

March 21, 2019

Virginia:

AT A CONTINUED MEETING of the Nelson County Board of Supervisors at 9:30 a.m. in the Bridge Room located on the fourth floor of the Nelson County Courthouse, in Lovingson Virginia.

Present: Thomas D. Harvey, North District Supervisor – Vice Chair
Jesse N. Rutherford, East District Supervisor
Thomas H. Bruguire, Jr. West District Supervisor
Larry D. Saunders, South District Supervisor – Chair
Stephen A. Carter, County Administrator
Grace Mawyer, Administrative Assistant/Deputy Clerk
Candice W. McGarry, Director of Finance and Human Resources

Absent: Ernie Q. Reed, Central District Supervisor

I. Call to Order

Mr. Saunders called the meeting to order at 9:43 AM with four (4) Supervisors present to establish a quorum and Mr. Reed being absent.

II. FY18-19 Budget Work Session

Mr. Carter began the session with advising of the Capital outlay, Contingency recurring, and Contingency nonrecurring amounts:

Capital outlay: \$1,436,711
Contingency recurring: \$1,434,696
Contingency nonrecurring: \$1,527,280

He noted capital outlay is funded with recurring revenue, adding that the contingency recurring will come back depending on how much is used. He stated that if the contingency nonrecurring is used, it goes away. This year, almost everything in capital outlay is one-time costs. He added that this recurring revenue could carry us at least through the next reassessment, so we wouldn't have to do anything with taxes potentially, until we get there and see what happens. Our revenues are not going to substantially increase over the next few years.

Mr. Saunders asked if nonrecurring includes money from the sale of the health center. Mr. Carter said yes, and we think about it as the general fund balance. He added that what this is is the combination of new revenues and money on hand. He reiterated that capital outlay is recurring right now, and it will be

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back next year. It is just depending on what the Board does primarily with the schools and if they reduce anything on the County's side. Mr. Rutherford asked if that would increase the recurring, and Mr. Carter said yes.

Ms. McGarry distributed a handout showing changes to budget considerations.

Mr. Carter provided an update to the Commonwealth Attorney's previously mentioned mandate from last week. The Commonwealth Attorney has made an alternate proposal, so we don't have to fund a full-time assistant position. It would be funding for a part-time assistant and somewhat significant increases in salary for his 3 staff.

Mr. Carter mentioned he received an email from the registrar after the last budget meeting. He has checked with Mr. Payne, who said that yes, seemingly the Electoral Board can mandate new assistant registrar positions. They have sent over a budget of about \$26,000, with about a total cost of \$41,000 to have another assistant registrar position.

Mr. Rutherford asked if the Circuit Court Clerk got her request in, and Ms. McGarry said that it is included in this sheet she handed out.

Mr. Bruguere asked if the assistant Commonwealth Attorney is currently full-time or part-time. Mr. Carter said full-time, and the Commonwealth Attorney would have 1 and a half assistants and 2 clericals. Mr. Bruguere said he knows there is more caseload, but he can't see the necessity for another person in that office. Ms. McGarry stated it's mandated because of the body cameras the police wear; somebody has to view all that footage. Mr. Carter said that at one point, they were considering one full-time position for every 50 cameras, and we probably don't even have 20 cameras now, but that's the way it is. He added that the General Assembly provided funding for about 20 new Commonwealth Attorney assistants, or 20% funding, but we're not in line to get a new position. He said the constitutional officers have to continue to lobby the comp board and state to get additional positions, but it's all workload based, and with how small we are, it's hard to compete against the much larger localities and their workloads.

