

April 25, 2017

Virginia:

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 3:00 p.m. in the Bridge Conference Room located on the fourth floor of the Nelson County Courthouse, in Lovingson Virginia.

Present: Thomas H. Bruguere, Jr. West District Supervisor– Vice Chair
Thomas D. Harvey, North District Supervisor – Chair
Constance Brennan, Central District Supervisor
Allen M. Hale, East District Supervisor
Larry D. Saunders, South District Supervisor
Stephen A. Carter, County Administrator
Candice W. McGarry, Administrative Assistant/Deputy Clerk
Debra K. McCann, Director of Finance and Human Resources

Absent: None

I. Call to Order

Mr. Harvey called the meeting to order at 3:00 PM, with all Supervisors present to establish a quorum.

II. FY17-18 Budget Work Session

Ms. McCann reported that the Library’s operational request did include extending their hours by four (4) hours per week. She noted this added 330 hours of staff time to extend operations by a total of 208 hours for the year. She clarified that they were proposing to be open 208 additional hours and needed additional staffing of 330 hours; which meant that more than one person would be covering the extended hours. She noted that their retirement costs had dropped significantly because one person had retired on the old plan and they now had a new plan with lower benefits for a lower cost.

The following table reflects changes made (in bold) to the considerations list during the meeting.

April 25, 2017

Considerations:			
Department		1st Draft Budget	Revisions
		Staff	BOS
<u>Finance</u>			
Finance Technician-part-time to full time	\$26,067	Funded	Funded
<u>Technology</u> (Update from Susan Rorrer)			
Replace phone system	\$70,000	*Funded	*Funded
Replace primary network server	\$20,000	*Funded	*Funded
BOS IPad	\$3,500	Not Funded	Not Funded
<u>Commonwealth Attorney</u>			
Supplement for Assistant Attorney	\$2,978	Not Funded	Come Back
Locally funded clerical position-part-time to full time	\$21,819	Not Funded	Come Back
<u>Sheriff</u>			
New position-full time investigator	\$50,000	Not Funded	Not Funded
Clerical position-part-time to full time	\$22,849	Not Funded	Funded
DARE	\$4,000	Not Funded	Not Funded
Police Supplies (Level funding of \$17,500 budgeted)	\$7,500	Not Funded	Not Funded

April 25, 2017

In Car and Body Camera System	\$133,050	Not Funded	Not Funded
<u>Public Safety & Emergency Services</u>			
Dispatcher Holiday Pay	\$7,920	Funded	Funded
<u>E911 Program</u>			
CAD replacement	\$170,000	Not funded	Not funded
<u>Animal Control</u>			
Tasers	\$4,000	*Funded	*Funded
<u>Building and Grounds</u>			
New position-full time maintenance worker	\$44,470	Not Funded	Not Funded
Rent Increase (relocation of Planning/Building Inspection)	\$11,964	Funded	Not Funded
<u>Motor Pool</u>			
6 Sheriff Vehicles plus equipping (original request \$254,448)	\$100,000	*Funded	Funded \$146,592
2 Building Inspections Vehicles	\$39,720	Not Funded	
1 Tourism Vehicle	\$20,000	*Funded	
1 Planning Vehicle (sold Subaru previously used)	\$27,500	Not Funded	

April 25, 2017

1 Animal Control Truck	\$30,850	*Funded	Not Funded
<u>Community College</u> (Refer to Agency Notebook)			
PVCC Capital Contribution (4 years)	\$12,375	Funded	
<u>Planning</u>			
FT Planner	\$56,590	Not Funded	
<u>Thomas Jefferson Soil & Water Conservation</u> (Refer to Agency Notebook)			
Level Funded	\$1,575	Not Funded	
<u>Non-Departmental (Effective August 1)</u>			
Local Employee Pay Adjustment (Compensation Market Analysis)	\$321,323	Not Funded	
Constitutional Employee Pay adjustment (2%)	\$46,653	Not Funded	
<u>Agencies Requesting Increased Funding</u> (Refer to Agency Notebook)			
Health Department	\$8,262	Not Funded	
Region Ten	\$10,979	Not Funded	
Regional Library	\$12,058	Not Funded	
JABA	\$1,929	Not Funded	
JAUNT	\$2,501	Not Funded	

