RICHMOND COUNTY BOARD OF SUPERVISORS
February 13, 2020

MINUTES

At a regular meeting of the Board of Supervisors for Richmond County, Virginia, held on the 13th day of February, 2020, 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
Liz Hylan, Admin. Asst.
Dr. Smith, Richmond County Public Schools
Alvin Balderson, VDOT
Michael Parker, VDOT
Stephan B. Smith, Sheriff
David Thomas, Asst. Chief RCVFD
Kristie Brann, Treasurer
Jennifer Delano, Commissioner
Halle Cullison, Registrar
Chris Jett, IT
Approximately 13 others

CALL TO ORDER

Chairman Sanders gave the invocation, and led in the Pledge of Allegiance.

MONTHLY STAFF REPORTS

RICHMOND COUNTY PUBLIC SCHOOLS

Dr. Smith reviewed the bill tracking software that is used to monitor the happenings at the General Assembly.

Dr. Smith noted currently they are tracking two bills Senate Bill 30, which is a funding bill for localities throughout Virginia that lose student population.
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Dr. Smith mentioned Senator McDougle added Richmond County, Westmoreland County and Essex County into that request. Dr. Smith noted that bill is currently in the Committee for a $75,000 supplement to the budget.

Dr. Smith noted they also are tracking Senate Bill 515 which is the school calendar bill. Dr. Smith mentioned as of right now the bill was read by the subcommittee for the house and has passed unanimously at the Senate and is at the house level and is in Committee and read for the first time and referred to the Committee on education. Dr. Smith noted in his communication with the Legislative Senator McDougle it is anticipated to pass without any difficulty and in hopes to move forward to be signed by the Governor.

Dr. Smith reviewed the updated three-year calendar for Richmond County Schools. Dr. Smith noted in this school year graduation for the first time will be May 30th and that will be before the last day of school June 5th. Dr. Smith mentioned school will begin on August 17th with teacher workdays starting August 10th. Dr. Smith noted in 2021 the school year will end on May 29th with graduation and the last day of school May 26th.

Dr. Smith mentioned on the 2021-2022 calendar the beginning date is projected to be on August 16th and graduation on May 28th, 2022.

Dr. Smith noted there has been some compliments from parents about putting forth a proposed three-year calendar is very convenient.

Dr. Smith reviewed a letter that was sent to the Legislative Days for Senator McDougle in regards to an email sent to the Virginia Department of Education for the $178,468 funding cut in the special education category of the 2021 budget. Dr. Smith noted the first appeal was denied and now are working through the process through representatives in the General Assembly to ask some very pointed questions to the Department of Education as to why the funding formula is being applied. Dr. Smith stated they are having trouble receiving responses back and those responses have been unsatisfactory. Dr. Smith noted after asking several questions as to why the funding formula has changed it was noted it is about the collaborative classroom as opposed to the self-contained classroom.

Dr. Smith stated no student will be self-contained to a single classroom with a learning disability. Dr. Smith noted he hopes to put them in standard classrooms with their age appropriate and learn from the best teachers they have. Dr. Smith mentioned in the funding formula being utilized right now that has a lesser weight in funding than the self-contained method of instruction which is less productive. Dr. Smith noted Federal Law Public Law 94-142 clearly states that we need to teach children with special learning needs in a least restricted environment.

Dr. Smith mentioned on the previous agenda RHS track was listed. Dr. Smith noted there are several budget variables that have not been decided yet and he has made a recommendation to the Richmond County School Board that it not go out to bid yet until the budget numbers are more solid. Dr. Smith mentioned the request and consideration of the board will be moved to March.
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**VDOT**

Mr. Parker mentioned weather depending VDOT will start ditching in various sections and getting prepped for Spring pavement schedule as well as shoulders.

Mr. Thomas reported potholes on Canal Road (Farnham end.) Mr. Thomas noted Canal Road in general is getting bad. Mr. Parker mentioned Canal is on the schedule.

Mr. Thomas noted a pot hole was reported on Sharps Road recently and within 45 minutes it was fixed. Mr. Thomas thanked those who fixed that pot hole with such quick response.

Mr. Pemberton reported a 35-mpg speed limit sign on Oakland is missing.

Mr. Parr mentioned it has been brought to his attention about a pine tree hanging over the road by the stop sign going into Food lion.

Mr. Parker noted VDOT has put a “NO OUTLET” sign on the road by Dollar General.

**SHERIFF**

Sheriff Smith reported for January 2020: 858 calls for service; 285 civil papers; 35 arrests with 64 warrants served; and 35-traffic summons.

Sheriff Smith mentioned the Sheriff’s Office has two new employees, Daniel Bunting of Farnham and Tre’ Veney of Newland.

Sheriff Smith reported that as to the animal control division, there were 40 calls for service in January 2020, 7 dogs currently in the shelter, 13 animal intake, and 8 adoptions and returns.

Sheriff Smith noted the Food bank has donated 1,000 lbs. of food. Sheriff Smith mentioned with the help from the Food Bank they have not had to buy food for the shelter for over a year.

**TREASURER**

Kristie Brann, Treasurer, reported the uncollected real estate tax amount for 2019 is $555,654.15.

Mrs. Brann noted in January delinquent bills were sent out generating for 2019 $124,559.81.

Mrs. Brann mentioned enforcement action is getting ready to be done on personal property.

Mrs. Brann noted John Hutt is still working on the land sale process from last year in hopes they will go to auction within the next few months.

Mrs. Brann reported collections are going good and delinquent collections are ongoing.
COMMISSIONER

Mrs. Delano noted approximately 5,000 personal property forms were mailed out February 3rd. Mrs. Delano reminded everyone those forms are due back by May 1st.

