

## MEETING #49- December 22

At a Workshop Session Meeting of the Madison County Board of Supervisors on December 22, 2015 at 6:00 p.m. in the Madison County Fire hall located at 1223 N. Main Street:

PRESENT: Doris G. Lackey, Chair  
R. Clay Jackson, Vice-Chair  
Robert W. Campbell, Member  
Kevin McGhee, Member  
Daniel Campbell, County Administrator  
V. R. Shackelford, III, County Attorney

ABSENT: Jonathon Weakley, Member

### Agenda:

#### Call to Order

#### *Pledge of Allegiance & Moment of Silence*

#### Determine Presence of a Quorum

Chairman Lackey advised that Supervisor Weakley will be absent due to illness. A quorum was established.

#### 1. Adopt Agenda

Suggested additions to the Agenda:

- **Add: Item 4-iii (Update on SCC Filing)**
- **Add: Discussion on contractual matter during closed session**
- **Add Item 4-iv (\$150,000.00 grant for E911 Center)**

Supervisor Jackson moved the Board approve the Agenda as submitted and amended, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

The County Administrator noted there are individuals present tonight that would like to express appreciation to Chairman Lackey for her service to the County.

#### Acts of Appreciation:

Chairman Lackey relinquished the authority of "Chair" to Supervisor Jackson during the acts of appreciation.

The following individuals provided expressions of appreciation:

- Kit Johnston
- Bonnie Dixon
- Barbara Beach
- George (Kim) Beach
- Robert Chappell
- Kathy Chappell

Chairman Lackey thanked all for their comments.

#### 2. Financial Reports:

##### **a. Claims - December 2015 - FY2016**

Chairman Lackey noted that claims have been emailed to all members, and an additional set has been provided tonight (totaling \$45,000.00) for review.

Concerns were verbalized regarding:

- Payment made to Waste Management Services, Inc.
- Quarterly payment to the regional jail

Supervisor McGhee noted that during the last regional jail board meeting, discussions pertaining to funding (from the localities) was positive; it was also noted that inmate healthcare costs does pose a problem for some of the participating localities.

Supervisor Campbell moved the Board approve the vendor payments totaling \$280,859.57 (December 18'2015) and \$45,948.81 (December 22'2015).

Supervisor Jackson moved the Board suspend the rules to vote during the workshop session, seconded by Supervisor Campbell. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

Supervisor Campbell repeated the aforementioned motion to approve the vendor payments as noted, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

### 3. Minutes: Review Draft #46 to #48

Chairman Lackey noted the members have received copies of the draft minutes.

Supervisor Campbell clarified comments made during the recent closed session (Meeting #48) pertaining to the Martino/Animal Control case, and the purpose that Mr. James Alexander was asked to be present during the closed meeting. In closing, he apologized for any misunderstandings.

### 4. Discussion:

**i. PRA Budget Revision/Supplemental Appropriation Requests – Eddie Dean:** Chairman Lackey noted that all members have been provided a copy of the amended PRA budget for review. In closing, the Interim Finance Director was asked to provide details of the amended PRA budget and why tonight's review was necessary.

Ms. Costello noted that it appears there was an attempt in FY2015 to break out programmatic expenses into a separate department, with the idea that the programs could only spend funding to the extent that the accumulative program fees could cover; funding was appropriated into the PRA's departmental budget on a monthly basis as fees were collected. In FY2016, it was deemed appropriate to establish a preliminary budget (for PRA) that would allow for an estimation of program revenues (to be collected). At this time, the PRA department feels there are some modifications that are needed within their departmental budget; therefore, the following highlights were provided for information/review:

- The County has allocated an annual supplement to the PRA for net unexpended program fees from the previous fiscal year.
- The PRA would like to increase their revenue/expenses by approximately \$12,000.00.

