At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 10th day of August, 2017, 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
William C. Herbert, II, Member
J. David Parr, Member

Also Present:
R. Morgan Quicke, County Administrator
Hope D. Mothershead, Administrative Assistant
Kristie S. Brann, Treasurer
Jennifer Delano, Commissioner of the Revenue
Stephan Smith, Sheriff
Greg Baker, Chief of Emergency Services
Mitchell Paulette, Captain of Emergency Services
Dr. Greg Smith, Superintendent
Carter White, VDOT
Stephen McKeever, VDOT
John Brown, Chairman, School Board
Harry Smith
John Lewis
Rob Smith
Approximately 7 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.

PUBLIC HEARING – ENTERPRISE ZONE MAP AMENDMENT

In accordance with §15.2-2204 of the Code of Virginia, 1950, as amended, the Richmond County Board of Supervisors hereby gives notice that a Public Hearing will start at 9:00 a.m., Thursday, August 10, 2017, in the Richmond County Public Meeting Room, 101 Court Circle, Warsaw, Virginia 22572. The purpose of the Public Hearing is the following:

- To receive public comment on amendment of the geographic boundaries for the Richmond County Enterprise Zone. Copies of the proposed boundary amendment maps
Mr. Quicke addressed the Board and informed them of the two possible grants available in the Virginia Enterprise Zone (Job Creation Grant and Real Property Investment Grant). There are thresholds to meet to become eligible for the grants. Mr. Quicke noted that Richmond County was asked by a business owner for an amendment to the zone map to include the Chestnut Hill / Menokin Road area. In order to facilitate the change, two areas of the County needed to be specified. Therefore, portions of the Farnham area have been included in the amendment. Mr. Quicke continued to add that this was a program administered by the Planning District Commission. All amendments to the zone require a Public Hearing in the locality, and approved resolutions from the other Counties involved.

Chairman Sanders opened the floor to the public.

With no comments from the public, Chairman Sanders closed the public hearing.

Mr. Thomas noted that he currently owns and operates a business within the area of amendment. Mr. Thomas inquired if he should vote or abstain from the vote. Mr. Quicke added that he did not know of a problem with him voting on the matter since the original request for the change was not initiated by Mr. Thomas.

“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 facilitate an amendment to the Enterprise Zone Map.”

AMENDMENT TO THE NORTHERN NECK REGIONAL ENTERPRISE ZONE

WHEREAS, the Counties of Lancaster, Northumberland, Richmond and Westmoreland, and the Towns of Kilmarnock and Warsaw (known as the localities) comprise the Northern Neck Regional Enterprise Zone #50; and,

WHEREAS, the localities have designated and authorized the Northern Neck Planning District Commission to serve as Enterprise Zone Program Administrator, and to carry out all program administration and reporting requirements on their behalf; and,

WHEREAS, Richmond County proposes to amend its enterprise zone areas to include additional property as outlined on Attachment 1 to this resolution; and,

WHEREAS, this proposed amendment will serve to benefit the economic development of the Northern Neck Region to meet the goals and objectives of the Virginia Enterprise Zone Program, and
WHEREAS, Richmond County has conducted the required public hearing for the proposed amendment;

THEREFORE, BE IT HEREBY RESOLVED that the Richmond County Board of Supervisors hereby endorse and approve of proposed amendment to the Northern Neck Regional Enterprise Zone and authorize the County Administrator to submit the necessary Enterprise Zone amendment package, sign all necessary documentation on behalf of Richmond County for this proposed Enterprise Zone amendment, and to meet other program administrative and reporting requirements, as defined by the Enterprise Zone Regulations throughout the life of the zone.

PASSED, ADOPTED, and APPROVED this 10th day of August, 2017.

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

RICHMOND COUNTY PUBLIC SCHOOLS

Dr. Smith addressed the Board and noted that the school system has received a three-year accreditation status allowed by a 2016 General Assembly action. This status permits a triennial review of schools that are fully accredited and will give a level of flexibility to the teachers encouraging different forms of learning. Richmond County Public Schools was one of very few schools who received the three-year accreditation status. The Niche rankings has also been released and Richmond County ranked 30 out of 131 school districts. Dr. Smith reported a final fund balance for FY2017 of $247,326.00. Dr. Smith thanked the departments (EMS, Sheriff’s Department, Fire, etc.) who work together for the success within the schools.

VDOT

Mr. McKeever noted a transportation conference amongst localities to discuss SmartScale projects to be held shortly after the first of the year.

Mr. Thomas asked Mr. McKeever for attention at the end of Scott Town Road.