PLANNING/ZONING/LAND USE/BUILDING

Mr. Quicke introduced Matt Boarman. Mr. Quicke noted Matt was hired as of February 3rd and is Chris Jett’s new assistant IT Director. Mr. Jett noted he has enjoyed working with Mr. Boarman and in a week in a half he has made a lot of progress and will be a great fit.

Mr. Quicke read the report for Mrs. Mothershead reporting 24 new Building projects beginning in January 2020, with $4,575.94 fees collected and total construction cost of $1,208,043.97, 9 Zoning permits were issued and 4 Land Disturbing Permits issued.

Mr. Quicke mentioned Anti-Litter Committee is continuing to work hard for the April event for the community and to try and pick up as much trash as possible. Mr. Quicke noted a lot of letters have been sent out along with a campaign to send to local stores and business asking them to ask customers whether they would like bags or not in hopes to keep some of the trash off the street.

Mr. Quicke noted the Complete Count Census Committee met on February 10th. Mr. Quicke mentioned plans will be made to alert citizens of Richmond County of the importance of the 2020 Census with possible radio announcements and notices to churches, civic groups and students.

Mr. Quicke mentioned the Planning Commission met Monday the 9th with representatives from Strata Solar along with a decent amount of public that spoke during pubic comment. Mr. Quicke noted a public hearing was scheduled for March 9th at 7 p.m.

Mr. Quicke noted there will be new charts in your binder each month that will give a breakdown of zoning, land disturbing and building projects in the County.

Mr. Thomas asked how long an approved permit is good for. Mr. Jett noted based on the code its more along the lines of six months but as long as people are making good effort in the past the County will always work with them.

Mr. Quicke noted it is being proposed in the Capital Improvement Plan for a more advance Planning/ Zoning and Building software.

EMERGENCY SERVICES

Mr. Quicke read Chief Paulette’s report for the month of January 2020: Richmond County Department of Emergency Services ran 108 calls for service with 75 transports in January. Total collected revenue recovery for the month was $28,234.90.
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RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENT

Asst. Chief Thomas reported January, 2020 Richmond County Fire Department ran 19 calls for service: Company 1 (Warsaw) ran 9 calls with 1 EMS assist, Company 2 (Farnham) ran 5 calls with 0 EMS assist, and Company 3 (Newland) ran 5 calls with 2 EMS assist.

Asst. Chief Thomas reported for the 2019 year in review, Richmond County Fire Department ran 233 calls for service with 90 MVC’s, 35 Fire Alarms, 25 Landing Zones, 13 Brush/ Mulch Fires and 9 Structure Fires. Asst. Chief Thomas noted December was their busiest month with 41 calls.

Asst. Chief Thomas mentioned the Fire Department is looking forward to building on the highest of quality volunteer fire services which has been helping the community over 72 years. Asst. Chief Thomas noted the Fire Department held their banquet in the middle of January and recognized two members Mr. J.D. Dawson and Mr. Chris Sanders for their 50 years of service and Fred Wayne Mothershead followed up with 48 years of service.

Chairman Sanders asked when EMS ask for a driver do they go back and log that in to be included in the log. Asst. Chief Thomas noted he is not positive how they get logged in.

MRS. WENDY HERDMAN- VIRGINIA AGRICULTURE EXTENTION REPORT

Mrs. Herdman, Extension Agent, 4-H and Development, reviewed some highlights from the 2019 Virginia Agricultural Extension Report.

Mrs. Herdman noted they are an outreach for Virginia Tech and Virginia State University. Mrs. Herdman mentioned they are to provide education that is research based and unbiased.

Mrs. Herdman mentioned Virginia Cooperative Extension is organized around four main program areas: 4-H Youth Development, Agricultural and Natural Resources, Family Consumer Sciences and Community Viability.

Mrs. Herdman stated they have reached about 700 youth in Richmond County through programs. Mrs. Herdman noted family nutrition program is also included in 4-H members. Mrs. Herdman also noted schools are eligible based on a number of youths receiving free and reduced lunch.

Mrs. Herdman mentioned there also is an opioid misuse and prevention program person and is currently working with the school division to get the program underway.

PUBLIC COMMENT

There is no public comment.

OLD BUSINESS

ELECTIONS SECURITY DISCUSSION- MRS. HALLE CULLISON & MR. CHRIS JETT
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Mrs. Cullison reviewed a detailed guidance from the State that explains the different standards set forth and what is expected.

Mrs. Cullison noted nothing will be able to be finalized prior to the March primary but hopes to get a preliminary to get through to submit to the State to show they have started working towards those goals.

Mrs. Cullison mentioned the assessment tool the State has provided was a summary and survey herself and Mr. Jett have completed. Mrs. Cullison noted their current score is 45.02% and the average is 78.54%. Mrs. Cullison also noted Richmond County is not the lowest in Virginia the lowest jurisdiction score is 20.69%.

Mrs. Cullison noted they are still working towards the goal and making progress necessary to work towards those goals in hopes by Summer having something finalized.

Mr. Jett mentioned the numbers Mrs. Cullison was referring to on the score is called the Election Infrastructure Assessment Tool. Mr. Jett noted some of what affects the score is describing each item whether it's implemented, partially implemented or fully implemented. Mr. Jett also noted you have to tell if there's a formal policy in place or not.

Mr. Jett noted the State has provided a template of a basic security plan. Mr. Jett mentioned some of the Counties have been talking about getting together to try to collaborate on plans that would work for a lot of the jurisdictions in this region.

