

## ADMINISTRATOR'S REPORT

DATE: June 11, 2007  
TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 6/13/2007  
RE: June 18, 2007 Board of Supervisor's Meeting

11:00 a.m. [Human Services Committee](#) Meeting (Carter/Falwell)  
1:00 p. m. Call to Order, Invocation by Supervisor Pendleton

### Approval of Minutes

1. Approval of Minutes [May 21, 2007](#) – Regular Meeting  
[June 04, 2007](#) – Regular Meeting

### APPEARANCES

Don Austin, Residency Administrator

#### 2. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Resident Engineer will be present to receive any highway matters from the Board.

- a.) [Langdon Road \(Route 694\)](#) – Supervisor Carter has received a request from 3 property owners on Langdon that do not want road widened and hard surfaced.

### ADMINISTRATOR'S ITEMS

Michael Daly, Department of Youth, Adult and Community Services

#### 3. [COMPREHENSIVE SERVICES ACT BUDGET](#) (5 minutes)

The current budget for the Comprehensive Services Act (CSA) Program is currently \$3,250,000 and with an estimated cost of \$3,500,000 for the year, CSA is projecting a \$250,000 deficit. Costs have increased \$590,000 this year over last year due to an increase in the number of youth requiring out of home placement in residential facilities, group homes and therapeutic foster care homes. Other factors contributing to the increase in expenses this year were changes in federal policy related to allowable Medicaid reimbursement rates for case management and higher service rates from vendors. CSA is requesting supplemental funding sufficient to meet the budget; they will be requesting funds from the

State at a rate of 64.12% and would need to make up the difference with local funds.

Based on current projections in the Detention Budget there will be a substantial savings on expenditures for the Regional Detention Home. CSA is proposing a transfer of funds from line item 4-100-033400-3971 (Juvenile Detention Care) to cover the local portion of our CSA match (supplemental attached). This will not require any additional funds from the General Fund Balance.

**RECOMMENDATION: Staff is recommending that the Board approve the attached supplemental request and transfer of appropriation request.**

Mike Davidson, Economic Development Director

4. **INCENTIVES FOR FOSTER FUELS** (10 minutes)

Foster Fuels is an established fuel distributor that has been in Campbell County for over 80 years and is now the largest industrial employer in Brookneal. They have over 50 employees and are expanding their operations in Campbell County and moving most of their equipment out of the corporate limits of Brookneal.

Foster Fuels is moving their office and facilities to a Campbell County site, which is well under construction, and is investing over \$5 million into this facility. In addition, Foster Fuels is actively investigating the potential for a new Bio-Diesel Fuel refinery on the same site. They have a full-time staff person who has been researching this project for approximately two years and in order for the refinery to become a reality, the county will have to extend the water line from the Brookneal Industrial Park to their site, which is approximately two miles. The company has acquired an interest in an airplane and has long-term plans of housing it at the Brookneal - Campbell County Airport. They are interested in building a hanger at the airport and working with a fuel depot.

According to the county's incentive policy, Foster Fuels' present expansion will qualify for \$36,000 in industrial incentives. Even though construction of the facility is already underway, staff recommends offering industrial incentives to try to ensure the follow-up projects, which could be substantially more beneficial to the county, will occur. The return on investment to the county is 2.1 years. A performance agreement will be required.

**RECOMMENDATION: Staff recommends the Board of Supervisors authorize an industrial incentive award for Foster Fuels of \$36,000 distributed in two annual installments, commencing within 90 days after Foster receives the Certificate of Occupancy for the new building. Additionally, staff recommends the Board authorize a supplemental appropriation in the amount of \$36,000 for FY 2008 to come from General Fund Undesignated Fund Balance for this purpose.**

5. **INCENTIVES FOR QUICK RELEASE SPORTS** (10 Minutes)

Quick Release Sports announced a project on Leesville Road, and the Board has previously approved an infrastructure assistance grant of \$8,000 to finance the water and sewer availability fees. The project parameters have changed; originally the project was to include a capital investment of \$4 million dollars and now with the addition of 3 swimming pools and a larger building, the total capital investment is \$6.5 million, and because of water usage the availability fees are now over \$200,000. Based upon the total capital expenditure and the county's incentive formula, Quick Release Sports qualifies for an infrastructure grant of \$80,000. A performance agreement will be required and the funds will be disbursed over a 3 year period. The return on investment for the county is 2.3 years.