Supervisors then reviewed the following Departmental Budget Summary, picking up from where they left off last week:

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Motor Pool

4 Police Vehicles (\$29,750 per vehicle)	\$119,000	Funded 2 \$59,500
Equipping of police vehicles (\$9,165 per vehicle)	\$36,660	Funded 2 \$18,330
Additional Equipping with in-car cameras (\$6,175 per vehicle)	\$24,700	Funded 2 \$12,350
Total Police Vehicles and Equipment Funded		\$90,180
2 Building Inspections Vehicles \$20,996 each AWD Nissan Rogue	\$41,992	Funded

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Department	Increase/Decrease	1st Draft Budget	Revisions
51010 Health Department (Refer to Agency Notebook)			
Health Department (\$248,979 Funded)	\$12,449	Not Funded	
52010 Mental Health (Refer to Agency Notebook)			
Region Ten Community Services Board (\$100,586 Funded)	\$878	Not Funded	
64010 Community College (Refer to Agency Notebook)			
PVCC (\$14,787 Funded as requested)	-\$131	Funded	
71020 Parks & Recreation			
1004 New Position- PT Field and Trail Maintenance	\$7,697	Funded	
3007 Advertising (Reallocating Funds To Line Item)	\$1,000	Funded	
3016 Contractual Services (Annual Software Fee Approved in FY19)	\$3,000	Funded	
5413 Concession Supplies (Reallocating Funds to Other Line Items)	-\$3,000	Funded	
81010 Planning & Zoning			
3000- Professional Services BZA Legal (Estimate Reduced)	-\$3,000	Funded	
3002- Professional Services TJPDC Comp Plan Update (full) \$10,000 in FY19	\$40,000	In 91050 Funded \$25,000	
3007- Advertising (Reduced Request)	-\$1,000	Funded	
7007- Computer Equipment (Large Printer Purchased in FY19)	-\$7,100	Funded	
New -Zoning Permitting Software	\$20,000	In 91050 Funded	
81020 Community Development			
5203- Telecommunications (Edge Grant of \$14,000 in FY19 Not in FY20)	-\$14,000	Funded	
82030 Soil & Water Conservation (Refer to Agency Notebook)			
Thomas Jefferson Soil & Water Conservation Board (\$33,075 Funded)	\$0	Funded	
83010 VPI & SU Extension Service			
1001-2002 Salaries and Wages/VRS Retirement	\$794	Funded	

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Department	Increase/Decrease	1st Draft Budget	Revisions
91030 Non-Departmental			
5616 -33% Pay Study Employee Pay Adjustment or 3% (Local & Constitutional)	\$167,986	Funded	
5608- Colleen Debt Service	\$162,812	Funded	
5609- NCSA Fire Protection Fee	\$156,000	Funded	
5665- Blue Ridge Tunnel (2,457,592 Phase 2 FY19) (414,438 Phase 2 in FY20 & 1,711,469 Phase 3 in FY20)	-\$745,026	Funded	

Department	Increase/Decrease	1st Draft Budget	Revisions
91050 Capital Outlay			
1003- Sheriff Dept. Cellbrite Software for Datamining of Cell Phones & Computers	\$16,000	Not Funded	
2001- Building Inspections Software lworq	\$15,100	Funded	
2002 Planning and Zoning Permitting Software	\$20,000	Funded	
7023- Comprehensive Plan Update (TJPDC)	\$25,000	Funded	
7026- IT Email Archive System	\$12,500	Funded	
7027- IT Network Penetration Testing	\$12,000	Funded	
7033- IT Microwave Battery DC Plant	\$26,000	Funded	
7035- IT Replace CAD/Mapping Workstation	\$7,500	Funded	
7050- IT Mobile Data Terminals (21)	\$105,000	Funded	
7060- IT ECC Carpet Replacement	\$10,000	Funded	
7072- IT ECC Station Reconfiguration	\$11,200	Funded	
7076- IT UPS Battery Replacement at Devils Knob & Sugarloaf	\$11,000	Funded	
7077- IT Radio System Upgrade	\$105,425	Funded	
7078- IT ECC Position 4 Radio Communications	\$20,000	Funded	
7080- Headsets for E-911 Dispatchers (12) at \$375 each	\$4,500	Funded	
7085- Emergency Vehicles \$113,300 Rockfish Ambulance & \$285,000 Ambulance	\$398,300	Funded	
7155- AC 16x16 Animal Shelter Office Addition	\$38,400	Funded	
7156- AC K9 Carriers (3) Get in FY19 if Possible	\$1,890	Not Funded	
7157- AC Firearms Training & 3 Firearms	\$2,834	Not Funded	
7158- AC Animal Shelter Kitchen Improvements (Lrg Sink and Stackable Washer/Dryer)	\$1,763	Funded	
7165- IT Computer Aided Dispatch Total \$371,331 FY19 -148,532 (\$75,000 Grant)	\$222,799	Funded	
7166- IT Microwave Network Upgrade	\$369,500	Funded	
Total New Capital Outlay Requests	\$844,412	\$823,688	Funded

