

## ADMINISTRATOR'S REPORT

DATE: December 20, 2007  
TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 12/28/07  
RE: Board Meeting January 07, 2008

5:00 p.m. [Public Safety Committee Meeting](#) (Gunter/Puckett) in the Board Conference Room  
[Attachment 1](#) & [Attachment 2](#)

5:30 p.m. [CED Committee Meeting](#) (Cancelled for January)

5:45 p. m. Computer Orientation (Goldsmith/Shockley)

7:00 p. m. Call to Order by Administrator Laurrell, Invocation by Supervisor Puckett

### ANNUAL MEETING

#### 1. [Organizational Meeting Agenda](#)

NOMINATIONS AND ELECTION OF CHAIRMAN – County Administrator  
NOMINATIONS AND ELECTION OF VICE-CHAIRMAN – Chairman  
DESIGNATION OF TIME AND PLACE OF MEETINGS – Chairman  
COMMITTEE AND BOARD ASSIGNMENTS – County Administrator

Attached is an agenda for the election of the Chairman and Vice-Chairman for 2008 and establishment of the time and place of the Board meetings. Staff would like to recommend that 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 1:00 p.m. Also included is a list of past Chairs and Vice-Chairs as well as a schedule of the meetings and holidays for 2008 ([Attachment #29](#)).

Following the election of officers, the Board will have an opportunity to select committee and board assignments for 2008 and 2009. Included is a list of the current committee assignments, a blank committee assignment chart to use during the selection process and a meeting schedule.

**RECOMMENDATION:** Staff recommends the Board conduct its organizational meeting at the January 7, 2008 meeting to select the Chairman, Vice-Chairman and Time and Place

**of Meetings for 2008.**

**Staff also recommends the Board select committee and board assignments for 2008 and 2009.**

### **APPROVAL OF MINUTES**

2. Approval of Minutes - [November 19, 2007](#) – Regular Meeting  
[December 03, 2007](#) – Regular Meeting  
[December 13 – 14, 2007](#) – Board Retreat  
[December 17, 2007](#) – Swearing In Ceremony

### **PUBLIC HEARINGS**

Kristin B. Wright, Staff Attorney

3. PUBLIC HEARING – [CCUSA Easement Request](#)

Campbell County Utilities and Service Authority (CCUSA) has advertised for bids for the construction of a water line intended to run along Route 24 which they hope to begin construction of in early February 2008. Part of the necessary preparations includes obtaining water line easements from a few property owners, of whom Campbell County is one.

The first easement would be approximately 654 square feet along the frontage of a parcel immediately adjacent to Rustburg High School with a tax map ID number of 35-A-6. The second easement would be approximately 2,128 square feet at the northeast corner of the intersection of Village Highway/Route 24 and Bear Creek Road within a parcel with a tax map number of 25-A-21B. Both proposed easements are shown on the [plats \(attached\)](#) prepared by Draper Aden.

Virginia Code 15.2-1800 requires a public hearing whenever the County grants a utility easement. (Attached is the [public notice advertisement](#))

**RECOMMENDATION: Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Administrator to execute documents granting CCUSA the easements.**

## ADMINISTRATOR'S ITEMS

R. Aubrey Cheatham, Public Safety Director

### 4. COMMUNICATIONS SYSTEM UPGRADE CONSULTING CONTRACT MODIFICATION (10 Minutes)

In 2004 the Board authorized staff to execute a contract with SSI Services for communication consultant services. In 2005 that contract was amended due to unanticipated additional work on our communications system upgrade. SSI has proved to be a valuable asset with communication upgrades and coordinating with various contractors and vendors.

\$269,000 was originally budgeted for engineering services on this project. \$151,343 has been appropriated to date. SSI is requesting their contract be amended to include \$89,766.00 of additional work as outlined in the [attached letter and Statement of Work \(SOW\)](#). This would bring the total appropriated to \$241,109. SSI recently developed a [timeline \(attached\)](#) in order to accommodate the aggressive schedule and requests required to meet the County's desired communications system upgrade completion date of June 30, 2008. SSI has also provided a spreadsheet (included in Statement of Work) showing a detailed estimate of costs to the County for services required to provide finalization of the site collocation agreements, implementation technical design support, implementation oversight, and upgraded system final acceptance testing.