SHERIFF

Sheriff Smith presented the following report for the month of July 2017: 1009 calls for service; served 250 civil papers; 34 arrests with 70 warrants served; and served 172 traffic summons. The jail population for the week in Richmond County was 27. Animal Control: 22 calls for service, 3 dogs transferred to Westmoreland Animal Shelter.

Sheriff Smith’s report included that the department had participated in an Appreciation Day at Tractor Supply and received the award for “Best in Show” and “Best Appearing Fleet”. Sheriff Smith also noted that the department is prepared and ready to assist with the Richmond County Fair.
Richmond County Board of Supervisors Minutes:
August 10, 2017

TREASURER
Kristie Brann, Treasurer, presented the Trial Balance Report for the month of July, 2017. The uncollected 2016 real estate tax amount is $226,183.10 and collections efforts continue.

COMMISSIONER OF THE REVENUE
Jennifer Delano, Commissioner, addressed the Board and noted that her office is currently working on preparation of the new personal property and real estate tax book. Also, relief programs are being calculated for use in final tax bill preparation.

PLANNING/ZONING/LAND USE
Mr. Quicke advised that there was no Planning Commission meeting to report this month. However, the Board of Zoning Appeals met on July 25, 2017 and approved (3-1) a variance discussed in the May meeting on a parcel of land on Little Florida Road.

EMERGENCY SERVICES
Greg Baker presented the following EMS report for the month of July: 143 calls in Richmond County; 4 calls for mutual aide into Richmond County; 5 calls for mutual aide to bordering counties and 4 fly outs. There was $27,501.00 collected for the month of July from EMS recovery billing. Mr. Baker advised the Board of a regional grant received by all the Northern Neck Middle Peninsula agencies for shelter equipment through VDEM. Richmond County received a 20-foot enclosed trailer with two sealed unit PODS. Each of the PODS shelters 25 people. Mr. Baker noted that he is trying to get a few more PODS for the trailer but advised that all of the resources would be shared amongst the counties of the Northern Neck and Middle Peninsula.

Mr. Baker invited the Board members to a mock vehicle extrication that would take place at the Fair.

PUBLIC COMMENT
None

OLD BUSINESS
FONES CLIFF UPDATE
Mr. Rob Smith provided the Board with an update on the Virginia True project. He noted that the property has been transferred into the name of Virginia True Corporation. Mr. Smith added that money has been spent on topographic surveys and the re-routing of the golf course. Mr. Smith hopes to have renderings of the golf course completed soon, upon which land disturbance permits will be necessary.
DEPARTMENT OF EMERGENCY SERVICES – ADOPTION OF EMERGENCY OPERATIONS PLAN

Mr. Quicke advised the Board that approval of the Emergency Operation Plan is necessary. A draft of the plan was presented to the Board members in May.

“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 amended Emergency Operation Plan as presented.”

PUBLIC SAFETY RADIO STUDY PROPOSAL

Mr. Quicke presented a proposal from Federal Engineering regarding a study of the future public safety radio infrastructure. The 2018 CIP included $50,000 for a Public Safety Radio Study, and the proposal from Federal Engineering comes in below that at $38,923. Mr. Quicke added that, upon approval, it is anticipated this work will be completed within 12 weeks. Federal Engineering proposes the following tasks for Richmond County:

1. Review existing systems documentation
2. Conduct one day project initiation meeting and user interviews onsite to assess needs
3. Generate brief user needs assessment memorandum
4. Perform coverage analysis of the current Richmond County iCom radio system
5. Perform coverage analysis of the new King & Queen County Harris radio system
6. Evaluate the new King & Queen County radio system to determine if it will meet the Richmond County users’ needs
7. Assess the upfront and annual costs of using the King & Queen County system
8. Submit draft Richmond County Radio System Recommendations Report
9. Review report with County during one-day onsite meeting
10. Incorporate changes and submit final Richmond County Radio System Recommendations Report
11. Present the final report and recommendations onsite to the Richmond County Administrator, Board of Supervisors and key stakeholders

Mr. Quicke also noted that the County Attorney has reviewed the City of Harrisonburg’s contract with Federal Engineering for professional services, which allows Richmond County to purchase services based off of another localities procurement, and we are legal with moving forward without further procurement.

FRACKING

Mr. Quicke noted that the recommendation to the Board from the Planning Commission was a total ban of Fracking within the County boundaries. Mr. Pemberton has reached out to the Southern Environmental Law Center for further guidance regarding the potential ban on Fracking in Richmond County. The recent opinion by the Attorney General does suggest that a local governing body may fully ban fracking within its jurisdiction through the zoning ordinance, provided there are no current permits issued for the activity.

“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 instruct the Planning Commission to draft changes (with the approval of the County Attorney) to the zoning ordinance, banning Fracking within the boundaries of Richmond County.”