93100 Transfers

9114- Transfer to Broadband Fund (BB Fund is Self Supporting)	\$100,000	Not Funded	
9204- Transfer to Debt Service (Increase due to VRA Library Debt in FY19)	\$26,371	Funded	
9202- Transfer to School Nursing (Including State Funding Remains \$235,000)	\$0	Funded \$164,935	
9203- Transfer to School Operations (Level Funded at \$14,438,610)	\$0	Pending	
9205- Transfer to School (School Buses)	\$0	No Request Received	
9206- Transfer to School Capital	\$0	No Request Received	
9207- Transfer to Piney River Water/Sewer (Includes Same Extra Debt Payment as FY19- \$390,180)	\$0	Funded	

Motor Pool:

Mr. Bruguere asked how much is in the asset forfeiture fund. Mr. Saunders asked if the sheriff has to spend that money on certain things, and Ms. McGarry said yes, the state tells him what they can spend it on. Mr. Bruguere said he would rather stay with American made vehicles. Mr. Saunders asked if we have bought new Building Inspections vehicles in the last 2 years, and Mr. Carter said no. Ms. McGarry stated they have a 2016 Ford Escape with 13,940 miles on it that was purchased in March 2016. They also have two 2006 Chevy Colorado pickup trucks purchased in July 2006. One has 131,000 miles on it and the other has about 170,000 miles on it. Mr. Rutherford asked if the Sheriff's Office has anything that could transition over to Building Inspections. Mr. Saunders stated they're usually high mileage vehicles, and Mr. Carter added that those trucks are probably four-wheel drive. Mr. Saunders stated that Building Inspections may be more likely to need four-wheel drive vehicles than the Sheriff's Office with needing to go to construction sites. Ms. McGarry stated she spoke with Major Cindrick yesterday about a high mileage vehicle that they're going to have evaluated for a potential engine issue. He informed her that their strategy is to send their high mileage vehicles to the SRO positions.

There was no change made by the Board.

Parks & Recreation:

Staff noted that the part time field and trail maintenance position would be seasonal, mostly spring and fall. and we've done it this season with money on hand. Mr. Carter stated there are just 2 people in the department so it's difficult for them to keep up with everything. Ms. McGarry noted that the recreation department is no longer doing concessions, so they've requested to reallocate \$3,000 from the concession supplies line item to advertising, to help offset the contractual services increase for their annual software fee of \$3,000.

There was no change made by the Board.

Planning & Zoning:

Staff noted that \$40,000 was requested for TJPDC professional services for the comp plan update. Staff moved it to capital outlay and funded \$25,000 of that requested \$40,000. Also, next year's computer equipment budget would be reduced by \$7,100 because a large laser printer is being purchased in this fiscal year, so we won't have that expense next year. Additionally, zoning permitting software has been requested, and we've funded \$20,000 for that in the capital outlay section of the budget.

Community Development:

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Staff noted that they got a \$14,000 Edge grant in FY19 that is not in the budget for FY20 unless they get it again.

There was no change made by the Board.