Staff has created a [spreadsheet that tracks actual and anticipated costs](#) associated with the overall project that is attached for the Board's information.

**RECOMMENDATION: Staff recommends the Board authorize staff to amend the current contract with SSI Services to add \$89,766.00 for additional work on our communications system upgrade. Funds have been budgeted and are available for the contract increase.**

Mike Davidson, Economic Development Director

### 5. JetBroadband

On February 20, 2007, the Board of Supervisors authorized by consensus in closed session the sale of land in Seneca Commerce Park to JetBroadband for its expansion and \$20,000 in incentive funding. In July, JetBroadband purchased 6.659 acres of land for \$233,065.00. The

company anticipates spending \$1 million to build a building, hire an additional 25 people as customer service representatives, make this location their Virginia headquarters, and invest \$200,000 in additional equipment. The return on investment for the county is 2.8 years. A performance agreement has been executed as of July 30, 2007.

**RECOMMENDATION: Staff recommends that the Board of Supervisors approve in open session to fund the industrial incentives to JetBroadband in the amount of \$20,000 for this project, as well as adopt the attached transfer of appropriation to move funds from the CIP expenditure line to the incentive expenditure line.**

6. [Progress Printing](#)

Progress Printing is an established printing firm that has been in Campbell County for over 20 years and their last expansion was in June, 2004. Progress will add new technology equipment of approximately \$15.82 million. This equipment acquisition will allow the company to grow revenue from \$60 to \$100 million over the next five years. The total net new cost of equipment is anticipated to be at least \$13 million. This expansion will create an additional 10 employment positions within the next 30 months and a potential total of 25 over the next five years as sales increase the demand for printing jobs.

The Tobacco Commission awarded Progress Printing \$50,000 in TROF grant funding, and at their April 24, 2007 meeting the Board of Supervisors authorized by consensus in closed session \$150,000 in local incentives, to be paid out over the course of four years. A performance agreement has been signed. The return on investment to the county is less than 2 years.

**RECOMMENDATION: Staff recommends the Board of Supervisors approve in open session to fund the industrial incentives to Progress Printing in the amount of \$150,000 for this project and approve the attached supplemental appropriations.**

7. [Seneca Commerce Park Storm Water Retention Pond](#) (10 minutes)

Part of Phase II of the Seneca Commerce Park was the construction by Wiley & Wilson of a dry pond to release rainfall and storm water run off at a slower rate. This pond is regularly retaining water and the Army Corps of Engineers identified a perennial stream flowing through the property. DEQ and the Army Corps of Engineers has instructed that the existing pond has to be removed, the stream has to be restored, and a new pond built to retain storm water run off due to the road construction.

Wiley & Wilson has agreed to remediate the issue at their expense. In doing so however the correction of the existing pond will only address the stormwater management related to the

road. It makes sense for the County to include additional stormwater retention capabilities for surrounding lots at the same time Wiley & Wilson is remediating the problem with the existing facility. Staff is recommending that an amount not to exceed \$100,000 be utilized to accomplish this project, which includes both the County's portion of the remediation of the original pond and any expansion of the new pond's capacity to serve other recreational and commercial purposes. Options of utilizing the county in-house construction crew to perform the work in order to save funds will be explored. If the county in-house construction crew is used, the fuel and other associated costs would still need to be funded. There is slightly over \$300,000 available in the Seneca Commerce Park CIP line item, so sufficient funds are available to cover the County's portion of the costs recommended.

