

ADMINISTRATOR REPORT
April 30, 2020

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: May 5, 2020 Board of Supervisors Meeting

5:00 PM - Broadband Authority

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Watts
Moment of Silence

1. APPROVAL OF MINUTES

[REGULAR MEETING – MARCH 3, 2020](#)

[WORK SESSION – MARCH 17, 2020](#)

[REGULAR MEETING – APRIL 7, 2020](#)

2. APPEARANCES – None

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

a. [PROPERTY ACQUISITIONS](#)

Over the past several months, the Board of Supervisors has authorized staff to negotiate the purchase of various parcels with the intent of putting those parcels to use for future public facility needs. To date, various contracts of purchase have been negotiated with the Board’s consent given in closed session.

In order to finalize the land transactions, a formal, public vote of the Board is required to authorize the County Administrator to finalize the purchase contracts for each parcel and to memorialize the Board’s direction and affirmation of the purchase and terms.

RECOMMENDATION: Staff recommends the Board of Supervisors make and approve a motion as follows: “Pursuant to direction given in closed session, I move that we now openly authorize and ratify the signed contracts on Campbell County Parcel Nos. 34A-A-18, 34A-A-A, 34A-A-B, 34A-A-C, and 32-A-65 and both direct and authorize the County Administrator to sign any and all documents (subject to review as to form by the County Attorney) necessary to close the purchase of these parcels.”

Clifton M. Tweedy, Deputy County Administrator

b. [RUSTBURG MIDDLE SCHOOL PPEA PROJECT REQUEST](#)

For several years the Board of Supervisors and the School Board have been working toward constructing a new Rustburg Middle School. School and County staffs have worked together and with the Joint Committee to start working out the details of this major educational improvement project.

There are three procurement options available for constructing a new school. The traditional process is called the Design-Bid-Build method, in which the Design/Bid portion can take up to 18 months before the 18-24 month Build portion of the schedule starts. The other two procurement methods for constructing a new school are available under the Public-Private Educational Facilities and Infrastructure Act (PPEA) process. This process was authorized by the Virginia General Assembly in 2002 and Campbell County adopted a policy for implementation of the Act which mirrors the State legislation in 2003 ([a copy is attached](#)). It has the advantage of reduced time to start of construction, plus upfront guaranteed project cost, material quality and completion dates. There are two types of PPEA proposals, Solicited and Unsolicited, depending on if the request for the project is initiated by the locality or submitted by an individual company without a publicly advertised request.

There are three primary reasons for deciding to use the PPEA Proposal process for constructing a new Rustburg Middle School. The first is it allows close coordination between the School Staff and the contractor's team to determine the elements of new facility. The second is the process allows the cost, quality, and schedule to be negotiated prior to signing a contract. Third, and maybe the most compelling reason for utilizing the PPEA process, is the amount of time that can be saved between the decision to start the design process and actually beginning construction. Eliminating the procurement of an A&E firm and implementing a condensed design period expedites the start of construction by approximately 9 months. This will allow construction to start early next spring by adopting an aggressive timeline for utilizing a PPEA process to construct a new Rustburg Middle School.

The PPEA process and schedule for constructing a new Rustburg Middle School were presented to the Joint Committee on Monday April 27, 2020. The Joint Committee unanimously approved a motion to recommend to the Board of Supervisors that the County use the Solicited PPEA process to select a contractor to build a new Rustburg Middle School. The motion also recommended the Joint Committee be approved as the group to provide oversight for the process and negotiate the necessary contracts.

RECOMMENDATION: After receiving answers to any questions to the above proposal adopt the following:

- 1. Authorize staff to advertise for construction of a new Rustburg Middle School through the use of a Solicited PPEA Proposal process.**
- 2. Determine that constructing a new Rustburg Middle School is a qualifying project under the Public Private Educational and Infrastructure Act of 2002, as amended, particularly since it will cost in excess of \$30 million and be utilized for many years for a specific educational purpose.**
- 3. Determine using competitive negotiation as outlined in the PPEA process is likely to be advantageous to the County due to the complexity or priority of need. These advantages include planning for construction to start adjacent to an existing school and coordinating the demolition of the existing facilities. Also negotiating the schedule will allow the project to be ready for the start of the 2022 school year and be accommodating to the School's educational methods.**