Mr. Jett mentioned by March 1st a spreadsheet has to be submitted to the State of each of the twenty-one standards that has about 10 or 15 questions asking about compliance.

Mr. Jett read a memo from the State that states as long as the locality is working to mitigate the critical and high risk priorities with the sense of urgency and alignment with the locality plan, even if mitigation will not be completed by September 2020, due to resource constraint elections will not cut off access. Mr. Jett noted the goal is to continue on a timely progress towards security maturity for the Commonwealth.

Mrs. Cullison noted a lot of what hurt the score is they don't have a policy for somethings.

Mrs. Cullison mentioned there is a new Electoral Board member, William Clements, who will be taking over for Tommy Newman effective February 28th, 2020.

**VAULT PRIVY DISCUSSION**

Mr. Quicke mentioned he has gathered information from the neighboring Counties regarding septic systems and what they allow. Mr. Quicke mentioned Westmoreland County does not allow vault privies, Lancaster County does not allow vault privies and Northumberland is the only County where their language could allow it.
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Mr. Quicke noted on page three (3) there has been an insertion for consideration into the zoning ordinance that reads:

   e. Vault privy provisions. In the case of a permitted vault privy, a nearby potable water source (ie: garden hydrant) must be provided for sanitation purposes. The water source shall not be connected to the building/structure. The water source must not empty into privy tank and any excess shall be disbursed through a French drain.

Mr. Quicke mentioned through conversation it is knowledge that the Health Department does not regulate French drains for this type of use.

Mr. Quicke stated if the County wishes to not consider vault privies it would again take an ordinance amendment to simply state the only systems allowed in Richmond County are conventional and engineered septic tanks.

Mr. Herbert asked if there are any specifications that the State has that says the drain has to be so deep, how wide, or is there a certain amount of gravel and what defines a French drain. Mr. Quicke noted in this case it is unsure besides researching on the internet how to build a French drain but as far as legal type things where the requirement would be the County has not been able to find a source that says a certain regulation.

Mr. Herbert asked if the wording was adopted could it not say along with the French drain system and the French drain should be a certain amount of feet wide with so much depth and gravel to make it more specific.

Mr. Quicke noted it would be up to the applicant to understand the ordinance and application and to build that drain system as regulation requires.

Mr. Thomas asked if this only falls in place where privies are present. Mr. Quicke noted that is correct.

Chairman Sanders commented he doesn’t think there’s any place in this time for vault privies. Chairman Sanders noted it is adding something else staff will have to monitor. Chairman Sanders mentioned it tells to build a French drain but there are no plans or any way to figure out what is right or wrong.

Chairman Sanders stated he feels what is right for Richmond County is not backing up and going to vault privies.

Mr. Pemberton noted after a lot of thought and discussion he would have to agree with Westmoreland County.

Mr. Thomas mentioned he is in favor of keeping them but with some language to encourage grey water control.
Mr. Parr noted he agrees with Mr. Thomas and asked what are the differences between Amish schools versus public schools with sickness.

Mr. Quicke noted he would ask Mr. English to come up with a sketch to show for more guidance.

"On a motion made by William C. Herbert, II, the Board voted: F. Lee Sanders – nay; Richard E. Thomas – aye; William C. Herbert, II – aye; J. David Parr – aye; Robert B. Pemberton – aye: To schedule a public hearing for March 12th, 2020 for discussion of possible amendments to Section 157.091 of the Richmond County Zoning Ordinance."

RCC TENNIS COURT CONSTRUCTION- UPDATE

Mr. Quicke mentioned recently he was contacted by Mr. Doyle from RCC regarding an update on the proposed reconstruction of the RCC Tennis Courts. Mr. Quicke noted it seems as though an updated bid has been received on the project, which falls into the budget that RCC has established.

Mr. Quicke noted it was anticipated that a reconstruction of the facility would cost about $200,000 while a complete rebuild of the facility was going to be well over $300,000 and not financially feasible for the County and RCC. Mr. Quicke mentioned it was also discussed that Richmond County would provide $50,000 to the project over three years, RCPS would contribute $25,000 over three years and the Town of Warsaw would contribute $15,000 over three years, totaling $90,000 in local funds. Mr. Quicke also mentioned the RCC Foundation Board was going to bring a portion to the table as well, leaving about $30,000-$40,000 that would be funded through a fundraising campaign and outside contributions.

Mr. Quicke mentioned Mr. Doyle recently notified him that as the foundation was searching through past financial records, they discovered a payment in which Richmond County made to RCC in June 2007 totaling $31,500 for the future rebuild or reconstruction of the Tennis Courts at RCC. Mr. Quicke noted they have gone through the minutes of the Board from June 2007 and have found where the County did in fact contribute $31,500 to this project.

Mr. Quicke asked the Board if they wished to proceed with the original plan of contributing $50,000 over three years, should the County contribute only an additional $18,000 to this project. Mr. Quicke noted should the Board wish to contribute an additional $18,500; the outside funding will need to be accomplished and will be increased by $31,500 due to the fact that a portion of the contribution the RCC Foundation intends to make to this project includes our previous contribution of $31,500.

Mr. Herbert noted a lot of the citizens in Richmond County will use the Tennis Court and believes it will be an asset to the Community.

"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 –
New Business

Regional Industrial Facilities Authority (RIFA)- Mr. Jerry Davis, NNPDC

Mr. Quicke mentioned recently, Jerry Davis, Norm Risavi and himself have been discussing certain benefits to the long-term economic development strategies through creation of a Regional Industrial Facilities Authority (RIFA). Mr. Quicke noted through the creation of a RIFA, it opens up both counties to larger and additional streams of funding through state economic development incentives for land and site development.

