

**RICHMOND COUNTY BOARD OF SUPERVISORS
MAY 12, 2016**

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 12th day of May 2016, thereof in the Public Meeting Room of the County Office Building:

Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
J. David Parr, Member
William C. Herbert, II, Member

Also Present:

R. Morgan Quicke, County Administrator
Denise Dunaway, Director of Finance & Development Services
Dr. Greg Smith, RCPS, Superintendent
Carter White, Assistant Resident Engineer, VDOT
John T. Johnson, Captain, Richmond County Sheriff's Office
Kristie S. Brann, Treasurer
Barry Sanders, Director of Code Administration
Greg Baker, Director of Emergency Services
Jennifer Delano, Commissioner of the Revenue
David Thomas – Assistant Chief, RCVFD
Howard Mowry
Approximately 10 others

CALL TO ORDER

Chairman Sanders called the meeting to order at 9:00 a.m., gave the invocation, and led in the Pledge of Allegiance.

RCPS

Dr. Smith briefed the Board on the School's accomplishments, the end of the school year calendar, and the sports schedules. Dr. Smith said that the JROTC program recently received a stellar rating and he reported that the Richmond County Library is temporarily using the Richmond County Intermediate School while renovations are being made to the College.

SHERIFF

Captain Johnson presented the following report for the month of April: 710 calls for service; served 563 civil papers; 37 arrests with 68 warrants served; and served 48 traffic summons. He said that the jail population this week for Richmond County was 21.

Captain Johnson reported that the Sheriff's Office assisted with the YMCA Color Run and the After Prom Celebration and they both went well. He said that his office gave two community presentations during the month of April.

ANIMAL CONTROL

Captain Johnson presented the following Animal Control report for the month of April 2016: 19 dog calls; 3 cat calls; 2 wildlife calls; 1 livestock call; and 6 dogs were transferred to the pound.

Captain Johnson said that the Animal Control Officer responded to 48 deputy calls and served 30 papers.

TREASURER

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of April, 2016.

COMMISSIONER OF THE REVENUE

Jennifer Delano, Commissioner of the Revenue, reported that her office is finalizing the new construction assessments, which total 196 parcels. She said that the May 1st tax deadlines have passed and she is working on the disaster relief application process.

PLANNING & ZONING

Barry Sanders, Director of Code Administration, reported that his office is working on cleaning up trash and junk car areas within the county. Mr. Sanders said he is in the process of talking with other localities to see how they handle chickens and miniature horses within residential areas.

CHIEF OF EMERGENCY SERVICES

Chief Baker presented the following EMS report for the month of April: 118 calls in Richmond County; 2 calls for mutual aid to bordering counties; and 1 fly-out.

Chief Baker reported that \$25,368 was collected during the month of April for EMS recovery billing.

Chief Baker told the Board that the Naylor's Beach clean-up and rebuilding continues to progress. Chief Baker announced that the Naylor's Triathlon will be held on June 5th and all of the proceeds will be donated to the tornado relief efforts.

Chief Baker said that his department recently hosted a continuing education in-service on pediatric emergencies, which was open to all surrounding counties and taught by the Air Care helicopter training staff.

FIRE CHIEF

Assistant Chief Thomas presented the following report to the Board: Fire Company 1, 12 total calls with 2 EMS assists; Fire Company 2, 15 total calls with 3 EMS assists; Fire Company 3, 5 total calls with 2 EMS assists.

Assistant Chief Thomas reminded the Board that the Wrestling Event fundraiser will be held on May 28th at 7:00 p.m. and tickets are now available for the YETI cooler raffle.

NATIONAL EMS WEEK – MAY 16 THROUGH 21 - RESOLUTION

Mr. Quicke said that May 16 – 21 is National EMS week and Richmond County is very fortunate to have such a great group of both full time EMS employees, as well as the Volunteer Department.

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following proclamation:”

National EMS Week Proclamation

To designate the Week of May 15 - 21, 2016, as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, we are especially grateful during this week for the employees of the Richmond County Department of Emergency Services and the volunteers of the Richmond County

Volunteer Fire Department, for all of the hard work and sacrifice they give to the citizens of Richmond County.

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE BE IN RESOLVED, that in recognition of this event, the Richmond County Board of Supervisors does hereby proclaim on this day, May 12, 2016, the week of May 15-21, 2016, will be recognized in Richmond County as Emergency Medical Services Week;

BE IT FURTHER RESOLVED, that a copy of this Proclamation be entered into the official minutes of the Richmond County Board of Supervisors.

*F. Lee Sanders, Chairman
Richmond County Board of Supervisors*

PUBLIC COMMENT

Mr. Howard Mowry, District 4, told the Board that after reviewing the department's budget regarding fringe benefits, he feels that there is a missing line in the budget, which is workmen's compensation. Mr. Mowry questioned if there is a policy in place that requires a fund balance of 10% of the adopted budget to be on hand for all emergencies, outside of the contingency fund; if not, what would it take to establish a financial base for this type of stability. Mr. Mowry asked if there are ordinances in place that require property owners to maintain their property at an acceptable level, and what measures are being taken to prevent fluids from unlicensed vehicles from polluting the river.

VDOT

Mr. Carter White reported that the normal spring operations continue, which includes cutting back vegetation, mowing, and pot hole and pavement repairs.

Mr. White informed the Board that David Brown, the Resident Engineer, has accepted a position in Texas and his last day is on May 20th.