Mr. Pemberton recommends a resolution to neighboring counties alerting them of any decisions made about the activity of Fracking.

FARM LEASE – COMMERCE PARK / COMMUNITY PARK

Mr. Quicke noted that he has spoken with the current tenant and the tenant has asked for some time to make a decision on the continuation of farming the land at the Commerce Park / Community Park. The two options are:

1. Continue lease year to year for $131.50 per acre.
2. Re-advertise lease availability, public hearing, bid award, etc.

Mr. Quicke added that if the tenant chooses to continue for another year, the lease will be amended. If he chooses to waive, we will need to advertise for Public Hearing on September 14, 2017.

“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 grant permission to Mr. Quicke to either move forward with amending the existing lease or advertise for public hearing if current tenant decides not to continue farming land.”

FAMILY DEVELOPMENT CENTER LEASE

Mr. Quicke presented the proposed lease to the Board for the Family Development Center. The lease is materially the same as was signed and agreed to in 2013 prior to the School Board taking over the operations of the facility. Mr. Quicke noted that the Lease is a proposed one-year lease that runs September 2017 – September 2018, at $450 each month. The Family Development Center asked for a token rent year as they absorbed many changes within the Company. This lease would need to be revisited in the summer of 2018 for further renewal and considerations.
Chairman Sanders is concerned about the rent amount. Mr. Herbert asked about the responsibility of repairs, which could come at a high cost for the County. Mr. Pemberton added that they could discuss a 50/50 split agreement for repairs, etc. as the Company does provide care for lots of families and teaching moments for families who cannot afford other facilities. Mr. Thomas asked if any maintenance is currently scheduled for the building. Mr. Quicke noted that the building would be maintained on an “As Needed” basis.

“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 discuss an agreement for maintenance of equipment and schedule a public hearing for September 14, 2017 at 7:00 p.m. for the approval of lease with Family Development Center.”

NEW BUSINESS

DEPARTMENT OF EMERGENCY SERVICES – AUXILIARY VOLUNTEERS – TRIAL PROGRAM

Mr. Quicke presented to the Board an idea of re-introducing volunteer members / auxiliary members back into the Department of Emergency Services. Bringing auxiliary members would be on a test-run basis. The auxiliary members would run shifts alongside the paid crew. The auxiliary members would be required to have training, background checks, etc. Mr. Quicke would like to explore the initiative, see what interest is there and develop the program. Mr. Thomas inquired about training through the Vo-tech center. Mr. Herbert added that he thought it was worthwhile to try the program knowing that if there were issues, it could be suspended easily. The Board awarded a consensus to Mr. Quicke to continue with the planning of the program.

DEPARTMENT OF EMERGENCY SERVICES – MEDIC PURCHASE / OEMS GRANT APPLICATION

Mr. Quicke addressed the Board for discussion regarding the upcoming purchase of a new Medic Unit in 2018. As previously explained, the County is on the schedule of purchasing a new front run medic every 5 years. The current front run medic was purchased in September 2012, meaning the new unit should be on order and arriving in September 2017. Due to the new station not being completed until summer 2018, the new medic unit has not yet been ordered.

The Department of Emergency Services intends to apply for a State grant through the Virginia Office of Medical Services (OEMS) for 80% grant funding of a new medic unit.

Mr. Quicke continued to add that Chief Baker and Captain Paulette are recommending the purchase of an International Medium Duty Chassis with a Cummins diesel engine and a 170” P.L. Custom Medic Module Box, priced at about $250,000. With 80% grant funding of this unit, County costs would be $50,000 of which the FY18 budget allows for.

Captain Paulette noted that he visited Goodman’s (a distributor of EMS trucks), met with workers in the mechanic shop and was impressed with the quality of the facility. Captain
Richmond County Board of Supervisors Minutes:  
August 10, 2017

Paulette added that the diesel Cummins engine will give the county good service with two hundred to three hundred thousand miles. Chief Baker added that Goodman’s offers a mobile repair service and lots of other services that most companies do not advertise.

Chairperson Sanders noted that Goodman’s is a good choice but he is concerned that the truck is too large. Chairperson Sanders also added that with all of the problems lately with diesel motors, he thinks the County should look into a gas powered engine. Chairman Sanders would like to allow time for all Board members to weigh in with their ideas. Mr. Thomas wondered if the decision was time sensitive. Captain Paulette added that the grant opens in September. Mr. Quicke noted that Chief Baker and Captain Paulette would be available to answer any questions.