April 25, 2017

Shelter for Help	\$160	Not Funded	
SARA	\$100	Not Funded	
OAR	\$2,513	Not Funded	
Central VA Small Business Development Center	\$2,500	Not Funded	
Gladstone Senior Center Meals	\$746	Not Funded	
Rockfish Senior Center Meals	\$4,133	Not Funded	
Human Society of Nelson County	\$5,000	Not Funded	
<u>Agencies Not Previously Funded</u> (Refer to Agency Notebook)			
Piedmont Workforce Network	\$2,249	Not Funded	
Jefferson Area CHIPS	\$15,000	Not Funded	
<u>Capital Outlay</u>			
Transfer Station Excavator	\$150,000	*Funded	\$100,000
Emergency Vehicles	\$320,000	Not funded	\$225,000
E911 call handling system upgrade (carried over from FY17)	\$346,000	*Funded-\$150,000 grant	
Library Renovations	\$127,297	Not Funded	\$127,297
Records Management Consultant	\$25,000	Not Funded	Not Funded
PER County Office Building	\$70,000	Not Funded	Not Funded
Transportation Study for School Division	\$7,500	Not Funded	Not Funded

April 25, 2017

<u>Transfer to Broadband Fund</u>			
Increase to Amortized Connection Allotment	\$100,000	*Funded	
<u>Transfer to VPA Fund (DSS)</u>			
Increase Request (no increase in local funding)	\$114,370	Funded	
<u>Transfer to Schools (Refer to School Budget)</u>			
Increase Request for operations	\$664,788	Not Funded	\$385,000
School Buses (4 requested, 2 funded)	\$162,000	2 Buses Funded	
	\$162,000	Not Funded	
Capital Improvements-Priority 1 per CIP	\$2,353,900	Not Funded	\$400.311

Mr. Carter referenced the updated considerations list and he suggested that they start on Capital Outlay, School CIP, have preliminary discussion on Agencies, and then move to review of the compensation study.

Mr. Carter noted the Recurring Contingency amount to be \$934,893 and the Non-recurring Contingency amount to be \$702,608 to date. He then suggested that the Board consider use of the sale proceeds from the Lovington Healthcare Center for capital improvements or one-time expenses.

The Board then considered the following:

Commonwealth Attorney

Supplement for Assistant Attorney	\$2,978	Not Funded
Locally funded clerical position Part-time to full time	\$21,819	Not Funded

April 25, 2017

Supervisors agreed by consensus to put in \$100,000 with the understanding that the County would put out a bid for a used machine and if one could not be purchased in that price range; they would consider more funding.

Emergency Vehicles \$320,000 Not funded

Ms. McCann distributed a list of emergency vehicles purchased since FY14 as follows. She noted that the question mark (?) indicates that the type of truck was determined on dollar amount.

FY17	Piney River Fire	80% brush truck w/300 gal. tank	\$134,204.18
	Rockfish Fire	80% pumper truck w/2000 gal. tank	\$255,340.80
FY15	Gladstone Rescue	50% match to state grant	\$ 83,620.50
	Nelson Co. Rescue	Ambulance Re-Chassis	\$115,304.00
	Gladstone Fire	80% Pumper Truck?	\$222,072.00
FY14	Faber Fire	80% Brush Truck?	\$140,000.00
	Lovingston Fire	80% Brush Truck?	\$140,000.00
	Montebello Fire	80% Brush Truck?	<u>\$140,000.00</u>
			\$1,230,541.48

Mr. Harvey noted that Wintergreen Fire and Roseland Rescue would need vehicles this year and that Wintergreen Fire was looking at a brush truck. He added that they needed one for the Mountain and one for the Valley. He added that for Roseland Rescue, the County would match state grants gotten. It was noted that it was unsure as to whether Roseland was wanting a new vehicle or a re-chassis. Mr. Carter advised that the State grant programs discouraged re-chassis.

