

MEETING #24 - July 12

At a Regular Meeting of the Madison County Board of Supervisors on July 12, 2016 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Kevin McGhee, Member
Robert Campbell, Member
Charlotte Hoffman, Member
Daniel J. Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Mary Jane Costello, Interim Finance Director
Jacqueline S. Frye, Deputy Clerk

Agenda Items:

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda:

Chairman Jackson noted that a quorum was present. [REDACTED]

Chairman Jackson called for the following items to be added to today's Agenda:

- ✓ *Closed Session (Move to Item #12)*
- ✓ *Information/Correspondence (Move to Item #11)*

Supervisor McGhee moved the Board adopt today's Agenda as amended, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, McGhee, Campbell, Hoffman. Nays: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment

The following citizen(s) provided public comment:

- ✓ *Anne Klockner (Rappahannock Legal Services): Comments focused on the fact that Madison County has removed all funding to the entity; expressed appreciation for support and noted that services will continue to be provided with honor and professionalism to Madison's low-income residents; expressed appreciation for the County's support; also noted that the Pledge of Allegiance calls for 'justice for all' and 'not just for rich people.'*
- ✓ *Robert Chappell (Madison County School Board): Expressed appreciation for the recent joint town hall meeting; noted that the Superintendent is working to arrange a CIP Committee meeting; noted that supplemental appropriation for Waverly Yowell Elementary School is on tonight's agenda.*

Chairman Jackson noted that another town hall meeting can be arranged; hopes there will be more citizens in attendance.

With no further comments being brought forth, the public comment opportunity was closed.

3. Constitutional Officers:

Erik Weaver, Sheriff, was present and advised that the County's annual parade is scheduled for tomorrow, followed by the annual fair.

4. County Departments:

a. E911 Communications - Robert Finks: Robert Finks, Director of Emergency Communications, invited the Board members and citizens to visit the EOC to see what taxpayer's dollars have accomplished. A power point presentation was provided to show information on:

- Updated 911 mapping system: Endeavor was made possible with grant funding through the Virginia Wireless Board totaling \$150,000.00 that paid for the entire system
- Dispatcher Station: System pinpoints where the actual call is coming from (i.e. address)
- 911 console display: Station consists of eight (8) computers with eight (8) different programs (i.e. 911 phone system, 911 mapping, CAD system, radio system, VDEM system, etc.); dispatchers need to effectively use all units in order to accomplish their job
- It takes a dispatcher about a year to effectively learn all the systems

911 Phone System: Screen where all 911 calls come in (unit consists of: eight (8) 911 lines [four (4) home phones, four (4) wireless lines, admin lines] for a total of twelve (12) lines that need to be answered)

He noted that during most traffic accidents, there are more lights lit than there are dispatchers to answer them.

- 911 System Backroom: Rack area that houses the mainframe of the system; price was \$230,000.00; a grant totaling \$150,000.00 was received to cover part of the costs.

The existing unit is called the 'next generation ready'; once the County is capable of utilizing texting 911 and/or streaming, the system will be able to accommodate the upgrade; also advised that another grant has been attained to cover the costs to replace the recording system; all lines coming through the phone and radio traffic are recorded (i.e. current recording system is at 'end of life') – grant funding will total \$139,870.00 (covers 100% of costs). It was also advised that the CAD (computer aided dispatch) system will need to be replaced for the 911 system and sheriff's office. An additional grant totaling \$150,000.00 is also being sought to fund the upgrade.

It was questioned whether the CAD system was a high priority, to which Mr. Finks advised the system's importance has lowered somewhat, but raised some this year; the decision to providing funding will be based on how many localities have applied. He further advised that the County's emergency operations plan will need to be adopted in September. The County's plan has been submitted to the State and is being reviewed; a copy of the plan will be provided to the Board once it has been received from the State, and the Board will have to 'ratify' the document.

Supervisor Weakley thanked Mr. Finks and all County personnel that are involved with attaining grant funding which provides a saving to the taxpayers; also provided accolades regarding EOC operations.

