

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT CENTER ON THURSDAY FEBRUARY 5, 2015 AT 7:00P.M.

PRESENT: SUPERVISOR JUDY S. LYTTLE, CHAIR  
SUPERVISOR JOHN M. SEWARD, VICE-CHAIR  
SUPERVISOR ERNEST L. BLOUNT  
SUPERVISOR KENNETH R. HOLMES  
SUPERVISOR GIRON R. WOODEN, SR.

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR  
MR. WILLIAM HEFTY, COUNTY ATTORNEY  
MS. TERRI HALE, DIRECTOR OF FINANCE  
MS. RHONDA L. RUSSELL, DIRECTOR OF PLANNING  
MRS. DEBBIE J. NEE, COMMISSIONER OF THE REVENUE  
MRS. SOPHENIA PIERCE, DIRECTOR, OFFICE ON YOUTH  
MS. SCHARNELLE HAMLIN, RESOURCE CENTER COORDINATOR  
SHERIFF ALVIN CLAYTON

**CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairperson Judy Lyttle who then asked for a moment of silence. Following the moment of silence, she asked those present to stand and say the pledge of allegiance.

**CONSENT ITEMS**

1. Approval of January 8, 2015 Minutes, Board of Supervisors
2. Approval of February 2015 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$75,317.97	\$175,347.54	\$250,665.51
Debt Service	\$0.00	\$0.00	\$0.00
Capital	\$61,297.16	\$28,445.00	\$89,742.16
Water & Sewer	\$30,739.10	\$168.32	\$30,907.42
CSA	\$18,877.50	\$0.00	\$18,877.50
Indoor Plumbing	\$0.00	\$0.00	\$0.00
Juror Payments	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$186,231.73</b>	<b>\$203,960.86</b>	<b>\$390,192.59</b>

3. Appropriation Requests:

<b>School System - February 2015</b>	Instruction	\$1,250,000.00
	Admin./Health	\$85,000.00
	Pupil Transp.	\$100,000.00
	Operation/Maint.	\$175,000.00
	Food Serv.	\$55,000.00
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$10,000.00
	<b>Total</b>	<b>\$1,675,000.00</b>
<hr/>		
<b>Dept. of Social Serv. - February 2015</b>		<b>\$150,000.00</b>

4. Certification Request, Commissioner of the Revenue: \$1,638.85

5. Certification Request, Treasurer: \$1,130.70

Supervisor Seward made a motion that the Board approve the Consent Items as enumerated. Supervisor Holmes seconded the motion. Supervisors Blount, Wooden, Holmes, Lyttle and Seward voted affirmatively to approve the motion.

**PROGRESS REPORTS**

1. VDOT

Mr. Ken Shannon, Williamsburg Residency Administrator Assistant for the Virginia Department of Transportation (VDOT) provided the Board with a quarterly transportation report. Mr. Shannon informed that the Jamestown-Scotland Ferry will celebrate 90 years of service to the community on February 26, 2015. He reported that the Pocahontas was currently out-of-service for the installation of a generator, but was scheduled to be back in service on Monday, February 9<sup>th</sup>. The Williamsburg will be taken out-of-service in March for the same service.

In the last quarter Mr. Shannon reported that VDOT had received 52 work orders and still had 9 outstanding. VDOT crews had repaired 246 potholes, cleaned 40 culverts and 6,000 feet of ditching and had completed work on dolphins at the Scotland landing. The security station is scheduled to be completed in April 2015. The new ferry that is to be added to the fleet will be functional in the fall of 2018. Surface treatment will begin in March 2015 as will other projects on Routes 10, 31, 635, and 602.

## 2. Treasurer

### A. Investment Letter

Chairman Lyttle read the Investment Letter provided by Mary H. Shaw, Treasurer, which stated that as of the January 8, 2015 meeting the County had \$24,357,236.51 in the LGIP Fund. Since that report, accrued interest for December 2014 in the amount of \$1,439.37 had increased that balance to \$24,358,675.88. As of February 5, 2015 the County had \$24,866,610.46 in total investments, including one CD valued at \$507,934.58 which matures on January 18, 2016.

## 3. County Administration

### A. Presentation: Crater Health District – Surry Health Department

Ms. Wallica Gaines, Business Manager, Crater Health District, addressed the Board to provide information relative to the funding and organizational structure of the Crater Health District. The Surry Health Department is staffed by a Charge Nurse, Public Health Nurse, Environmental Health Specialist, Office Service Specialist, Office Service Specialist Supervisor, and WIC staff visiting on a regular basis.