Chairman Sanders asked Mr. White to pass on to Mr. Brown that the Board has enjoyed working with him over the last several years and they wish him the best. Mr. White said that Mr. Brown enjoyed working with the Board also.

Mr. White said that he has no new information to report regarding the speed study on Oak Row Road.

Mr. White said that the project has started on Main Street and Rt. 360 and it should be completed by July 18th.

Mr. Pemberton asked Mr. White about the process for placing sign that states “Children Playing” along Mothershead Neck Road. Mr. White said VDOT does not place those types of signs but he will send Mr. Quicke the information regarding a process that the Board can follow.

Mr. Herbert told Mr. White about a low shoulder area on Fox Hunters Hill Road.

Chairman Sanders said that trees have been marked on Scates Road, but the vegetation has not been cut. Mr. White said he would check the status of that job.

VDOT – SECONDARY SIX-YEAR PLAN – PUBLIC HEARING – 9:30 A.M.

Mr. Quicke read the following notice of public hearing:

PUBLIC HEARING NOTICE

The Virginia Department of Transportation and the Board of Supervisors of Richmond County, in accordance with Section 33.2-331 of the Code of Virginia, will conduct a joint public hearing in Richmond County Courthouse, 101 Court Circle, Warsaw, Virginia at 9:30 a.m. on the 12th of May, 2016. The purpose of this public hearing is to receive public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2017 through 2022 in Richmond County and on the Secondary System Construction Budget for Fiscal Year 2017. Copies of the proposed Plan and Budget may be reviewed at the Northern Neck Residency Office of the Virginia Department of Transportation, located at 734 Barnfield Road, Warsaw, Virginia, or at the Richmond County Administration office located at 101 Court Circle, Warsaw, Virginia.

All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

Persons requiring special assistance to attend and participate in this hearing should contact the Virginia Department of Transportation at (804) 333-3696. Persons wishing to speak at this public hearing should contact the Richmond County Board of Supervisors at (804) 333-3415.

Mr. White provided the Board with Richmond County’s FY2017-2022 Secondary Six Year Plan (SSYP) (Attachment 1) and the FY17 Budget. Mr. White reminded the Board that the plan is for new construction, not maintenance work. He briefly explained the plan to the Board.

Mr. White explained that Rt. 639, Mazingo Road, was added a couple of years ago as a Rural Rustic Road and construction will start on that road once the weather clears.

Mr. White said at the last month’s meeting, the Board requested that the addition of Moores Mill Road. Mr. White reminded the Board that the road can not be built until the funds are in place, which may be three to four years.

Chairman Sanders opened the public comment period. Chairman Sanders closed the public comment period.

Mr. Quicke read a resolution adding Moores Mill Road to the Plan.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following resolution:”

RESOLUTION
RURAL RUSTIC ROAD PROJECT
ROUTE 677 – MOORES MILL ROAD

WHEREAS, Section §33.2-332 of the Code of Virginia, permits the improvement and hard surfacing of certain unpaved roads deemed to qualify for designation as a Rural Rustic Road; and

WHEREAS, any such road must be located in a low-density development area and have no more than 1500 vpd; and

WHEREAS, the Board of Supervisors of Richmond County, Virginia (“Board”) requests that Route 677, Moores Mill Road, from Route 607 (Canal Road) to the End of State Maintenance, be designated a Rural Rustic Road; and

WHEREAS, the Board is unaware of pending development that will significantly affect the existing traffic on this road; and

WHEREAS, this road is in the Board’s six-year plan for improvements to the secondary system of state highways; and

WHEREAS, the general public and particularly those citizens who own land abutting this road have been made aware that this road may be paved with minimal improvements as is consistent with the development of a rural rustic road project; and

WHEREAS, the Board believes that this road should be so designated due to its qualifying characteristics; and

NOW, THEREFORE, BE IT RESOLVED, the Board hereby designates this road a Rural Rustic Road, and requests that the Residency Administrator for the Virginia Department of Transportation concur in this designation.

BE IT FURTHER RESOLVED, the Board requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right of way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Residency Administrator for the Virginia Department of Transportation.

This Resolution was adopted by The Board of Supervisors of Richmond County in regular meeting on the 12th day of May, 2016.

Recorded Vote

A Copy Teste:

Moved By: _____

Seconded By: _____

Yeas: _____

Nays: _____

Signed _____

Printed Name _____

Title _____

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the FY17-22 Secondary Six Year Plan, with the addition of Moores Mill Road, and adopt the FY17 Secondary Six Year Budget.”

MS. VANESSA LIVINGSTONE – DIRECTOR, DEPARTMENT OF SOCIAL SERVICES

Ms. Livingstone updated the Board regarding the money owed back to Richmond County from the overpayment of CSA funds. She said that the County has been reimbursed \$93,126.01 for overpayment, which goes back to 2013. Ms. Livingstone said that Richmond County is still owed reimbursements for years 2008 through 2013. She said she would continue to update the Board as she receives more information.

MR. ROB SMITH – FONES CLIFF RESORT & SPA – UPDATE

Mr. Smith presented a slide show to the Board and said that the goal is now to build one of the top golf courses in the Country. Mr. Smith said he plan to update the Board in July with the full proposal.