Mr. Quicke noted by joining Westmoreland County on this regional authority, it does not mean that property currently owned by Richmond County would be owned by the authority, and vice versa. Mr. Quicke mentioned the County would still be able to operate land and sites individually, but under the Code of Virginia, the benefits to creating this regional authority are very expansive and can allow joint projects such as regional economic development sites co-owned by multiple localities with revenue sharing agreements in place. Mr. Quicke also mentioned although the authority if approved, could evolve into a larger entity at some point in the future, the primary goals for the creating at this point is opening the door to additional money for site development and expansion.

Mr. Quicke mentioned there is a lot of GO Virginia money out there to access for site development for land and this will make the County more attractive to open ourselves up for large portions of state funding for site development.

Mr. Davis noted the Virginia Economic Partnership particularly sends the new directors to establish more ready sites and buildings throughout the Commonwealth. Mr. Davis mentioned to assist their effort to market Virginia as a location for new business and industry.

Mr. Davis noted they recently completed a process where they work with the localities in the Commonwealth and evaluated all the existing sites and determined their rank. Mr. Davis mentioned the whole effort for existing sites is to work with localities to improve their readiness and encourage localities to work with the State and establish new sites throughout the Commonwealth.

Mr. Davis mentioned the strategic plan for the GO Virginia region and the State has the development as commerce sites as high priority. Mr. Davis noted the Virginia Economic Development Partnership has a request into the general assembly which is being considered this current session to add more money within the VDP budget for site development. Mr. Davis mentioned both of those programs in order to access the money emphasize regional cooperation.

Mr. Davis noted the General Assembly did approve the legislation in recent years that allows Virginia localities to formalize their regional cooperation through the formation of the RIFA.
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Mr. Davis mentioned Westmoreland and Richmond County are the only two Counties looking at considering joining. Mr. Davis noted the State Legislation actual authority would be three appointees from each County with a six-member authority. Mr. Davis also noted two of those from each County would be Board of Supervisors members and the third member would be up to the Board and County Administrator.

Mr. Herbert asked if Westmoreland received a large factory through this authority other than potential jobs for Richmond County citizens how would the tax revenue be shared. Mr. Davis noted under the authority you could pursue your working corporately together but each County could have their own initiatives.

Mr. Davis mentioned if the authority gets formed, we would want to pursue funding from GO Virginia and costs could be used that is already being accrued on site development as your match. Mr. Quicke noted the match is referring to the purchase price of the 43 acres just purchased.

Mr. Quicke noted when talking about site development it is referring to roads, water, sewer, broadband, storm sewer, curb and gutter, storm water retention pond and some leveling.

**VEDP TIER RANKING ANALYSIS- RICHMOND COUNTY COMMERCE PARK**

Mike Fiore of Resource International discussed the further analysis of the current ranking of the Commerce Park and the task order on the requirements and expenses needed in order for Richmond County to gain a higher ranking.

Mr. Fiore noted the focus for Richmond County is to continue the efforts of offering opportunities for companies to be attracted to the County and Northern Neck.

Mr. Fiore mentioned the State incentive started last year looking at sites in the system and looking for sites all over to create areas that are attractive and ready for growth and development.

Mr. Fiore noted consulting teams came up with a tier system up to five points, one being the least grading and five being the most grading. Mr. Fiore mentioned in 2017 based on an analysis performed they determined that Richmond County has a tier ranking of 2.5.

Mr. Fiore mentioned they have been working with Richmond County and Mr. Quicke inspecting Commerce Park and feels that Richmond County is certainly more prepared in terms of the tier level. Mr. Fiore reviewed a few items Richmond County would need to achieve and get documented in order to show the County is serious.

Mr. Quicke noted property referrals made for this quarter for the Northern Neck and Middle Peninsula was one. Mr. Quicke mentioned there are only two available sites that VEDP recognizes in the Northern Neck and that is the Commerce Park and Lancaster County both at a tier 2.
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Mr. Quicke mentioned if Richmond County prepares a tier 4 site, he believes there would be an industry VEDP would force to come with employment opportunities and a decent amount of people. Mr. Fiore noted if a business or industry is looking for a site in Virginia, they will sometimes make direct contact with the VEDP and ask to assist in the site selections or private consultants that are acting on behalf of the business industry or the business industry themselves doesn’t make direct contact with VEDP they go into VEDP database to search if any sites or buildings that meet the criteria they are looking for.

Mr. Quicke noted the task order total is $13,780, that is needed to complete the list of items needed to get to a tier 4. Mr. Quicke mentioned if the County wants to move forward with the authority with Westmoreland County a public hearing would need to be done and advertise the attention is to create the Northern Neck Regional Industrial Factual Authority with Westmoreland County. Mr. Quicke noted Westmoreland County would have to go through the process, the bylaws and other specs that talk about how the formation works need to be reviewed and then appoint a Board.

"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 schedule a public hearing on March 12, 2020 at 7:00 p.m. to consider the Regional Industrial Facilities Authority."

Mr. Quicke asked if the County expended prior to the creation of the RIFA would it be reimbursable. Mr. Fiore stated the intent would be to sell them as a County match for potential Go Virginia grant dollars.

Mr. Fiore mentioned Westmoreland County is looking at USDA funding as their source of match for potential GO Virginia.

Mr. Pemberton asked if a RIFA is created and the County applies for the $13,780, $7,000 of those funds are already spent, will the County have to then wait a month to get that match. Mr. Fiore mentioned that would have to be a decision if the County wants to immediately start on the work or spending the money out of County Dollars.