Ms. Gaines discussed the Cooperative Funding Agreement between the health district and the localities, grant funding and fee structure all of which fund the operations of the organization.

Mr. Franklin remarked that he had noted a recent budgeting trend; that as state funding decreased, staffers who had been assigned to Surry on a full-time basis were now re-assigned to service multiple communities. Ms. Gaines responded that having staff rotate between sites and splitting positions had resulted from the desire to maintain some service level without requesting increased funding from localities. Mr. Franklin also inquired regarding Health Department turnover; Ms. Gaines explained that there had been a significant number of staffers reaching retirement, but added that only one position at the Surry Health Department remained vacant at this time.

At the conclusion of her presentation, Chairperson Lyttle asked Ms. Gaines if Crater Health District could submit more than one funding request annually so that the Board could examine different funding options and services to determine what was best for Surry County. Ms. Gaines responded affirmatively.

### B. Presentation: Director of Finance – Mid-Year Financial Report

Ms. Terri Hale, Director of Finance and Information Technology, addressed the Board to provide a Mid-Year Financial Report. She reviewed local and revenue sources, expenditures, as well as School Fund revenues and expenditures. She concluded her report by discussing some items of interest which will affect Surry County in FY

15-16. *(A copy of Ms. Hale's presentation is attached as an integral component of these minutes.)*

C. Presentation: Project Updates

Mr. Brian Camden, Project Manager, provided the Board with updates relative to several projects within the County. He reported that the Gray's Creek Boat Ramp Facility was 100% complete to include the adjacent parking areas and handicapped accessible ramp linking the parking area with the boat ramp and canoe/kayak launch. "No Wake Zone" signs will be installed at the end of both piers and floating buoys with additional signage are scheduled to be installed. Mr. Camden reported that the Department of Game and Inland Fisheries (DGIF) had inspected the facility and were quite pleased with the outcome. Post inspection the County expects a grant funding reimbursement from DGIF in the amount of \$100,000. Mr. Camden suggested that the County may want to consider a pole light, as the parking area was not well lit after sunset.

Mr. Camden further discussed the Gray's Creek Marina Project to inform that design work was about 90% complete. Staff had submitted a grant application for \$1,250,000 to the Virginia Department of Health and the US Fish and Wildlife Service which is expected to be awarded in the spring of 2015. Staff is hopeful for a favorable response.

Mr. Camden stated that design work on the Surry County Volunteer Rescue Squad Facility project had been suspended pending the Board's selection of a site for the facility. With this issue being on the agenda for Board action later in the evening, Mr. Franklin, County Administrator, suggested that the Board may want to go ahead and take action immediately. With the approval of Chairperson Lyttle and the remaining Board members, Chairperson Lyttle asked for a motion in this regard. Supervisor Seward made a motion that the Board accept the prior recommendation by staff to locate the proposed Rescue Squad facility on County owned property located adjacent to the Surry Volunteer Fire Department on Bank Street. The motion was seconded by Supervisor Wooden and unanimously approved. Mr. Camden stated that he would inform the design contractor and request that they resume work on site design.

Mr. Camden further reported that a design kick-off meeting had been conducted for the Surry County Visitors Center to be located in the Old Clerk's Office in the front of the Historic Surry County Courthouse. An architectural firm has been retained to perform the design work. At this time, grant opportunities are being researched and the

expectation is that the building will be ready for occupancy in June 2015.

D. Presentation: Workforce Development and Education Plan

Mrs. Sopenia Pierce, Director of the Surry County Office on Youth addressed the Board to present information relative to educational and vocational opportunities available to Surry County youth and adults through its partnership with John Tyler Community College. Mrs. Pierce was joined by Ms. Scharnelle Hamlin, Resource Center Coordinator, who further informed the Board regarding services available through the Resource Center, specifically job seeker services and service to displaced workers and veterans.

E. Resolution 2015-01 and Continuing Disclosure Agreement (RRJA)

Mr. William Hefty, County Attorney, addressed the Board to report that the Riverside Regional Jail Authority (RRJA) had adopted a resolution authorizing the refunding of its bonds issued in 2007. Approximately \$45.8 million of the 2007 bonds are outstanding. Given the current favorable interest rate environment, it is anticipated that the refunding will result in net debt service savings of about \$4.3 million to the Authority, consisting of saving of approximately \$120,000 in fiscal years 2017 through 2019 and \$260,000 for fiscal years 2020 through 2033.