UPDATE ON COUNTY ENTRANCE SIGNS

Mr. Quicke said that Planner Dwayne Sanders has worked closely with VDOT over the last several weeks to get the permits issued in preparation of placing the signs within the VDOT right-of-way.

Mr. Quicke explained the locations of the four (4) proposed signs and he provided the Board with two design options and asked for input on the wording.

Mr. Herbert said he is happy with the sign saying “Gateway to Virginia’s Northern Neck” and he said that he would like “Established in 1692” under the seal.

Chairman Sanders recommended each sign read the same.

A citizen recommended holding a contest for the sign wording. Mr. Quicke said he would ask for suggestions through the County’s Facebook page for the sign wording.

EMS BUILDING – REPLACEMENT/REMODEL RFP

Mr. Quicke provided the Board with details of a Request for Proposals to help with the process of evaluating where to go with the future of the EMS facility. He said that the Planner,

Mr. Sanders, is working on the RPF, which will be in a three-part plan form to include the following scope:

- Phase 1 – Review of options
- Phase 2 – Pre-Construction Phase (Engineered Drawings, Bid Documents, Permitting, Bid Process, etc)
- Phase 3 – Construction (Construction Management and Inspection)

Mr. Quicke provided the Board with a preliminary schedule:

- June 9, 2016 – Release RFP to firms
- July 14, 2016 – RFP's due back to County Administrator's Office
- August 4, 2016 – Possible Interviews with Board
- August 11, 2016 – Award RFP
- October 7, 2016 – Results Completed by selected firm
- October 13, 2016 – Results reported to the Board of Supervisors
- November 10, 2016 – Board action on options
- November 2016 – March 2017 – Consider financing options
- November 2016 - March 2017 – Pre-Construction phase
- April 2017 – November 2017 – Construction Phase

Mr. Quicke said that the schedule is just preliminary, and it can be altered, if necessary.

FY17 BUDGET AND TAX RATE ADOPTION RESOLUTION

Chairman Sanders filed a Virginia State and Local Government Conflicts of Interest Act Disclosure and Disclaimer Form, which states that his son is a full time employee with the Richmond County Department of Emergency Services. (Attachment 2)

Mr. Pemberton filed a Virginia State and Local Government Conflicts of Interest Act Disclosure and Disclaimer Form, which states that his wife serves as a member of the Richmond County School Board. (Attachment 3)

Mr. Thomas filed a Virginia State and Local Government Conflicts of Interest Act Disclosure and Disclaimer Form, which states that he is a part-time employee with the Richmond County School Board, his wife is a full time employee of the Richmond County School Board, and his son is a full time employee with the Richmond County Sheriff's Office. (Attachment 4)

Mr. Quicke provided the Board with three (3) Resolutions that need consideration for the FY17 Budget Adoption: Fiscal Year 16-17 Budget Resolution, Fiscal Year 16-17 Tax Resolution, and Fiscal Year 16-17 VRS 5% Employee Contribution Resolution.

Mr. Quicke explained that the current advertised budget shows the Richmond County Public Schools with an additional \$188,204 over the FY16 budget; if the Board agrees, an additional \$11,796.00 would take the increase to \$200,000. Mr. Quicke provided the Board with four (4) options for an additional \$12,000.00 to the Richmond County Public Schools:

1. Increase estimated State Revenue projection by \$12,000. Current revenue projection is based off of a total ADP of \$1,230, an increase of \$12,000 would take the ADP projection to 1,232.
2. Take from \$12,000 dedicated to the Richmond County Little League as Mr. Pemberton discussed at the April 21st Public Hearing.
3. Take \$12,000 from the \$150,000 Fund Balance Budget.
4. Mr. Thomas suggested taking the \$12,000 from the annual \$25,000 contribution towards the Richmond County YMCA, due to their use of the old Elementary School facility for their activities at a \$0 cost.

Chairman Sanders said he is in favor of option 1.

Mr. Thomas said the \$12,000 should come from the YMCA, option 4.

Mr. Herbert recommended option 2. Chairman Sanders explained that there is a \$15,000 in the budget for the Richmond County Little League, although, last fall, the Board voted to give the Little League an advance.

Mr. Pemberton recommended option 2, and clarified that money is not being taken from the Little League, they received an advance last fall.

Mr. Parr said that Mr. Thomas option makes a good point, but he recommended option 2.

The Board voted by consensus (3-2 vote) to take \$12,000 dedicated to the Richmond County Little League.

“On a motion made by William C. Herbert, II, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the FY 16-17 Budget Resolution.”

FISCAL YEAR 2016-2017 BUDGET RESOLUTION

EST. BEGINNING UNDESIGNATED GENERAL FUND BALANCE:.....\$250,000

REVENUE ESTIMATES:

Local Sources.....	10,009,850
State Sources.....	11,230,990
Federal Sources.....	1,385,511
Non-revenue Receipts (Transfers).....	1,256,230
TOTAL ESTIMATED REVENUES.....	\$23,882,581

EXPENDITURE ESTIMATES:

General Government Administration.....	2,764,360
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Richmond County Board of Supervisors Minutes: May 12, 2016

Judicial Administration.....	565,592
Public Safety.....	2,602,814
Public Works.....	918,174
Health and Welfare.....	2,366,766
Education:	
Public Schools.....	14,191,277
Community College.....	9,647
Parks, Recreation and Culture.....	136,789
Community Development.....	255,844
Non-departmental.....	89,317
TOTAL ESTIMATED EXPENDITURES	\$23,882,581

EST. ENDING UNDESIGNATED GENERAL FUND BALANCE \$400,000

BE IT HEREBY RESOLVED, That the Richmond County Board of Supervisors, after required Public Hearing being held on April 21, 2016, duly adopts the Fiscal year 2016-2017 Budget this day of May 12, 2016.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Mr. Quicke read the FY16-17 Tax Resolution.

