RICHMOND COUNTY BOARD OF SUPERVISORS
November 10, 2016

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 10th day of November, 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 Quickie, County Administrator
Hope D. Mothershead, Administrative Assistant
Kristie S. Brann, Treasurer
Barry Sanders, Director of Code Administration
Jennifer Delano, Commissioner of the Revenue
Chris Jett, IT Director
Mitch Paulette, Captain - Emergency Services
Halle Keyser, Registrar
Carter White, VDOT
John Brown, Richmond County School Board
Dr. Greg Smith, Superintendent
Joseph Quesenberry,
William Washington
Kathy Clarke
Marion Packett
Louis Peckett
Approximately 17 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.

SPECIAL RECOGNITION

Chairman Sanders addressed the meeting attendees and announced that since the TV’s had been installed in the meeting room, there would be a special ribbon cutting ceremony prior to the meeting. David Parr, Chris Jett and Harry Smith all participated in the ribbon cutting and were thanked for their efforts in getting the project complete.
Dr. William Washington presented a video that was compiled by a group of seniors from Rappahannock High School (Riley Knight, Marisol Rodriguez, Ryan Shipman, Charlsye Tolson, Alma Talcott, Madison McAllister, Laura Milstead). The video highlighted many areas and offices in Richmond County and was enjoyed by all.

**RICHMOND COUNTY PUBLIC SCHOOLS**

Dr. Smith congratulated the students and Dr. Washington for the video that they compiled. Dr. Smith mentioned that he enjoyed seeing the students working on projects such as the video. Many students from the high school were also involved in placing the flags along the highway in celebration of Veteran’s Day. Dr. Smith enjoys seeing the students giving back to the community. Dr. Smith was pleased to announce that Richmond County School system has just recently been re-certified with full accreditation by the International School Accreditation Program.

Dr. Smith added that the bidding process had begun for the demolition of the 6th grade building to make way for the construction of a new bus garage.

Dr. Smith invited all County employees to join the school board at a Christmas luncheon to be provided by the Northern Neck Technical Center on December 7, 2016 at 12:30 p.m.

Mr. Pemberton asked if the flashing lights at the old Intermediate school site could be removed and Dr. Smith noted that the school is going to remove them and the control panels.

**VDOT**

Carter White introduced the new Residency Administrator, Stephen McKeever. Mr. McKeever is from Accomack County and is looking forward to working with the residents of Richmond County. Mr. White noted that VDOT had finished cutting grass for the season and all snow removal equipment is prepped and ready. Mr. Herbert thanked Mr. White for the work on the stop sign at Menokin and Route 3. He feels that moving the sign to the shoulder will be a big help. Chairman Sanders asked about an agricultural exemption for the use of Main Street / Menokin Road. Mr. White does not know of an exemption for the use of the road. Chairman Sanders asked if Mr. White would check into an exemption for the Farm Use vehicles. Mr. White added that with the street scraping project recently completed by VDOT, a handicap ramp was added at the stop light on the corner of Main Street, therefore the no-thru truck restrictions were put into place.

Mr. Pemberton asked if Mr. White could investigate the stop sign where Drinking Swamp Road meets Mulberry Road. He feels that it is hidden and maybe a “stop ahead” sign would help travelers that are not expecting a stop sign.

**SHERIFF**

On behalf of the Sheriff’s office, Mr. Quicke presented the following report for the month of October: 751 calls for service; served 289 civil papers; 57 arrests with 159 warrants served; and
served 100 traffic summons. Sheriff Smith reported that the jail population for the week in Richmond County was 20.

Sheriff Smith advised that the department assisted with multiple events throughout the month including the Oktoberfest rotary event, a YMCA preschool talk, car fit event with Essex, red ribbon day at the Elementary School and the Main Street Trunk or Treat.

**ANIMAL CONTROL**

On behalf of Animal Control, Mr. Quicke presented the following Animal Control report for the month of October 2016: 2 wildlife calls; 7 dog calls, 1 farm livestock call, 6 summons issued and 4 dogs were transferred to the pound.

The Animal Control Officer responded to 63 deputy calls, 1 squad assist, 1 fire assist and 8 papers served.