**RECOMMENDATION: Staff recommends the Board of Supervisors authorize an infrastructure assistance grant in the amount of \$80,000 for Quick Release Sports. Additionally, staff recommends the Board authorize a supplemental appropriation in the amount of \$80,000 for FY 2008 to come from General Fund Undesignated Fund Balance for this purpose.**

Paul E. Harvey, Community Development Director

6. **Implementation of Biosolids Monitoring** (10 mINUTES)

The Community Development Department was asked to prepare recommendations for implementing biosolids monitoring according to the ordinance passed by the Board of Supervisors in April 2007. Five staff members formed a team to consider how best to incorporate the requirements of biosolids monitoring into our existing code enforcement activities. The team was also charged with estimating direct costs and reimbursement potential for the new program. The team met with the biosolids monitors for the counties of Amelia, Buckingham, Charlotte, Prince Edward and Lunenburg. Team members also conducted several telephone interviews with laboratories certified to conduct water, soil, and material tests. Telephone interviews were also conducted with C. M. Sawyer, the director of the division of the Virginian Department of Health charged with biosolids enforcement.

Staff has a general conceptual plan (see agenda page) to implement a monitoring program according to the ordinance. However, there are questions of policy to which the Board of Supervisors can provide additional direction. The request makes a preliminary assumption that seventy percent of the local expenses incurred in monitoring biosolids will be reimbursed by the state. If the Board wishes to significantly broaden or restrict the scope of the program beyond the staff recommendations, the appropriation request would require a revision at a later date.

**RECOMMENDATION: Staff recommends the Board adopt the four policy recommendations found on the attached agenda item, with any modifications deemed appropriate by the Board. Additionally, staff recommends the Board adopt the attached supplemental appropriation to support the first year of this program.**

7. **FISCAL YEAR 2008 BUDGET APPROPRIATIONS RESOLUTION**

Historically the Board of Supervisors adopts the appropriations resolution during the second meeting in June of each year. The appropriations cover funding for the twelve month period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. The appropriations resolution is based partly on funding authorized by the General Assembly for state and state supported agencies.

The Board adopted the FY2008 budget at its May 21, 2007 meeting. The **Appropriations Resolution** and the revised **Budget Synopsis** attached here reflect the proposed budget submitted at that meeting with the following changes approved by the Board: the Board adopted a real estate tax rate of \$0.43 of \$100 assessed value for the tax year of 2007 (FY2008) which reduced tax revenue by \$330,000; approved a recommended increase in the revenue budget of \$75,000 for Vehicle Licensing Fees based on the growth of the number of registered vehicles in the County; eliminated a proposed new position in Information Technology for Network Engineer in the amount of \$63,850 for salary and benefits; eliminated a proposed new position in Economic Development for Program Manager in the amount of \$45,018 for salary and benefits; reduced Electrical Service for Maintenance of Buildings & Grounds in the amount of \$20,000 due to a revision downward in the rate increase from electric utility providers; approved \$136,130 to come from the General Fund Undesignated Fund Balance in FY08.

