

BOARD OF SUPERVISORS MEETING

September 15, 2008

The regular meeting of the Campbell County Board of Supervisors was held on the 15th day of September 2008 in the Board of Supervisors meeting room of the Walter J. Haberer Building, Rustburg, Virginia. The members present were:

Hugh T. Pendleton, Jr., Chairman, Presiding	Rustburg Election District
Charles W. Falwell	Timberlake Election District
Eddie Gunter, Jr.	Concord Election District
J. D. Puckett	Brookneal Election District
Hugh W. Rosser	Seneca Election District
Steven M. Shockley	Sunburst Election District

Absent was:

Stanley I. Goldsmith	Altavista Election District
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Also present were:

R. David Laurell, County Administrator
 Clifton M. Tweedy, Deputy County Administrator
 David W. Shreve, County Attorney
 Kristin B. Wright, Staff Attorney

The meeting was called to order at 1:00 p.m. Before the invocation was given by Supervisor Rosser, a moment of silence was observed in memory of Calvin P. Carter who died that morning. Mr. Carter retired from the Board of Supervisors in December 2007 with 28 years of service.

// APPROVAL OF MINUTES

On motion of Supervisor Rosser, it was resolved the Board of Supervisors dispenses with the reading and approves the minutes of the August 18, 2008 regular meeting as presented.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
 Nay: None
 Absent: Goldsmith

// INTRODUCTION OF NEW EMPLOYEES

Shameka Wright, Human Resources Generalist, introduced several new employees:

Teresa Gibson – Commonwealth’s Attorney’s Office
 Michele Roakes – Commissioner of the Revenue
 Bonnie Woosley – Commissioner of the Revenue
 Meghan Fimian – Social Services
 Leslie Ramirez – Social Services

// HOLIDAY LAKE 4-H EDUCATIONAL CENTER

Mark Roberts on behalf of the Holiday Lake 4-H Educational Center requested a one-time donation of \$10,000 to establish an endowment fund for ongoing maintenance of the buildings and grounds at the camp. Also present were Preston Willson, President/CEO, and Bryan Branch, Center Director.

The funding request would be made to all seventeen (17) counties in the service area of which nine (9) counties have already agreed to contribute. The 4-H Center was one of the oldest in Virginia with most of the buildings constructed around 1933. The 4-H Center was established in 1940 and more than 10,000 individuals attend the camp each year, 300 of which were youth from Campbell County. Last year the Center had a near crisis because funds had to be raised to

replace the roof on 21 buildings at the same time a new boys' bath house was being constructed to comply with Health Department and handicap access regulations. As a result, the Board wanted to establish a permanent endowment fund with the earnings being restricted for routine and preventive maintenance. A cabin would be named for each county that contributed to the endowment fund. Mr. Roberts invited the Board to use the facilities at the 4-H Center for meetings or retreats.

Chairman Pendleton and Supervisor Rosser fondly recalled attending the 4-H Camp when they were young boys. Supervisor Rosser offered the following motion to approve the contribution to the endowment fund.

On motion of Supervisor Rosser, it was resolved the Board of Supervisors approves a supplemental appropriation in the General Fund, Cooperative Extension/4H, appropriating \$10,000 to 4H Camp Endowment/Maintenance; and lowers the General Fund Undesignated Fund Balance by \$10,000, one-time contribution to an endowment fund for the Holiday Lake 4-H Educational Center for ongoing maintenance costs.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// INTRODUCTION OF TODD SCOTT, COUNTY EXTENSION AGENT

Elizabeth Narehood, Acting Unit Coordinator, Virginia Cooperative Extension, introduced Todd Scott who joined the Extension staff on July 10th as Extension Agent, Agriculture and Natural Resources. Todd received his Bachelor's Degree in Veterinary Science from West Virginia University and his Master's Degree in Agriculture Education from Virginia Tech. Todd worked as the agriculture Education teacher for Appomattox High School for the past 10 years.

// INFORMATION TECHNOLOGY UPDATE

Anne Blair, Director of Information Technology, presented its FY 2008 Annual Report. During this past year the County's website was completely redesigned and modernized. To do this, it required the review of more than 1400 pages and documents to verify and update information. The County averages 12,000 visitors to the site each month.