**TREASURER**

Kristie Brann, Treasurer, presented the Trial Balance Report for the month of October, 2016. The Personal Property tax bills were mailed out on October 31, 2016.

**COMMISSIONER OF THE REVENUE**

Jennifer Delano presented a statistics report to the Board which indicated the total personal property tax due for 2016 is $1,900,019.71. Mrs. Delano indicated that her office was working on the land use applications and would also be gearing up for the state income season next year.

**PLANNING & ZONING**

Barry Sanders addressed the Board and reviewed the monthly report. October was another busy month with construction values being high. Mr. Sanders noted that he was excited to see the new dwellings in Richmond County. The Northern Neck Electric project is coming to an end and Helena Chemical is close to completion. Mr. Sanders noted that the Rappahannock Church of Christ was progressing and that the Menokin Foundation had submitted plans for a renovation. He added that the plans were available for viewing in his office.

Mr. Sanders alerted the Board that the planning commission met on November 7, 2016 and are requesting a public hearing for the Board of Supervisors to be scheduled for the December meeting.

"On a motion made by Richard 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 schedule a Public Hearing at 7:00 p.m. on December 8, 2016 for discussion of an ordinance amendment and re-zoning request."

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Mr. Quicke added that the Planning Commission has also asked for a draft of the ordinance amendment for the allowance of covered boat slips. The Planning Commission would be discussing the allowance over the next few months.

**EMERGENCY SERVICES**

Mitch Paulette, Captain, presented the following EMS report for the month of October: 115 calls in Richmond County. Mr. Paulette indicated that the department assisted with the Oktoberfest event at the town park and also participated in the annual trunk or treat at the town park. The department also currently has two B.L.S. providers in medic class and both are doing well.

**PUBLIC COMMENT**

Mr. Marion Packett addressed the Board to make them aware of a problem at Bailey’s Ridge Subdivision that has continued for approximately one year. The land at this site is very erodible and there has been a great amount of runoff into Mr. Packett’s pond. DEQ has been involved and Mr. Packett feels that some measures were taken to fix the problem but his pond will still turn a mustard color after a large rain event. Mr. Packett feels that the basin that was constructed may not be big enough for the large amount of run-off. Mr. Packett indicated that he had spent a large amount of money to replace his pond and stock with fish and he hated to see this run-off ruin all of his efforts.

**DEVIN DONOVAN – BOY SCOUT PACK 250**

Mr. Devin Donovan from Boy Scout Troop 250 approached the Board and asked for assistance with his flag pole eagle scout project. Devin plans to construct a flag pole at the Richmond County fairgrounds. Chairman Sanders asked Devin to provide information for those who wanted to donate individually. Money can be donated to the project by mailing to Troop 250, Attn: Devin Donovan’s Eagle Scout Project, 14 Poplar Court, Warsaw, VA 22572. The Board wished Devin the best with his project and congratulated him on giving a great presentation.

**KATHY CLARKE – NORTHERN NECK SOIL AND WATER CONSERVATION DISTRICT**

Kathy Clarke from the Northern Neck Soil and Water Office presented an update to the Board on the Household Hazardous Waste Collection Day for 2016. It was a tremendous success with 9,351 lbs. of waste collected from 64 participating vehicles. Mrs. Clarke thanked the county for the assistance provided and allowing the citizens to have this opportunity to dump hazardous items. Mrs. Clarke announced projects for next year including the Tire Amnesty Collection and Recycling Day on May 13, 2017 and the Household Hazardous Waste Collection Day on October 21, 2017. Mrs. Clarke mentioned that a tractor at the dump site would be useful for both of these events.
HALLE KEYSER – REGISTRAR

Ms. Halle Keyser updated the Board on the election results. There are 5,091 registered voters in Richmond County with 3,661 voting in the presidential election. Ms. Keyser thanked Sheriff Smith for visiting all of the polling places on election day. She thanked Dr. Smith, Mrs. Hyde Smith and the students from RHS who participated in the page program for the election. The students were a big help at each polling area and were complimented for their efforts by many of the citizens. Ms. Keyser also thanked VDOT and various other county employees for their help with election setup, etc.

