

**RICHMOND COUNTY BOARD OF SUPERVISORS**  
**October 13, 2016**

**MINUTES**

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 13<sup>th</sup> day of October, 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  
Hope D. Mothershead, Administrative Assistant  
Kristie S. Brann, Treasurer  
Barry Sanders, Director of Code Administration  
Jennifer Delano, Commissioner of the Revenue  
Stephan B. Smith, Sheriff  
Chris Jett, IT Director  
Greg Baker, Chief of Emergency Services  
Halle Keyser, Registrar  
Mike Jenkins, Bay Consortium Workforce Development  
Jackie Davis, Bay Consortium Workforce Development  
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.

**SHERIFF**

Sheriff Smith presented the following report for the month of September: 646 calls for service; served 276 civil papers; 44 arrests with 69 warrants served; and served 103 traffic summons. Sheriff Smith reported that the jail population this week for Richmond County was 19.

Sheriff Smith advised that the Sheriff's Office assisted with 12 calls for service for down trees during Hurricane Matthew. Sheriff Smith is very pleased with the response on the classes offered by the sheriff's department. The Sheriff's Office is also working on putting into place a Business and Community Watch Program. During the month of September, the Sheriff's Office also assisted with a forum held at Rappahannock High School where the youth could ask questions and express their concern about community issues.

**ANIMAL CONTROL**

Sheriff Smith presented the following Animal Control report for the month of September 2016: 16 dog calls; 2 wildlife calls; 1 farm livestock call and 3 dogs were transferred to the pound.

Sheriff Smith said that the Animal Control Officer responded to 60 deputy calls, 1 squad assist, 8 papers served, 8 warrant arrests, 6 traffic summons and 2 case arrests.

**TREASURER**

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of September, 2016. The Real Estate tax bills were mailed out on September 30, 2016. Mrs. Brann advised the Board that a drop box had been installed for the use of the citizens and also online payment of taxes was now available through the county website. Mrs. Brann encouraged the Board to consider the 2% raise for staff in her office.

**COMMISSIONER OF THE REVENUE**

Jennifer Delano provided to the Board statistics from the 2016 real estate book. The increase from the 2015 levy is \$284,593.97. Mrs. Delano also noted that the tax relief amounts for 2016 were as follows:

Tax Relief for the Elderly -	\$18,518.88
Disabled Veterans -	14,424.73
Tornado Relief -	<u>7,302.54</u>
Total Relief	\$40,246.15

Mrs. Delano advised that her office was working on the personal property numbers for 2016. She encouraged the Board to consider the 2% raise for staff in her office.

**PLANNING & ZONING**

Barry Sanders, Director of Code Administration, presented a monthly report of building activity in Richmond County for September. He noted that Northern Neck Electric is close to finishing the shop building and have presented plans for a remodel on an existing building. Mr. Sanders also noted that he had spoken to a contractor about plans to expand the YMCA building and reported that three new homes in the Bailey Ridge Subdivision were under construction. Also being proposed in Richmond County is a solar farm near the Crockhorn Road area.

Barry Sanders acknowledged that the he and his staff are continuing to work on clean-up of junk cars in the County.

**EMERGENCY SERVICES**

Greg Baker, Chief of Emergency Services presented the following EMS report for the month of September: 125 calls in Richmond County; 2 calls for mutual aide into Richmond County; 3 calls for mutual aide to bordering counties; and 2 fly-outs. Chief Baker's report indicated that \$28,811 was collected during the month of September for EMS recovery billing. Chief Baker reported that many vehicle accidents recently have required support from surrounding counties and agencies. He appreciates all of the emergency responders (fire, rescue and law enforcement) for making sure everyone was taken care of in a timely and safe manner. The Emergency Services group has responded to numerous standbys within the last month including Rappahannock football games, Oktoberfest, Mulberry Parade and others. Chief Baker advised that he has filled a full time vacancy in his department and has two of his staff who have started medic school. Lastly, Chief Baker reported that after a state inspection, the department is re-licensed for 2 years.

**PUBLIC COMMENT**

Frank Johnson addressed the Board with an idea after hearing about the helicopter fly-outs from the area. Mr. Johnson noted that an emergency trauma room may be beneficial in the area and funding may be available for the innovative idea.