**RECOMMENDATION: Staff recommends the Board of Supervisors authorizes the County Administrator to sign the [attached letter/contract](#), which authorizes Wiley & Wilson to remove the existing pond and construct a new storm water pond for roadway generated storm water. Staff also recommends the Board of Supervisors authorizes the utilization of an amount not to exceed \$100,000 from the Seneca Commerce Park CIP to fund improvements to the new facilities.**

Clifton Tweedy, Deputy County Administrator

8. [Authorization of Expenditure – Rustburg to Concord Water Line](#) [Contract](#) (10 minutes)

Michael Damron of Campbell County Utilities and Service Authority (CCUSA) will present construction bids for the Board's approval.

Bids for the water line construction and the water tanks (separate bids) have been received and at their December 13, 2007 Special Meeting the Authority approved awarding the water line construction to Prillaman and Pace Construction at a cost of \$3,071,062, pending final funding approval of the Board of Supervisors.

Mid-Atlantic Storage submitted the only bid for the Rustburg and Concord water tanks at a substantially higher price than the original estimates. (It appears the original quote did not include all appurtenances.) The Authority is negotiating with Mid-Atlantic storage and soliciting quotes from other tank manufacturers. An update will be given at the January 7<sup>th</sup> Board Meeting.

The total cost for this project was originally set at \$5,601,100 for Phase I from Rustburg to Concord Elementary and \$1,200,000 for Phase II from Concord Elementary to U.S. 460 to Lexington Park. Any additional funding requirements would require further Board action.

**RECOMMENDATION:** It is recommended the Board authorize funding for the water line construction to Concord Elementary School by Prillaman and Pace along Route 24; and, authorize CCUSA to finalize the contract for the construction of the water tanks and engineering costs – Phase I. Total project cost not to exceed \$5,601,100 for the water line and tanks. Additionally, staff is recommending the Board authorize funding for the remaining \$1,200,000 for the US 460 and short westward loop back to Lexington Park – Phase II. Total project expenditures not to exceed \$6,801,100 as previously discussed; with funds to come from \$800,000 in previously budgeted local funds, \$600,000 in funds from the Concord Elementary School project and approximately \$5.4 million in bond funds from a source to be approved by the Board at an upcoming Board meeting for issuance during 2008.

R. David Laurell, County Administrator

9. [FY 2009 Annual Priorities and Initiatives](#) (15 minutes)

Please find [attached a draft FY 2009 Priorities and Initiatives list](#) for the Board's consideration to assist with budget development for the upcoming fiscal year. All departments, constitutional offices, and schools were asked to provide input. These goals cover the period beginning July 1, 2008 and are based on direction from the Board and Committees during the course of the year as well as the Planning Session held in December. Additionally, please find [attached the associated staffing projections](#) that tie into the listed priorities. Time for more in depth discussion will be provided on the January 22<sup>nd</sup> agenda.

**RECOMMENDATION:** Following review, staff is requesting the Board provide any initial input on the draft FY 2009 Priorities and Initiatives. Staff will schedule agenda time to further review in more depth as needed and adopt a final version at the Board's regular January 22<sup>nd</sup> meeting.

### CONSENT AGENDA

10. a.) [Appropriations](#) – Attached are several appropriations for approval.
- b.) [County Attorney Invoice](#) – Invoices in the amount of \$ 2,939.00 have been received for services rendered.
- c.) [Haberer Building and Court Services Unit Building Foam Roofing](#) Over the past year there has been roof leaks in the Haberer Building and the Court Services Unit Building. Specifications were prepared and bids received to replace the existing roofs with

a foam type covering (summary of the bids included). Sufficient funds are currently budgeted in Facility Upgrades for this purpose.

**RECOMMENDATION: Approve items a – c.**

**a.) Approve the appropriations.**

**b.) Approve the County Attorney Invoices.**

**c.) Award the bid to American Coatings for \$55,083 and approve a \$20,000**

**contingency. Also authorize the County Administrator to sign all documents related to the contract.**

**MATTERS FROM THE BOARD**

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

**CLOSED MEETING**

12. 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 matters related to a company that has not made a decision or public announcement regarding locating or expanding a facility in Campbell County and [Section 2.2-3711 \(A\)\(7\)](#) of the Code of Virginia to discuss legal matter related to litigation involving the Campbell County landfill.