Mr. Pemberton and Mr. Sanders, on behalf of the Board, complimented Ms. Keyser on a job well done. Mr. Herbert asked if there were any complaints from the Farnham voting area. Ms. Keyser added that a few complaints were shared as to the privacy of voting in Farnham, but she felt it was due to the large turnout.

LOUIS PACKETT – LAND USE

Mr. Packett approached the Board to explain his problem with the Land Use Program in Richmond County. Mr. Packett thought he had done everything necessary for the land use allowance for the year of 2016, but he failed to sign the renewal form and return before November 1st. Per the County ordinance re-validation is required each year to remain in the Land Use Program. Mr. Packett noted that because he did not return the form, he was kicked out of the program and penalized by $3,830.69. Mr. Packett asked for an exception for this year so that he could be included in the land use program. Mr. Quicke reviewed the requirements of the land use program and noted that re-validation was required by November 1st of each year. Mr. Quicke also noted that Jennifer Delano had notified him of the problem and he had discussed it with the County Attorney, Andrew McRoberts. The County Attorney indicated to Mr. Quicke that there was no way to lawfully allow an exception to Mr. Packett. Mr. Quicke noted that he wished there was an avenue to aid in the relief, but the Code of Virginia does not give that allowance.

Mr. Quicke added that it may be a good idea to discuss amending the land use ordinance to remove the requirement for yearly re-validation. Jennifer Delano noted that most counties only do a re-validation when a general re-assessment is completed.

OLD BUSINESS

EMS BUILDING – RFP RESULTS AND DISCUSSION

Mr. Quicke advised the Board that the EMS Building Committee received a proposal from Perretz & Young for the Feasibility Study Services. Mr. Quicke suggests that the Board move forward with the proposal.

"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 the following Proposal for Feasibility Study Services from Perretz & Young in the amount of $10,000.00.”

See Exhibit I attached.

BOARD APPOINTMENTS AND RE-APPOINTMENTS – PLANNING COMMISSION, BZA AND IDA

Mr. Quicke alerted the Board that the Planning Commission has five terms ending on December 31, 2016, and all five of these members are eligible for re-appointment if it is the pleasure of the Board. The new terms will run from January 1, 2017- December 31, 2020.

- District 1- Cassandra Jackson
- District 3- Jesse Clark
- District 3- Rick Cox
- District 4- John Lewis
- District 5- Glenn Bowen


Mr. Quicke continued to add that the Board of Zoning Appeals has Mr. Louis Thompson’s term ending on November 30, 2016. As discussed, Mr. Thompson is one of two BZA members from the 2nd District and the 4th District is currently without representation. This appointment will be a recommendation from Supervisor Pemberton, to be forwarded to the Circuit Court Judge for appointment.

Mr. Pemberton recommends Mr. John M. Heaggans for the Board of Zoning Appeals.

“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 accept the recommendation of John M. Heaggans for the Board of Zoning Appeals and forward to the Circuit Court Judge for appointment.”

Mr. Quicke noted that the Industrial Development Authority has two terms ending on December 31, 2016, of which both are eligible for re-appointment if it is the pleasure of the Board. The new terms will run from January 1, 2017 – December 31, 2020.

- District 1 – Deborah Bass
- District 3 - Bill Johns

“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 re-appoint Deborah Bass to the IDA for a term from January 1, 2017 – December 31, 2020.”

Mr. Bill Johns will be re-appointed upon his agreement to serve another term.

**NEW BUSINESS**

**EMS BILLING RATES**

Mr. Quicke noted that he has been notified that the billing rates for each tier of transport can increase by $50 per Medicare/Medicaid standards and the loaded mile charge can increase by $1 per mile, something he recommends taking advantage of. The current rates are:

- BLS - $450
- ALS 1- $550
- ALS 2- $650
- $13 per loaded mile

The proposed new rates:

- BLS - $500
- ALS 1- $600
- ALS 2- $700
- $14 per loaded mile

Currently the budget is $305,000 each year for revenue from EMS billing, which covers about 38% of the costs of operating the EMS department. The other $495,000, or 62%, comes from General Fund Dollars. By increasing the rates up to the maximum allowable charge, Mr. Quicke estimates based on current call volume an annual billable increase of $55,000. This number is derived from an average of 73 transports per month and an average of 950 loaded miles per month. Mr. Quicke noted the difference between billable and collectable. At a 62% collection rate, it could mean additional annual revenue of $30,000.

