

ADMINISTRATOR REPORT
August 29, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: September 3, 2019 Board of Supervisors Meeting

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

1. APPROVAL OF MINUTES

[REGULAR MEETING – JULY 16, 2019](#)

[REGULAR MEETING – AUGUST 6, 2019](#)

[WORK SESSION – AUGUST 20, 2019](#)

2. APPEARANCES – None

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

a. [LINE OF CREDIT – AUTHORIZATION TO PROCEED](#)

At the April 2nd Board meeting, staff provided background information on the County’s existing public safety radio system. During the May 21st work session, staff, along with technical experts from Harris, again presented information on the radio system. At the Board’s June meeting, staff was authorized to proceed with negotiations with the Regional Radio Board for the purpose of clarifying the viability and cost of that strategy. At the same time, staff was asked to develop a Request for Proposals (RFP) and solicit options for a “county-only” system replacement.

The Board also directed that the County’s financial advisors (Davenport and Company) be engaged to identify strategies to fund the radio system replacement. At the July 11th meeting of the Board of Supervisors, representatives from Davenport and Company outlined a strategy to utilize a line of credit approach to financing the radio system replacement as well as preliminary costs associated with implementing the School’s capital improvement plans.

Representatives from Davenport and Company presented the responses that were received to the Line of Credit RFP during the Board’s August 20th work session. At that time, the Board directed that additional negotiation be undertaken with the top two respondents. Representatives from Davenport, as well as Dan Siegel who is serving as Bond Counsel, will be at the September meeting to review the proposed financing options and to advise the Board on next steps.

RECOMMENDATION: Staff recommends the Board receive the presentation and, if the Board concurs with proceeding, adopt the necessary resolution to approve a plan of interim

financing with the Industrial Development Authority of Campbell County for the acquisition, construction and equipping of property in the County for certain County and School projects.

b. [CARRYOVER REQUESTS FY2019 TO FY2020](#)

Carryover requests are proposed by several County Departments within different funds as a method to bring either expenditures or revenues forward from FY 2019 into FY 2020. A summary of County carryover requests is [attached](#), detailing the fund and line item.

RECOMMENDATION: Staff recommends that the Board approve the carryover and encumbrance requests in the County Funds along with encumbrances for the Schools. Individual expenditure line information for County funds is attached for County carryovers.

c. [FYE2019 PRELIMINARY FINANCIAL STATEMENTS](#)

Attached is preliminary financial information for the Board to review for the fiscal year that ended on June 30, 2019. This financial information has not yet been audited and is subject to change. FYE 2019 revenues remaining to be collected in August and September are estimates only. Should our auditors make any significant adjusting entries during their upcoming audit in September; staff will report this information back to the Board. As in past years, there are a number of recommendations for the Board's consideration. The attached analysis provides additional information related to staff's recommendations.

Attachments:

- [FY19 General Fund Analysis FINAL](#)
- [Summary Sheet](#)

RECOMMENDATION: Staff requests the Board accept the Preliminary Financial information for FYE 2019 that ended June 30, 2019 for review and consideration. Any significant future audit adjustments will be reported to the Board, as they become know.

Staff recommends the Board take the following action:

1. **Accept the Preliminary Financial General Fund Analysis as attached;**
2. **Assign reverted General Fund dollars of \$750,000 to Future School Maintenance to set aside for the maintenance of school buildings in the division;**
3. **Transfer \$79,442 from the General Fund to the Health Insurance Fund**
4. **Assign reverted General Fund dollars of \$211,062 to Future Economic Development Incentives for the future funding of incentives to businesses;**
5. **Assign reverted General Fund dollars of \$492,479 to Future Debt Service Payments to set aside additional monies for future incurred debt;**
6. **Transfer \$703,542 from the General Fund to the Solid Waste Fund to keep the fund solvent.**

d. [REGION 2000 SERVICES AUTHORITY – BEDFORD COUNTY REQUEST](#)

Bedford County issued an RFP to solicit interested parties who might receive some or all of their municipal trash. While the Region 2000 Services Authority did not respond to the RFP, the Authority has been approached by Bedford County and asked to receive waste from Bedford. Bedford County has indicated they are willing to pay the \$40.25/ton rate.

By allowing Bedford tonnage to come into the facility, the member localities are able to contain the unit cost per ton. This is particularly important in light of the fact that County Waste intends to build a transfer facility in Appomattox County. If/when that facility is built, a significant amount of commercial tonnage may be redirected away from the regional landfill. This could potentially result in lost revenue to the operation which would in turn very likely require that the tipping fees for the member localities go up (the County presently pays approximately \$600,000/year in tipping fees). By allowing Bedford to dispose of their waste, the Authority would “hedge” against that potential lost revenue and subsequent increased cost to members.

As staff understands the Bedford proposal, Bedford County is requesting a ten year agreement. Accepting their tonnage over this period of time will equate to losing one year of capacity in the regional landfill.