Non-Departmental:

Staff noted the employee benefits line item has funding for either the next 1/3 of the 2016 pay study we did or a 3% pay adjustment for local and constitutional offices. Also, there's a decrease of \$745,026 for next year in the Blue Ridge Tunnel project line item because most of the phase 2 funding is being spent in FY19, and FY20 includes all of phase 3 funding. Mr. Carter noted that is Transportation Alternatives grant funding, not local dollars. Ms. McGarry confirmed that is all grant funding that is coming in on the revenue side to offset those costs.

Mr. Rutherford asked if we do the 33% pay study adjustment, where would that put us? Mr. Carter stated 2/3 of the 2016 pay study. Mr. Carter added that we tried to do a market study of localities who were the same size as us.

There was no change made by the Board.

Capital Outlay:

Staff noted that the 21 mobile data terminals requested for the Sheriff's Office will interface with the new CAD system. They are basically laptops for the vehicles. Ms. McGarry noted this is the hardware side, and the software side is included in the CAD contract. Sheriff Hill was present and noted that this will keep our officers safer, speed up the process of checking licenses, and also benefit the courts because it can save some hours of work. He added that these do not require connectivity to the internet.

Ms. McGarry noted that Ms. Rorrer has provided updated pricing on the ECC Carpet/Floor Replacement. It would cost about \$14,500 rather than \$10,000. Doing the ECC Station Reconfiguration at the same time would save about \$2,400, so the total would be about \$23,300 for both.

Regarding the IT radio system upgrade for \$105,425, Ms. Rorrer noted that certain components are going out of service, and the system is 5 years old. She added that the current support period ends November 1st, 2019. Mr. Carter noted this is essentially to keep the radio system as current as possible. Mr. Bruguiere asked if this is all software or if it includes hardware. Ms. Rorrer stated it is primarily software.

Ms. McGarry noted that Ms. Rorrer has provided updated pricing on the activation of the position 4 radio communications console in the ECC. \$20,000 is budgeted and the updated pricing is about \$25,000. Ms.

Rorrer stated this is primarily a wishlist item and not a necessity, but they do prefer to have the same functionality at all 4 stations. Mr. Saunders recommended marking this as a wishlist item and coming back to it later.

Regarding the \$398,300 for Emergency Vehicles, Ms. McGarry noted we had \$113,300 for a grant match for an ambulance for Rockfish, but we now know that's not the case. Also, Curtis Sheets had put in a request for the paid EMS program for \$285,000 for an ambulance. She added we may need to do some tweaking on those numbers. Mr. Carter stated he believes Rockfish is going to go for the engine replacement with an EMS grant. Mr. Harvey added it's matching so it will be half of that cost, which could be \$25-30,000. There was no change made by the Board.

Regarding the AC 16x16 animal shelter office addition request, Mr. Carter stated we could possibly do something like one of the modular buildings we've used for the convenience centers. Ms. McGarry stated per Mr. Wright, he thinks we could do this for a lot less with the assistance of the maintenance department. There was no change made by the Board.

Regarding the AC request for firearms training and 3 firearms, Mr. Rutherford suggested inquiring to neighboring localities to look at their policies, and then come back to it.

Ms. McGarry noted that they may end up doing the AC animal shelter kitchen improvements this fiscal year because their dryer just died. She added that Mr. Wright is looking into pricing and what's available now.

Regarding the CAD equipment, Ms. McGarry stated we will spend \$148,532 for the CAD system this fiscal year, and we budgeted the remainder of the contract of \$222,799 for FY20. She added that contract does include the software for the mobile data terminals for the sheriff's office. Also, we have \$75,000 of grant funds on the revenue side to apply to that.

Transfers:

Transfer to School Nursing: Staff noted \$164,935 is currently in the budget. There was no change made by the Board.

Transfer to Debt Service Fund: Staff noted this covers all the debt the County and schools have, totaling \$3,180,902.00. This increased slightly because we had retirement of some debt and then we took on new debt for the library project.