In order to effectively move forward with the aforementioned highlights, the County will need to:

- Initiate two (2) separate supplemental appropriations to the budget (i.e. carry forward funding totaling \$45,000.00 (use of fund balance [cumulative program funding amount])
  - ✓ *Calculations were provided to denote where the \$45,000.00 allocation was derived from*
  - ✓ *Last year's carryover funding was derived from appropriated expenditures*
  - ✓ *The difference between appropriations and 'actual' from 2016 is cumulative funding*

Supervisor Campbell advised of ongoing concerns related to:

- Rollover funding appropriated (to the PRA) for the past two (2) years
- Funding appropriated versus funding that was actually spent that was considered to be 'rollover' funding
- Actual funding received (by line item) within the PRA departmental budget
- The fact that appropriations (to the PRA) were actually doubled
- Estimated calculations of revenue (to be received (i.e. fees)
- PRA funding being process and handled through the County Treasurer's Office

Supervisor Jackson clarified that:

- Funding received in the #71200 departmental budget also receives funding from tournaments and charitable donations received (by the PRA)
- Feels there should be one (1) 'carryover' annually (after today's cumulative funding amount is complete)

Ms. Costello advised that the PRA is a separate legal entity; there is a MOU agreement with the County that provides the County the right to handle all of the PRA's financial transactions. It was further clarified that PRA has no financial transactions of its own which is why the authority isn't shown separately in the County's financial statement. In closing, it was noted that an appropriation will more than like be necessary each year.

Supervisor Jackson noted that there may be additional funding (received by the PRA) in future years that may need to be appropriated, which means they're raising additional monies.

Ms. Costello explained the difference in appropriations (to the PRA) made in FY2015 (equal revenue/expenses) as collections were received; during FY2016, the PRA was actually given a budget; carry forward calculations will not be calculated as was done in FY2015.

Additional discussions focused on:

- What would transpire if PRA didn't raise anticipated revenue during the fiscal year
- Whether the PRA could end up owing the County
- PRA funding is actually 'cash based'
- Revenue vs. expenditures
- The funding amount (\$173,000.00) is actually anticipated revenue
- Funding shortfall in department #71100 (electricity)

Ms. Costello advised that PRA's funding amounts are very close to what's reflected on the County's general ledger, and advised that the PRA doesn't spend more funding than what they receive. It was also noted that PRA keeps their own set of records, and if the entity receives an advance (of funding), they may be implied to repay the funds to the County.

Eddie Dean, PRA member, was present and provided the following highlights:

- Funds now available to the PRA
- Funding in department #71200 are the only funds available to the PRA
- PRA is now able to receive financial reports from the County's Finance Department that are invaluable

It was further noted that if the PRA doesn't achieve its projected revenue amount, the authority will have to operate off what funding is actually in place. It was further noted that funding being questioned is actually funding raised by the PRA. In closing, he noted that the PRA is only requesting that funding raised not be placed into the departmental budget as income, and further clarified that:

- The youth sports program has never spent more funding than what was actually raised; and that
- Funding has been 'rolled over' on an annual basis. ) are received through the Treasurer's Office

Ms. Costello noted that the actual numbers provided in today's document are provided by the Treasurer's Office. In closing, she also noted there are two (2) additional supplemental appropriations that will need to be addressed.

The County Administrator noted that a budget revision will also need to be addressed.

Ms. Costello provided an overview of the figures denoted in the expenditure summary report which include calculations that were utilized.

Supervisor Jackson moved that the Board adjust the PRA budget to \$231,392.00 as requested.

*\*Motion not seconded or carried forth\**

Supervisor Campbell moved the Board appropriate \$45,130.01 to the PRA, as carry forward money, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

Supervisor Jackson moved the Board approve a supplemental appropriation totaling \$12,369.99 (supplemental appropriation 12-22-2015-9 [estimated increase]), seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

The County Administrator advised of a request by Mr. Dean for the Board to consider a supplemental appropriation of \$6,000.00 (i.e. line item transfer).

Mr. Dean referred to instructions (given to the PRA) for the 'building/infrastructure' line item which required that these funds could only be spent for specific items; he noted that the PRA would like to use \$6,000.00 of these funds to cover part-time labor to accomplish various tasks at Hoover Ridge, and asked the Board to consider the aforementioned request.

Supervisor Campbell verbalized concerns about funding the County has provided to various entities (i.e. school, PRA, library, courthouse, etc.).