Mr. Quicke noted with the upcoming Capital Improvement Plan starting in July it has monies in it to go toward these types of things. Mr. Quicke mentioned when the three acres was sold to Holtzman Propane for $120,000 that was moved into the Capital Improvement fund for Commerce Park economic development.

"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 expend part of the Holtzman Propane money and get started with Resource International."
OMEGA PROTEIN SUPPORT RESOLUTION

Mr. Quicke read a Resolution from Northumberland County regarding support for Omega Protein, located in Reedville, Virginia.

"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 accept the following Resolution in support of Omega Protein, located in Reedville, Virginia.”

RESOLUTION
SUPPORT OF OMEGA PROTEIN CORPORATION

WHEREAS, Northumberland County has an enormous tradition and heritage of commercial fishing in the Chesapeake Bay; and

WHEREAS, an Omega Protein facility is located in Northumberland County Virginia and is the County’s largest commercial employer, employing over 230 people; and

WHEREAS, Omega Protein has been unjustly criticized for over harvesting menhaden for many years with very little scientific evidence; and

WHEREAS, The Atlantic States Marine Fisheries Commission (ASMFC) recommended cutting Omega Protein’s allowable catch in the Chesapeake Bay by 41% in 2017 with no scientific justification stating it was for conservation reasons, while they simultaneously increased the catch for Maryland and Potomac River Fisheries Commission fisherman inside the Chesapeake Bay, and

WHEREAS, ASMFC recently voted that Virginia is out of compliance involving the overfishing of menhaden in the Chesapeake Bay although they continue to have no scientific data to support their conclusions; and

WHEREAS, recent efforts in a letter by Governor Ralph S. Northam have been drafted to place a moratorium on Omega Protein’s fishing operations; and

WHEREAS, Omega Protein has been operating in Northumberland County since 1878 and is an asset to the community, our way of life and a company that has proven to be extremely environmental conscience,

WHEREAS, Omega Protein is a substantial regional economic benefit to those businesses located in Northumberland and area counties from which Omega Protein receives goods and services; and

NOW, THEREFORE, BE IT RESOLVED the Richmond County Board of Supervisors supports the fact that the menhaden population is extremely healthy and feels that the moratorium is an attack of a successful Virginia company; and

BE IT FURTHER RESOLVED, that the Richmond County Board of Supervisors does not support any additional legislation involving the commercial menhaden fishing industry and desires that consideration only be given to the science as the controlling factor in determining the need for menhaden restrictions and not politics.

BE IT FURTHER RESOLVED, that a copy of this resolution be mailed to Wilbur L. Ross, Sec. of the United States Dept. of Commerce, U. S. Senator Mark Warner, U. S. Senator Tim Kaine, Delegate
RESOLUTION - SUPPORT FOR LOCAL FISCAL IMPACT REVIEW BILL

Mr. Quicke noted annually, there are many pieces of legislation before the Virginia General Assembly that have considerable impact on Local Governments. Mr. Quicke mentioned through a process by the Commission of Local Government, bills that are noted to have a fiscal impact to the localities are sent out to a large group of Administrators and Finance Directors to estimate local fiscal impact for their respective communities. Mr. Quicke noted he has volunteered for this assignment the last five or six years and has been amazed at some of the legislation that has come through late in the session that has considerable impact to the local governments.

Mr. Quicke mentioned this resolution simply supports better communication between the General Assembly and the Local Governments. Mr. Quicke noted he believes it is important the County joins with other localities in supporting this initiative through VACO.

"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 in support of Legislation to improve the process for review of Legislation with Local Fiscal Impact."

Resolution in Support of Legislation to Improve the Process for Review of Legislation with Local Fiscal Impact

WHEREAS, each year the General Assembly considers thousands of pieces of legislation, many of which have a significant impact on local governments; and

WHEREAS, in recognition of the need for localities to have an opportunity to review and analyze legislation that may require additional expenditures of local funds or reduce local revenues, Virginia Code sets out a process for the Commission on Local Government to develop local fiscal impact statements for such bills, with the assistance of local volunteers; and

WHEREAS, under the current process, the large volume of bills and the rapid pace of the legislative session limit the time that is available for the review of bills with implications for local government finances; and

WHEREAS, the local volunteers who assist with the fiscal impact review process take on this responsibility in addition to their regular duties, often during the same time as local budgets are being finalized; and

WHEREAS, prior to 2010, legislation that had a local fiscal impact was required to be introduced by the first day of the General Assembly session, which allowed some additional time for the legislation to be reviewed by the Commission on Local Government and local staff, but this requirement was eliminated in the 2010 session, compressing the opportunity for review of legislation in subsequent General Assembly sessions; and
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WHEREAS, additional time to review legislation would allow for a more thorough understanding of the potential ramifications of bills affecting local finances; and

WHEREAS, a robust analysis of legislation affecting local governments benefits policymakers, as localities work in partnership with the state to deliver critical services to Virginia residents;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Richmond County expresses its support for legislation that would provide additional time for review and analysis of legislation with a fiscal impact on localities, as well as direct further consideration of additional ways to improve the review process.

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F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Date: February 13, 2020

UPDATE ON VATI BROADBAND GRANT

Mr. Quicke stated in much of our disappointment, the County was recently notified that the Northern Neck/ Middle Peninsula Broadband grant that had been submitted in the fall was not funded, despite the State Agencies in charge of the project using our application as a template last fall on the proper way to apply for the grant as a regional application. Mr. Quicke noted there have been many phone calls and conversations with the State representatives over the last few weeks regarding the frustration of not being funded. Mr. Quicke mentioned he hopes to receive further clarity on why our application fell short in the coming weeks, but until then our only option is to wait until the next round of grant funding next fall.

