

VIRGINIA: A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY
GOVERNMENT CENTER ON JUNE 7, 2012 AT 7:00P.M.

PRESENT: SUPERVISOR JUDY S. LYTTLE, CHAIRPERSON
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
MS. TERRI HALE, DIRECTOR OF FINANCE
MR. BRENDAN HEFTY, HEFTY AND WILEY, COUNTY ATTORNEY
MS. RHONDA R. MACK, DIRECTOR OF PLANNING
MRS. DEBBIE NEE, COMMISSIONER OF THE REVENUE
MRS. VALERIE PIERCE, DIRECTOR OF SOCIAL SERVICES
SHERIFF ALVIN W. CLAYTON, SR.
MR. ERVIN JONES, DIRECTOR, PARKS AND RECREATION
MR. STACEY WILLIAMS, BUILDING OFFICIAL

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson 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 May 3, 2012 Minutes, Board of Supervisors Work Session
2. Approval of May 3, 2012 Minutes, Board of Supervisors
3. Approval of May 11, 2012 Minutes, VACo Spring Meeting
4. Approval of May 17, 2012 Minutes, Board of Supervisors, Public Hearing
5. Approval of June 2012 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$272,204.25	\$0.00	\$272,204.25
Debt Service	\$586.63	\$0.00	\$586.63
Capital	\$15,499.90	\$0.00	\$15,499.90
Water & Sewer	\$45,582.53	\$0.00	\$45,582.53
CSA	\$17,590.23	\$0.00	\$17,590.23
Indoor Plumbing	\$0.00	\$0.00	\$0.00
Totals	\$351,463.54	\$0.00	\$351,463.54

6. Appropriation Requests:

School System - June 2012	Instruction	\$2,238,219.00
	Admin./Health	\$10,000.00
	Pupil Transp.	\$120,000.00
	Operation/Maint.	\$370,000.00
	Food Serv.	\$100,000.00
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$20,000.00
	Total	\$2,858,219.00
<hr/>		
Dept. of Social Serv. - June 2012		\$160,000.00

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

PROGRESS REPORTS

1. VDOT

Mr. Rossie Carroll, VDOT Williamsburg Residency Administrator addressed the Board with regard to maintenance issues and Residency evolution. He reported that maintenance projects on Route 618, Swann's Point Road and Otterdam Road had been completed. Additionally, pavement marking along Route 10 and surface treatment projects throughout the County had been completed as well. The first cycle of mowing along primary roads is complete; however, mowing along secondary roads has not been completed due to equipment failures. Mr. Carroll also advised that night time repairs to two drains along Route 10 between Rt. 618 and Rt. 626 is scheduled to occur on June 20th.

Mr. Carroll also discussed changes in the structure, roles and responsibilities of the Residency office. ***(Mr. Carroll's presentation is attached as an integral component of these minutes.)*** The implementation of these changes is expected to be effective on July 1, 2012. Mr. Carroll reviewed the responsibilities of the Residency Administrator and reported that he, or one of his representatives, would be available to attend Board of Supervisors meetings on a quarterly basis. He also stated that citizens would continue to register complaints through the VDOT call center as is currently the practice.

Following his presentation, Mr. Carroll engaged in discussion with Board members in regard to several concerns including the proposed construction project on Lebanon Road. Vice-Chair Seward suggested that the current plans for changes to Lebanon Road do not seem to address all of the issues and requested that VDOT may need to reconsider plans before action is taken to obtain right-of-ways from adjacent land owners.

2. Treasurer

A. Investment Letter

Mrs. Mary H. Shaw, Treasurer stated that as of May 3, 2012 the county had \$15,809,597.07 in the LGIP Fund. Since that report, accrued interest for April 2012 in the amount of \$2,178.46 had increased that balance to \$15,811,775.53. Since the May 3, 2012 report, a total of \$1,500,000.00 was transferred from the LGIP account to the General Fund, leaving a balance of \$14,311,775.53 in the Local Government Investment Pool. As of June 7, 2012 the county had \$14,816,667.70 in total investments, including one CD valued at \$504,892.17 which matures January 18, 2013.

3. County Administration

A. Discussion: Sanitation Authority

Mr. Franklin advised the Board that consultants, Mr. Greg Brittingham and Ms. Leah Fremouw, of the VCU Performance management Group, along with Mr. Earl Sutherland, Vice President of Patton, Harris, Rust and Associates were present to update the Board of efforts to establish a Surry County Sanitation Authority. Mr. Sutherland provided an overview of necessary steps for the recommended creation of an Authority. ***(A copy of Mr. Sutherland's presentation is attached as an integral component of these minutes.)***

Following Mr. Sutherland's presentation, Mr. Brittingham addressed the Board with an update on activities to date. He reported that since their last meeting with the Board and representatives of the Towns a blog had been established for the open discussion of a Sanitation Authority. This forum had been requested by Town officials. However, he reported that the blog site had remained active for about 45 days with very limited usage. He also reported that community meetings had been held for the purpose of further discussion. Mr. Brittingham stated that his recommendation was for the Board to move forward with the creation of a Sanitation Authority by appointing a planning team of up to ten members, composed of interested citizens, elected officials and potential customers to develop options to bring back to the Board at a later date. The Board agreed to authorize staff to begin the process of assembling a planning team.