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**AGENCY MINUTES AND REPORTS**

- |     |  |                    |
|-----|--|--------------------|
| 13. | <a href="#">Administration/Management Services Minutes</a>                   | December 03, 2007  |
| 14. | <a href="#">Brookneal-Campbell County Airport Authority</a>                  | October 24, 2007   |
| 15. | <a href="#">Human Services Committee Minutes</a>                             | October 15, 2007   |
| 16. | <a href="#">Industrial Development Authority</a>                             | September 27, 2007 |
| 17. | <a href="#">Joint Committee Minutes</a>                                      | November 27, 2007  |
| 18. | <a href="#">Planning Commission Minutes</a>                                  | November 26, 2007  |
| 19. | <a href="#">Public Works Minutes</a>   | November 19, 2007  |
| 20. | <a href="#">Robert E. Lee Soil &amp; Water Conservation District Minutes</a> | October 25, 2007   |
| 21. | <a href="#">School Board Minutes</a>   | November 19,       |

2007

- |     |   |                   |
|-----|---|-------------------|
| 22. | <a href="#">Social Services Board Minutes</a>   | October 17, 2007  |
| 23. | <a href="#">Social Services Board Minutes</a>   | November 21, 2007 |
| 24. | <a href="#">Summary of Revenue/Expenditures</a> | December 2007     |
| 25. | <a href="#">Treasurer's Report</a>              | December 2007     |
| 26. | <a href="#">Undesignated Cash Balance</a>       | December 2007     |
| 27. | <a href="#">Undesignated Fund Balance</a>       | December 2007     |

### **INFORMATION ITEMS**

- |     |  |                   |
|-----|--|-------------------|
| 28. | <a href="#">Leesville Lake Water Quality Report</a> (electronic version only)  | 2007              |
| 29. | <a href="#">2008 Schedule of Meetings</a>                                      | January 2008      |
| 30. | <a href="#">Altavista EMS Final Order</a>                                      | December 4, 2007  |
| 31. | <a href="#">Approved Appropriations &amp; Transfers</a>                        | December 2007     |
| 32. | <a href="#">Delegate Byron's Letter to Secretary of Transportation</a>         | December 6, 2007  |
| 33. | <a href="#">DEQ – Environmental Request Permit Notice</a>                      | December 14, 2007 |
| 34. | <a href="#">Delegate Hurt's Letter to Secretary of Transportation</a>          | December 13, 2007 |
| 35. | <a href="#">Lawyers Road Boxley Plant – Blasting Concerns</a>                  | November 30, 2007 |
| 36. | <a href="#">Letter from Virgil Goode (legislative issues)</a>                  | December 17, 2007 |
| 37. | <a href="#">Library Director Candidate Review</a>                              | December 5, 2007  |
| 38. | <a href="#">Laurrell's Letter to M. Cline – NIMS Compliance</a>                | December 11, 2007 |
| 39. | <a href="#">Laurrell's Letter to Secretary of Transportation</a>               | November 27, 2007 |
| 40. | <a href="#">Laurrell's Letter Regional Representative (legislative issues)</a> | December 10, 2007 |
| 41. | <a href="#">Report on Delinquent Taxes</a>                                     | November 2007     |
| 42. | <a href="#">Report on Taxes Collected</a>                                      | November 2007     |
| 43. | <a href="#">Runaway Bay – Marker Placements</a>                                | November 19, 2007 |
| 44. | <a href="#">Thanks for Volunteering to Pam Henderson</a>                       | December 3, 2007  |
| 45. | <a href="#">The Business of Broadband</a>                                      | December 10, 2007 |
| 46. | <a href="#">The United Way Annual Campaign</a>                                 | December 2007     |
| 47. | <a href="#">Speed Reduction – Rt. 656</a>                                      | November 27, 2007 |

48. [Speed Reduction – Rt. 24](#)

November 27, 2007

49. [Waverly Coggsdale – Vision Information](#)

November 28, 2007