Phases 1 and 2 of the Disaster Recovery Plan were completed. The goal of Phase 1 was to confirm scope and availability baselines and the goal of Phase 2 was to identify technology resources. Phases 3 and 4 to complete a disaster recovery strategy would be completed in FY 2009. Information Technology (IT) worked closely with Management Services to implement the ADP Enterprise e-Time recording system, a new system for check writing and an improved schedule for accounts payable checks. IT also worked with the Department of Social Services to install an accounting and vendor management system created by Thomas Brothers.

IT's Help Desk completed 2,210 calls during FY 2008. Jodi Crews was promoted from Systems Engineer to Network Engineer on January 1, 2008. Michael Blum filled the position of Systems Engineer on June 1, 2008. The Network Engineer would oversee the network cabling project as the Courthouse was being remodeled and the new Citizens Services Building was being constructed in order to provide interrupted service during the construction process.

The County's aging network infrastructure was upgraded through a major project to replace 33 Cisco Switches located in various buildings to provide for faster, more reliable network connections between buildings. An additional high speed internet line was added in response to increased demand. The addition of the second line provides room for growth which would prove to be beneficial as the County continued to offer more eGovernment services. At the Board's Planning Session in October there would be a discussion of the Board's desire to offer more services on-line.

// RADIO EQUIPMENT COMBINERS FOR COMMUNICATIONS SYSTEM UPGRADE

Aubrey Cheatham, Director of Public Safety, requested approval to determine Sinclair Technologies as the sole source practicably available for purchase of the combiner-multicouplers in an amount not to exceed \$42,848.40.

This equipment would be the last pieces of radio equipment needed to complete the upgrade of the communications system. One combiner-multicoupler would be for the Brookneal site and one for the Concord site to allow the antennas at the sites to transmit and receive the seven (7) VHF High Band channel pairs or 14 frequencies for adequate radio coverage. Of the three companies contacted, only one, Sinclair Technologies, responded with a designed system that was practical and cost efficient. Staff believed issuing a Request for Proposal or Bid for the equipment would increase the equipment costs; therefore, a sole source for the equipment was determined to be fiscally advantageous and in the best interest of the County.

The Board was interested in having this part of the project completely as quickly as possible to resolve the “dead spots” in the radio coverage in the County. Mr. Cheatham indicated the equipment should be in place by the end of October and fully operational by the end of the year.

On motion of Supervisor Shockley, it was resolved the Board of Supervisors determines Sinclair Technologies, Inc. as the sole source practicably available for the purchase of two combiner-multicouplers and approves the purchase of the equipment in an amount not to exceed \$42,848.40.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

Supervisor Gunter commented he had received a number of positive comments on the professionalism of the County’s volunteers in their response to the gas line explosion in Appomattox over the weekend.

// INDUSTRIAL INCENTIVES FOR EVINGTON IRON WORKS

Evington Iron Works has been in business since 2003, currently occupies a 6,000 square foot facility in Evington and employs eight (8) people. Jeremy Funderburk, President, has already filed for an application for rezoning to acquire an existing building to expand his business. His capital investment was estimated at \$190,000 and additional machinery and tools estimated at \$192,500. The machinery would include new power coating equipment, a plasma cutter and assorted other machinery. The expansion would result in the creation of five new jobs with an average hourly wage of \$13.00. Under the County’s industrial incentive policy, this expansion qualifies for an economic stimulus grant of \$4,700 and an employment assistance grant of \$800 for a total of \$5,500. A performance agreement would be required, and the return on investment would be 2.3 years.

On motion of Supervisor Rosser, it was resolved the Board of Supervisors approves a supplemental appropriation in the General Fund, Economic Development, appropriating \$5,500 to Incentives – Evington Iron Works; and lowers the General Fund Undesignated Fund balance by \$5,500, economic industrial incentives approved for Evington Iron Works.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// INDUSTRIAL INCENTIVES FOR GRAHAM PACKAGING

On July 21, 2008 the Board of Supervisors authorized in closed session industrial incentives to Graham Packaging for its expansion project in an amount not to exceed \$180,000. Graham has announced its intention to invest \$12.07 million in a combination of building expansion, new and used equipment being moved to this facility and improvements to the existing building infrastructure such as electrical upgrades to accommodate the new equipment. The installation cost of the equipment and upgrades to the new building would be capitalized in

the new equipment costs so that it was taxed at machinery & tools rates. Graham would guarantee the creation of ten (10) new jobs with the potential of more.