4. **Determine that using the PPEA process will allow close coordination between parties in negotiating scope, quality, costs, and schedule to save time during the design portion of the project. This will also allow the selection of a contractor with a proven record of success with a project of this type and scope.**
5. **Approve the Joint Committee to serve as the overarching group responsible for overall direction of the PPEA selection process, design review, contract negotiations, and construction oversight. Also determine the Schools and County have staff with sufficient qualifications to evaluate the proposals.**
6. **Approve Clifton Tweedy to serve as project coordinator over the PPEA process and construction Project Manager with close coordination with a representative from the Schools.**
7. **Request the School Board appoint an individual to work closely with Mr. Tweedy to coordinate the management activities of the new Rustburg Middle School Project.**

Mike Davidson, Director of Economic Development

c. [SENECA COMMERCE PARK – TIER RANKINGS](#)

The Virginia Economic Development Partnership (VEDP), the Economic Development marketing agency for the state, has developed a Tier ranking system for industrial parks. The Tiers range from one (1) to five (5), with five (5) being the highest ranked site, and are used to show prospects that industrial sites are ready for development. The VEDP markets Tier 5 sites aggressively and Tier 4 sites show up prominently on their website, while sites with lower rankings are so far down on their list that they don't show up during a client search. Presently, portions of Seneca Commerce Park are ranked as a Tier 4, but not the entire park, so the County is at a competitive disadvantage in marketing Seneca Commerce Park.

Seneca Commerce Park was ranked as a Tier 2.5 when the VEDP first came up with the ranking system. The Lynchburg Regional Business Alliance applied for and received a GoVA Grant to upgrade one industrial park in each of the member localities to at least one Tier higher than VEDP had it ranked. Seneca Commerce Park had 33.8 acres upgraded to a Tier 4 with the Alliance's project. The Alliance's contract is open-ended so that member localities can contract with Draper Aden for additional Tier upgrading work. There is still a little over 67.7 acres in Seneca Commerce Park that is a Tier 2.5. In order to raise the Tier level to a 4 the County must complete the following: Wetland Delineation, Endangered Species Review, and Geotechnical Borings.

The total cost to perform the work is \$23,600.00 with an additional \$1,800.00 as contingency funding. The total cost of the project is not to exceed \$25,000.00. Presently, funds are available in the Seneca Commerce Park CIP expenditure line item to fund the project.

RECOMMENDATION: Staff is requesting the Board's consideration and is recommending the Board approve performing the necessary work to raise the Tier ranking of Seneca Commerce Park to a level 4. To do that the Board must approve entering into a contract with Draper Aden Associates by utilizing the Lynchburg Regional Business Alliance's existing contract to perform the work, and approve the contract amount not to exceed \$25,000.

Clifton M. Tweedy, Deputy County Administrator

d. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See memorandum
- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

4. CONSENT AGENDA

a. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

b. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$17,751.50 from the county attorney for services provided from March 18, 2020 through April 21, 2020.

Services

General Representation:	\$7,644.00
Real Estate Tax Collection:	\$8,157.50
Personal Property Tax Collection:	\$624.00
Miscellaneous Matters:	\$1,326.00

c. TRANSFER SITE ATTENDANTS

The Campbell County Department of Public Works is responsible for maintaining eight (8) transfer site waste locations throughout the County. The Livestock Road Site is managed by part time employees from 6:30 am – 9:00 pm seven days a week. Concord is staffed by part time employees for twenty-six hours each weekend. After closing the Hodges Transfer Site April 2017, the site was reopened in October 2019 and is operated by part time employees. The remaining six (6) sites are gated and open from 6:30 am – 7:30 pm, daily, and are managed through contracts. During FY20 the County will pay \$71,260 to operate the contracted sites for an entire year. The amount paid to part time employees is not included in this total.

An Invitation for Bid (IFB) was issued on March 25, 2020 seeking written bids from qualified Contractors for the maintenance of these sites. Bidders were encouraged to bid on any individual site or any combination of sites. The length of this contract is for one (1) year and will be renewable at the end of each year up to a total of three (3) years. This invitation was advertised in the local newspaper and on the County website. Five (5) bids were received and payments shall be made to Contractors on a monthly basis, from GL line 4-515-42300-3250, Contracted Site Attendants.