Mr. Finks advised that the EOC has a great crew of dispatchers, and that the County is one of the few centers comprised of dispatchers with longevity.

5. Committee/Organization Reports

- *Supervisor Campbell: Provided a comment to Ms. Anne Klockner of the Rappahannock Legal Services concerning budgeting techniques undertaken by the Board during the past budget year; noted that County taxes weren't increased; agencies/entities were asked to attend budget sessions to provide input regarding their funding requests; Board tries to be fiscally responsible with taxpayer dollars; expressed concerns that the "County provided funding to an entity that eventually brought suit against the County; expressed a willingness to have discussions with a representative during next years' budgetary proceedings; FY2017 budget has already been approved/adopted, and expressed disapproval of making any changes at this time. Also expressed appreciation of holding the recent joint meeting with the Madison County School Board*

6. Committee Reports – None

7. Finance

a. July Claims Applicable to FY2016

Claims for July 8'2016 \$ 47,012.08

Claims for July 12'2016 \$ 53,287.95

Total: \$100,300.03

Expenses for FY2016 are still open at this time. Sixty-three percent of the total involves bills for:

- Waste Management (June 2016)
- Payment to Central Virginia Regional Jail (totaling \$28,000.00) for operating fund 'true-up' (charged to FY2016); the amount was charged against the jail's reserve; jail is still significantly positive

Supervisor Campbell moved the Board approve claims applicable to FY2016 totaling \$100,300.03, as presented.

Questions from the Board:

- *Supervisor Hoffman: Concerns regarding expenses for tour de Madison and whether the County will be reimbursed (i.e. Graves' Mountain Lodge, Sam's Club, Inc.*

Ms. Costello noted that the bulk of the bill for Sam's Club, Inc. was initiated through a card that's shared by PRA, Facilities & Maintenance and Animal Control; the greatest portion (of the \$2,800.00) was charged by the Facilities Director for year-end supplies.

It was further noted that charges from PRA (totaling \$4,400.00) was from PRA department #71200.

The County Administrator noted that PRA commits to a certain number of meals for the tour de Madison participants, which is generally paid through participant's registration fees, and was covered through funds raised by PRA.

- *Supervisor Campbell: Noted a line item in the PRA departmental budget (#71200) for the tour de Madison; feels that revenues, expenses, appropriations and estimated revenues don't match what's reported through the Treasurer's Office.*

Chairman Jackson noted that the County will now be separated from the PRA.

Ms. Costello noted that the current process of accountability (on the part of the County) doesn't hold the PRA accountable at the 'program level' (i.e. some programs can have a surplus or deficit); the PRA has the authority to utilize surplus funds from one program category to fund another program category.

- *Supervisor McGhee: Questioned the 'true up' for the regional jail*

The County Administrator advised that, in his opinion, the 'true up' is from general expenses incurred by the jail that aren't allocated on a per capita basis (i.e. room/board) and are for general services based upon population/use base. In closing, he noted that more clarification could be requested from Ms. Miller, Finance Director, at the regional jail.

Ms. Costello noted that a 'true up' is usually done 'after the fact' and the item relates to FY2016.

- *Supervisor Campbell: Explained that the Board now has discussions before the checks are actually written to pay County expenses (which wasn't the case in the past)*

Motion seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. July Claims Applicable to FY2017

| | |
|---------------------------------------|----------------------------|
| <i>Claims for July 8'2016</i> | <i>\$477,663.62</i> |
| <i>Claims for July 12'2016</i> | <i>\$ 6,648.71</i> |
| <i>Total:</i> | <i>\$484,102.33</i> |

Ms. Costello advised that the bulk of the aforementioned bills are for annual payments to outside agencies as approved within the budget (i.e. Central Virginia Regional Jail, Madison County Volunteer Rescue Squad, Madison County Health Department, Rappahannock Juvenile Detention Center, Rappahannock-Rapidan Community Service Board), and several large annual insurance bills (i.e. \$43,000.00 to VACORP for LODA insurance, property/liability insurance [in full], first quarter installment on workmen's compensation).