Graham has also found an investor that would acquire its existing building. This would allow Graham additional money to put into new machinery and tools. The Town of Altavista has already approved incentives of \$105,000, and a \$50,000 Tobacco Region Opportunity Fund Grant was received from the Virginia Tobacco Indemnification and Community Revitalization Commission for the project. A performance agreement would be required and the return on investment was estimated at 2.2 years.

On motion of Supervisor Falwell, it was resolved the Board of Supervisors approves a supplemental appropriation in the General Fund, Economic Development, appropriating \$180,000 to Incentives – Graham Packaging; and lowers the General Fund Undesignated Fund Balance by \$180,000, economic industrial incentives approved for Graham Packaging.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// CONSENT AGENDA

On motion of Supervisor Gunter, it was resolved the Board of Supervisors approves the following under the Consent Agenda:

a) Appropriations –

1. General Fund, Information Technology, deleting \$3,000 from Comp – Integration Specialist and appropriating the same to Comp – P/T Help, to provide operation systems work due to recent vacancy;
2. Solid Waste Management Fund, Recycling/Litter Commission, deleting \$554.97 from Other Operating Supplies, and appropriating the same to Awards, to transfer carryover funds to purchase giveaways for tractor pull in September 2008;
3. General Fund, Economic Development, deleting \$550 from Comp – Administrative Assistant, and appropriating the same to Comp – P/T Help, for part-time help during position vacancy;
4. General Fund, Economic Development, appropriating \$34,468.54 to Tobacco/Beef Initiative; and raises estimated revenue, Tobacco/Beef Initiative – Phase II, by \$34,468.54, partial reimbursement of a \$183,750 Tobacco Indemnification and Community Revitalization Commission Grant provided to Campbell County for the Value-Added Beef Initiative Expansion Project;
5. General Fund, Planning/Zoning, appropriating \$10,500 to Other Professional Services; and raises estimated revenue, Plan Review Fee (Towers), by \$10,500 (3@\$3,500 each), consultant's fee to review requests for new cellular telephone towers;

b) On-Call Repair Services, Schools & County, Determination for RFP

Contracts for on-call repair services for Electrical, Utility and Hot Water & Steam Boiler expire soon. These contracts were used by both the Schools and County maintenance departments on an as-needed basis or emergency repair basis. The Board's approval was requested to procure these services by the competitive negotiation process. Sealed bidding would be neither practicable nor fiscally advantageous to the County. Factors to consider other than price were the ability of the firm to meet the specifications and required scope of work, experience, qualified personnel and familiarity with the types of equipment and installations owned by the Schools and County.

Determines that competitive sealed bidding was not practicable or fiscally advantageous and authorizes Central Purchasing to use the competitive negotiation process to select a firm or firms

to provide on-call repair services for Electrical, Utility and Hot Water & Steam Boiler for the Schools and County.

c) Health Insurance Fund

The original FY 2009 budget for the self-insured Health Insurance Fund was based on the assumption that the premium contributions for both employer and employees would remain the same as for the previous year. It was later determined that the strength of the fund reserves along with the recent reduction in the claims cost experience would justify a small percentage reduction in the premium contributions needed for FY 2009. This contribution reduction was included in the budgets approved for the County General Fund, Solid Waste Management Fund and School Operations Fund, but it was not reflected in the budget appropriated for the actual Health Insurance Fund itself as it was not certain the anticipated reductions would materialize. The employer and employee contribution rates have now been officially established for the new health insurance contract year beginning October 1, 2008 reflecting the anticipated reductions.