Mr. Hefty further explained that while neither state law nor the terms of the Service Agreement require the local governing bodies of the member jurisdictions to approve the refunding, it is necessary for each of the governing bodies to approve an agreement to provide certain annual information for as long as the Authority's bonds are outstanding. Each of the governing bodies adopted a similar resolution for the 2013 refunding bond issue of the Authority, so this is nothing new. The information to be provided will be the same as what the members currently provide. This is a normal requirement for publicly issued bonds, and is information the jurisdictions currently file for their own bonds. No public hearing is required.

Supervisor Seward made a motion that the Board adopt Resolution 2015-01 regarding refunding bonds to be issued by the RRJA and to authorize the proposed Continuing Disclosure Agreement with RRJA. Supervisor Wooden seconded the motion which was unanimously approved.

F. Request for Public Hearing: Flood Zone Ordinance & Map Amendments

Ms. Rhonda Russell, Director of Planning and Community Development, requested that the Board consider authorizing a public

hearing to consider the proposed Surry County Flood Zone Ordinance Amendment and Flood Insurance Rate Maps. Supervisor Wooden made a motion that the Board authorize the advertisement and scheduling of a public hearing as requested for Thursday, March 5, 2015 at 7:00pm in the General District Courtroom of the Surry County Government Center, 45 School Street, Surry, Virginia. The motion was seconded by Supervisor Holmes; Supervisors Lyttle, Blount, Seward, Wooden and Holmes voted affirmatively.

#### G. Notification of Grant Award

Ms. Rhonda Russell, addressed the Board to inform them of a grant award in the amount of \$25,000 from the Virginia Department of Housing and Community Development (VDHCD) to evaluate housing conditions along Lebanon Road (for up to thirty units) and prepare a Sprint 2015 Comprehensive Improvement Grant for proposed housing rehabilitation, water and private sewer improvements in the study area. She further informed that over the next few weeks housing, well and wastewater system evaluations would be completed using private consultant support, as well as third party verification of applicant submittals for program eligibility.

#### H. Resolution 2015-02: Senior Recognition

Mr. Franklin asked the Board to consider Resolution 2015-02 recognizing Mrs. James A. Blizzard of Surry County who has reached the age of 100 years. Supervisor Blount made a motion that the Board approve Resolution 2015-02 as presented; Supervisor Seward seconded the motion. All present voted in favor of the motion.

#### I. Appointments to Virginia's Gateway Region

Mr. Franklin called the Board's attention to correspondence from Ms. Renee Chapline, President and CEO of Virginia's Gateway Region, indicating the need for the Board to appoint two representatives to the Gateway Board. Supervisor Seward made a motion that the Board reappoint Supervisor Ernest L. Blount and Mr. John Newby for a term beginning March 1, 2015 and ending February 28, 2016. The motion was seconded by Supervisor Holmes and unanimously approved.

#### J. Continuation of the Board of Supervisors Meeting

Mr. Franklin requested that the Board consider a continuation of their meeting to Tuesday, February 17, 2015 at 6:00pm at the Surry County High School for a joint meeting with the Surry County School Board to begin the discussion regarding local funding for FY 15-16.

## **UNFINISHED BUSINESS**

### **1. Facilities Use Policy**

Supervisor Blount made a motion that the Board adopt the proposed Facilities Use Policy as previously presented. Supervisor Seward seconded the motion; the motion was passed with unanimous approval.

### **2. Site Selection – Rescue Squad Facility**

(This matter was discussed previously. See page 4 of these minutes.)

### **3. Board Appointments**

Chairperson Lyttle made the following recommendations for Board members serving on Committees of the Board and various boards and commissions (local and regional):

BOS Buildings and Grounds: Supervisor Holmes, Supervisor Wooden

BOS Fiscal Affairs: Vice-Chair Seward, Chairperson Lyttle

BOS Personnel: Supervisor Blount, Supervisor Holmes

Surry County Planning Commission: Chairperson Lyttle

Surry County Highway Transportation Safety Commission:  
Supervisor Wooden

Surry County Social Services Board: Supervisor Holmes

Crater Planning District Commission: Vice-Chair Seward

Hampton Roads Planning District Commission: Vice-Chair Seward

Supervisor Holmes made a motion that the above mentioned appointments be confirmed by the Board; Supervisor Wooden seconded the motion. All present voted affirmatively.

## **NEW BUSINESS**

None

## **CITIZEN COMMENTS**

Mr. Mike Eggleston (Dendron District) addressed the Board in support of vocational education. He also commented on security at the Jamestown-Scotland Ferry and broadband internet access.

Mrs. Helen Eggleston (Dendron District) spoke in support of vocational education in Surry County.