**NEW BUSINESS**

**UNITED STATES FISH AND WILDLIFE – REVENUE SHARING FUNDS/CO-OPERATIVE FARMING**

Mr. Quicke advised the Board that the United States Fish and Wildlife (USFW) own approximately 5,000 acres in Richmond County, valued at \$10,636,089. To equate that to Real Estate Taxes, that would be about \$75,000 owed to the County WITHOUT the land being placed into Land Use and about \$40,000 WITH the land being placed into Land Use. Instead of paying local taxes for the lands owned by the United States Government, they pay a Payment in Lieu Of, or a Revenue Share. The budgeted amount of the Revenue Share to Richmond County for FY17 is about \$8,700, a fraction of the value. Prior to sequestration the amount the Federal Government paid was between \$16,000 and \$25,000, which represented closer to 100% of what a Real Estate Tax bill would be, if the property were in Land Use.

Mr. Quicke noted that it was his understanding that the Revenue Share portion is appropriated by Congress and is not site specific. There is a large pool of money to be spread to all of the localities across the Country in which USFW owns property, and when budgets are cut at the Congressional level, the amount in the pool is decreased; therefore the share that goes to each individual locality is decreased. Mr. Quicke advised that USFW began purchasing lands in Richmond County in 1996 and bought aggressively up through 2005, with the last piece being purchased in 2009.

Separate of the Revenue Share issue with USFW, is the issue of Co-operative farming of property owned by USFW. Since the inception of the Rappahannock River Valley Refuge

(RRVR) in 1996, co-operative farming has been used to help manage the lands of the Refuge. It has recently been decided by the refuge that beginning in 2020, co-operative farming will no longer be used to help manage the facilities.

As a farming community, with the purchase of USFW lands, we have seen a tremendous amount of farm land lost, and with the end of co-operative farming on the refuge, the last 190 acres of farmed refuge land in Richmond County will be lost.

With the reduction of the Revenue Share with sequestration, the farming activities that have continued to take place on the lands of the Refuge have been a source of income into the community, and once the farming is discontinued, it will be another loss of revenue to Richmond County due to USFW.

Mr. Quicke noted that he recently spoke with Refuge Manager Andy Hoffman about the practice to understand why co-operative farming was being discontinued, and his response is that this is what the Comprehensive Plan of the refuge outlines; therefore this is the direction that is being taken. The plan for these acres currently farmed is “native grasses”.

Chairman Sanders has asked that a Resolution be prepared to support the increase of revenue into Richmond County through the Revenue Share program and in support of the continuation and expansion of co-operative farming on USFW lands in Richmond County. Chairman Sanders has also invited the current farmers of the property, Lloyd and Scott Mundie, to discuss their role in the co-operative farming operation.

Scott Mundie addressed the Board and gave a presentation setting forth the acreage farmed and managed for the USFW. Mr. Mundie’s family has owned Midway Farms, Inc. and cared for property owned by USFW for many years. Midway Farms, Inc. help USFW with trimming back grasses, removing hedgerows, spraying fields and general clean-up. The USFW has access to the equipment of Midway Farms and technical skills of the workers. Mr. Mundie is very concerned about the news of the co-operative farming ending in 2020. His farming operation relies on the lands of USFW and they re-invest in the community with the purchase of seed, fuel, chemicals, etc. After sharing pictures of equipment purchased to manage the lands of USFW, Mr. Herbert asked about the length of time for return on an investment of farm equipment. Mr. Mundie noted that margins are much tighter now than they were in the past, so return on an investment will vary. Mr. Thomas commented that much of the equipment was probably used only seasonally, therefore would not return capital during months not being used. Mr. Pemberton mentioned that he was concerned about the grasses being planted in the fields spreading throughout the county into other field locations.

*“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 IN SUPPORT OF INCREASED REVENUE SHARING FUNDS FROM THE FEDERAL GOVERNMENT FOR LANDS WITHIN RICHMOND COUNTY THAT ARE PART OF THE UNITED STATES FISH AND WILDLIFE RAPPAHANNOCK**

**RIVER VALLEY REFUGE AND IN SUPPORT OF CONTINUED AND EXPANDED  
CO-OPERATIVE FARMING OF PORTIONS OF THE LANDS OWNED BY THE  
UNITED STATES FEDERAL GOVERNMENT**

**WHEREAS**, the United States Federal Government and the United States Fish and Wildlife began buying property in Richmond County in 1996 for the creation of the Rappahannock River Valley Refuge (RRVR), and now own nearly 5,000 acres in Richmond County at a total value of \$10,636,000; and

**WHEREAS**, in lieu of the Real Estate Tax dollars that Richmond County formerly collected on these lands, the Federal Government pays Richmond County Federal Revenue Sharing monies which are meant to offset or exceed the total amount of Real Estate taxes previously generated; and

**WHEREAS**, over time these Revenue Sharing monies have become only a fraction of what the actual Real Estate value of these lands are valued at through the office of the Commissioner of the Revenue; and

