities have migrated to 800/900 system. The County may want to consider migrating to the 800 system or to the Star system like the Virginia State Police.

Concord Elementary School – Project was on schedule with over 50 percent of the work completed. The new cafeteria and sewage disposal system were completed and would be operational before start of school this fall. The construction should be completed before start of school in Fall 2009.

Rustburg to Concord Waterline – The waterline project to Concord Elementary School should be finished by Thanksgiving. The water tanks should be completed at approximately the same time and operational by the end of December. Phase II of the Rustburg to Concord water line from CES to Route 460 extending westward was scheduled for bidding in October with the award made in November. Construction was anticipated to be finished by the end of Summer 2009.

Livestock Road - The project was finished except for the final curb and gutter along Calohan Road associated with the Bojangles restaurant. VDOT was working through the process to open the new Livestock Road to traffic and closing the existing road. The current plan was for VDOT to abandon maintenance of the old Livestock Road with the County retaining the right of way; however, the County would not be responsible for the maintenance.

Phase I Sewer Recommendations – The first phase of the sewer study looked at the area along Route 29 from Yellow Branch to Lynchburg including the two areas within Timberlake for capacity issues. Based on the study a sewer availability fee has been instituted to cover the cost of future upgrades to the system including improvements to the Lynchburg sewer system and the Regional Waste Water Plant.

There were two decisions the Board would need to consider over the next six months. One is whether to include the area bounded by Route 29, Lynbrook Road and Lawyers Road in the area for high density development and receive public sewer. The second question for the Board as part of the Comprehensive Plan Update was which side of Candler's Mountain would receive sewerage improvements to handle the increased sewage transmitted to the Regional Plant. The west side would require significant improvements to the Lynchburg collector system to handle the increased flow. The eastern option would require a new system constructed mostly within Campbell County. The Board asked the CCUSA Board to provide some technical guidance along with costs and pros and cons of choosing either the eastern or western side of Candler's Mountain.

Relocation of County Offices after Construction - Once the new Citizen Services Building was complete, there would be space available in the County Office Building and in the Haberer Building. The current plan was to move Economic Development to the second floor of the Haberer Building where Management Services was currently located. The Assistant Director and Administrative Assistant for Public Works would share this space with them. Human Resources would move to the first floor in the Treasurer's Office. The expanded space would allow for an interview room and testing area. Management Services would take over the

Commissioner's area. Social Services has requested the main floor of the County Office Building to relocate part of their staff due to crowded conditions. The basement of the County Office Building would be held in reserve for future needs. There was also space available in the Recreation Building for future expansion. Once Maintenance vacates the Agricultural Building, the vacant space was planned for high density storage.

Schools Update

Dr. George Nolley and Lewis Bryant gave an update on the budget situation as it was known now. More would be known in December when the Governor submitted his budget for 2010. The information they currently have was made before the recent bleak sales tax projections. Even then, the estimated funding for FY 2010 would not fully cover a two percent pay increase. Federal revenues account for \$4.3 million of the Schools budget, and they were expected to decline as well. Federal funds were used to pay for Title I and special education programs.

Dr. Nolley also provided a report on the membership levels at each school which have remained relatively stable. He projected enrollment to be stable for the next year. The School Board was working on moving some attendance boundaries from Rustburg Elementary to Concord Elementary to give some breathing room at Rustburg.

All Campbell County Schools were fully accredited with approximately 80% of graduates attending college. Overall the School buildings were the best in the region although there were some maintenance issues that needed some attention. These would be the next planned project after Concord Elementary School.

Staff and Personnel Projections

Administrator Laurrell provided a list of staffing options for Fiscal Year 2009 and 2010. Two positions in Community Development for biosolids and Stormwater management may be mandated by the State with some of the costs reimbursed through fees. A new position in the Commissioner of the Revenue's office to assist the Business Auditor was recommended by the Commissioner of the Revenue. A new Accountant position was driven primarily by the continuing increase in the requirements for accounting standards. Some of the duties formerly performed by auditors were now performed in house.

The EMSAC wants to move forward with an additional EMS Responder that would be paid from billing for services. An additional Communications Officer would be paid from the communications taxes. Another custodian would be needed once the new building projects were completed. The position of Park Development Manager has been filled by Ron Reynolds who was finishing up the master planning of the parks and the CIP plans. He should be finished by Spring 2009, and the plan was to replace him at that time. The Sheriff's Office has had several retirements and has used \$125,000 less as a result of several changes. An Administrative position that has been vacant for a number of years was in the plan for FY 2009 and would be paid from vacancy savings.