## **ADJOURNMENT**

There being no further business before the Board, Supervisor Blount made a motion to continue the meeting to Tuesday, 17, 2015 at 6:00pm at the Surry County High School for a joint meeting with the Surry County School Board to begin the discussion regarding local funding for FY 15-16. Supervisor Seward seconded the motion; the motion passed with unanimous approval.



# FY15 Mid Year Financial Report & FY16 Financial Outlook

Mid Year Reporting - For the period ending December, 2014

Terri E. Hale  
Director of Finance  
February 5, 2015

# Local Revenue Sources

Local Revenues Constitute 92.1% of the General Fund budget.

Revenue Source	FY15 Appropriation	FY15 Projected	FY15 Collections at 012/31/2014	% of Projection at 12/31/2014
Real Property Taxes	\$ 6,211,534	\$ 6,581,905	\$ 6,092,464	92.6%
Public Service Taxes	12,608,245	13,192,605	13,192,605	100.0%
Personal Property Taxes	1,283,723	1,295,660	1,043,615	80.5%
Penalties & Interest	195,000	176,380	79,065	44.8%
Other Local Taxes	781,500	763,459	289,451	37.9%
Permits, Fees & Licenses	41,500	58,679	42,441	72.3%
Court Fines & Forfeitures	50,000	36,240	18,396	50.8%
Use of Money & Property	88,876	84,693	42,722	50.4%
Charges for Services	134,165	136,301	60,713	44.5%
Miscellaneous	18,750	9,961	3,876	38.9%
<b>Total from Local Sources</b>	<b>\$ 21,413,293</b>	<b>\$ 22,335,883</b>	<b>\$ 20,865,348</b>	<b>93.4%</b>

# State Revenue Sources

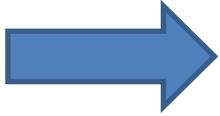
## State Revenues Constitute 8.5% of the General and VPA Funds

Revenue Source	FY15	FY15	FY15	% of Projection
	Budget	Projected	Collections At 12/31/2014	at 12/31/2014
Non-Categorical Aid	\$ 752,165	\$ 758,280	\$ 573,968	75.7%
Shared Expenses	818,768	841,578	320,006	38.0%
Welfare Administration	384,446	257,252	148,153	57.6%
Other Categorical Aid	177,942	191,867	112,337	58.5%
<b>Total from State Sources</b>	<b>\$ <u>2,133,321</u></b>	<b>\$ <u>2,048,977</u></b>	<b>\$ <u>1,154,464</u></b>	<b>56.3%</b>

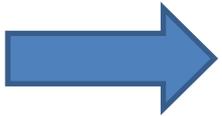
# General Fund Expenditures

<u>Function</u>	FY15 Appropriation	Expenditures at 12/31/2014	Percent Spent	Unencumbered Balance	Percent Unencumbered
Genl Government Administration	\$ 1,717,540	\$ 672,640	39.2%	\$ 1,044,900	60.8%
Judicial Administration	437,644	202,407	46.2%	235,237	53.8%
Public Safety	3,346,138	1,476,846	44.1%	1,869,292	55.9%
Public Works	1,088,928	534,476	49.1%	554,452	50.9%
Health & Welfare	655,211	335,876	51.3%	319,335	48.7%
Social Services	1,889,069	801,000	42.4%	1,088,069	57.6%
Colleges & Universities	3,915	1,415	36.1%	2,500	63.9%
Parks, Recreation & Cultural	624,355	349,310	55.9%	275,045	44.1%
Community Development	564,905	215,684	38.2%	349,221	61.8%
<b>Total by Function</b>	<b>\$ 10,327,705</b>	<b>\$ 4,589,654</b>	<b>44.4%</b>	<b>\$ 5,738,051</b>	<b>55.6%</b>

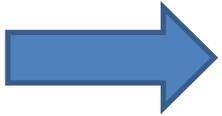
# ITEMS OF INTEREST IN FY16:



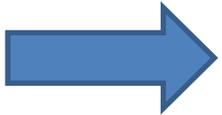
Reassessment to become effective in 2016, affect on real estate and public service levies, assessment ratio.



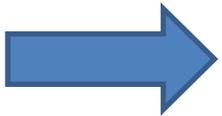
State revenue shortfalls affecting aid to localities.



New debt service of approximately \$350k for VRA 2015C, which included the marina, rescue squad building, water upgrades and visitors center projects.



Increases in health insurance that would require a higher employer share.



Bill to require the cost of primary elections to be reimbursed by the appropriate political party.