“On a motion made by Robert B. Pemberton, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the FY16-17 Tax Resolution.”

FISCAL YEAR 2016-2017 TAX RESOLUTION

After careful examination of the budget estimates, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of the County of Richmond, Virginia that there be and is hereby levied for the Fiscal Year 2017 a tax of \$0.70 per one hundred dollars of assessed valuation of taxable real estate located in this County; that there be and is hereby levied for the year 2017, a tax of \$3.75 per one hundred dollars of assessed valuation of all taxable personal property of public service corporations, based upon the assessment thereof fixed by the State Corporation Commission and duly certified; that there be and is hereby levied for the year 2017, a tax of \$3.75 per one hundred dollars of the assessed valuation of all taxable, tangible personal property and farm machinery located in the County on January 1, 2016; that there be and is hereby levied for the year 2017, a tax of \$3.75 per one hundred dollars of assessed valuation of all vehicles without motive power used as offices or for storage located in this County as of January 1, 2016; that there be and is hereby levied, for the year 2017, a tax of \$0.70 per one hundred dollars of assessed valuation on all vehicles without motive power used as a manufactured home residence; that there be and is hereby levied for the year 2017 a tax of \$0.40 per one hundred dollars

of assessed value, based on 100% of depreciated value, on machinery and tools used in a trade or business physically located in the County of Richmond; and, there be and is hereby levied for the year 2017 a tax of \$3.50 per one hundred dollars of assessed valuation of all inventory on hand as of January 1, 2016 in any mercantile business located in Richmond County; that there be and is hereby levied, for the year 2017 an electric utility service tax in the amount of \$0.015 per kilowatt hour delivered monthly to consumers with respect to each electric utility service, provided that such tax shall not exceed \$3.00 a month per service. Personal Property Tax Relief Act Reform reimbursement rate shall be 55% for qualifying vehicles. Richmond County Vehicle License tax shall be \$32.50 for vehicles and \$18.00 for motorcycles for the year 2017.

BE IT FURTHER ORDERED that such taxes, when and if appropriated by the Board of Supervisors of this County, shall be used to defray county charges and expenses and all necessary charges incident to or arising from the execution of the lawful authority of the Board of Supervisors of this County.

Chairman, Richmond County Board of Supervisors

Mr. Quicke briefed the Board about the FY16-17 VRS Member Contributions Resolution.

“On a motion made by William C. Herbert, II, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the FY16-17 VRS Resolution.”

Member Contributions by Salary Reduction for Counties, Cities,
Towns and Other Political Subdivisions

Resolution

WHEREAS, the *Code of Virginia* §51.1-144(F)(3) requires that, effective July 1, 2016, all employees of a political subdivision who are VRS members shall contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code §414(h) of a pre-tax basis; and

WHEREAS, the *Code of Virginia* §51.1-144(F)(3) permitted a political subdivision to phase in the mandatory five percent member contribution until all employees paid five percent of creditable compensation effective July 1, 2016; and

WHEREAS, the *Code of Virginia* §51.1-144(F)(3) permitted a political subdivision to pick up a portion of the member contributions only until the completion of the phase-in period on July 1, 2016; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB 497) requires an increase in total creditable compensation, effective July 1, 2016, to each

such employee in service on June 30, 2016, to offset the cost of the member contributions, equal to the percentage increase of the member contribution paid by such pursuant to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond County Board of Supervisors (the "Political Subdivision"), Employer Code 55179, does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB 497), codified as *Code of Virginia* §51.1-144(F)(3), for the fiscal year beginning July 1, 2016, and that Plan 1 and Plan 2 employees shall pay the full five percent member contribution by salary reduction on a pre-tax basis; and

BE IT FURTHER RESOLVED, that no salary increases provided solely to offset the cost of required member contributions to the Virginia Retirement System under the second enactment clause of Chapter 822 of the 2012 Acts of Assembly will be used to certify that any salary increases required by the Appropriation Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the Political Subdivision to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Political Subdivision for this purpose.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

FY 17 BUDGET ADOPTION – NORTHERN NECK REGIONAL JAIL

Mr. Quicke highlighted areas from the Northern Neck Regional Jail FY17 Budget and reminded the Board that for twenty-one (21) years, there has been no cost to the County.

"On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the Northern Neck Regional Jail FY17 Budget."

VRS RESOLUTION – HAZARDOUS DUTY RETIREMENT PLAN – EMS

Mr. Quicke provided the Board with a Resolution and VRS cost study regarding moving the EMS employees into the Hazardous Duty Retirement Plan through VRS. Mr. Quicke reminded the Board that for the FY15 budget, they agreed to create a retention plan for the EMS Department in order to compete more favorably with other jurisdictions in hopes of retaining the qualified employees.

Mr. Quicke said that before the cost study was performed, the estimated cost would be approximately \$36,000. He said that the cost study came back with an actual cost of \$44,928, which is \$8,928 higher than the estimated cost three years ago.