The County Administrator noted that the sensitivity pertaining to tonight's issue (involving the PRA) is for building/infrastructure only to be used to fund part-time help.

Supervisor Jackson moved the Board approve to revise the PRA budget to add \$6,000.00 in funding to line item #1565 and subtract \$6,000.00 from line item #8240, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

Mr. Dean advised that:

- PRA was awarded a grant totaling \$8,900.00 that will need to be added to the walking trails (as Hoover Ridge) [trails will now be established as 'fitness trails]
- Plans/estimates are being initiated for restrooms at Hoover Ridge
- Red barn is in need of desperate repair (construction plans are being researched)
- PRA is about 95% complete on the infrastructure for sewer, water and electric (signed off by the Building Official)

Mr. Dean advised that PRA may qualify for an additional grant to fund the restrooms.

**ii. Town of Madison – Request to use Auditorium (414 N. Main Street) for May 2016 Town Election:** The County Administrator advised that the Town Office has requested to use the auditorium (414 N. Main Street) on May 3, 2016 for the town election process.

Supervisor Campbell moved the Board approve the request submitted by the Town of Madison to use the auditorium (on May 3, 2016) for the 2016 town election process, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

**iii. Update on SCC Filing – 230kV Transmission Line:** Chairman Lackey asked the County Attorney for an update on the filing process.

The County Attorney noted that nothing new has been added to the SCC website except for the filing application. In closing, it's felt that additional information will be forthcoming.

The County Attorney advised that a notice has been received from the DEQ to request the County respond (by January 4, 2016) to the DEQ portion of the application, and that they would be accepting to a continuance. In closing, he requested to work with the County Administrator to provide a continuance response to the DEQ.

Chairman Lackey suggested the Board discuss any concerns during closed session.

Jim Alexander was present and noted that no formal notice has yet been established.

After discussion, it was noted that efforts between the County Attorney and County Administrator (to prepare a continuance) can be done administratively.

**iv. E911 Grant (\$150,000.00):** Ms. Costello noted that the County was awarded a grant in January 2015 totaling \$150,000.00 related to the E911 mapping component; although no funds were spent in 2015, there has been a charge totaling \$65,000.00 to the grant in FY2016. A supplemental appropriation will be needed in order to show the anticipated revenue and expenses.

Supervisor Campbell moved the Board authorize a supplemental appropriation for E911 totaling \$150,000.00 (in grant funding), seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).*

Supervisor McGhee noted the Sheriff has verbalized concerns about how grants have been managed/appropriated for his department.

Ms. Costello noted that in most cases, grant funding isn't received before items are actually purchased, and that most grants are 'reimbursable.' It was also noted that the sheriff's office is allowed to use 'asset forfeiture funds' in order to supplement the departmental budget, and that there appears to be some misunderstanding of the accounting techniques that are involved.

The County Administrator suggested a meeting transpire in 2016 between himself, the Sheriff, Interim Finance director, and Supervisor Weakley to discuss concerns regarding grants.

##### **5. Good of the Order:**

Chairman Lackey asked the members to verbalize thoughts/ideas on items accomplished during the year, and goals for the upcoming year.

- *Supervisor McGhee: Focused on the hiring of a new County Administrator; feels positive the county will continue to move forward; suggested the County focus on codification of local ordinances and make them easily available for others to review.*
- *Supervisor Jackson: Feels the new Administrator is getting many things accomplished; feels the County is being proactive on the transmission line matter; commission is planning for the future; feels there are many good things occurring within the County; also feels the relationship between the Board and other groups/organizations has greatly improved.*
- *Supervisor Campbell: Feels the hiring of the new Administrator was a positive endeavor on the part of the Board; feels Ms. Costello has been a positive improvement to the County Finance Office; provided input on a lawsuit (in Southwest Virginia) that*

is a highway department case (involving a gas line, communication line, and a highway plan); amendment to the County's comprehensive plan will be a definite asset for local property owners that may reside in a corridor that is targeted for use by a power company; hopes the County can 'sunset' the CIP committee; feels there's a need for an ongoing CIP discussion in order to deal with future needs for the County and school system; feels financial information provided (by Ms. Costello) is a definite asset (i.e. budget/actual documentation).