Mr. Quicke mentioned Senator McDougle’s office has been extremely involved in this process.

Mr. Quicke noted the project was for the Rose Hill Subdivision as well as Route 3 from Farnham to the County line.

Mr. Quicke noted the reason they are saying the County was not funded was because of density.

Mr. Quicke noted in the meantime, the FY20 Budget has $25,000 dedicated towards Broadband expansion. Mr. Quicke recommended that money be placed in a designated fund specifically for continued Broadband work.

The Board of Supervisor’s gave Mr. Quicke consensus to place the money in a designated fund.

Mr. Herbert stated he feels it’s hypocritical and the whole idea of rural broadband is to get into the communities where there’s not dense population in which the County was denied for.

RATIFY PHONE POLL- DECEMBER 26, 2019 COUNTY HOLIDAY

Mr. Quicke presented a Resolution ratifying the Phone Poll that was conducted on Friday, December 20, 2019 regarding adding Thursday, December 26, 2019 as a County Holiday.
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“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 accept the following resolution.”

RESOLUTION RATIFYING PHONE POLL TAKEN DECEMBER 20, 2019, REGARDING THE ISSUANCE OF ADDITIONAL HOLIDAY/LEAVE TIME

WHEREAS, on Friday, December 20, 2019, County Administrator R. Morgan Quicke contacted members of the Richmond County Board of Supervisors to authorize the issuance of additional holiday/leave time for December 26, 2019, wherein all County offices would be closed on that date; and

WHEREAS, all five members of the Board of Supervisors were contacted, and all five members of the Board of Supervisors agreed to grant December 26, 2019 as an additional day of Holiday time,

THEREFORE BE IT RESOLVED, that the Richmond County Board of Supervisors ratify that vote in open session of the Richmond County Board of Supervisors on February 13, 2020.

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F. Lee Sanders, Chairman
Richmond County Board of Supervisors

Date: February 13, 2020

TWICE PER YEAR REAL ESTATE TAX BILLING- DISCUSSION

Mr. Quicke noted at the conclusion of the December 2019 Board of Supervisors Meeting, Supervisor Pemberton asked the County Administrator, Treasurer and Commissioner of Revenue to study the possibilities of the County moving towards twice per year Real Estate Billing and Collection. Mr. Quicke mentioned Mrs. Brann, Treasurer and Mrs. Delano, Commissioner will join in the discussion of the benefits and challenges this opportunity presents to the County.

Mr. Quicke noted should Richmond County move towards a twice per year billing cycle for real estate tax payments, the County would receive a one-time windfall of approximately $2,600,000-$2,800,000.

Mr. Quicke mentioned this would occur due to the fact that to begin the process of collecting real estate taxes twice per year, our collections would be on June 5th and December 5th of each year.

Mr. Quicke noted the additional $2,600,000 to $2,800,000 of this money would be placed into an un-assigned fund balance, creating a balance of $3,500,000 - $4,000,000. Mr. Quicke mentioned this one time increase of cash would ultimately eliminate the annual need for the County to take a Revenue Anticipation Note (RAN), which would be an estimated annual savings to the County of $50,000.

Mr. Quicke mentioned the current budget is set up to produce annual surplus amounts of approximately $400,000, which is helping to build the cash reserves. Mr. Quicke noted by improving the cash reserves to more adequate figures, the annual surplus being created is not as important as it is currently, and could be used elsewhere such as:
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- Paying off larger portions of capital on long term debt, ultimately decreasing the terms on the debt and decreasing interest paid over the long term.
- Dedicating larger portions of annual cash to County Capital Improvements to benefit the County and RCPS.
- Decreasing the Real Estate Tax Rate.

Mr. Quicke noted the current and primary challenge to the County being able to implement this process is our anticipated IT programs that will not allow the County to move forward until a new system is in place and operating well by all affected offices.

Mr. Quicke mentioned the challenges specific to the Treasurer’s Office is the increased annual workload on Treasurer’s Office in regards to staff time from billing and collecting goes from once each year to twice each year as well as printing costs increased and mailing cost are increased. Mr. Quicke noted warrants and delinquent process is also doubled due to the need to implement twice instead of one. Mr. Quicke also noted the staffing levels during those times of collection would need to be increased by a part time employee during April 15-June 15 and from October 15- December 15, at a total cost of approximately $8,000 each year. Mr. Quicke mentioned additional mailing and printing costs would also approximate $8,000 annually, so total increased financial impact to Treasure’s Office would be approximately $16,000 annually.

Mr. Quicke noted the challenges specific to the Commissioners of Revenue’s Office will be the increased annual workload in regards to staff time and staff levels which would have to increase by 1 fulltime employee, at a cost of approximately $38,000-$40,000 with benefits.

Mr. Quicke mentioned annual increased costs to Richmond County to implement and conduct a twice per year collection of Real Estate Taxes would be between $60,000 - $70,000. Mr. Quicke noted the annual savings associated with eliminating the annual RAN would be approximately $50,000. Mr. Quicke also noted the additional dollars needed to make up the shortfall of between $10,000 - $20,000 could easily be handled due to the budget producing surpluses currently designed to go into reserves, portions could be dedicated to annual operating cost as needed.

Mr. Quicke noted he believes there are mixed feelings from taxpayers on the topic. Mr. Quicke also noted when the time comes to explore more in depth, public information meetings and public hearings will be the gauge on how the County as a whole may feel.

Mr. Quicke mentioned the recommendation at this time is the County is not adequately prepared to begin the process of instituting the twice per year real estate tax collection. Mr. Quicke noted he believes that the eventual goal of moving in this direction is beneficial to the County and should be considered at a future date.