Mr. Quicke recommended moving forward with the enhanced benefits, effective July 1, 2016. He further recommended that the additional \$8,928 come from savings within the current FY16 Emergency Services Budget.

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to designate an additional \$8,928.00 from the current FY16 Emergency Services Budget to the Hazardous Duty Retirement Plan.”

UPCOMING BOARD APPOINTMENTS – WETLANDS BOARD

Mr. Quicke explained that three (3) terms are set to expire on June 30th for full time members, and two (2) terms to expire for alternate members.

The full time terms expiring are as follows: District 1, David Gallagher; District 2, Greg Gruner, and District 4, Michael Sisson.

The alternate terms expiring are as follows: District 2, Thomas Kiple; and District 4, Shara Faina.

Mr. Quicke said that in order to get the terms in line and only have one (1) term expire each year, he recommended a one (1) year term for District 1, and two (2) year term for District 2, and a five (5) year term for District 4. He further recommended the terms for the alternates be a full five (5) year term.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to set the expiration for District 1 Wetlands Board term for one (1) year, District 2 Wetlands Board term for two (2) years, District 4 Wetlands Board term for five (5) years, and the two Wetlands Board alternate members terms for five (5) years.”

INDUSTRIAL DEVELOPMENT AUTHORITY – RECENT MEETING AND ACTIONS

Mr. Quicke said that the IDA met on May 3, 2016 to consider and approve a lease for the front of the IDA owned building, which formally housed Verizon. He said that the tenant will be the Northern Neck Head Start Alliance and they will be moving office and classroom space into this portion of the building, at a monthly rent of \$1,000.00.

END FY16 SUPPLEMENTAL APPROPRIATIONS MEETING – DATE

Mr. Quicke recommended scheduling the End of FY16 Supplemental Appropriations meeting for Tuesday, June 28, 2016 at 6:00 p.m. He said that the purpose of the meeting is to do any further supplemental appropriations needed in order to close out our fiscal year.

The Board members agreed to schedule the End of the FY16 Supplemental Appropriations meeting for Tuesday, June 28, 2016 at 6:00 p.m.

FY17 REVENUE ANTICIPATION NOTE – UPDATE

Mr. Quicke provided the Board with the RFP for the annual \$3,000,000 Revenue Anticipation Note as well as a list of banks that received the notice. He said that responses are due back to Davenport and Company by May 24th, so he will have the RFP's for the Board on June 9th and a closing date can be scheduled for July 1st.

FARNHAM CREEK BOAT LANDING – UPDATE

Mr. Quicke said that the grand opening was held on April 29, 2016.

LITTLE FLORIDA – ZONING CASE

Mr. Quicke had no update on the Little Florida court case.

MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to appropriate \$85,000.00 to the Richmond County Department of Social Services.”

APPROVAL OF MINUTES – APRIL 14, 2016 & APRIL 21, 2016

Mr. Thomas asked for corrections to two sentences on page 12.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the minutes from the April 14, 2016 meeting, with two corrections.”

“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the minutes from the April 21, 2016 public hearing.”

OTHER BUSINESS

Mr. Thomas thanked everyone for coming to the Board meeting and thanked everyone who came to the Farnham Creek Boat Landing Grand Opening. He wished David Brown good

luck with his new job in Texas and congratulated Jennifer Reed for receiving the Teacher of the Year Award.

Mr. Parr said that the Farnham Creek Boat Landing is a very nice facility and he hopes that the public will take advantage of it.

Mr. Pemberton thanked the Board members on their work on the budget and told Mr. Quicke that he did an excellent job preparing the budget.

Chairman Sanders said that he and Mr. Thomas recently attended the opening ceremony for the Northern Neck Artisan Trail.

Mr. Quicke reminded the Board about the Tire Amnesty Day is Saturday, May 14th. He reminded the Board to file their Statement of Economic Interest forms by June 15th. Mr. Quicke provided the Board with a letter received from the Menokin Foundation asking the Board to consider waiving the building fees associated with their upcoming construction project.

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to waive the fees for the upcoming Menokin Foundation construction project.”

Mr. Thomas thanked Ms. Livingstone for her work on the overpayment of the CSA funds.

CLOSED SESSION

“On a motion made by Robert Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: as permitted by Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel to receive advice on pending legal action.”

CERTIFICATION MOTION AFTER RECONVENING IN PUBLIC SESSION:

“On a motion made by Robert B. Pemberton, the Board voted by roll call: F. Lee Sanders – aye; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: that the Board certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.”

ACTION FROM CLOSED SESSION

There was no action taken by the Board of Supervisors resulting from the closed session.

RECESS

Chairman Sanders recessed the meeting until 7:00 p.m. to hear three (3) public hearings.

RECONVENE

Chairman Sanders reconvened the meeting at 7:00 p.m. and welcomed the members and guests.

Present:

F. Lee Sanders, Chairman
Richard E. Thomas, Vice-Chairman
Robert B. Pemberton, Member
J. David Parr, Member
William C. Herbert, II, Member

Also Present:

R. Morgan Quicke, County Administrator
Denise Dunaway, Director of Finance & Development Services
Jennifer Delano, Commissioner of the Revenue
John Lewis, Planning Commission Member

PUBLIC HEARINGS

Mr. Quicke read the following notice of public hearing.