- The County Administrator noted there may be an inexpensive/efficient way to codify County ordinances and make them available online; there's also a need to review the older ordinances to ensure they are in conjunction with State codes; annual updates can also be initiated.
- Chairman Lackey: Provided a typed document that outlined various projects undertaken by the County (school system, ELC, Plow & Hearth, Farmer's Market); referred to the condition of some of the County buildings (i.e. Thrift Road) and the need to find a better location for the County Administrator and Finance Officer; suggested the County continue to work on infrastructure development, interoperability concerns; and improve internet access and cell phone connections; suggested the County also look at hiring some additional staff to assist the County Administrator (i.e. Assistant County Administrator).

## 8. Public Comment – Will take place as close to 7:00 p.m. as possible

Chairman Lackey opened the floor for public comment.

The following citizen(s) provided public comment:

- Bruce Brown (wished all a Merry Christmas)
- William Harvill (wished all a Merry Christmas and a happy/prosperous New Year)

With no comments being brought forth, Chairman Lackey closed the public comment opportunity.

## 5. Good of the Order – None

### 6. Information/Correspondence

**i. Board Appointments for 2016:** The County Administrator distributed a listing of committee/community boards and noted that certain appointments will be required at the January 2016 organizational meeting.

Chairman Lackey encouraged the Board members to reflect on accomplishments and needs to be discussed at the December workshop session.

### 7. Closed Session: 2.2-3711 (A)(6) [Discussion or Consideration of the Investment of Public Funds] and 2.2-3711(A)(1) [Personnel Matters – Madison County Director of Finance Position]

#### a. Closed Session:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), personnel matters pertaining to the Madison County Director of Finance, and Virginia Code Section 2.2-3711(A)(6) for discussion or consideration of the investment of public funds where bargaining is involved, agreement for legal services to assist with SCC Filing, with the following vote recorded: **Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).**

#### b. Motion to Reconvene In Open Session:

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

#### c. Motion to Certify Compliance:

On motion of Supervisor Jackson, 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)(1) and Virginia Code Section 2.2-3711(A)(6), and 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: Lackey, Jackson, Campbell. Absent: Weakley. Nays: (0).**

**\*No action was taken as a result of closed session\***

## 9 Adjournment

With no further action being required by the Board, on motion of Supervisor Campbell, seconded by Supervisor Jackson, Chairman Lackey adjourned the meeting. **Ayes: Lackey, Jackson, Campbell, McGhee. Absent: Weakley. Nays: (0).**

Doris G. Lackey, Chairman  
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors  
Adopted on: January 26, 2016  
Copies: Board of Supervisors, County Attorney & Constitutional Officers

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**Agenda**  
**Workshop Meeting**  
**Madison County Board of Supervisors**  
**Tuesday, December 22, 2015 at 6:00 p.m.**  
**Madison County Firehouse, Lounge Room**  
**1223 N. Main Street, Madison, Virginia 22727**



**Agenda Items**

**Call to Order**

***Pledge of Allegiance & Moment of Silence***

**Determine Presence of a Quorum**

**1. Adopt Agenda**

**2. Financial Reports**

**a. *Claims – December 2015 – FY2016***

**3. Minutes: Review Draft: #46 to #48**

**4. Discussion:**

***i. Revised PRA Budget for FY16 & Supplemental Appropriation Request***

***ii. Town of Madison – Request to use Auditorium (414 N. Main Street) for May 2016 Town Election***

***iii. Update on SCC Filing (Transmission Line Project) (To be discussed in closed session)***

**5. Good of the Order**

**6. Information/Correspondence**

***7. Closed Session [2.2-3711(A)(1) Personnel Matters [Consideration of Assignment of Director of Finance Position] & Virginia Code Section 2.2-3711(A)(6) Discussion/Consideration of the Investment of Public Fund***

**8. Public Comment- Will take place as close to 7:00 p.m. as possible**

**9. Adjournment**

**\*ADDITIONS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT\***  
**AMENDMENT DENOTED IN ROYAL BLUE\***