The current rates have been in effect since the formation of the EMS Billing Authority through the PDC, which dates back to 2011.

This potential increase of revenue could help offset the increased costs of continuing to run the department for the benefit of the County, specifically the increase we are seeing in the costs of new Medic Units. Mr. Quicke advised that the last Medic was bought in September 2012, and currently sits at 85,000 miles. The budget and plan is for a new Medic to be purchased every five years, which puts us buying a new one next summer. The cost of the unit purchased in 2012 was $140,000 and preliminary numbers are showing that the next unit will be in the neighborhood of $200,000.
"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 proposed new EMS rates effective January 1, 2017."

RICHMOND COUNTY COMMERCE PARK – RFP FOR COMMERCIAL REAL ESTATE BROKER

The “2017 Goals” includes the goal of selling property at the Richmond County Commerce Park. Mr. Quicke believes it would be beneficial to explore the possibility of bringing on a Commercial Real Estate Broker with experience in vacant commercial land and an existing book of clients that are always looking for new expansion ideas. In the preliminary talks Mr. Quicke has had with several agencies, payment for this service is strictly commission based at 10% of sale price, and the typical contract would be for 12 months.

Mr. Thomas asked if a Commercial Broker would help with an estimate asking price. Mr. Quicke added that the Broker would prepare a Cost Analysis Statement for the County’s use. Mr. Thomas asked if a local broker would be considered or just commercial brokers. Mr. Quicke noted that anyone could respond to the RFP once advertised.

"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 an RFP for a Commercial Real Estate Broker for the remaining land at Richmond County Commerce Park."

COUNTYWIDE EMERGENCY RADIO SYSTEM

Mr. Quicke updated the Board on an issue brought up at the October meeting on the Emergency Radio System and the need to begin looking into future upgrades/rebuilds of the system and the idea of having an engineering firm take stock of the current situation and the future options. After looking into the costs of this study, Mr. Quicke recommends that this item be placed into the FY18-FY22 Capital Improvement Plan, with this item being an FY18 funding priority. Holding off this study until July 1, 2017 would be sufficient.

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 December, 2016."

MONTHLY APPROPRIATIONS – RICHMOND COUNTY PUBLIC SCHOOLS

"On a motion made by Robert B. Pemberton, the Board voted: F. Lee Sanders – aye; Richard
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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 December, 2016.”

APPROVAL OF MINUTES – OCTOBER 13, 2016 / OCTOBER 18, 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 October 13, 2016 and October 18, 2016 meeting.”

OTHER BUSINESS

Mr. Thomas thanked the Richmond County school system for getting the students involved in the video project and also encourages everyone to help with the Eagle Scout project of Devin Donovan.

Mr. Parr enjoyed the video and seeing the passion in the kids and staff of the school system. He also wishes that help could be provided to Mr. Louis Packett but understands that the Board must follow attorney recommendations.

Mr. Herbert echoed the remarks on the video and enjoys seeing the students out of the classroom and involved in civic opportunities.

Mr. Pemberton congratulated the election board and registrar on a job well done during the Presidential election.

Chairman Sanders asked about an update on the Bailey’s Ridge project. Mr. Quicke noted that the plan of land disturbance had been approved through the county. He feels that the plans are adequate and that “the perfect storm” has created the problem of run-off into the pond. Mr. Thomas noted that he felt like as the yards are set, the problem would diminish. Mr. Herbert added that the runoff was not the problem but the dirt and sediment. Mr. Quicke noticed at his last visit that the yards had grass on them. Mr. Thomas asked how the Town of Warsaw was involved in the process and Mr. Quicke noted that the County is in charge of doing the storm water management.

Chairman Sanders also recognized Mr. Quicke on having been the County Administrator for four years.

Mr. Quicke asked if there was interest in re-evaluating the land use program for re-validating only at the time of the re-assessment. The Board members have interest in discussing a possible change to the land use program. Mr. Quicke and Jennifer Delano will work together on the change.