PUBLIC NOTICE – BOARD OF SUPERVISORS

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to Section 15.2-2285 of the Code of Virginia, 1950 as amended, the Richmond County Board of Supervisors hereby gives notice that a Public Hearing will be held starting at 7:00 p.m., Thursday, May 12, 2016 in the Richmond County Public Meeting Room, 101 Court Circle, Warsaw, Virginia 22572. The purpose of the Public Hearing is to consider the following applications:

1. Richard E. & Cynthia B. Thomas of 678 Sharps Road, Warsaw, VA 22572, proposes to rezone 5.217 acres (further identified as Parcel 69 on Tax Map 31) located on the corner of History Land Highway and Sharps Road, from Agricultural General (A-1) to Business General (B-1), in order to allow for future business opportunities.

As a member of the Board of Supervisor's and the applicant of the rezoning request, Mr. Richard Thomas excused himself from the public hearing request.

Mr. Quicke said that the Planning Commission recommended approval for the rezoning request at their April meeting, with an 8-0 vote. Mr. Quicke reminded the Board that they approved a special exception request for this property in March 2015 in order to allow a retail

store in the existing building. Mr. Quicke said that the Planning Commission discussed two main issues with the property, septic and parking. Mr. Quicke said that Mr. Thomas is working with the Health Department regarding the septic and that all parking will be located at the rear of the building, due to the entrance being off of Rt. 678, Sharps Road.

Mr. Pemberton asked if the building is connected to the existing septic on the property. Mr. Thomas said that plumbing is installed in the building for a connection, but he is being required to install an engineered septic system.

Chairman Sanders opened the public comment period. Chairman Sanders closed the public comment period.

“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to rezone parcel 31-69 from Agricultural General (A-1) to Business General (B-1), contingent on parking being located at the rear of the building and an approved septic system being installed.”

2. Pursuant to Section 29.1-744 of the Code of Virginia, the Richmond County Board of Supervisors will hold a Public Hearing on Thursday, May 12, 2016 in the Richmond County Public Meeting Room, 101 Court Circle, Warsaw, Virginia 22572 for the purpose of receiving public comment on the proposed placement of three (3) hazardous/warning buoys, proposed to be placed in three separate locations along the mouth of Cat Point Creek, in order to warn boaters and swimmers of the possible threats of debris along the waterway, in response to the damage incurred during the February 24th Tornado. The map of the proposed placement of buoy's may be seen in the County Administrator's office at the below address.

Mr. Quicke read the notice of public hearing and explained that this is a joint process with the Northern Neck Soil & Water Conservation District and the Virginia Department of Game & Inland Fisheries to warn boaters and swimmers of the dangers that may be in the mouth of Cat Point Creek. Mr. Quicke said that once the public hearing process is finalized, a formal application will be submitted to DGIF and the placement of the buoys will be initiated. He said that the buoys will remain in the waterway throughout the boating season and will be removed in November.

Chairman Sanders opened the public comment period. Chairman Sanders closed the public comment period.

“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas, - aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to approve the placement of three (3) hazardous/warning buoys, to be placed in three (3) separate locations along the mouth of Cat Point Creek, in order to warn boaters and swimmers of the possible threats of debris along the waterway, in response to the damage incurred during the February 24th tornado.”

3. Pursuant to Section 15.2 – 1427 of the Code of Virginia, the Richmond County Board of Supervisors will hold a Public Hearing on Thursday, May 12, 2016 in the Richmond County Public Meeting Room, 101 Court Circle, Warsaw, Virginia 22572 for the purpose

of receiving public comment on the proposed "Tax Abatement Ordinance", which will provide for Real Estate Tax abatements during times of declared local emergencies, through application by the affected property owner. The ordinance in its entirety may be picked up in the County Administrator's office at the below address.

Mr. Quicke read the notice of public hearing and explained that the proposed Ordinance has been drafted to allow the Commissioner of the Revenue to reduce tax assessments for structures damaged or destroyed by a natural disaster.

Chairman Sanders opened the public comment period. Chairman Sanders closed the public hearing comment.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas, - aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: to adopt the following Tax Abatement Ordinance."

ORDINANCE

Abatement of levies on buildings razed, destroyed or damaged by fortuitous happenings

Pursuant to Virginia Code Section 58.1-3222, the County hereby provides for the abatement of levies on buildings which are (i) razed, or (ii) destroyed or damaged by a fortuitous happening beyond the control of the owner. No such abatement, however, shall be allowed if the destruction or damage to such building shall decrease the value thereof by less than \$500.00. Also, no such abatement shall be allowed unless the destruction or damage renders the building unfit for use and occupancy for 30 days or more during the calendar year. The tax on such razed, destroyed or damaged building is computed according to the ratio which the portion of the year the building was fit for use, occupancy and enjoyment bears to the entire year.

Application for such abatement shall be made by or on behalf of the owner of the building within six months of the date on which the building was razed, destroyed or damaged. The provisions of this section are specifically retroactive and applicable from February 24, 2016, and the remainder of tax year 2016 and for all subsequent years thereafter. In the following tax year, if applicable, the provisions of Section 58.1-3293 of the Code of Virginia may determine the proper assessment and levy.

These provisions shall only apply during natural disasters, only after a Declaration of Local Emergency has been declared.