Comments from the Board:

- *Supervisor Campbell: Questioned the remaining amount due to the rescue squad (\$150,000.00 each year for a four-year time frame)*
- *Supervisor Weakley: Clarified that today's payment is for rescue squad vehicles (as per the EMS contract)*

Ms. Costello clarified that the County pays the rescue squad a lump sum (pertaining to the future building); payment schedule is the same as what was initiated during the past year.

The County Administrator clarified that the County has completed payments for FY2016 but nothing has been donated in FY2017.

Supervisor McGhee moved the Board approve July Claims applicable to FY2017 totaling \$484,102.33 as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

c. Supplemental Appropriations

- ***Waverly Yowell Elementary School Roof (funds previously assigned)***
- ***Blue Ridge Narcotics Task Force***

Blue Ridge Narcotics Task Force:

Ms. Costello noted that the appropriation will 'flow' into the fund balance; the Sheriff's department has a positive within their departmental budget.

Chairman Jackson noted that the supplemental appropriation is done monthly for the Sheriff's department; questioned if the County can denote this appropriation as a budgeted item instead.

Terri Weaver, Office Manager, was present and noted that the reimbursement is for the BRNTF administrative assistant's salary and not for the deputy.

Ms. Costello noted that it would be more efficient to request a budget from the Blue Ridge Task Force and have them advise how much will be paid vs. cost, and initiate a total one-time supplemental appropriation.

Comments from the Board:

- *Supervisor Campbell: Noted that the amounts weren't always the same; feels if the County budgets an amount, it will still involve a supplemental appropriation to incorporate a change; the existing process creates a paper trail and promotes accurate bookkeeping procedures*

Supervisor Campbell moved the Board approve the supplemental appropriation for FY2016 (Blue Ridge Narcotics Task Force) totaling \$2,304.00 as presented, seconded by Supervisor Hoffman.

- *Supervisor Weakley: Questioned if the amount will be a 'fixed number'; feels the existing process would be best*

The County Administrator noted that there will be one (1) additional supplemental appropriation for FY2016, as today's request only covers March/April 2016.

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

Waverly Yowell Elementary School Roof (funds previously assigned)

Ms. Costello noted that at the beginning of June, the County assigned a fund balance for the school system to use for future CIP projects; the school system has requested to use \$38,000.00 of the assigned fund balance (with a total of \$74,165.91); funds will need to go to the County's general fund and be shown in Fund 32 (School CIP fund) to reflect better accountability of the funds flowing directly into the school's CIP fund, as opposed to initiating a lump sum transfer to the school system.

Reference was made to the letter submitted by the School Superintendent.

Supervisor Weakley moved the Board approve the supplemental appropriation FY2017 to the schools for CIP outlay in the amount of \$38,000.00, seconded by Supervisor Hoffman.

Discussion:

- *Supervisor Campbell: Questioned the figures noted on the documentation provided.*

Ms. Costello noted that the funds will be taken from the County's fund balance.

- *Supervisor Weakley: Noted that the funding will be used for the school's roof project at Waverly Yowell; costs came in at about fifty percent (50%) less than originally anticipated*

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

8. Minutes:

a. #21 #22, #23

Chairman Jackson referred to a correction on Minutes #22 (provided by Supervisor Hoffman to read 'remove stipulations' instead of 'approve stipulations' [imposed by the Madison Health Department]).

Supervisor McGhee noted that he was 'absent' from the session – will abstain from voting on Minutes #23.

Supervisor Weakley moved the Board approve Minutes #21 and Minutes #22, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Supervisor Weakley moved to approve Minutes #23, as amended, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, Hoffman. Nays: (0). Abstain: McGhee.*

9. New Business:

a. Formation of Broadband Committee Presentation – Supervisor Weakley: Supervisor Weakley advised that discussions on broadband have transpired in multiple localities; Culpeper, Fauquier and Rappahannock have initiated a joint endeavor and have attained some grant funding; Tracey Gardner, Director of Economic Development, has posted a survey link on the tourism website; a recent meeting was held with Ms. Suzanne Long who is a part of an active citizen's group that has initiated research; a study was done in March 2009 by Design Nine, Inc.; he suggested that an electronic copy be placed on the County's website for the public; he also suggested the Board establish a Broadband Committee, and establish criteria for the committee (i.e. establish goals, meeting schedule, attain citizen feedback), and consider assigning:

Dan Campbell, County Administrator

Tracey Gardner, Director of Economic Development, and designate

Jonathon Weakley, Board representative, and possible include Ms. Suzanne Long and Mr. Ren LeVally as a 'sounding panel'. In closing, feels that broadband service will be an asset to the entire County, and will enhance educational platforms (i.e. Wi-Fi).

Ms. Long advised that there has been research on:

- ✓ Citizen usage
- ✓ County areas where there may be 'gaps'
- ✓ Potential grant funding sources
- ✓ Appropriate technology

In closing, she noted there is much energy about broadband and stressed the need to get this endeavor moving into an action stage.

Comments from the Board:

- *Supervisor Campbell: Concerns focused on how the federal government sometimes extorts funds from taxpayers to pay companies and/or committees to perform research; the County doesn't plan to take additional taxpayers' dollars to hire folks to perform tonight's requested research; urged the citizens to aid the County in order for tonight's request to be accomplished*
- *Chairman Jackson: Feels that citizen involvement is essential in our small community; the County has three (3) representatives that will be heavily involved (Weakley, Campbell, Gardner); he suggested the Board authorize the County Administrator, Economic Development Director, and Supervisor Weakley to establish the total number of members needed for the Broadband Committee, and possibly appoint Ms. Long and Mr. LeVally, who have already done research on the need for broadband service in the county; he also noted there is a citizen who has offered to have a repeater installed on his property*
- *Supervisor Weakley: Noted that a reporter from Channel 19 News has made contact and inquired about tonight's discussion; feels there is interest in the matter, and verbalized agreement with giving exposure to Madison County*

Supervisor Weakley moved the Board create a Broadband Committee that will consist of County representatives, Dan Campbell, County Administrator, Tracey Gardner, Economic Development Director, Jonathon Weakley, Board representative, and that an advertisement will be published (for the public) in order to receive/accept applications over a two (2) week period, seconded by Supervisor Campbell.

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

Appointment Application Form:

Supervisor Weakley suggested the County request the County Administrator to review the existing application form and assess if it meets today's needs.

The County Administrator advised that he will review the form and provide input; feels the existing form is relatively concise and encouraged the County to refrain from 'overkill' and keep the form sort so as to encourage folks to demonstrate interest in applying.

10. Old Business:

a. Appointments: Skyline CAP & MCPRA

Skyline CAP

Supervisor Campbell moved the Board appoint Peter Work to fill the vacancy on the Skyline CAP Board, seconded by Supervisor McGhee.

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

MCPRA

Discussions focused on the recent vacancy on the MCPRA Board, and when the vacancy was advertised.

Chairman Jackson noted that two (2) applications have been received, and questioned whether the Board desired to appoint or wait for at least thirty (30) days.

The County Administrator noted that an additional vacancy has occurred since the first advertisement, which wasn't advertised, and wasn't known until recently.

Supervisor Weakley moved the Board approve the two (2) applicants for the two (2) vacancies on the MCPRA Board, seconded by Supervisor Hoffman.

Discussion:

- Supervisor Campbell: Clarified concerns whether the two (2) applicants applied before the advertisement deadline

It was also clarified that both terms are 'unexpired' and will end December 31, 2016.

Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).

e. Pending Projects Funded in FY2017: The County Administrator referred to some projects the County budgeted in FY2017 which include:

- ✓ Codification of County ordinances (to include cross reference and upload to the County website)
- ✓ County website
- ✓ IT Services (report from ANS, Inc., should be available the first of August)

The County Administrator advised the full process will call for the County and County Attorney to provide documents and input to the selected vendor; the process could take between six (6) to eight (8) weeks (i.e. three [3] months); information will need to be provided from the County to the vendor.

Painting Projects

The County Administrator advised that the work is underway now; an update will need to be attained from the Facilities Director.