**WHEREAS**, these lands acquired by the Federal Government for refuge uses were also very important to the agricultural economy of Richmond County; and

**WHEREAS**, the Rappahannock River Valley Refuge has participated in co-operative farming since 1996, allowing local farmers to continue farming and managing the lands of the RRVR and therefore continuing to support the economy of Richmond County despite the loss of Real Estate tax revenue, and

**WHEREAS**, the RRVR has notified the farmers currently farming the remaining 191 acres of farm land, or 4% of the lands of the RRVR, that effective in 2020 co-operative farming on the lands of the RRVR will no longer be permitted; and

**WHEREAS**, the co-operative farming aspect of the RRVR is the primary economic function that is taking place on these Federal Lands;

**THEREFORE BE IT RESOLVED** by the Board of Supervisors of Richmond County, that we hereby request of the Federal Government to pay to Richmond County the appropriate Revenue Sharing dollars annually that would equate to, or exceed the amount of Real Estate Taxes due on these lands, and to allow for the expansion and continuation of co-operative farming on the lands of the RRVR into the future.

October 13, 2016

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F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

**OLD BUSINESS**

**EMS BUILDING – RFP RESULTS AND DISCUSSION**

Mr. Quicke advised the Board that on September 22<sup>nd</sup>, the Committee of Chairman Sanders, Supervisor Thomas, Chief Baker, Captain Paulette and the County Administrator, traveled to Fork Union, Virginia in Fluvanna County to tour a facility that had been built for a Volunteer Fire Department. Chairman Sanders noted that the building in Fork Union, Virginia was a modest building that the committee was happy with. Chairman Sanders and Mr. Thomas brought a recommendation to the Board to continue working with Perretz & Young to develop a plan for a new building. If an agreement cannot be worked out with Perretz & Young, Jeff Howeth would be the second pick. Chairman Sanders and Mr. Thomas hope to have the topic back on the agenda in November to discuss figures and preliminary plans for the 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 proceed with Perretz & Young to continue planning the project for a replacement EMS Building.”***

**PERSONNEL POLICY**

Mr. Quicke provided an updated Personnel Policy which highlights some of the changes that have been made over the last several months. Most of the changes are very moderate in nature and do not substantially change the product. For clarification, this policy will cover all employees of the County to some extent. All positions that fall under the Board of Supervisors and County Administrator will be covered by this policy 100% which includes Administration, Emergency Services, Maintenance, Planning, Zoning, Building, Code Compliance, Finance, Development Services and Information Technology. Employees of Constitutional Offices will also be covered to an extent, but shall have discretion over many of the duties in the policy that are mentioned as duties of the County Administrator. Mr. Quicke advised that upon adoption of the new personnel policy, a contract will be prepared separately for each of the five Constitutional Offices, which will subject these offices to portions of the policy.

***“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 accept the personnel policy as presented effective January 1, 2017.”***

Please see copy of Personnel Policy attached as Exhibit I

**FY17 – 2% EMPLOYEE RAISES – CONTINUED DISCUSSION**

Mr. Quicke advised that there have been no updates from the State on the Budget issues that have led to the elimination of State raises effective December 1, 2016. At the current time, the 2% raises for County employees are still planned for December 1, 2016 as originally stated. To change course, a motion of the Board would be required. Chairman Sanders advised that he thought it would be a good idea to stick with the 1% already in budget and try to fit a 2% raise

into the FY17 budget. Mr. Thomas asked if the subject could be discussed at the November meeting. Mr. Quicke advised that a decision needed to be made no later than the November board meeting so that payroll could be completed.

*“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 honor a 1% raise for all county employees and work towards a 2% increase in the next fiscal year.”*

### **OUTSIDE AGENCIES – REQUIRED AUDIT FOR BUDGET PURPOSES – PROPOSED POLICY**

Mr. Quicke presented to the Board a proposed policy that was introduced by Mr. Pemberton and discussed at the September Board Meeting. Mr. Quicke noted that it was good government to know where the money is going.

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

## **Policy of the Richmond County Board of Supervisors to Require Outside Agencies, Departments and Organizations to Provide Annual Financial Documents**

### **Policy Objective**

To ensure that all Richmond County tax dollars are appropriately accounted for and appropriated during the annual budget process. All agencies, departments and organizations that are not accounted for within the audit of Richmond County shall fall under the provisions of the policy, if they receive in excess of \$5,000 from the Richmond County Board of Supervisors through the annual budget process.

### **Policy:**

All agencies, departments and organizations that receive in excess of \$5,000 annually through the budget process of the Richmond County Board of Supervisors are subject to the following:

- A. Required to submit an annual audit of the preceding fiscal year, done by a CPA.
  - Preceding fiscal year could be one of the following depending on the organization:
    - January 1 – December 31
    - July 1 – June 30
    - October 1 – September 30

- B. If no formal Audit is generally done annually, submit an annual balance sheet of expenditures and revenues to the County, showing an itemized list of all revenues and expenditures in excess of \$1,500, excluding personnel expenses for staff.
- C. Agree to allow Richmond County to review and inspect the financial books of the organization every year.
  - Review to be performed by County Administrator and two members of the Board of Supervisor's, with one being the Chairman of the Board.

Financial documents are to be submitted annually with the submittal of the annual upcoming year budget request, generally in the months of January and February.

## NEW BUSINESS

### USDA GRANT/MATCH RESOLUTION – FY18 POLICE CARS

Mr. Quicke offered that a bit of good news in the past month had been received regarding the annual Police Car grant through the USDA. The program had been funded twice for Richmond County, in FY15 and FY16; the application was not funded in FY17 and therefore the County was forced to buy two cars through our annual Revenue Anticipation Note. The grant was awarded for FY18 as a Grant/Match rather than the usual Grant/Loan. The total package is \$60,000 of which \$33,000 will come as grant funds and \$27,000 will be the local match. The match program is not much different than the loan program; however it will require us to pay up front rather than over 5 years with interest. Mr. Quicke advised that knowing this far in advance will help us when building the FY18 budget and will also help to put us in a better position financially to no longer have to finance the cars.

***“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 resolution to accept grant.”***

#### RESOLUTION OF THE GOVERNING BODY OF RICHMOND COUNTY

The governing body of Richmond County, consisting of five members, in a duly called meeting held on the 13<sup>th</sup> day of October, 2016 at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development, (the Government) in the development of a Police Vehicles and Equipment Purchase to serve the community, the governing body does hereby adopt and abide by the covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the County Administrator of Richmond County be authorized to execute on behalf of the County Board of Supervisors the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-referenced documents, is hereby entered into the permanent minutes of the meetings of this Board.

RICHMOND COUNTY

By: \_\_\_\_\_  
F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the County Board of Supervisors of Richmond County, Virginia in a duly assembled meeting on the 13<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Secretary/Clerk

**BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD – CHANGES TO USER AGREEMENT**

Mr. Quicke advised that Richmond County was one of the original 16 jurisdictions that formed the Bay Consortium Workforce Investment Area in July 2000. Mike Jenkins from the Workforce Development addressed the Board and advised that the original agreement had expired and was replaced by the Workforce Innovation and Opportunity Act of 2014 (WIOA). The updated agreement brings forth the requirement for county approval. Mr. Jenkins updated the Board on the Northern Neck community-offered federal programs for adults 21 and above, dislocated workers and youth. Mr. Pemberton asked how many displaced workers benefit from the program each year. Mr. Jenkins estimated 40-60 people will be provided training throughout the course of a year as a displaced worker. Mr. Herbert inquired about the trades learned by the workers and if it could be combined with the efforts at the Vocational Center. Mr. Parr asked if the Workforce Development had a base of employers to place the workers once trained. Mr. Jenkins confirmed that they do have companies looking to hire the individuals once trained.

***“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 following agreement and include R. Morgan Quicke as the signature authority.”***

Please see Agreement attached as Exhibit II

**VACO ANNUAL MEETING – VOTING CREDENTIALS**

Mr. Quicke advised that Mr. Pemberton and Mr. Herbert were scheduled to attend the annual VACO meeting in November. The form for voting credentials must be completed prior to the meeting. The Board suggested that Mr. Pemberton be listed as the voting member and Mr. Herbert be listed as an alternate. Mr. Quicke will submit form prior to the meeting.

**VACO – CHRISTMAS ORNAMENT**

Chairman Sanders asked Mr. Quicke to present the two submitted ornaments to the members. Chairman Sanders reminded the Board that VACO asked the localities earlier this year to collect a handmade ornament to be sent to the Governor’s Mansion for the inclusion in their annual Christmas tree. Mr. Quicke advised that two ornaments were received – one from Ms. Rachel Pedau and one from Ms. Ann Sanders. Mr. Quicke asked the Board to vote on which one to send to VACO. The Board selected to send the ornament submitted by Ms. Ann Sanders to VACO.