**RECOMMENDATION: Staff recommends the Board adopt the Appropriations Resolution for FY2008, based on the revised synopsis incorporating changes made at the May 21<sup>st</sup> meeting.**

Clif Tweedy, Deputy County Administrator

8. **Status of Rustburg to Concord Water Line Project** (20 minutes)

Campbell County has requested and the Campbell County Utilities and Service Authority (CCUSA) have agreed to extend the Otter River water distribution system to serve Concord and the area along the proposed water line route adjacent to U.S. Route 24. Located on the eastern edge of Campbell County, the Concord area is in need of a new water source due to issues such as fire protection, an adequate reliable supply of treated water especially during drought conditions, pending source ground water regulations, and growth. The County and CCUSA are also working with Appomattox County to extend water service into Appomattox at a future date. Appomattox will be responsible for all costs associated with upgrading and extending the system into the County.

A timeline for the project was established. The task order with the Engineer for project design was signed on February 9, 2007. The updated Preliminary Engineering Report dated May 24, 2007 gives the complete projected construction cost as \$5,229,400 and the Engineering design cost of \$371,100 and was submitted to the Virginia Department of Health on May 29, 2007. The major increase in cost is due to water line installation costs. The design will be completed by October 2, 2007. Advertisement for bids

will be received before Thanksgiving 2007. The bids will be awarded and contract signed in December 2007. Construction will begin in January 2008 and be completed by June 1, 2009.

The current project scope terminates at Concord Elementary School due to no significant water flow utilization beyond that point. It is estimated that an additional \$400,000 would be needed to construct a dry line to the intersection of Route 24 and US 460 until a user connected. Additionally, a group of business owners have asked the County to consider installing a loop within Concord to get water to that major intersection as the initial project is developed. A preliminary feasibility study would cost about \$25,000 to determine what options are available to accomplish this. Preliminary estimates indicate that installing a loop in the system would cost approximately \$750,000 for a short loop through Concord back down to Lexington Park, and upward of \$1,500,000 for a larger loop.

In summary, the base cost for this project has increased by \$1,300,000 from the initial \$4.3 million to \$5.6 million due primarily to the increase in pipe costs and storage requirements, not including contingency. (The Concord Elementary project will be contributing \$600,000 toward this project, requiring an additional \$700,000 in local funds without contingency taken into consideration.) If it is desired to continue a dry line to US 460 at this time an additional \$400,000 will be added to the projected project cost. If it is desired to continue a wet line to US 460 at this point and install a loop within the system for water circulation, an additional \$750,000 minimum will be required. A \$25,000 study would need to be conducted to determine options available.

This project is an ambitious undertaking by the Board of Supervisors and the Authority for the future of the Concord area of Campbell County. Although the present cost estimates have increased by \$1.3 million dollars from the original projections, the reasons for the project have not changed. Additional information following the close of the fiscal year should result in some availability of local funding for capital projects. The Board may wish to hold off on a final funding decision until after the close of the fiscal year and following the receipt of the actual bids.

**RECOMMENDATION: After hearing this update and discussing the information provided, give staff direction on how to proceed with the project including the section beyond Concord Elementary School to US 460; the \$25,000 feasibility study; and source of funding for any overage amounts after the project is bid.**

R. David Laurrell, County Administrator

9. [TOWN OF BROOKNEAL FUNDING REQUEST](#) (5 minutes)

At the regular May 21<sup>st</sup> meeting the Board approved a request from the Town of Altavista to pay for electrical and heating services at the Staunton River Memorial Library branch beginning July 1, 2007. On June 1<sup>st</sup> the County received a similar request from the Town of Brookneal.

Please find attached the [original analysis](#) of branch library expenses as well as the June 1<sup>st</sup> letter from the Mayor of Brookneal requesting the County annually provide approximately \$2,900 for electrical

expenses and \$6,100 for heating expenses in support of the Patrick Henry Memorial Library branch.

Providing funding for these utilities at the Patrick Henry branch would provide for consistent funding levels countywide for all four library branches in the County system.