RECOMMENDATION: Staff requests direction from the Board regarding whether or not to consider acceptance of Bedford County waste at the regional landfill. As a reminder, Campbell is only one vote on the Authority Board and regardless of how we may elect to proceed, a majority vote of the Authority Board will ultimately determine the direction taken.

Clifton M. Tweedy, Deputy County Administrator

e. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: See next agenda item
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

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

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board’s consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$17,683.82 from the county attorney for services provided from July 26, 2019 through August 20, 2019.

Services

General Representation:	\$3,422.50
Real Estate Tax Collection:	\$9,102.00
Personal Property Tax Collection:	\$203.50
Litigation Matters:	\$776.50

Expenses Paid

Real Estate Tax Collection: \$4,173.22
Personal Property Tax Collection: \$6.10

c. [ON-CALL HVAC REPAIR SERVICES](#)

The current term contract and renewals for On-Call HVAC Repair Services will expire September 30, 2019. An Invitation for Bid (IFB) was issued to five (5) potential vendors and advertised in the local newspaper and on the County website. Two (2) responses were received. The IFB requested each bidder to present hourly rates based on levels of service to be provided over a three (3) year period. Select Air Mechanical & Electrical, Inc., Altavista, Virginia was the lowest responsive and responsible bidder. Sufficient funds for the procurement of these services have been budgeted and will be paid from GL line 4-100-043400-3344, Maintenance/Repair – Preventive Maintenance.

d. [SOCIAL SERVICES PAINTING PROJECT](#)

This project shall include the preparation and painting of all interior walls and trim on the first floor of the Campbell County Department of Social Services Building located at 69 Kabler Lane. The quote is based on the materials and labor needed to complete the job. A formal quote (RFQ) was issued to ten (10) potential vendors, and posted on the County website. Two (2) responses were received and Harris Painting was the lowest responsive and responsible quote. Sufficient funds for the procurement of these services has been budgeted and will be paid from GL line 4-302-094500-0033, Painting of Building Interior.

e. [WASTE HAULING SERVICES](#)

In February 2018 BSW was released from their contract with Campbell County and County Schools for solid waste hauling. At that time the contract was transferred to County Waste who purchased BSW. County Waste continued the contract based on the BSW bid until the renewal option became available. The current contract is up for renewal December 1, 2019. County Waste submitted a price increase proposal that was not acceptable to County staff. The decision was made to re-bid the contract for waste hauling for the County complex and the County Schools.

The Invitation for Bid was issued to eight (8) potential vendors, advertised in the local paper and on the County website. Five (5) vendors appeared for the pre-bid conference and four (4) vendors submitted bids. Republic Services submitted the lowest responsive and responsible bid at \$157,182 annually. Sufficient funds are available in GL line 4-100-043400-3340, Maint Contract – Waste Disposal for the County portion and 4-205-064100-3310-900-000, Contracted Services Bldg/Grounds for the Schools portion.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$17,683.82;**
- c. Accept the lowest, responsive and responsible bid from Select Air Mechanical & Electrical, Inc., Altavista, VA at a regular time average hourly rate of \$61.90 for the provision of On-Call HVAC Repair Services;**

- d. **Accept the lowest, responsive and responsible quote from Harris Painting in the amount of \$26,500.00 for the provision of the Social Services painting project;**
- e. **Accept the lowest, responsive and responsible bid from Republic Services, Lynchburg, VA in the amount of \$157,182.84 annually for waste hauling services for Campbell County and Campbell County Schools.**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

- [Lynchburg Community Action Group Board of Directors Appointment Request](#)

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING

- a. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – ADJACENT TO 11418 LEESVILLE ROAD](#)

#PL-19-65 - This request is from Euan Fuller, agent for Austin Mill Properties LLC, for a special use permit to construct and operate a telecommunications tower on property zoned Agricultural. The property is located adjacent to 11418 Leesville Road, Evington, VA, and in the Altavista Election District. As per the Comprehensive plan the property is located in an area designated as transitional. [Staff report is attached](#).

The applicant is requesting to construct a 195-foot steel monopole telecommunications tower (199 feet with lightning rod). CityScape Consultants has reviewed the proposal and believes that the applicant has justified the need for a new tower and that the applicant's service goals can be met by approval of the application. The applicant will be leasing a 10,000 square foot area from the property owners for the purpose of constructing and operating the tower.