Two IT positions were planned for FY 2011 for payment of on-line services and as technical support for Public Safety to keep up with current technology. The County currently outsources many of those responsibilities. Also in FY 2011, additional positions for Volunteer Recruitment/Training, Human Resources – Organizational Development, Public Works – Ball fields, Public Works – Maintenance and a Sheriff's Office Deputy were planned.

Several Board members commented that new positions may have to be postponed in light of current economic conditions. In some cases it may be more cost effective to outsource services such as ball field maintenance saving personnel and equipment costs.

Diversification of Taxing Structure

During the FY 2009 budget development the Board discussed briefly the options of implementation of the meals tax and/or transient occupancy tax. The meals tax is a local option tax that requires voter referendum approval. Using recent figures the County could expect to

generate approximately \$170,000 in annual revenue for each 1% assessed. Up to 4% could be assessed by counties.

The transient occupancy tax is assessed on hotel and motel rooms on a nightly basis. Using a 2% tax authorized by State Code the County could expect to receive approximately \$85,000 per year when Spring Hill Suites is completed. The transient occupancy tax may be imposed by general ordinance of the Board of Supervisors without a voter referendum. There has been discussion about two more hotels to be built in the County which were not included in the revenue projection.

It was the consensus of the Board to include the transient occupancy tax as part of the FY 2010 Budget preparations. The Board also asked staff to include as part of its legislative agenda legislation that would allow Campbell County to levy a transient occupancy tax not to exceed five percent, and any excess over two percent would be designated for tourism and travel. The Board believed it would be difficult to pass a meals tax through referendum unless the tax was going to be used for a specific county-wide need.

Administrator Laurrell indicated many of the fees charged by the County have not been updated in six years. Staff recommended fees be reviewed on a more regular basis. As to reassessment, because of the economy, the County may not see the same increases in real estate values. The Board may want to consider increasing real estate taxes incrementally or wait until the reassessment. The revenues from personal property tax reimbursement have been steadily declining. The County's machinery & tools tax was less than the State average and has not been increased in a number of years. The Board may want to consider increasing that tax. A five percent increase would generate another \$200,000 in revenue.

Update on Regional Projects

Mr. Tweedy provided an update on several regional projects.

Regional Services Authority – Landfill - The Regional Services Authority began operation of solid waste disposal services for the cities of Bedford and Lynchburg and the counties of Appomattox, Campbell and Nelson on July 1, 2008. The transition went well, and staff was still working to settle all the cost transfers associated with the merger. Overall the project was working as expected with cost savings in the range of previous estimates. Some monies may have to be moved around and the County may need to take another look at green box site operations for adjustments to operation procedures.

Green Box Site Improvements - This year's budget included funding to install gates at the remaining four green box sites: Hodges, Gladys, Brookneal and Falling River. The Public Works Committee has recommended not gating them at the present time. The Board may wish to consider manned sites in the future to increase the amount of trash that can be hauled on each load.

Regional Water Supply Study and Recommendations – This is a regional effort required by the State to evaluate the ability of local governments to supply drinking water to its citizens for the next fifty years. The study was nearly completed with projections that Campbell County should be able to supply its future water needs with moderate growth. The Board would be required to adopt a resolution in support of the plan as well as a drought management plan.

Regional Airport Authority – During the 2007 legislative session, enabling legislation to create the Virginia's Region 2000 Airport Authority Act was approved in the form of HB 2800 that would give the Airport Authority similar legislative powers as those of a regional industrial development authority. The next step to form the regional airport authority needs to be led by the City of Lynchburg.

Closing Remarks

Following lunch, Administrator Laurrell advised the Board that he was working to schedule a meeting between Boxley Corporation and members of the Evington Community to discuss any remaining issues as well as development of a park. Input from the community was needed as to what type of park would be preferred. A nature preserve or open space may be

preferred by some citizens. The County would not be taking an active role in the development of the park.

Several Board members would like staff to focus on offering more services on-line. Supervisor Pendleton commented he favored locating sewer improvements on the eastern side of Candler's Mountain as the western side was already well developed. Administrator Laurrell appreciated everyone attending and having the privilege of working with a professional group of people.

The meeting was adjourned at 1:30 p.m.

HUGH T. PENDLETON, JR., CHAIRMAN

Approved: _____