**RECOMMENDATION: Advise staff on whether the Board wants to include this funding in the FY 2008 budget and if so, authorize a supplemental appropriation of \$9,000 for this purpose from the Undesignated General Fund Balance following the opening of the FY 2008 financial statements.**

10. [NACO ANNUAL CONFERENCE](#) (3 minutes)

The 2007 Annual Conference of the National Association of Counties will be held July 15-17, 2007 in Richmond. In order to vote, each county must name a voting delegate and an alternate to pick up the county's voting materials. Supervisors Carter, Gunter and Pendleton plan to attend the NACo meeting this year. Supervisor Pendleton suggested Mr. Carter, as the senior member of the Board, be named as the voting delegate.

**RECOMMENDATION: Staff recommends the Board designate Supervisor Calvin Carter as Voting Delegate and Supervisor Hugh T. Pendleton as Alternate Delegate to vote at the NACo Annual Conference, July 15-17, 2007.**

### CONSENT AGENDA

11. Following are Consent Agendas for your approval:

a.) [APPROPRIATIONS](#) – Attached are appropriations for your review.

b.) [BID CCADM 025-FY07; Mowing Services/Public Works](#) – Twenty seven bid solicitations were issued for mowing of athletic fields at eight county park and school sites. The initial term of contract award will be from July 1, 2007 to December 31, 2007 with an optional 1 year contract renewal commencing January 1, 2007 of each year. Seven bids were received with Dalton Lawn Care of Madison Heights submitting the lowest bid. A spreadsheet of bid results is attached.

**RECOMMENDATIONS: Approve items a & b**

**a.) Approve the appropriations.**

**b.) Accept the bid proposal of Dalton Lawn Care for providing mowing services for County parks and athletic fields.**

### APPOINTMENTS

12. An [updated appointment list](#) for the Board of Zoning Appeals and the Social Services Board is

attached for your convenience.

### **MATTERS FROM THE BOARD**

13. A few minutes will be scheduled at each meeting to discuss matters from the Board.

NOTE: Please take note of item #29 below confirming the date for the joint dinner meeting with the Towns on August 23<sup>rd</sup> at Napoli's Restaurant in Altavista.

NOTE: Please see item #31 regarding a training opportunity on the newly adopted transportation legislation for anyone interested. Staff will be represented at the meeting and the invitation will be extended to the Planning Commission as well.

### **CLOSED MEETING**

14. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with [Section 2.2-3711 \(A\)\(5\) of the Code of Virginia](#) to discuss a company that is considering locating or expanding a facility in Campbell County.

### **AGENCY MINUTES AND REPORTS**

- |     |   |                |
|-----|---|----------------|
| 15. | <a href="#">AMS Committee Minutes</a>       | June 04, 2007  |
| 16. | <a href="#">Building Inspections Report</a> | May 2007       |
| 17. | <a href="#">Building Permits Issued</a>     | May 2007       |
| 18. | <a href="#">Building Permits Issued</a>     | April 2007     |
| 19. | <a href="#">CCUSA Minutes</a>               | March 27, 2007 |
| 20. | <a href="#">Expenditure/Revenue Summary</a> | May 2007       |
| 21. | <a href="#">Public Works Minutes</a>        | March 19, 2007 |
| 22. | <a href="#">Public Works Minutes</a>        | May 21, 2007   |
| 23. | <a href="#">Treasurers Report</a>           | May 2007       |

### **INFORMATION ITEMS**

- |     |   |               |
|-----|---|---------------|
| 24. | <a href="#">CCBA Audit Results</a>              | June 07, 2007 |
| 25. | <a href="#">Dog Confinement Period</a>          | June 07, 2007 |
| 26. | <a href="#">Garden at Concord Transfer Site</a> | June 04, 2007 |

27. [Letter to Governor Kaine – A. Burleigh](#) June 07, 2007
28. [Letters of Response to EMS Request dated May 16, 2007](#) June 01, 2007
29. [Town Dinner Meeting Confirmation](#) June 05, 2007
30. [Traffic Engineering Review – Camp Hydaway & Lone Jack Roads](#) June 11, 2007
31. [Transportation Act Summit](#) July 24, 2007