Approves a supplemental deappropriation in the Health Insurance Fund, Health Insurance Premiums, deleting \$361,872 from Health Insurance Payments; and reduces the following line items by a total of \$361,872: Schools Contributions by \$264,432, County Contributions by \$90,516 and CCUSA Contributions by \$6,924.

d) Information Technology Server Virtualization Project

Funding was included in the CIP for annual individual server maintenance and replacement. Staff recommends using a portion of the funds budgeted to provide a more efficient use of server hardware and software using virtualization technology. Virtualization would provide for running multiple virtual server operating systems on a single physical computer, lower cost of ownership and less cooling needs. The total cost for implementation, configuration and training would not exceed \$12,033. Information Technology has determined that only one source, Virtual IT, Inc. is practicably available for the procurement of the implementation, configuration and training associated with the server virtualization project. Based on the previous work and knowledge that Virtual IT, Inc. has regarding our technology infrastructure; use of another vendor would require additional discovery work to be completed thereby incurring significant additional costs. The Administration/Management Services Committee recommended moving forward with this project.

Determines Virtual IT, Inc., as the sole source practicably available for implementation, configuration and training associated with the server virtualization project not to exceed \$12,033.00

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// APPOINTMENTS

An updated appointment list was provided to the Board. On the list was a recommendation to appoint James Thornton to replace Sandy Bryant as the Community Services Board representative on the Community Policy and Management Team (CPMT). The Board indicated they would prefer a resident of Campbell County on the CPMT and asked if the Community Services Board might have someone who lives in the County that was qualified to serve.

Two appointments were made at this meeting.

Recreation Advisory Council

On motion of Supervisor Shockley, it was resolved the Board of Supervisors appoints Cynthia L. Shockley, 193 Robinson Drive, Lynchburg, Virginia 24502, to fulfill the remainder of a three-year term until December 31, 2009 on the Recreation Advisory Council for the Sunburst Election District.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

Zoning Administrator

On motion of Supervisor Gunter, it was resolved the Board of Supervisors appoints R. Carter Tatum as Zoning Administrator effective September 1, 2008.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// MATTERS FROM THE BOARD

- 1) Supervisor Gunter questioned why the County mails real estate and personal property tax tickets separately. Staff explained that mailing separately spreads out the number of telephone calls to the Treasurer's Office; a large number of real estate tax tickets were mailed directly to mortgage holders; and to combine the tickets would require manually stuffing envelopes.
- 2) Supervisor Puckett asked if the 90-day hiring freeze had affected County business. Administrator Laurrell indicated yes, the lack of personnel had caused a delay in services in some areas
- 3) Supervisor Rosser asked if the office had received any complaints about price gouging on gasoline. Administrator Laurrell indicated we had not, but he understood the Virginia Consumer Protection Agency was investigating complaints.

// CLOSED MEETING

On motion of Supervisor Puckett, it was resolved the Board of Supervisors enters into a closed meeting at 2:10 p.m. to discuss the annual evaluation of the County Administrator, in accordance with the personnel exemption §2.2-3711 (A)(1) of the Code of Virginia of 1950, as amended.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// The Campbell County Board of Supervisors entered into a closed meeting on this 15th day of September, 2008 at 2:10 p.m. to discuss the annual evaluation of the County Administrator, in accordance with the personnel exemption §2.2-3711 (A)(1) of the Code of Virginia of 1950, as amended.

// On motion of Supervisor Gunter, it was resolved the meeting return to open session at 2:57 p.m.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
Nay: None
Absent: Goldsmith

// On motion of Supervisor Rosser, the following resolution was adopted:

CERTIFICATE OF CLOSED MEETING

WHEREAS, the Campbell County Board of Supervisors had convened a closed meeting on the 15th day of September, 2008 pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.2-3711 of the Code of Virginia requires a certification by the Campbell County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Campbell County Board of Supervisors.

The roll call vote was: Aye: Falwell
 Aye: Gunter
 Aye: Pendleton
 Aye: Puckett
 Aye: Rosser
 Aye: Shockley
 Nay: None
 Absent During Meeting: Goldsmith
 Absent During Vote: Goldsmith

// ADJOURNMENT

On motion of Supervisor Rosser, the meeting was adjourned at 3:00 p.m.

The vote was: Aye: Falwell, Gunter, Pendleton, Puckett, Rosser, Shockley
 Nay: None
 Absent: Goldsmith

HUGH T. PENDLETON, JR., CHAIRMAN

Approved: _____