The Planning Commission recommended that the applicant construct the tower in general conformance to the narrative and supporting documents submitted with this request, and the applicant meet all the conditions recommended by CityScape Consultants, except condition 8, which stated that no generator was proposed while the applicant is proposing a generator. The Planning Commission also added a condition concerning an agreement for the use of an existing driveway with the property owner. The recommended conditions are:

1. The Submitter/Applicant shall submit a satisfactory NEPA/SHPO Report: and,
2. The Submitter/Applicant shall submit an inventory of existing sites; and,
3. A structural analysis, compliant with ANSI/EIA/TIA 222-G (as amended) for Campbell County, Virginia, signed by a registered Virginia professional engineer shall be provided at permitting which includes the approved number of collocations; and,
4. All feedlines shall be installed within the monopole, and all access ports shall be sealed to prevent wildlife intrusion; and,
5. The County shall determine if the proposed landscaping is sufficient; and,
6. The Submitter shall submit a statement regarding the Removal of Abandoned Antennas and Towers; and,
7. Prior to permitting, Applicant shall provide statement ensuring it will comply with the FCC's rules (1) regarding interference to other sources and (2) RF exposure; and,
8. The Applicant come to an agreement with the adjoining property owner for use of the existing driveway or provide for another means of access to the tower site.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 4-0 with the conditions referenced above. Since the Planning Commission meeting, the site plan has been revised to show a new access road in place of access across the existing driveway.

b. [SPECIAL USE PERMIT REQUEST – 2953 SPRING MILL ROAD](#)

#PL-19-98 - This request is from Jennifer Schmidt for a special use permit to host weddings and special events on property zoned Agricultural. The property is located at 2953 Spring Mill Road, Concord, VA, and in the Concord Election District. As per the Comprehensive plan the property is located in an area designated as rural. [Staff report is attached.](#)

The applicant would like to host weddings and special events on her property. There are no plans to construct additional buildings; the events would be held in tents rented and temporarily placed for each event. Events would mostly be on parcel 27-A-41A, where the applicant resides, but may expand to use a small portion of the adjoining parcel 27-4-2.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with this request by vote of 4-0.

c. [SPECIAL USE PERMIT REQUEST – 2245 VILLAGE HIGHWAY](#)

#PL-19-99 - This request is from A. Kent Shelton, agent for Harry F. & Teresa C. Shelton for a special use permit to operate a used car dealership on property zoned Agricultural. The property is located at 2245 Village Highway, Rustburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

The applicant is seeking to operate a used car dealership at this location. An automotive repair business has operated in this location since January 2007, when it was a permitted use in the Agricultural district, and will continue to operate. The dealership would operate mostly off the internet, and the existing office for the automotive repair business would serve as the base for the dealership. There would be no additional construction to the existing building. There would be no more than ten (10) vehicles for sale at any time on the property and the submitted site plan shows additional spaces behind the existing garage to provide space for vehicles associated with the current automotive repair business and the use of the existing parking spaces for vehicles for sale.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant conducts business in general conformance with the use described in the narrative and shown on the site plan submitted with the request, including specifically that there be a maximum of 10 cars for sale at any time on the lot, and a further condition that there be no display of cars for sale along the road, by vote of 4-0.

Kristin B. Wright, Staff Attorney

d. [PUBLIC HEARING – DOMINION EASEMENT REQUEST](#)

Dominion Energy Virginia has requested a 50-foot-wide underground easement along the length of Little Seneca Road from its intersection with Marysville Road in the Spring Hill Election District. Public Works Director Clif Tweedy received this request and has conferred with staff and representatives of Dominion. Virginia Code 15.2-1800 requires a public hearing whenever the County grants a utility easement. Attached is the [public notice](#) that appeared in the Lynchburg News & Advance.

RECOMMENDATION: Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Administrator to execute documents granting Dominion the easement.



9. AGENCY MINUTES AND REPORTS

- a. [Brookneal Campbell County Airport Authority](#) January 23, 2019
- b. [Brookneal Campbell County Airport Authority](#) March 27, 2019
- c. [Social Services Board](#) July 21, 2019
- d. [Industrial Development Authority](#) March 21, 2019
- e. [Library Board](#) July 15, 2019
- f. [Robert E. Lee Soil & Water Conservation District](#) June 27, 2019
- g. [School Board](#) April 8, 2019
- h. [School Board](#) April 24, 2019
- i. [School Board](#) May 13, 2019

10. INFORMATIONAL ITEMS

- a. [Expenditure Revenue Summary](#) June 2019
- b. [Expenditure Revenue Summary](#) July 2019
- c. [Library News](#) August 2019

- d. [Unassigned Cash Fund Balance](#)
- e. [Referendum – Timberlake WID](#)

June 2019
August 2019

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 08/16/19

Tuesday, September 3rd –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, September 17th –

- 6:00 PM – Board work session – topic TBD

Tuesday, October 1st –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, October 15th –

- 6:00 PM – Board work session – Hyland Heights Baptist Church

Thursday, November 7th –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, November 12th –

- 5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)
- 6:00 PM – FAC

Monday, November 18th –

- 6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, November 19th –

- 6:00 PM – Board work session – topic TBD

Tuesday, December 3rd –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, December 17th –

- 11:00 AM – Swearing-in Ceremony (Circuit Court)

Tuesday, January 7th –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, January 21st –

- 6:00 PM – Board work session – topic TBD

Tuesday, February 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 11th –

5:00 PM – EMSAC – Public Safety Conference Room (TBD)

6:00 PM – FAC

Monday, February 17th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (TBD)

Tuesday, February 18th –

6:00 PM – Board work session – topic TBD

Tuesday, March 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, March 17th –

6:00 PM – Board work session – topic TBD