Ms. McCann then noted that she was not sure about the types of trucks that were purchased and it was noted that Piney River bought a brush truck at \$134,204 and the last ambulance was purchased by Gladstone with County funding of \$86,320 - a 50% match. Mr. Carter noted that those prices did not include equipment and the ambulances cost more than \$180,000 if equipped.

April 25, 2017

Mr. Hale noted that they ought to request that these agencies send them what they were proposing to purchase and Mr. Harvey noted he had already recommended that to them. Mr. Hale reiterated that the Board could not commit funds unless they knew what was requested.

It was noted that they could use previous numbers for the time being and Mr. Harvey supposed the funds could either sit in this account or in the contingency. Mr. Carter advised that if the funds were not allocated in the budget, they would have to be appropriated at the time.

Mr. Carter then advised that the County was on the cusp of getting a new EMS Coordinator and he asked if there was any inclination to standardize these purchases so that everyone was getting the same thing instead of each squad deciding what they wanted. Mr. Harvey noted that the purchase program was basically that; and Mr. Carter noted the purchases were similar but not all the same.

Supervisors then discussed putting in an amount now so that the funds were not spent elsewhere and Mr. Hale suggested \$217,000 for both requests, based on using the Piney River and Gladstone Rescue figures.

Supervisors then agreed by Consensus to put in \$225,000 for a placeholder. Mr. Hale added that the problem with the process was that given the opportunity, the departments would purchase the fanciest and most expensive thing. Mr. Harvey disagreed that has occurred and Mr. Hale noted it had and the costs seemed like a lot.

E911 call handling system upgrade (carried over from FY17) \$346,000*Funded-\$150,000 grant

Ms. McCann noted that funds were being carried forward from the current year; \$196,000 in local and \$150,000 in grants which was already allocated.

Library Renovations \$127,297 Not Funded

Mr. Carter reported that the renovations were a mixed bag. He noted that an ADA assessment was done several months ago and issues were noted. He added that Paul Truslow would be looking to remedy some of these.

April 25, 2017

Ms. McCann reported that items on the renovations list included replacement of the carpet for \$25,800 and upgrading the meeting room to accommodate computers for \$25,250. They also indicated the roof needed to be replaced; however Paul Truslow had advised that the current one was installed in 2004-2005 and was done with thirty-year shingles; therefore it should last another twenty years. Ms. McCann noted the only leak they have mentioned was at the side door.

Mr. Saunders noted that he thought the Schools had given them computers so they wanted to upgrade the meeting room for those. Ms. McCann noted that their estimate included twelve data drops and machines, cabling, wall-mount etc. Mr. Harvey supposed if they did all of that, the meeting space would be gone.

Mr. Hale stated he thought funds were needed for library expansion rather than a meeting room and he thought they should do something towards making that room a part of the library. Mr. Harvey questioned why they had twelve machines listed in their budget request and he then supposed that they may have gotten the computer donation after submitting it.

Ms. McCann noted that computers could be purchased from the State contract and they were not that expensive. Mr. Hale noted he would like an update on their needs since the current estimates were from December.

Ms. Brennan asked if updating restrooms were included and it was noted that they were and it involved combining restrooms to make them ADA compliant. Ms. McCann then related that there were no costs shown on updating the bathrooms.

Mr. Carter noted that the County had spent a considerable amount of money maintaining the library building in the last few years and Ms. McCann noted that the 2008 estimate to add on to the library was \$1,250,500.

Supervisors then agreed by Consensus to fund \$127,297 which did not include replacing the roof.

Records Management Consultant	\$25,000	Not Funded
--------------------------------------	----------	------------

Mr. Carter noted that this item would be to help the County transition over time to get rid of its paper filing system and that would require a consultant or a new system. He added that it

April 25, 2017

was to transition to central electronic records. He added that the County could not have its IT department focus on that one thing and it would take some help; however it was not too threatening and could wait.