1. The Commissioner of the Revenue, or the contracted assessor, [as well as the Building Inspector] will ascertain the extent of the diminution in value and resulting abatement, based on the application received and inspection of the property.
2. Upon a Declaration of Local Emergency by the County, all building permit fees for rebuilds or repairs to properties approved for abatement hereunder shall be waived for affected structures, either destroyed or damaged, provided a Building Permit is applied for within one (1) year of the Declaration of Local Emergency.

Richmond County Board of Supervisors Minutes: May 12, 2016

3. The Commissioner of the Revenue will inform the Board of Supervisors, as soon as possible, of what impacts there may be in the adjusted assessments of the affected tax year.

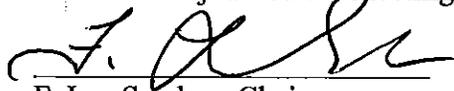
Adopted this 12th Day of May, 2016.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors

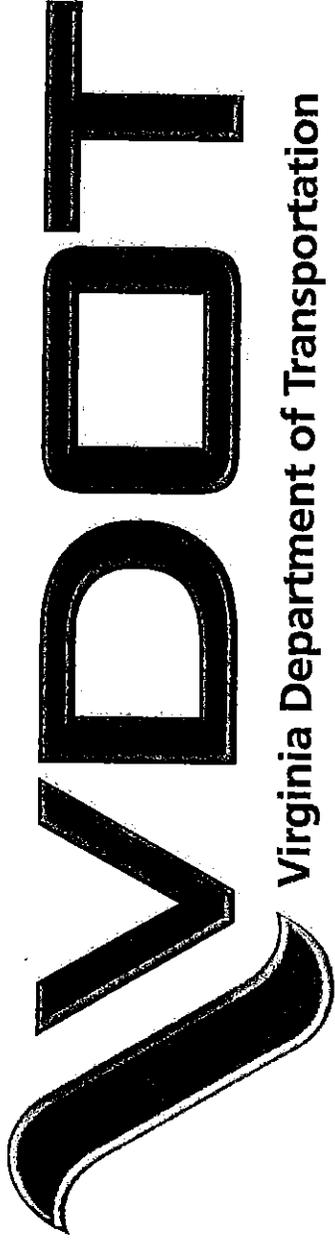
R. Morgan Quicke, Clerk
Richmond County Board of Supervisors

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.



F. Lee Sanders, Chairman
Richmond County Board of Supervisors



RICHMOND COUNTY
Secondary Six Year Plan (SSYP)
FY2017 - 2022

May 12, 2016
Carter White
Northern Neck Assistant Residency Administrator

Secondary System
 Richmond County
 Construction Program
 Estimated Allocations

Fund	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	Total
CTB Formula - Unpaved State	\$5,137	\$6,271	\$7,169	\$7,726	\$7,425	\$0	\$33,728
TeleFee	\$28,574	\$28,574	\$28,574	\$28,574	\$28,574	\$28,574	\$171,444
Total	\$33,711	\$34,845	\$35,743	\$36,300	\$35,999	\$28,574	\$205,172

Board Approval Date:

David T. Brown 6-5-15
 Resident Engineer Date

DM Clark 6-1-15
 County Administrator Date

Secondary System
 Richmond County
 Construction Program
 Estimated Allocations

Fund	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Total
CTB Formula - Unpaved State	\$1,519	\$1,791	\$2,060	\$1,980	\$0	\$0	\$7,350
TeleFee	\$29,191	\$29,191	\$29,191	\$29,191	\$29,191	\$29,191	\$175,146
District Grant - Unpaved	\$0	\$0	\$0	\$0	\$2,780	\$2,780	\$5,560
Total	\$30,710	\$30,982	\$31,251	\$31,171	\$31,971	\$31,971	\$188,056

Board Approval Date:

Residency Administrator

Date

County Administrator

Date

RICHMOND COUNTY UNPAVED ROADS

ROUTE	NAME	FROM	TO	LENGTH (mi)	2015 VPD	SYIP	R/W	ESTIMATE	COMMENTS	RANKING
639	Mozingo Rd	Route 638	Dead End	0.45	60	Y				
622	Carters Wharf Rd	Route 625	Dead End	1.30	47					
677	Moore's Mill Rd	Route 607	Dead End	0.30	30					
605	Edge Hill Rd	Route 606	Dead End	1.70	30					
694	Burnt House Rd	Route 635	Dead End	0.19	20					
696	Heaggans Rd	Route 3	Dead End	0.19	20					
659	Spring Hill Rd	Route 690	Dead End	0.50	20					
654	Dunaway Ln	Route 600 Ridge Rd	Dead End	1.30	20					
610	Ivondale Rd	Route 641	Dead End	0.45	10					
667	Sunnyside Ln	Route 653	Dead End	0.64	10					
604	Preachers Rest Rd	Route 600 Ridge Rd	Dead End	0.60	10					
625	Cliffs Rd	Route 622	Dead End	0.65	9					
TOTAL Unpaved				8.27						
TOTAL > 50 VPD				0.45						

VPD - Vehicles Per Day (2015)

R/W - Right-of-Way

Note: 50 VPD required to pave road

SYIP - Six Year Improvement Program

SC - Special Count Taken

SECONDARY SIX YEAR PLAN (SSYP) FY2017-2022

County Wide Services

- **County Wide Engineering & Survey – UPC 99958**
 - Available: \$56,352
- **County Wide Traffic Services – UPC 99746**
 - Available: \$28,095
- **County Wide Right of Way Engineering – UPC 100160**
 - Available: \$18,926