Mr. Thomas asked when the re-assessment would take place. Mr. Quicke stated that the RFP would go out in late 2017 and the assessment would be done during 2018, with new values being effective for 2019.
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Mr. Quicke shared with the Board that a company had mulched the entire brush pile at the Indianfield dump site and left some mulch behind for County use. Mulching the brush pile was less expensive than hauling it off.

ADJOURNMENT

After no further business, Chairman Sanders adjourned the meeting.

[Signature]
F. Lee Sanders, Chairman
Richmond County Board of Supervisors
November 10, 2016

PROPOSAL FOR FEASIBILITY STUDY SERVICES

SCOPE OF WORK

Perretz & Young Architects, P.C. proposes to provide the following Limited Scope of Feasibility Study and Design Services as requested by Richmond County Administration for their EMS Facilities. There will be four scenarios provided in this proposal. Perretz & Young Architects, P.C will team with Evans Construction to develop budgets for each of the scenarios. Civil Engineering and Site Work will not be included in this proposal. Structural, Mechanical, Electrical and Plumbing Engineering will not be included in this proposal. Environmental testing for asbestos and lead will not be included in this proposal. The four scenarios are listed below:

1) **OPTION #1** - Remodel and expansion of the existing EMS building that was built in 1960 with alterations made since then. Two of the existing vehicle bays will be converted into office space and a new office for the Chief of Emergency Services. A five bay vehicle, climate controlled will be built at the back of the existing parking lot. Parking lot improvements will be required. The overall facility will have upgraded electrical and plumbing services. Other spaces that will be upgraded and renovated will be the sleep rooms, den, training room, kitchen, two bathrooms, closets and a shower.

2) **OPTION #2** - Construction of a new building to house Richmond County Department of Emergency Services on existing land owned by the County. This building will have three drive through bays, side by side, therefore with six entrances. The administration wing would have a kitchen, den, three sleep rooms, two offices, training room, storage and bathrooms with showers. This building will be a pre-engineered metal building with a brick exterior on the administration wing.

3) **OPTION #3** - Construction of a new building to house the Richmond County Department of Emergency Services and Company 1 of the Richmond County Fire Department. The building will have six drive through bays, three on each side of an administrative area that will be divided into two, one for each department. The Emergency Services portion of the building will have a kitchen, den, three sleep rooms, two offices, training room, storage and bathrooms with showers. The Fire Department portion of the building will have a kitchen, bathrooms with showers, living quarters and storage.

4) **OPTION #4** - Evaluate the former Virginia Employment Commission Office Building, located in the Town of Warsaw. This building would be for the Emergency Services Department only and will have a kitchen, den, training room, two offices, three sleeping rooms. Bathrooms with showers and storage. A new detached, pre-engineered metal building will be built on the property and will have five drive through bays with doors on both sides.
Perretz & Young Architects, P.C. proposes the following Scope of Work in collaboration with Evans Construction, Inc.:

1) Field measure and photograph the existing buildings and sites.
2) Provide a floor plan and building elevations for the four scenarios.
3) Provide budget pricing for the four scenarios.
4) Present the four design and budget scenarios to the Richmond County Board of Supervisors

The fee for this Scope of Work will be $10,000.00 (Ten Thousand Dollars)

Additional Services and/or Revisions will be billed at the following rates:

- Principal $165.00 per hour
- Staff Architect $100.00 per hour
- Draftsman/ CAD operator $85.00 per hour
- Clerical $55.00 per hour

REIMBURSABLE EXPENSES

Reimbursable expenses such as large format printing at $2.25 per sheet, courier services and overnight shipping of plans, mileage at prevailing IRS rates, and consulting engineering services plus 15% will be charged. Payments will be due within Thirty (30) days after the date of the invoice. Invoices unpaid after thirty (30) days will be subject to interest charges of 1.5% per month.

In the event that legal action is necessary to enforce the payment terms of this Agreement, Perretz & Young Architects, P.C. shall be entitled to collect from the Client any judgment or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by Perretz & Young Architects P.C. for such collection action, computed according to Perretz & Young Architects' prevailing fee schedule and expense policies.

This proposal is valid for thirty (30) days. If you are in agreement with this proposal, please sign and return one (1) copy along with the required deposit and we will begin work.

ACCEPTED BY:

For: Richmond County Date 11-10-2016

For: Perretz & Young Architects, P.C. Date 11-10-2016