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Transfer to Piney River Water/Sewer Fund: Staff noted the \$430,180 includes the extra annual payment towards the debt for those things, plus the annual \$40,000 payment. Staff added that we will then be 2/3 of the way toward that debt being retired. Ms. McGarry added that we do have a consideration for the transfer of \$160,000 to the PR Fund, which would pay for the TTHM solution. Ms. McGarry noted that the \$160,000 is not currently in the budget, so we will need to add that to the transfer and then reduce the nonrecurring contingency by that amount.

Staff noted we could pay off both Piney River loans for about \$660,000. Mr. Rutherford suggested shooting an inquiry over to George Miller about the Service Authority possibly taking over the system.

Ms. McGarry presented a few new items that are not in the current draft budget as well as revised items:

- A. Transfer Station Scales Replacement: Following discussion, the Board of Supervisors decided to wait on this.
- B. Treasurer's Request for Local Funding of Employee Career Development Salary Increase: Following discussion, the Board of Supervisors decided to pay the 9.3% increase, which would add \$3,212 to the budget.
- C. Clerk's Request for Making Part Time County Funded Position Full Time: Following discussion, on motion by Mr. Brugiere, seconded by Mr. Rutherford, the Board voted unanimously (4-0) to make this position effective now. The budget impact is \$30,296; it will be taken out of the FY19 budget and carried over to FY20.
- D. Registrar's Request for Making Part Time Assistant Registrar Full Time and Retaining 1 Part Time Employee: Following discussion, the Board of Supervisors agreed to allocate \$27,080 for this request.

The Board then reviewed the following Agency requests:

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Agency	FY16 Funding	FY17 Funding	FY18 Funding	FY19 Funding	FY20 Request	Incr/Decr From FY19	%	Recommended FY20	Incr/Decr From Request	%
Health Department	\$244,979	\$244,979	\$248,979	\$248,979	\$261,428	\$12,449	5.0%	\$248,979	(\$12,449)	-4.8%
Region 10 Community Services Board	\$98,586	\$98,586	\$100,586	\$100,586	\$101,464	\$878	0.9%	\$100,586	(\$878)	-0.9%
PVCC	\$2,513	\$2,442	\$14,817	\$14,918	\$14,787	-\$131	-0.9%	\$14,787	\$0	0.0%
Th. Jefferson Soil & Water	\$31,500	\$33,075	\$33,075	\$33,075	\$33,075	\$0	0.0%	\$33,075	\$0	0.0%
Extension Service	\$52,597	\$53,368	\$58,585	\$58,473	\$59,267	\$794	1.4%	\$59,267	\$0	0.0%
Th. Jefferson Planning Dist. Commission	\$17,492	\$17,741	\$17,596	\$17,435	\$17,490	\$55	0.3%	\$17,435	(\$55)	-0.3%
Regional Library	\$265,184	\$285,963	\$293,545	\$293,545	\$338,832	\$45,287	15.4%	\$293,545	(\$45,287)	-13.4%
TJEMS Council	\$19,629	\$19,629	\$19,629	\$19,629	\$19,629	\$0	0.0%	\$19,629	\$0	0.0%
JABA	\$96,500	\$96,500	\$98,000	\$101,500	\$101,500	\$0	0.0%	\$101,500	\$0	0.0%
JAUNT (excluding Wintergreen contribution)	\$66,176	\$66,176	\$67,176	\$67,176	\$82,831	\$15,655	23.3%	\$67,176	(\$15,655)	-18.9%
JAUNT (Wintergreen contribution)	\$23,738	\$37,952	\$41,960	\$43,787	\$0	-\$43,787	-100.0%	\$0	\$0	#DIV/0!
MACAA	\$29,914	\$31,410	\$31,410	\$31,410	\$37,410	\$6,000	19.1%	\$31,410	(\$6,000)	-16.0%
Shelter for Help	\$8,000	\$8,160	\$8,320	\$8,160	\$8,160	\$0	0.0%	\$8,160	\$0	0.0%
Sexual Assault Resource Agency	\$800	\$900	\$1,000	\$1,000	\$1,000	\$0	0.0%	\$1,000	\$0	0.0%
OAR/Community Corrections	\$4,769	\$4,852	\$5,602	\$5,602	\$6,255	\$653	11.7%	\$5,602	(\$653)	-10.4%
Piedmont Workforce Network	\$0	\$0	\$0	\$0	\$2,229	\$2,229	#DIV/0!	\$0	(\$2,229)	-100.0%
Economic Development Authority	\$5,000	\$3,100	\$3,100	\$3,100	\$3,100	\$0	0.0%	\$3,100	\$0	0.0%
Central VA Economic Dev. Partnership	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%
Community Development Foundation	\$55,729	\$55,729	\$55,729	\$55,729	\$55,729	\$0	0.0%	\$55,729	\$0	0.0%
Central Va. Small Business Dev. Center	\$7,500	\$5,000	\$5,000	\$5,000	\$7,500	\$2,500	50.0%	\$5,000	(\$2,500)	-33.3%
CASA	\$2,500	\$3,500	\$3,500	\$3,500	\$3,500	\$0	0.0%	\$3,500	\$0	0.0%
Gladstone Senior Center Meals	\$8,254	\$8,254	\$8,254	\$8,254	\$15,000	\$6,746	\$1	\$8,254	(\$6,746)	(\$0)
Rockfish Senior Center Meals	\$8,367	\$8,367	\$12,367	\$12,367	\$12,367	\$0	0.0%	\$12,367	\$0	0.0%
Schuyler Senior Center Meals	\$5,544	\$5,544	\$0	\$0	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Va. Institute of Government	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$0	0.0%	\$1,000	\$0	0.0%
Wintergreen Performing Arts	\$10,000	\$10,000	\$9,000	\$9,000	\$9,000	\$0	0.0%	\$9,000	\$0	0.0%
Community Center Tax Refunds	\$16,000	\$18,064	\$18,064	\$18,064	\$18,064	\$0	0.0%	\$18,064	\$0	0.0%
Humane Society of Nelson County	0	\$5,000	\$7,500	\$7,500	\$7,500	\$0	0.0%	\$7,500	\$0	0.0%
TJ Area Crisis Intervention Team				\$1,813	\$0	-\$1,813	-100.0%	\$0	\$0	#DIV/0!
TOTALS	\$1,092,271	\$1,135,291	\$1,173,794	\$1,180,602	\$1,228,117	\$47,515	4.0%	\$1,135,665	(\$92,452)	-7.5%

All agencies are level funded except for the following:

TJEMS Council:

Following discussion, the Board decided to cut \$9,629 from the requested amount of \$19,629, making the FY20 funding \$10,000.

Central VA Small Business Development Center:

Following discussion, the Board decided to cut \$1,000 from the recommended amount of \$5,000, making the FY20 funding \$4,000.

Mr. Rutherford noted he would like to evaluate costs for Shelter for Help, SARA, and OAR.

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The Board then looked at the School Division request for an \$1,880,685 increase in funding. Following discussion, the Board requested obtaining a priority list of capital projects. They stated they would send any questions relating to the school request to Staff, who would forward the questions to the School Board.

III. Other Business (As May Be Presented)

There was no other business considered by the Board.

IV. Adjourn and Continue until March ____, 2019 at ____pm, For the Conduct of a Budget Work Session to be Held in the Bridge Conference Room of the Courthouse in Lovington.

Supervisors discussed the next meeting date and after discussion agreed upon 1:00 PM on Thursday, March 28th.

At 2:46 PM, Mr. Saunders moved to adjourn and continue the meeting until Thursday, March 28th at 1:00 PM in the Bridge Conference Room. Mr. Rutherford seconded the motion and there being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.