**MEALS TAX PROPOSAL – SUPPORT OF YORK COUNTY**

As discussed at the September meeting, Mr. Quicke reminded the Board about the request from York County for support regarding the meals tax issue in Virginia. As it currently stands, Cities and Towns throughout Virginia have meals taxing authority through the Code of Virginia, capped at 8%. Virginia Counties however do not have that same authority, and must go through voter referendum in order to levy a meals tax and if approved may only do so at a cap of 4%.

Mr. Quicke advised that at this time the proposed legislative change would have no impact on Richmond County and our approval of this would be solely in support of urging the General Assembly to give Counties the same taxing authority under the code as Cities and Towns.

*“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 send a letter of support to York County in reference to the meals tax initiative.”*

**RESOLUTION – VACANT RICHMOND COUNTY AGRICULTURE EXTENSION AGENT POSITION**

Mr. Quicke advised that Richmond County has been without the services of a full-time Extension Agent since March 2016. To date the process for hiring a new one has not been put into motion. Chairman Sanders has asked for a Resolution to be prepared in support of requesting that the State expedite this process.

*“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 following resolution.”*

## **RESOLUTION REQUESTING THE VIRGINIA COOPERATIVE EXTENSION FILL THE VACANT EXTENSION AGENT OPENING IN RICHMOND COUNTY AS SOON AS POSSIBLE**

**WHEREAS**, the Agriculture Extension Agent Position for Richmond County has been vacant since March 2016; and

**WHEREAS**, the role of the Agriculture Extension Agent in an agricultural environment such as Richmond County is vital to our economy; and

**THEREFORE BE IT RESOLVED** that the Board of Supervisors of Richmond County, does hereby request that the Virginia Cooperative Extension begin working to fill the position of Full Time Extension Agent in Richmond County as soon as possible.

October 13, 2016

\_\_\_\_\_  
F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

### **2017 GOALS**

Mr. Quicke addressed the Board to discuss goals for the calendar year 2017 after meeting with Supervisors Pemberton and Herbert. These goals are a mix of short term, long term and ongoing goals in no particular order of importance. Mr. Quicke noted that although Richmond County has never formally adopted a Goals strategy for the upcoming year, many localities do to help guide them as they work to make decisions about the future of the County. Mr. Thomas commented that he was not sold on the twice per year tax collection. Mr. Thomas also asked about dilapidated structures. Mr. Quicke commented that the dilapidated structure goal was mainly noted as a clean-up measure for the County. Mr. Parr inquired if extra staff would be necessary to facilitate a twice per year tax collection. Mr. Quicke advised that another part-time employee would be necessary together with additional postage and mailing costs, but the benefit to the county would out-weight the additional costs. Mr. Quicke also noted that this idea was a goal and was not set in place at the current time.

*“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr - aye: to accept the following goal list for 2016-2017.”*

### **2016-2017 Goals**

- Continue to improve Fund Balance and Finances of Richmond County, through conservative budgets and management of taxpayers’ dollars.
  - Move towards Twice/Year Real Estate Tax, to begin in FY18, with the first collection of semi-annual RE taxes being due June 5, 2018.
- Find a long term solution for the Richmond County EMS facility.

- Plan it, figure out how to pay for it, build it
- Also, find a use for the old facility either through re-use or sale.
- Work with the Richmond County School Board to determine and develop future uses of the Richmond County Intermediate School.
  - Funding
  - Time Table
  - Overall Master Site Plan
- Continue maintaining and improving the buildings and facilities around the Courthouse, through the Capital Improvement Plan, primarily:
  - Roof of the County Office Building
  - Front of Judge's Office
- Adopt new and updated Richmond County Personnel Policy
- Work to sell property at the Richmond County Commerce Park
- Improve IT network for all functions
- Continue Code Enforcement on blight – (junk cars, junk boats, dilapidated structures, appliances, etc)
  - Inventory of all dilapidated structures in the County
- County Broadband Study and expansions
  - Pursue possible Broadband Grants for funding
- Continue Focus on Capital Improvement Plan
  - Funding
  - Critical Projects

#### ONGOING PROJECTS/ISSUES

#### MONTHLY APPROPRIATIONS – RICHMOND COUNTY DEPARTMENT OF SOCIAL SERVICES

*“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 appropriate \$85,000.00 to the Richmond County Department of Social Services for the month of November, 2016.”*

#### MONTHLY APPROPRIATIONS – RICHMOND COUNTY PUBLIC SCHOOLS

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

*to appropriate \$1,290,116.00 to the Richmond County School Board for the month of November, 2016.”*

**APPROVAL OF MINUTES – SEPTEMBER 8, 2016/SEPTEMBER 20, 2016**

*“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 September 8, 2016 meeting.”*

*“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 minutes from the September 20, 2016 meeting.”*

**OTHER BUSINESS**

Mr. Thomas thanked all those who supported the Mulberry parade (sheriff’s office, fire department, etc.). He also noted appreciation for the TV’s in the Meeting Room.