Valerie Ward, DSS Director, advised that trim work is being done at the DSS building.

The County Administrator also suggested the Board look at some preliminary architectural engineering report for the Admin Building later in the year.

FOIA Update

The County Administrator advised that the FOIA Policy update has been added to the County's website.

11. Information/Correspondence:

School Board Meeting

Supervisor Hoffman: Noted that Dr. Eberhardt expressed appreciation to the manner in which both governing Board are relating to one another; also noted that it was reported that Madison County Schools is receiving an award from Richmond (the week of the 25th) for a grant written (by Heidi Lohr and Tina Weaver); grant award will be presented by the Governor.

State Revenue

Supervisor Campbell: Advised of estimated state revenue shortfall; feels if this comes to pass as predicted, there could be some shortfall of funding for salaries (i.e. school system, constitutional offices); may call for the Board to make some difficult decisions as to what can be done, as the FY2017 budget has already been adopted.

The County Administrator advised that ramifications involving the comp board and County aren't as large; school Superintendent is aware of discussions in Richmond; feels the challenge may be greater for the school system.

Supervisor McGhee: Questioned if anything has been verbalized from the Treasurer or Commissioner on the proposed shortfall.

Supervisor Weakley: Referred to prior request (from the State) for the County to return funding to the State

The County Administrator advised that the memorandum being discussed was recently published; noted there is Commissioners' meeting going on today and tomorrow – more input may be provided during these sessions. In closing, he advised the County to hold off and see what transpires.

The Board recognized Mr. Scott Leake of Congressman Robert Hurt's office.

12. Public Comment:

Chairman Jackson opened the floor for public comment.

The following citizen(s) provided comments:

- ✓ Robert Finks: Noted that UVA had a \$2,000,000,000.00 surplus as a result of increasing tuition fees; suggested a letter be written to request they refund some of the surplus back
- ✓ Bruce Brown: Suggested a larger font be used on the displayed Agenda document and that the document heading be removed

Chairman Jackson called for a five (5) minute recess before entering into a closed session.

13. Closed Session (2.2-3711(A)(7) [Regarding consultation with legal counsel pertaining to potential litigation regarding public utilities]

a. Closed Session: On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board convened in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(7), regarding consultation with legal counsel pertaining to potential litigation regarding public utilities, with the following vote recorded: *Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

b. Motion to Reconvene In Open Session:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board reconvened in open session, with the following vote recorded: *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

c. Motion to Certify Compliance:

On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7), only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded: **Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).**

No action was taken as a result of closed session

13. Adjournment:

With no further action being required, on motion of Supervisor Campbell, seconded by Supervisor McGhee, Chairman Jackson adjourned tonight's meeting.

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: July 26, 2016

Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman, V. R. Shackelford, III,
Constitutional Officers



**Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, July 12, 2016 at 6:00 p.m.
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727**



6:00 p.m.

Call to Order

Pledge of Allegiance & Moment of Silence

- 1. Determine Presence of a Quorum / Adopt agenda**
- 2. Public Comment**
- 3. Constitutional Officers**
- 4. County Departments**
 - a. **E911 Communications – Robert Finks**
- 5. Committee/Organizations**
- 6. Committee Reports**
- 7. Finance**
 - a. *July Claims Applicable to FY2016*
 - b. *July Claims Applicable to FY2017*
 - c. *Supplemental Appropriations/Waverly Yowell Elementary School Roof (funds previously assigned)*
- 8. Minutes:**
 - a. #21, #22, #23
- 9. New Business:**
 - a. *Formation of Broadband Committee Presentation – Supervisor Jonathon Weakley*
- 10. Old Business:**
 - a. *Appointments: Skyline CAP & MCPRA*
 - b. *Pending Projects Funded in FY2017*
- 11. Public Comment**
- 12. Information/Correspondence (if any)**
- 13. Closed Session: [2.2-3711(A)(7) Regarding Consultation with legal counsel pertaining to potential litigation regarding public utilities]**
- 14. Adjournment**

AMENDMENTS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT