

ADMINISTRATOR REPORT
January 2, 2020

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: January 7, 2020 Board of Supervisors Meeting

5:00 PM - Broadband Authority

6:00 PM - Call to Order and Pledge of Allegiance by Administrator Rogers
Moment of Silence

ORGANIZATIONAL MEETING – [Agenda](#)

- a. SELECT CHAIRMAN
 - i. Administrator Rogers calls for nominations for Chairman
 - ii. Supervisors may offer nominations
 - iii. Motion to close nominations and affirm Chairman

- b. NEW CHAIRMAN ASSUMES CHAIR
 - i. Chairman calls for nominations for Vice-Chairman
 - ii. Supervisors may offer nominations
 - iii. Motion to close nominations and affirm Vice-Chairman

- c. ESTABLISH TIME AND PLACE FOR MEETINGS

- d. COMMITTEE SELECTIONS

RECOMMENDATION: Staff recommends the Board conduct its organizational meeting at the January 7, 2020 meeting to select the Chairman, Vice-Chairman, the time and place of meetings for 2020 along with the weather and electronic participation policies, and committee assignments.

Staff recommends the Board of Supervisors establish their regular meeting schedule on the first and third Tuesday of each month (except for second Tuesday in May for budget adoption) beginning at 6:00 PM in the Board Meeting Room, Walter J. Haberer Building, Rustburg, Virginia. The second meeting of the month is reserved for special meetings as needed.

If the Chairman acts, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be continued to the following Thursday of that week at 6:00 p.m. and all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required. (Per authority of Section 15.2-1416 of the Code of Virginia)

The Board confirms the policy adopted on June 12, 2018 that establishes a written policy for participation in Board meetings through electronic communication as set forth in Virginia Code §2.2-3708.1.

1. APPROVAL OF MINUTES

[REGULAR MEETING – NOVEMBER 7, 2019](#)

[MEETING WITH TOWNS OF ALTAVISTA & BROOKNEAL – NOVEMBER 19, 2019](#)

2. APPEARANCES

- a. DAMIEN CABEZAS (HORIZON BEHAVIORAL HEALTH) – Mr. Cabezas would like to provide the Board with a yearly update of his organization.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

- a. [AUDITED FINANCIAL REPORT FOR FY2019](#)

Each January a representative from our accounting/auditing firm makes a presentation to the Board relating to the annual audited Financial Reports for the previous fiscal year. Mr. Matt McLearen of Robinson, Farmer, Cox Associates will be making this presentation again this year. On September 3, 2019 staff provided preliminary financial estimates to the Board relating to the General Fund for fiscal year ending June 30, 2019. Mr. McLearen will present the final and audited results.

The completed annual audited Financial Report for FY2019 for Campbell County was distributed on Thursday, January 2nd to Board members, allowing them to review and formalize any questions in preparation for Mr. McLearen's presentation.

RECOMMENDATION: Receive the presentation from Mr. Matt McLearen of Robinson, Farmer, Cox Associates and ask questions or request any additional information relating to the FY2019 Audited Financial Reports.

- b. [REQUEST TO ADVERTISE FOR PUBLIC HEARING – SURPLUS PROPERTIES FROM TAX AUCTIONS](#)

On June 5, 2018 the Board considered selling 23 parcels of real property purchased by the County at prior tax auctions. The Board conducted a public hearing on the matter and declared the properties as surplus and authorized the County Attorney to advertise the same for absolute auction at future tax auctions.

The County Attorney has now sold all but one of the 23 properties previously declared surplus, bringing in \$45,572.37 to the County. During the same time the County has accumulated eight (8) additional properties at recent tax auctions. The County Attorney now requests that the Board consider declaring as surplus these parcels.

In order to place the properties for sale, the Board will need to schedule a public hearing to discuss declaring the properties surplus pursuant to Virginia Code §15.2-1800. If the Board chooses to declare the properties as surplus following the hearing, the Board may give whatever direction it chooses concerning the method of sale. The County Attorney recommends that the Board adopt

the same or similar language as adopted in the [June 5, 2018 resolution](#) concerning the prior 23 properties, e.g., that the properties be sold by absolute auction at a future Campbell County tax auction.

RECOMMENDATION: Staff recommends the Board approve the advertisement of a public hearing to consider declaring as surplus eight (8) parcels of real property for the February 4, 2020 Board of Supervisors meeting.

Clifton M. Tweedy, Deputy County Administrator

c. [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 \$11,460.81 from the county attorney for services provided from November 20, 2019 through December 18, 2019.

Services

General Representation:	\$3,571.25
Real Estate Tax Collection:	\$3,211.50
Personal Property Tax Collection:	\$1,340.50
Miscellaneous Matters:	\$1,338.00

Expenses Paid

Real Estate Tax Collection:	\$1,941.40
Personal Property Tax Collection:	\$28.00
Miscellaneous Matters:	\$30.16

c. [ABSTRACT OF VOTES](#)

The Registrar has provided an [Abstract of Votes](#) from the November 5, 2019 General Election. Section 24.2-675 of the Code of Virginia requires the Electoral Board to forward a certified copy of each abstract of votes to the Clerk of the Board of Supervisors to be recorded in its minute book.

d. [RFP FOR AUDITING SERVICES](#)

In 2014 an RFP was issued for Auditing Services. The original contract was for a three (3) year period with two (2), one (1) year renewal options. The contract was awarded to Robinson, Farmer, Cox Associates and expired on July 1, 2019. With the expiration of the contract, a new RFP has been prepared and will be issued in the next few days for the provision of Auditing Services for Fiscal Years Ending 2020, 2021 and 2022 with the option to renew for FYE 2023 and FYE 2024.

e. [TECHNOLOGY CONSULTANCY SERVICES](#)

Campbell County routinely uses outside Information Technology firms to provide one-time and stop gap services during the year. This approach is more cost effective than maintaining staff in-house. The Campbell County Department of Information Technology previously received Board approval to utilize a technology consultancy services contract based on responses received to a Request for Proposal (RFP) in 2014. This existing contract was for three (3) years with an additional two (2) year renewal period and will expire January 31, 2020. Therefore, Campbell County issued an RFP for a new consultancy services contract with comparable specifications to the previous requirements, which also includes a cooperative purchasing clause specifying that this procurement may be used by other public bodies.

The RFP was distributed through the state procurement website where 10,381 vendors received notification of the solicitation. Emails were sent to known vendors who are not part of the State procurement website as well. Campbell County Purchasing Office received ten (10) responses of which one (1) proposal was deemed non-responsive.

Based on the evaluations of the proposals completed in December 2019, Broadband Telecom, CCS Global Tech, COOLSOFT, LLC, Electronic Systems, Inc., Marathon Consulting, LLC, SyCom Technologies, LLC and Virtual, IT, Inc. were ranked as vendors capable of providing the technology consultancy services requested. Staff recommends they be given the flexibility to negotiate and execute final contracts for the IT consultancy services in segments in order to take advantage of the relative strengths in each area of expertise provided by each of the seven (7) vendors recommended above. This will enable the County to get the most value for the monies spent on IT consultancy services. Funds for these services are currently budgeted in the Information Technology budget.

f. [USDA PUBLIC SAFETY GRANT – SUPPORT RESOLUTION](#)

Staff from USDA Rural Development and the Department of Public Safety have been working together on an application for a \$50,000 grant. These grant funds would be applied toward the acquisition costs of ambulances. The USDA application process requires a resolution of the Board of Supervisors endorsing the grant application. A copy of the resolution is [attached](#) for your consideration.

g. [REQUEST TO ISSUE RFI FOR BROADBAND](#)

The Board has expressed a desire to advance Broadband coverage throughout the County. Based upon a template provided by the State's Commonwealth Connect resource, staff has developed a Request for Information (RFI) to solicit preliminary, conceptual designs from private providers to expand coverage.

This Solicitation for Information (Solicitation) invites conceptually engineered plans from private firms or joint ventures to provide for expansion of broadband access and capacity into all under-

and unserved areas of the Locality. The Solicitation sets forth the terms and conditions whereby the Locality may enter into a comprehensive agreement with one (or more) successful Offeror(s) to provide the partnership services described herein or in a selected plan.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$11,460.81;**
- c. Adopt a motion to record the Abstract of Votes from the November 5, 2019 General Election in the minutes of the January 7, 2020 regular meeting;**
- d. Grant the County Administrator the authority to approve the top ranked firm, conduct negotiations, and execute a satisfactory and advantageous final contract, at a fair and reasonable price for the provision of Auditing Services;**
- e. Approve Broadband Telecom, CCS Global Tech, COOLSOFT, LLC, Electronic Systems, Inc., Marathon Consulting, LLC, SyCom Technologies, LLC and Virtual, IT, Inc. to be the top ranked firms, and authorize staff to negotiate and execute a final contract for technology consultancy services with each vendor per the RFP document;**
- f. Approve the attached resolution;**
- g. Authorize the issuance of the solicitation.**

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 Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(7) of the Code of Virginia to consult with legal pertaining to possible or pending litigation related to the Region 2000 Services Authority.
- b. 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.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearings were advertised (ad attached) for:

Paul Harvey, Director of Community Development

a. [SPECIAL USE PERMIT REQUEST – 44 PERSHING DRIVE](#)

#PL-19-177 - This request is from Brittany Noel for a special use permit to operate a child care center on property zoned Residential – Single Family. The property is located at 44 Pershing 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 would like to operate a child care center in the existing single family dwelling on the property. This use is considered a child care center since the applicant is not a resident at this dwelling. The child care center would operate with up to twelve children. The hours of operation would be 7:30 a.m. to 5:30 p.m.

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 good zoning practice.

b. [SPECIAL USE PERMIT REQUEST – 5861 WARDS ROAD](#)

#PL-19-182 - This request is from Jason A. Keese, agent for Joseph Thomas Jr & Linda M. Keese, for a special use permit to operate an automobile repair shop on property zoned Agricultural. The property is located at 5861 Wards Road, Evington, VA, and in the Spring Hill Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density commercial. [Staff report is attached.](#)

The applicant is seeking to operate a small minor automobile repair shop at this location. The shop would operate from an existing garage behind the dwelling on the property. The proposed hours of operation would be Monday – Friday from 8 a.m. to 5 p.m. Work would be done by appointment only. There would be no more than eight (8) vehicles parked on a daily basis and no junk vehicles would be left on the property.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant conducts business in general conformance with the use described in the narrative and shown on the site plan submitted with this request, by vote of 7-0 citing good zoning practice.

c. [REZONING REQUEST – 787 GREENHOUSE ROAD](#)

#PL-19-185 - This request is to rezone 0.397 +/- acres from Agricultural to Residential – Multi Family in order to allow for the construction of a duplex. The property is located at 787 Greenhouse Road, Rustburg, VA, and in the Rustburg 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 0.397 acres of the parcel to Residential – Multi Family in order to construct a duplex. The duplex would be 1,636 square feet and be rented to the general public. The duplex would be served by public water and a private septic system. The proposed parcel would meet the frontage and acreage requirements for the Residential – Multi Family district.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 7-0 citing good zoning practice.

d. [REZONING & SPECIAL USE PERMIT REQUEST – EAST OF BROOKNEAL HIGHWAY](#)

#PL-19-192 - This request is from Pigeon Run Solar, LLC to rezone 10.00 +/- acres from Business General Commercial to Business – Heavy Commercial with a concurrent special use permit to construct a solar energy facility and a special use permit to construct a solar energy facility on property zoned Agricultural. The property is located east of Brookneal Highway, Gladys, VA, and in the Brookneal Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed, transitional, and rural. [Staff report is attached.](#)

Pigeon Run Solar, LLC proposes to construct, operate, and maintain a 60MWac solar energy facility on approximately 500 acres of the property. The project would include eastern and western sections that would be connected by an approximately 1.3-mile underground powerline. The solar energy facility would connect to an existing Dominion Virginia Power 69kV transmission line that runs through the western section of the property. The project includes a 50-foot setback on all sides, a 200-foot setback from residences for substantial equipment, and a 500-foot setback from residences for inverters. The project would be enclosed with a fence. The applicant states that the project would be adequately screened from public roads and residences. A decommissioning plan is included in the request. The PEC met on November 19, 2019 to discuss the plan. Comments from that meeting are included in this packet.

RECOMMENDATION: The Planning Commission failed to make a determination that the project is substantially in accord with the Comprehensive Plan under Section 15.2-2232 of the Code of Virginia. The Planning Commission recommended denial of this request by a vote of 3-3 with one abstention due to a conflict of interest. If the Board of Supervisors chooses to approve the request, there should be a motion made to overrule the Planning Commission decision and deem that the project is substantially in accord with the Comprehensive Plan under Section 15.2-2232 of the Code of Virginia.



9. AGENCY MINUTES AND REPORTS

- a. [Planning Commission](#) October 28, 2019
- b. [Robert E. Lee Soil & Water Conservation District](#) October 24, 2019
- c. [Robert E. Lee Soil & Water Conservation District](#) November 21, 2019
- d. [Social Services](#) October 16, 2019
- e. [Social Services](#) November 20, 2019

10. INFORMATIONAL ITEMS

- | | |
|----------------------------------------------------------------|--------------------------|
| a. Expenditure Revenue Summary | November 2019 |
| b. Treasurer’s Report | November & December 2019 |
| c. Unassigned Cash Fund Balance | November 2019 |
| d. Economic Development Dept. Quarterly Update | December 2019 |
| e. Grant Writing Services | December 2019 |
| f. Second Amendment Letter of Support | December 2019 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 12/18/19

Tuesday, January 7th –

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

Tuesday, January 21st –

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

Tuesday, February 4th –

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

Tuesday, February 11th –

- 5:00 PM – EMSAC – Public Safety Conference Room (TBD)
- 6:00 PM – FAC

Monday, February 17th –

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

Tuesday, February 18th –

- 6:00 PM – Mandatory Conflict of Interest Training
- 7:00 PM – Board work session with School Board

Tuesday, March 3rd –

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

Tuesday, March 17th –

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

Tuesday, April 7th –

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

Tuesday, April 14th –

- 6:00 PM – Budget work session

Thursday, April 16th –
6:00 PM – Budget work session (if needed)

Tuesday, April 21st –
6:00 PM – Board work session – topic TBD

Tuesday, May 5th –
6:00 PM – Regular Administrative Business Meeting
7:00 PM – Public Hearings (Budget)

Tuesday, May 12th –
6:00 PM – Final Budget Presentation

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 9th –
5:00 PM – EMSAC – Public Safety Conference Room (TBD)
6:00 PM – FAC

Monday, June 15th –
6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (TBD)

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