Mr. Parr offered thanks to those involved in the Mulberry parade. He also commented on the preparedness for the storm “Matthew”. Although the community was not influenced by the storm, everyone appeared to be prepared.

Mr. Herbert inquired as to Rick Cox and Casandra Jackson re-serving on the Planning Commission. Mr. Quicke advised that they were able to serve another term. Mr. Herbert asked about sending an idea to the Planning Commission allowing boathouses in Richmond County as it is the only County that does not allow them. Mr. Herbert feels that the property values will increase as well as protect the investments of the citizens.

*“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: send the idea of allowance of Boathouses in Richmond County to the planning commission for study and review.”*

Chairman Sanders congratulated the golf team of Rappahannock High School led by Mr. Paul Yackel and Mr. Morgan Quicke on a fine year.

Mr. Quicke thanked Harry Smith for the idea of TV’s in the public meeting room and thanked Mr. Parr, Chris Jett and his team for the hard work on getting the TV’s installed for the meeting. Mr. Quicke also noted that in the coming months, the emergency radios would be discussed. The system needs to be replaced so the Board will be discussing how it can be better and the cost to rebuild.

**RECESS**

Chairman Sanders recessed the meeting until the Public Hearing portion at 7:00 p.m.

**RECONVEYNE MEETING – 7:00 P.M. – PUBLIC HEARING**

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  
Barry Sanders, Director of Code Administration  
Hope Mothershead  
H. R. Robbins  
1 other

**PUBLIC HEARING**

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to Sections 15.2-2285 and 15.2-2310 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, October 13, 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:

Elizabeth Dragone of 601 St. Christophers Road, Richmond, VA 23226, has applied for a Special Exception Permit in order to allow for repair of an existing boathouse. The property in question is located at 226 Rappa Point Road, Warsaw, VA and is further described as Lot 15, Block A, Rappa Point (Tax Map No. 14B-15).

Mr. Quicke read the Public Notice and turned the meeting over to Barry Sanders, Director of Code Administration.

Mr. Sanders addressed the Board to explain that the application was an after-the-fact special exception to expand on an accessory structure in the RPA that was damaged in the tornado of February 2016. In April, 2016, the son of H. R. Robbins contacted the office of Mr. Sanders to discuss replacement and was advised that a special exception permit would be required if they wanted to increase the height of the structure or they could rebuild to same height with a regular building permit. It was decided that H. R. Robbins Construction Company would take down the remainder of the building and rebuild. Mr. Sanders indicated that the height of the building prior to destruction was 107” tall. Upon inspection after completion Mr. Sanders advised the Board that the total height was 137” tall. Mr. Sanders advised that after discussions with Mr. Robbins the special exception application was completed to start the process of approving the increased height of 30”. The fees for after-the-fact permitting were not charged. Mr. Sanders commented that certified letters/notices were sent to the neighboring property owners without any negative responses have since been received.

Barry Sanders advised the Members that Mrs. Dragone was not available for the meeting and that H. R. Robbins was at the meeting as an agent. Mr. Parr asked if the neighbors of the property were OK with the improvements. Mr. Sanders stated that there had been no complaints. Mr. Thomas inquired if the new structure was built on the same footprint. Mr. Sanders confirmed that it is the same.

Chairman Sanders opened the floor for public comment.

Chairman Sanders closed the public hearing.

***“On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye; to approve the application for the Special Exception Permit.”***

In accordance with Section 15.2-2204 of the Code of Virginia, 1950 as amended and pursuant to Sections 15.2-2285 and 15.2-2310 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, October 13, 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:

To receive public comment on a proposed amendment to the Richmond County Zoning Ordinance. The updated language modifies the provisions for allowance of equine in Agricultural and Residential Districts. Further information may be obtained in person at the Richmond County Administrator’s office at 101 Court Circle, Warsaw, Virginia 22572 between 9:00 A.M. and 5:00 P.M.

Mr. Quicke read the public notice and turned the meeting over to Mr. Barry Sanders, Director of Code Administration.