*County Wide Services funded with various Secondary funds

PROJECT FUNDING OPPORTUNITIES

- **Several special funding programs exist for the benefit of funding local projects:**
 - **Transportation Alternatives (consolidated Safe Routes to School and Transportation Enhancement)**
<http://www.virginiadot.com/transportationalternatives.asp>
 - **Revenue Sharing**
 - <http://www.virginiadot.com/transportationalternatives.asp#revenue-sharing>
 - <http://www.virginiadot.com/transportationalternatives.asp#revenue-sharing>
 - **Access Programs (Economic Development, Airport, Recreational)**
 - <http://www.virginiadot.com/transportationalternatives.asp#access-programs>
 - <http://www.virginiadot.com/transportationalternatives.asp#access-programs>
 - **Rural Rustic Roads Program**
 - <http://www.virginiadot.com/business/local-assistance-programs.asp#RuralRustic>



RURAL RUSTIC ROADS

- The Rural Rustic Road program is a practical approach to paving Virginia's low-volume roads. It aims to keep traditional rural lane ambience, while improving road surfaces within the current right-of-way.
- **Criteria:**
 - Must be an unpaved road already within the State Secondary system
 - Must carry no more than 1,500 Vehicles Per Day
 - Must be a priority (line item) in the approved SSYP if the funding source is from the secondary system allocations; if secondary allocations are not used it is not required to be in the SSYP
 - Must be predominately for local traffic; Board of Supervisors must make an effort to limit growth on roads improved under the program
 - Must have sufficient roadway drainage or require only minor improvements
 - For additional requirements, please reference the Local Assistance

Division website; <http://www.virginiadot.org/business/local-assistance.asp>

Training Opportunities Available

- The Local Assistance Division (LAD) of VDOT offers several training opportunities throughout the year aimed at increasing Local involvement in developing projects:

- **Local Programs Workshop**

- www.vdot.com/business/local_assistance_division_workshop.html
01-1987

- **Additional Local Project Development Training Resources**

- www.vdot.com/business/local_assistance_division_workshop.html

**VIRGINIA STATE AND LOCAL GOVERNMENT CONFLICTS OF INTEREST ACT
DISCLOSURE AND DISCLAIMER**

As permitted by Virginia Code §§ 2.2-3112(A)(2) and § 2.2-3115(H),

I, F. Lee Sanders,

in advance of the following transaction(s),

Fy17 Budget Adoption

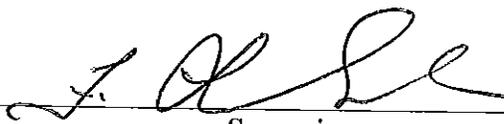
hereby disclose that I have or may have a personal interest, as defined by the Virginia State and Local Government Conflicts of Interest Act (the "Act"), in that transaction, namely

① my son, Garnet Sanders, is a full time employee
with the Richmond County Dept. of Emergency Services

and that I am member of a business, profession, occupation, or group the members of which are affected by the transaction, and that I am able to participate in the transaction fairly, objectively, and in the public interest.

Signed and filed with the Clerk to the Richmond County Board of Supervisors

this 12 day of MAY, 20 16.


Supervisor

Print Name: F. LEE SANDERS

**VIRGINIA STATE AND LOCAL GOVERNMENT CONFLICTS OF INTEREST ACT
DISCLOSURE AND DISCLAIMER**

As permitted by Virginia Code §§ 2.2-3112(A)(2) and § 2.2-3115(H),

I, Robert B. Pemberton,

in advance of the following transaction(s),

FY17 Budget Adoption

hereby disclose that I have or may have a personal interest, as defined by the Virginia State and Local Government Conflicts of Interest Act (the "Act"), in that transaction, namely

① my wife, Brenda Pemberton, serves as an appointed member
of the Richmond County School Board.

and that I am member of a business, profession, occupation, or group the members of which are affected by the transaction, and that I am able to participate in the transaction fairly, objectively, and in the public interest.

Signed and filed with the Clerk to the Richmond County Board of Supervisors

this 12th day of May, 2016.

Robert B. Pemberton

Supervisor

Print Name: Robert B Pemberton

**VIRGINIA STATE AND LOCAL GOVERNMENT CONFLICTS OF INTEREST ACT
DISCLOSURE AND DISCLAIMER**

As permitted by Virginia Code §§ 2.2-3112(A)(2) and § 2.2-3115(H),

I, Richard E. Thomas

in advance of the following transaction(s),

FY17 Budget Adoption

hereby disclose that I have or may have a personal interest, as defined by the Virginia State and Local Government Conflicts of Interest Act (the "Act"), in that transaction, namely

- ① I am employed by the Richmond County School Board on a part-time basis
- ② My wife, Cynthia Thomas, is a full time employee of the Richmond County School Board.
- ③ My son, Richard Thomas JR. works full time for the Richmond County Sheriff's Office and that I am member of a business, profession, occupation, or group the members of which are affected by the transaction, and that I am able to participate in the transaction fairly, objectively, and in the public interest.

Signed and filed with the Clerk to the Richmond County Board of Supervisors

this 12 day of May, 2016.

Richard E. Thomas
Supervisor

Print Name: Richard E Thomas

④ My sons, Richard Thomas JR and David Thomas are both members of the Richmond County V.F.D.