PER County Office Building \$70,000 Not Funded

Supervisors agreed by Consensus not to fund this item.

Transportation Study for School Division \$7,500 Not Funded

Supervisors agreed by Consensus not to fund this item.

Transfer to Schools (Refer to School Budget)
Increase Request for operations \$664,788 Not Funded \$385,000

Ms. Brennan noted the amount funded of \$385,000 was not in stone and Mr. Harvey reiterated that the new State funds were subtracted from the requested amount in order to reach that number.

Mr. Carter noted he had received an email response from Dr. Comer noting that they were good to go with that level of funding.

Ms. McCann then noted that not on the list was the School Nursing funding of \$235,000. She noted they had requested \$245,000 from the County and had also requested more from the schools.

School Buses (4 requested, 2 funded) \$162,000 2 Buses Funded
\$162,000 Not Funded

Mr. Carter reiterated that four buses had been requested and two buses were funded and no changes were made by the Board.

Capital Improvements-Priority 1 per CIP \$2,353,900 Not Funded

April 25, 2017

Mr. Carter advised that the big ticket item included here was the Tye River Elementary School building envelope remediation at \$1,533,000.

Mr. Hale supposed that the building was not leaking inside or they would have heard about it. Mr. Bruguere then asked if a mold study had been done and Mr. Hale advised that the Schools were keeping an eye on it. Ms. Brennan then supposed it could become a problem at any time though. Mr. Harvey then stated that they needed to be assured that there was not currently a problem and Mr. Carter advised that Dr. Comer had not mentioned it and he was not aware of any issues. Ms. McCann noted that the estimate was based on one from their architect in 2010. Ms. McCann noted the priority one items list was provided to the Board in their School Budget folder as follows:

School Capital projects by Priority:

Priority 1:

A. School Safety Division Wide	\$ 100,000
B. Buses for Student Transportation	\$ 324,000
C. Digital Bus Camera System	\$ 12,000
D. Cooling Tower – NCHS	\$ 60,000
E. Weather barrier/abatement TRES	\$1,533,500
F. Old Maintenance Facility Upgrade	\$ 110,900
G. Parking Lot Resurfacing TRES	\$ 40,000
H. Engineering Study for Brick Veneer Separation NCHS	\$ 10,000
I. HVAC Control Upgrade for NCHS/NMS	\$ 225,000
J. Facility Study & HVAC Work – NCHS Basement	\$ 190,000
K. Vehicles for Student Transportation	\$ 20,000
L. 4 Post Lift – Transportation	\$ 35,000
M. Storage Shed RRES	\$ 5,000
N. White Boards TRES	\$ 7,500
O. Cafeteria Tables RRES	\$ 5,000
Total Priority 1	\$ 2,677,900

Mr. Hale suggested that the best thing to do was to go out and look at these things. Mr. Harvey noted that they had done that before and the tennis courts were still in the worst shape. Ms. Brennan and Mr. Carter noted that the tennis courts were not listed.

April 25, 2017

Ms. Brennan indicated she was concerned about the brick veneer separation at NCHS and she and Mr. Carter confirmed it had been fixed once. It was noted that this was occurring because water came down and rusted the ties in the walls causing the brick to move away from the building.

Mr. Hale noted they could decide on funding one of two ways; discuss each or provide a bottom line amount and let the Schools figure it out. Supervisors agreed by Consensus provide a bottom line number. Ms. McCann noted that none of this was funded so it would come out of contingency. She noted that after changes made that day, the Non-recurring Contingency balance was \$400,311. Mr. Bruguiere asked if that was a good source of the funds and Ms. McCann noted it was or they could build in some of the Region Ten funds that would be received from the sale of the LHCC building. She added that if they gave them all of the Non-recurring contingency balance, then they only had the Recurring Contingency left.

Ms. Brennan then asked the status of debt repayment on schools and Ms. McCann noted that there had been a reduction from last year and Mr. Harvey noted he thought that TRES was paid off.