**VIRGINIA AUDITOR OF PUBLIC ACCOUNTS – FISCAL STRESS INDICATOR**

Mr. Quicke alerted the Board that in response to the ongoing financial crisis with the City of Petersburg, the 2017 General Assembly created legislation directing the Auditor of Public Accounts (APA) to create a system in which localities were graded for early warning signs of fiscal stress. This system was created using the past three audits, FY14, FY15 and FY16, and comparing revenue and expense numbers, but primarily comparing unassigned and assigned fund balance numbers to total budget. The system is being created to help the State gain a better understanding of localities that may be headed towards trouble in order for them to be flagged and monitored which could include potential state intervention.

As predicted, Richmond County is on the radar of the APA due to the low fund balance numbers. As this new system is likely to get statewide attention over the next several months, and Richmond County is only 1 of 2 localities that fall below the 15% level, Mr. Quicke felt it important to inform the Board of the situation.

Mr. Quicke noted that this issue does not surprise him. It is a situation we have been working with every day for the past 5 years. This report does not include the recently concluded FY17 budget in which the Real Estate rate was increased $0.03/$100 for this exact situation. Mr. Quicke is confident that at some point the APA and representatives from the state will visit Richmond County for a follow up to get a better understanding of the current situation, and he will continue to make the Board aware of any information regarding this recent issue.

**ONGOING PROJECTS**

**CONSTRUCTION UPDATE – EMS AND ANIMAL SHELTER**

Mr. Quicke presented the plans for the EMS and Animal Shelter to the Board members. One change that was discussed was putting a tin roof on the wood structured Animal Shelter. The tin roof would increase the costs of the project by $30,000.00.

Mr. Quicke set forth a schedule of construction plans as follows:

- Approval of Plans for Bidding – Current Schedule
Richmond County Board of Supervisors Minutes:
August 10, 2017

- August 9th and 10th – Richmond County School Board and Richmond County
  Board of Supervisors authorize projects to be placed to bids based off of proposed
  design.
- Monday, August 28th – Release projects for bidding
- Wednesday, September 6th – Pre-bid meeting with prospective bidders.
- Thursday, September 28th – Sealed bids due

“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 above noted schedule once the final plans have been prepared for the EMS
Building and Animal Shelter.”

Mr. Quicke also addressed the need for a part-time construction inspector (“clerk of the works”)
and asked for approval of the advertisement for position. This position would entail roughly 20
hours per week, for about a year of work, or until the projects are deemed complete.

“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 following advertisement and employment of a part-time Construction
Inspector.”

Richmond County is seeking applications for a Part-Time Construction Inspector. This position
will be responsible for the oversight of three upcoming County projects, up to about 20 hours per
week. Preferred qualifications include past or present building experience, preferably
commercial construction. Responsibilities will include but not be limited to: overview and
oversight of construction progress, onsite inspections to confirm plans are being followed, daily
and weekly construction reports and logs, plan review, change order process, working with
engineers, architects, general contractor, county officials and the public. This position offers
flexible hours and work schedule, and is anticipated to run 12 months from start of construction.
This position reports to the County Administrator. Hourly pay commensurate with experience.
For questions, please contact the County Administrator at 333-3415 or at 101 Court Circle,
Warsaw, Virginia 22572. Full job description can be found at above address or at
www.co.richmond.va.us. Richmond County is an EOE. Application and cover letter to be
submitted to County Administrator’s Office by 5:00 P.M. Friday, September 15, 2017.
Applications may be mailed to P.O. Box 1000, Warsaw, Virginia 22572.

BOARD APPOINTMENTS

Mr. Quicke noted that the Board of Trustees for the Richmond County Public Library has a
vacancy that it would like to fill. Mr. Dayle Collins’ term ended on June 30, 2017. The Trustees
have asked Ms. Margaret Kurtz to return to the Board for a four-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 appoint Ms. Margaret Kurtz to the Board of Trustees for the Richmond County Public
Library for a term starting July 1, 2017 and ending June 30, 2021.”
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 for the month of September, 2017.”

MONTHLY APPROPRIATIONS – RICHMOND COUNTY PUBLIC SCHOOLS

“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 appropriate $1,339,971.00 to the Richmond County School Board for the month of September, 2017.”

APPROVAL OF MINUTES – JULY 13, 2017

“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 July 13, 2017 meeting.”

OTHER BUSINESS

Mr. Thomas congratulated the schools on the recent achievements and invited everyone to the Fair.

Mr. Parr congratulated the school system and wanted to thank Mr. Pemberton and Mr. Lewis for their work with the Fracking topic. Mr. Parr also invited everyone to come out and enjoy the Richmond County Fair.

CLOSED SESSION


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.”
Richmond County Board of Supervisors Minutes:
August 10, 2017

ACTION FROM CLOSED SESSION

“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 offer property for sale to the Northern Neck Food Bank, to be further discussed at a public hearing on September 14, 2017 at 7:00 p.m.”

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

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