Mr. Sanders advised that upon an application for re-zoning of a property on Lambs Lane, the planning commission had discussed a possible change in the zoning ordinance pertaining to horses. Mr. Sanders offered that research was done on surrounding counties requirements and the planning commission has approved a change in the wording to the zoning ordinance on requirements of equine. The old ordinance revised in 2008, dealt with equine on residential parcels but did not give specifics on the space for the horse. The new language will require one and one-half acres designated for pasture and housing. Mr. Sanders feels that the new language will also be an enforcement tool for his office for the care of horses.

Chairman Sanders opened the floor for public comment.

Chairman Sanders closed the public hearing.

***“On a motion made by Richard E. Thomas, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye; to make the following change to the zoning ordinance (replacing No. 16).”***

3-15-1      Accessory uses and structures shall be permitted in any zoning district, unless qualified herein, but only in connection with, incidental to, and on the same lot with a principal use or structure (*or on a lot adjoining and under the same ownership as the lot with the principal use structure*) that is permitted within such district. (*Amended November 8, 2007*)

A.      The following accessory uses shall be permitted in conjunction with residential uses:

(15)      Farm animals (such as cows, pigs, hogs, goats, sheep, mules, horses and other livestock, chickens and other fowl, bees, and similar utilitarian animals), *with the exception of equine*, shall not be permitted in the Residential, *Limited (R-1) or Residential, General (R-2)* Districts. Farm animals in the Residential, *Mixed-Use (R-3)* District may be allowed if adequate space and other provisions are included in the plan of development for the project. (*Amended July 10, 2008*)

~~(16)      *Equine may be permitted in the Agricultural, General (A-1), Residential, Limited (R-1), and/or Residential, General (R-2) Districts, provided that property shall be at least five (5) acres in size. Three (3) equine may be permitted on property five (5) acres in size, with one (1) additional equine being allowed for each additional acre provided. (Amended July 10, 2008)*~~

(16)      *Equine may be permitted in the Agricultural, General (A-1), Residential, Limited (R-1), and/or Residential, General (R-2) Districts subject to the following provisions:*

1. Residential (R-1) and (R-2) parcels shall have a minimum of five (5) acres.
2. Minimum of one and one-half (1.5) acres designated for pasture and housing per horse.
3. Housing must be a minimum of one hundred (100) feet from adjoining parcels.
4. Pastures must be enclosed with adequate fencing.
5. Manure management is required so as not to adversely affect adjoining properties (i.e.: use of manure harrow bi-annually)

**RECESS**

Chairman Sanders recessed the meeting until Tuesday, October 18, 2016 at 7:00 p.m. to allow for time to meet with the school to discuss air conditioning/heat unit at the old RCI location.

**RECONVEYNE MEETING – OCTOBER 18, 2016 – 7:00 P.M.**

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  
Dr. Greg Smith, RCPS, Superintendent  
Hope Mothershead

**OLD BUSINESS**

**JOINT BOARD OF SUPERVISORS/SCHOOL BOARD MEETING – DISCUSSION**

Dr. Greg Smith presented the Board with specifications and costs associated with the replacement of the heating and cooling system in the gymnasium of the old RCI location. There are currently four units in the rafter system that are 49 years old and have failed. After advertisement of the RFP, Honeywell was the only company to respond. Honeywell has proposed a 20 Ton Packaged Heat Pump with a web based monitoring system. Dr. Smith advised that based upon the discussion at the Joint Meeting, he believes everyone wants to maintain the buildings at the old RCI site and heating of the gymnasium is necessary. Mr. Thomas asked about the removal of the old system. Dr. Smith noted that the old system would stay in place and would not be removed. Mr. Parr asked if the system that was being replaced had been maintained faithfully since the school closed and Dr. Smith confirmed that it had been.

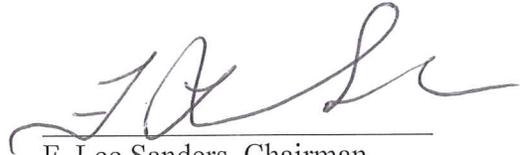
Dr. Smith added that he had some conversations with the YMCA about monthly rental fees. Currently the YMCA is paying a \$500.00 per month custodial fee but other arrangements for rent have not been finalized.

Dr. Smith noted that more and more groups are inquiring about using the gymnasium for practices, meetings, etc. and rental agreements would be completed with each entity.

***“On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard E. Thomas – aye; Robert B. Pemberton – aye; William C. Herbert, II – aye; J. David Parr – aye; to approve a supplemental appropriation of \$78,736.35 to the School Operations Budget from the RCPS CIP for the use of installing heating/cooling system.”***

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

A handwritten signature in black ink, appearing to read 'F. Lee Sanders', written over a horizontal line.