Mrs. Brann stated it is hard to fathom this without getting the software in place and what the transition would be.

Mrs. Brann noted this would be a significant burden to some of the taxpayers. Mrs. Brann mentioned she is also concerned how it would affect the delinquent land sale process.
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Mrs. Brann mentioned it would have to be seamless from the Treasurer’s Office to the Commissioner’s Office.

Mrs. Brann noted she feels the earlier the bills go out people seem to pay them better.

Mrs. Delano mentioned she feels the first year would be hardest for taxpayers.

Mrs. Delano noted the Treasurer’s Office has made good incentives of making people aware they can pay on taxes at any time.

Mrs. Delano mentioned this would be a complete reconstruction of her office as far as the timeline and what gets done and when.

Mrs. Delano noted she is not sure how the IT Department will be affected. Mr. Jett mentioned it is an unknown at this point until the new system gets in place and everyone gets comfortable to see how much it will get off his plate.

Mr. Herbert mentioned he understands the stress and problems with the Departments and the outdated software. Mr. Herbert asked if the County got the right software and worked with it a minimum of a year, would that relieve any of the issues. Mrs. Delano noted it’s the fear of the unknown but is not in the position where she is ready to say yes or no.

Mrs. Brann noted this is something she would need to be extremely comfortable with.

Mr. Herbert mentioned he has asked others in his district their thoughts in regards to twice a year billing. Mr. Herbert noted two out of three stated they would rather pay it twice a year.

Mrs. Brann asked does it have to be December 5th could it be due November 5th. Mr. Thomas asked the reasoning why taxes due were set up December 5th. Mr. Quicke noted he believes it has to do with the watermen and farmers.

Mr. Pemberton thanked Mrs. Brann and Mrs. Delano for the discussion. Mr. Pemberton stated the County is not in place to know where the problems are until the new IT system is in place.

**FY20 MID-YEAR BUDGET REVIEW AND FY21 BUDGET PREVIEW**

Mr. Quicke reviewed a presentation with the status of the current FY20 budget year to date as well as looking ahead to the FY21 budgets and the challenges faced. *(Exhibit I)*

**ONGOING PROJECTS**

**INDIANFIELD CONVENIENCE CENTER- REBUILD**

Mr. Quicke noted the bidding process is underway for reconstruction of the Indianfield Convenience Center. Mr. Quicke mentioned a pre-bid meeting was held on Wednesday,
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February 12th at 10 a.m. for interest in contractors to review and ask questions. Mr. Quicke noted bids are due February 27th at 2:00 p.m.

Mr. Quicke stated bids will be reviewed by the County and Resource International, with the hopes that at the March 12th meeting there will be a recommendation to award a contract, and begin construction as soon as possible.

**STRATA SOLAR CONDITIONAL USE PERMIT APPLICATION- DISCUSSION**

Mr. Quicke noted as this project is a large undertaking for the County in the coming months, he thought it would be a good idea that this item has a standing place on the agenda as the process continues.

Mr. Quicke mentioned the Planning Commission is working very hard and asking good questions.

Mr. Quicke noted a meeting is in process of being scheduled for some of the Planning Commission members to go at the end of the month to the Powhatan solar site.

Chairman Sanders mentioned he attended the Planning Commission meeting Monday night and sent five or six questions to Mr. Quicke and Mrs. Mothershead to be answered.

Mr. Thomas commended the efforts of the Planning Commission for working hard on this project.

**BOARD APPOINTMENTS**

"On a motion made by William C. Herbert, I, 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 recommend Debbie Mitchell, District 3, for the Census Complete Count Committee."

"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 Kristy Packett, to the Richmond County Anti-Litter Committee."

**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 approve the March 2020 appropriation of Richmond County Department of Social Services for $83,000.00."
MONTHLY APPROPRIATIONS - RICHMOND COUNTY SCHOOL BOARD

“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 March 2020 appropriation of Richmond County School Board for $1,410,178.00.”

MONTHLY SUPPLEMENTAL APPROPRIATIONS

There are no Monthly Supplemental Appropriations.

APPROVAL OF MINUTES – JANUARY 9TH, 2020

“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 January 9th, 2020 meeting as presented.”

OTHER BUSINESS

Mr. Thomas noted Evelyn Parker recently passed away. Mr. Thomas mentioned Ms. Parker wrote a column in the Northern Neck News.

Mr. Quicke mentioned the Richmond County Fair opening ceremonies will begin August 4th at 7 p.m. Mr. Quicke stated this is the 32nd year and this is a change in dates.

Mr. Quicke noted he recently got notice that Dominion Power was looking for an easement of about 1600 sq. ft. from the County that was just purchased on Hamilton Boulevard. Mr. Quicke mentioned the reason Dominion needed this easement was so they could work on closing down the Indian field substation. Mr. Quicke noted he reached out to James Beasley from Dominion to do some research. Mr. Quicke mentioned Mr. Beasley has since delayed the closing of that substation for the time being. Mr. Quicke also mentioned a meeting with Dominion will be set up in the Spring to go over future plans of that substation.

CLOSED SESSION

“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: as permitted by Virginia Code Section 2.2-3711(A)(3), a matter involving the Acquisition of Property for Public Purposes.”

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 (I) specifically identified in the motion to convene
in closed session and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.”

**ACTION FROM CLOSED SESSION**

There is no action from Closed Session.

**ADJOURNMENT**

After no further business, Chairman Sanders adjourned the meeting.