Mr. Saunders and Mr. Harvey then noted that they thought the Old Maintenance facility building at NCHS needed to be pushed down for more parking.

Mr. Carter advised that the NCHS and NMS debt did not come off until 2020. Ms. McCann noted that the Schools typically had a significant amount of fuel savings each year that got re-appropriated back to them and that could be used for these items.

Ms. Brennan noted she would like for the LHCC funds to go into a special fund and Mr. Harvey and Mr. Saunders agreed noting those funds should not be spent on other things as they would need to build other buildings. Mr. Hale noted that a constituent said the County should apply those funds to debt retirement.

Mr. Harvey noted that he thought a concession stand was a bigger priority than lights and the Board needed to help them with that. It was noted that item was on the priority 2 list and Ms. Brennan agreed noting she hoped they would do the concession stand and bathrooms.

April 25, 2017

Mr. Bruguire then noted he wished the Governor's Hideaway restaurant still existed so that kids could learn to wait tables and operate a cash register. Mr. Carter noted having attended a technology presentation at the Schools and he thought most kids were technically able to operate a cash register and Mr. Harvey agreed. Mr. Harvey then suggested they see what the carryover might be before allocating funds for this. Ms. McCann reiterated that they have had fuel savings in the past couple of years.

Mr. Hale then asked if it would be of benefit to have Dr. Comer speak to this and Mr. Harvey noted that although these were not the Board's priorities, he saw nothing wrong with them telling him what they were. Ms. Brennan reiterated that she thought the Schools should decide what to do and Mr. Harvey stated he did not agree with how they had laid it out. Mr. Carter suggested that they could wait until the end of the fiscal year in order to see the balances and then ask them their priorities again. Mr. Harvey noted they had more needs than the County and the areas that were easy to overlook were buses and maintenance which could have an impact in the future.

Mr. Harvey noted the issue of waiting to put the money in when the Schools needed to know sooner; so they could have the projects ready to go in the summer when school was out. It was then noted that they could not bid these out unless they had funds available. Mr. Bruguire suggested they put the funds in now so some of it could be done and Mr. Harvey noted there was not much time left in the school year.

Ms. McCann suggested that two Board members work with Dr. Comer on this. Mr. Carter advised them to be cautious about HVAC upgrades, noting that they had incurred debt previously that was supposed to pay for itself with savings and per their audits, it was not working. He added that it was a lease purchase program that was done with good intent; however the numbers showed that they were not saving any money and the vendor was not paying the difference. It was also noted that the vendor self-inspected whether or not there was savings.

Mr. Bruguire then suggested they allocate all of the remaining Non-recurring funds and Ms. McCann advised that if they did that; there would not be any funds available for things that came up during the year. Mr. Carter then advised that the County did have a strong fund balance but once current funds were committed, next year they would have to look at what to do if they had no contingency funds. He added the fund balance was approximately \$20 Million to \$22 Million and was considered non-recurring monies. He added that the County

April 25, 2017

was by no means in crisis; however revenues were not substantially growing and the Board would have to face that in another year or so. Ms. McCann added that it was unsure as to how the reassessment would turn out. She noted that tourism revenues were increasing but those were not greatly significant relative to the whole budget. Mr. Carter then advised that giving them all of the Non-recurring balance would not break the bank.

Supervisors then agreed by Consensus to include a soft figure of the Non-Recurring balance of \$400,311.

Other Business (As May Be Presented)

There was no other business considered by the Board.

III. Adjourn and Continue until Thursday, May 4, 2017 at ____pm, For the Conduct of a Budget Work Session to be Held in the Bridge Conference Room of the Courthouse in Lovington.

At 4:29 PM, Mr. Hale moved to adjourn and continue the meeting until Thursday, May 4th at 3:00 PM, for the conduct of a budget work session to be held in the Bridge Conference Room of the Courthouse in Lovington. Mr. Bruguiere seconded the motion and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the meeting adjourned.