F. Lee Sanders, Chairman  
Richmond County Board of Supervisors

CHARTER  
CHIEF LOCAL ELECTED OFFICIALS AGREEMENT  
of the  
Bay Consortium Local Workforce Development Area  
under the  
WORKFORCE INNOVATION & OPPORTUNITY ACT (P. L. 113-128)  
THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016  
by and between the JURISDICTIONS OF  
Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen  
County, King George County, King William County, Lancaster County, Mathews County,  
Middlesex County, Northampton County, Northumberland County, Richmond County,  
Spotsylvania County, Stafford County, and Westmoreland County  
In the Commonwealth of Virginia (hereinafter, the Jurisdictions):

WITNESSETH:

WHEREAS, the County Board of Supervisors/City Council of the aforementioned jurisdictions did previously adopt resolutions authorizing the County Board Chairperson/City Mayor to sign a charter creating the Bay Consortium in order to administer the provisions of Public Law 113-128, the federal Workforce Innovation & Opportunity Act, and

WHEREAS, the County Board of Supervisors/City Council of each of the aforementioned jurisdiction has adopted a resolution authorizing the County Board Chairperson or City Mayor to sign this Charter of the Bay Consortium under the Workforce Innovation & Opportunity Act (Public Law 113-128)" (hereinafter, the "Charter"):

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Jurisdictions do hereby agree to the following Charter:

AGREEMENT

- SECTION 1: That the Jurisdictions of Accomack County, Caroline County, Essex County, City of Fredericksburg, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northampton County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County, do hereby constitute themselves to be a consortium for the purposes of Section 107 (c)(1)(B) of Public Law 113-128, the Workforce Innovation & Opportunity Act.
- SECTION 2: The chief local elected officials (the chairpersons of the County Board of Supervisors and City Mayor) or the designees of said officials of the jurisdictions shall constitute the Workforce Development Area Consortium (hereinafter, the "Consortium") which shall appoint the Local Workforce Development Board

under Section 107(c)(1)(A) of the Act.

- SECTION 3: The Consortium shall elect from its membership a Chairperson, a Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of one year or until a successor is elected and qualified. Vacancies shall be filled by election for the residue of the unexpired term. The Chairperson at their discretion may appoint an individual to serve as board clerk.
- SECTION 4: Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
- SECTION 5: The Consortium may adopt operational and procedural by-laws consistent with this Charter, applicable federal and state laws, and rules or regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
- SECTION 6: The Consortium designates from its membership the local government jurisdiction of Richmond County to serve as the grant recipient for Title I funds of the WIOA, and further designates The Bay Consortium, Inc. to serve as local fiscal agent and administrative entity for Title I funds of the WIOA. It is the intent of the Consortium that all risks of liability for disallowed costs be reduced to the minimum extent possible. Involvement of local elected officials will be designed to fulfill legislated requirements of the WIOA. Operational authority and responsibility will remain with the local fiscal agent/administrative entity. The local fiscal agent/administrative entity will be required to maintain insurance policies sufficient to protect the Consortium from potential errors and omissions in administering the use of these funds.
- SECTION 7: The Consortium shall appoint the Local Workforce Development Board of the area, under Section 107(c)(1)(A) of P. L. 113-128 and applicable rules thereunder.
- SECTION 8: The Consortium shall execute an agreement with the Local Workforce Development Board for the operation and functions of the Board under Section 107 of the Act, and shall approve all Local Plans under Section 108 of the Act. The Consortium shall review and approve any and all planning documents for WIOA activities prior to its submission to the Virginia Board of Workforce Development and U. S. Department of Labor.
- SECTION 9: The Consortium shall perform all functions for local elected officials as contained in P. L. 113-128, the federal Workforce Innovation & Opportunity Act.
- SECTION 10: This Charter agreement shall be effective when approved by Resolutions adopted by the County Board of Supervisors/City Council of each jurisdiction party hereto

and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P. L. 105-220, the Workforce Investment Act.

SECTION 11: Amendments to the Charter agreement may be adopted with the concurrence of the Board of Supervisors/City Council of each jurisdiction party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors/City Council of each jurisdiction party hereto and the Governor.

IN WITNESS WHEREOF, the parties hereto have caused this Charter Agreement to be executed by the Chairperson of the County Board of Supervisors or the City Mayor of the aforementioned Jurisdictions.

\_\_\_\_\_  
Chairman of \_\_\_\_\_ County Board of Supervisors

Adopted this \_\_\_\_\_ Day of \_\_\_\_\_, 2016.

In the City/County of \_\_\_\_\_, VA

Attest: \_\_\_\_\_  
County Clerk