RECOMMENDATIONS: Staff recommends the Board:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$17,751.50;**

- c. **Accept the lowest responsive and responsible bid for each transfer site as follows for a total award in the amount of \$65,628 each year for up to three (3) years. At this time a contract for services at the Concord transfer site is not being awarded as the operations are intended to be transitioned to part time employees as part of the FY21 budget.**

• Three Forks Transfer Site	Raymond Bailey	\$7,740/Annually
• Falling River Transfer Site	Raymond Bailey	\$9,300/Annually
• Brookneal Transfer Site	Larry Holcombe	\$9,600/Annually
• Gladys Transfer Site	Raymond Bailey	\$9,588/Annually
• Altavista Transfer Site	Robert Combes	\$11,400/Annually
• Evington Transfer Site	Richard Gordon	\$18,400/Annually

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to [discuss matters from the Board](#).

7. CLOSED MEETING

- a. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- b. Staff is requesting the Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(5\) of the Code of Virginia](#) to discuss a prospective existing business or industry expansion.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – 46 CHEATHAM ROAD](#)

#PL-20-025 - This request is from Justin Cheatham for a special use permit to operate a rooming house on property zoned Agricultural. The property is located at 46 Cheatham Road, Gladys, VA, and in the Brookneal Election District. As per the

Comprehensive plan the property is located in an area designated as rural. [Staff report is attached.](#)

The applicant would like to operate a rooming house on the property for short-term rentals using platforms such as Airbnb. The space will include the first two levels of the home to accommodate for an “apartment” style overnight stay. The entrance would be limited to the backdoor via the basement leading into the bedroom. The residence is occupied by the owner and his wife and will not be rented as a standalone rental.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with the request by vote of 7-0 citing convenience.

b. [REZONING REQUEST – LAXTON ROAD AT ENTERPRISE DRIVE](#)

#PL-20-027 - This request is to rezone 1.184 +/- acres from Business – Limited Commercial to Residential – Multi Family in order to construct a townhouse development. The property is located on Laxton Road at Enterprise Drive, Lynchburg, VA, and in the Timberlake Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Residential – Multi Family in order to construct an 8-unit townhouse development. The adjoining parcel to the north in the city has been approved for a 40-unit townhouse development to be called Laxton Ridge and this would be an additional phase of that development. The development would be served by public water and public sewer. A Traffic Impact Study & Turn Lane Warrant Analysis was approved by VDOT with the rezoning for the development in the city and accounted for 48 total units. A right turn taper and a left turn lane are proposed although they were not warranted by the study. A sidewalk is proposed along Laxton Road to connect with the existing sidewalk on Enterprise Drive.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 6-0 citing good zoning practice.

Frank J. Rogers, County Administrator

c. [PUBLIC HEARING – FY21 BUDGET PROPOSAL](#)

The Board of Supervisors authorized staff to advertise the proposed FY 2020 – 2021 budget following the Budget Workshop that was conducted on April 16. A public hearing on the proposed budget was advertised for 7:00 PM on May 5, 2020. Please find the advertisement attached. Time is scheduled on the May 12th regular meeting agenda for the Board to make changes and take final action on the proposed budget.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing. No further action is permitted until the May 12th meeting.

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9. [AGENCY MINUTES AND REPORTS](#)

- a. School Board [December 9, 2019](#)
- b. School Board [January 13, 2020](#)
- c. Social Services Board [March 18, 2020](#)

10. INFORMATIONAL ITEMS

- a. Expenditure Revenue Summary [March 2020](#)
- b. Treasurer's Report [March 2020](#)
- c. Unassigned Fund Balance [March 2020](#)
- d. Transfer Site Operation Changes [April 2020](#)

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 4/20/20

Tuesday, May 5th –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings (Budget)

Tuesday, May 12th –

- 5:00 PM – Work Session – Lynchburg Regional Business Alliance
- 6:00 PM – Final Budget Presentation

Monday, May 18th –

- 6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, May 19th –

- 6:00 PM – Board work session – topic TBD

Tuesday, June 2nd –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, June 16th –

- 6:00 PM – Board work session – topic TBD

Tuesday, July 21st –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, August 4th –

- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, August 11th –

- 5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)
- 6:00 PM – FAC

Monday, August 17th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, August 18th –

6:00 PM – Board work session – topic TBD

Tuesday, September 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, September 15th –

6:00 PM – Board work session – topic TBD

Tuesday, October 6th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, October 20th –

6:00 PM – Board work session – topic TBD

Tuesday, November 3rd –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, November 17th –

6:00 PM – Board work session – topic TBD