F. Lee Sanders, Chairman
Richmond County Board of Supervisors
Richmond County
Fiscal Year 2019-2020 Mid-Year Budget Review
and Fiscal Year 2020-2021 Budget Preview

BOARD OF SUPERVISORS
FEBRUARY 13, 2020

Historical Un-Assigned Fund Balance

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FY11  FY12  FY13  FY14  FY15  FY16  FY17  FY18  FY19
Total Revenue Trend Line (FY17/18/19/20)

Expenditures by Month (FY17/18/19/20)
Revenue/Expenses Through First Seven Months

- Expenses through 7 months (FY20) - 56.14%
- Revenue through 7 months (FY20) - 70.47%

- Expenses through 7 months (FY19) - 54.77%
- Revenue through 7 months (FY19) - 70.48%

Total Expenditure/Revenue Trend Line (FY19)
Total Expenditure/Revenue Trend Line (FY18)

FY21 New and Existing Expense Overview

- VRS – We have been notified of an increase to our Virginia Retirement System (VRS) rate of 2.1% from 10.42% to 12.52%.
  - Although I was expecting an increase to our VRS rate based off of reports from the VRS Board in the fall regarding the lowering of their return projection from 7% to 6.75%, I was not expecting such a large increase.
  - This rate change will be an approximate $90,000 cost to the County.
  - The rate to the employee will remain the same, at 5%

- County Health Insurance – Still an unknown, I am estimating the County will see an increase to Health Insurance of between 5%-10%.
  - Our experience data throughout the past 4 quarters has been very good, and actually supports the County seeing a decrease in insurance rates, however Anthem is considering formula changes to the program that will affect our overall plan.
  - A 5% increase is an additional cost of approximately $20,000, while a 10% increase would be an additional $40,000.
  - This increase would also affect the individual premiums for our employees.

- Group Life Contribution – An increase from 1.31% to 1.34%
  - Cost - $2,500
FY21 New and Existing Expense Overview

- Property Insurance/Line of Duty Act/Workers Comp:
  - Expecting an increase across these three programs of $15,000 - $20,000 in additional expenses.
  - Changes at the State Level to increased eligibility for certain public employees, mainly along the lines of Public Safety, are contributing to increased rates under LODA and Workers Comp.

- Employee Compensation –
  - The Governor’s introduced Budget in December did not include raises for State Supported Local Employees. I am not anticipating the General Assembly to introduce additional compensation at this time.
  - At this time, there is no consideration in the preliminary budget for across the board raises for FY21.
  - A 2% raise is approximately a $75,000 cost to the County.
  - Retention Plans for EMS and Sheriff’s Office will be included, along with proposed merit and realignment increases for certain employees and offices.
  - Under consideration is a December bonus for all FT and PT employees of $250/$125 as done in December 2018. This cost is approximately $22,500.

FY21 New and Existing Expense Overview

- Debt Service - $86,000 increase
  - New Land Purchase in 2019
- Professional Services - $15,000 - $20,000 increase
  - Engineering Services
  - Attorney Services
  - Audit Services
- Capital Improvement Plan – Increase by $25,000
- Broadband Contribution – Level Funding of $25,000
- Economic Development Funding – Increase of $20,000
- CSA – Increase of $20,000 - $30,000
- EMS PT Budget – Increase of $20,000 - $30,000
- IT Budget – Increase of $35,000 - $40,000 for newly approved IT position
- Solid Waste – Increase of $5,000 - $10,000
Preliminary Revenue Projections – FY21

- Personal Property Taxes -
  - Projecting an increase of 5% over 2019 values, we should be able to budget an additional $75,000 - $150,000

- Machinery and Tools Taxes -
  - Looking at an early projection of an increase of between $10,000 - $20,000 annually based off of increased value in reported M/T values from across the County

- Merchants Capital Taxes -
  - Looking at an early projection of an increase of between $5,000 - $10,000 based off of 2019 numbers and historical growth over the last several years.

- Local Sales Taxes -
  - Local Sales Taxes continue strong results as the economy continues to strive. Early projections show an increase of between $20,000 - $40,000

- Public Service Taxes -
  - No anticipated changes to our Public Service Taxes.

- Additional State Funding
  - The only area in which we are expecting additional State revenue at this time comes from the State committing to fund the Voter Registrar Position and Electoral Board 100%
  - Anticipate roughly $15,000 in additional funds

Preliminary Revenue Projections – FY21

- Real Estate Property Taxes –
  - Real Estate Value since our General Reassessment is up approximately 1.3%
    - 2019 Taxable Real Estate Value - $867,913,135
    - 2020 Taxable Real Estate Value post General Reassessment - $818,102,655
    - Increase in budget amount should increase between $75,000 - $125,000.
      - 2019 RE Taxes Billed - $5,654,691
      - 2020 RE Taxes Billed (Fall 2020) - $5,726,778

- Equalization after General Reassessment
  - The Code of Virginia requires equalization of the Tax Rate after General Reassessment, should the overall increase to the County be greater than 1%.
  - The purpose is that the County not be able to use a General Reassessment for the purpose of creating additional revenue greater than 1%, without Public Notice and Public Hearing.
    - Options include equalizing the tax rate to a rate that would bring in no more than 1% more revenue than the previous year, or
    - That the County advertise through separate Public Hearing, other than the annual Budget Public Hearing that the County does not intend to equalize the rate, and accept the additional revenue generated due to the General Reassessment.
    - Based off of our new total value County wide, our equalized Tax Rate, should the Board wish to equalize, would be $0.658, compared to our current rate of $0.70.
      - This would impact revenue projections approximately $16,000 downwards.
Final Thoughts

- Questions and Comments from Board-
  - Specific areas Board Members would like to see extra attention throughout the budget process.
  - Thoughts on equalization of the Real Estate Tax Rate post General Reassessment.