B. Resolution 2012-08: The Improvement Association

Mr. Franklin introduced Resolution 2012-08 expressing support for The Improvement Association as they request funding to continue service in the current service area.

Supervisor Blount made a motion that the Board approve Resolution 2012-08. The motion was seconded by Supervisor Holmes and unanimously approved.

C. VRS Resolutions: Resolution 2012-09, 2012-10 and 2012-11

Ms. Terri Hale advised the Board that the General Assembly had adopted legislation, effective July 1, 2012, requiring local governments to begin withholding from gross wage the 5% employee's share and increasing salaries by 5% to cover the deduction. VRS is requiring local governments to adopt three resolutions prior to July 1, 2012:

- Resolution 2012-09 certifying the employer retirement contribution rate for FY 12-13 and FY 13-14 at a rate of 10.58%
- Resolution 2012-10 certifying the member contribution current employees will be required to pay
- Resolution 2012-11 certifying the employer retirement contribution rate for the School System for FY 12-13 and FY 13-14

Supervisor Seward made a motion that the Board adopt Resolutions 2012-09, 2012-10 and 2012-11 as presented. The motion was seconded by Supervisor Blount; Supervisors Lyttle, Wooden, Holmes, Seward and Blount voted affirmatively.

D. Adoption of Emergency Operations Plan: Resolution 2012-12

Mr. Franklin introduced Mr. Ted Costin of the Virginia Department of Emergency Management (VDEM) and reported that County staff had worked closely with VDEM staff to revise the County's Emergency Operations Plan (EOP) to better integrate with Federal, State, and local partners. The Surry County EOP is activated for emergency situations that overwhelm the day-to-day functions of the County's Emergency Services and is required by the Code of Virginia (§44-146.19.E) to undergo a comprehensive review every four years. Mr. Franklin praised the successful efforts of Mr. Costin and his staff as well as local entities such as volunteer rescue and fire personnel, Health Department, Surry Schools, Department of Social Services, Building Official, VA Cooperative Extension, State Police, Sheriff's Department, Dominion Power, as well as Surry County Administrative and Emergency Services.

Mr. Costin addressed the Board and thanked them for what he hoped would be their favorable response to the proposed EOP. He stated that the work done in Surry, the willingness and cooperation shown by all entities involved, will serve as a “best practice” example to future localities as they prepare and adopt similar plans.

At the conclusion of Mr. Costin’s remarks, Supervisor Seward made a motion that the Board authorize Resolution 2012-12 adopting the Surry County Emergency Operations Plan. The motion was seconded by Supervisor Wooden and met with unanimous approval. The audience was informed that the complete EOP would be available on the County’s website within a few days.

E. Action on FY 12-13 Budget: Resolution 2012-13 and 2012-14

Ms. Terri Hale, Director of Finance, addressed the Board with regard to the proposed FY 12-13 Consolidated Budget. She reported that the total budget, including all funds, is \$44,221,027 and contained no increase in taxes or fees. ***(A copy of Ms. Hale’s presentation is attached as an integral component of these minutes.)*** Ms. Hale recommended the adoption of two resolutions:

- Resolution 2012-13 Adopting the FY 12-13 Consolidated Budget; and
- Resolution 2012-14 Setting the Tax Rates and PPTRA Percentage for FY 12-13

Following Ms. Hale’s presentation, Supervisor Wooden stated that he had a personal interest in the School Board Budget because he is a teacher in the School System and is a member of a group of teachers and other School System employees affected by the amount of funding provided to the School System. However, he stated that he felt he could vote on the School Board Budget fairly, objectively and in the best public interest.

Supervisor Blount made a motion that the Board adopt Resolution 2012-13 adopting the proposed FY 2012-2013 Consolidated Budget as presented. Supervisor Holmes seconded the motion; Supervisors Lyttle, Wooden, Seward, Blount and Holmes voted affirmatively.

Supervisor Holmes made a motion that the Board adopt Resolution 2012-14 setting the tax rates and PPTRA percentage for FY 2012-2013. The motion was seconded by Supervisor Seward and passed with unanimous approval.

PUBLIC HEARING

A. Conditional Use Permit 2012-01

Chairperson Lyttle called the Public Hearing to order and Mr. Franklin stated that a public hearing was being conducted to receive public comments regarding Conditional Use Permit (CUP) 2012-01 requesting authorization for an outdoor music festival on the Drewry Farms Property located on the east side of Rolfe Highway and Terrapin Swamp Road.

Mr. Drewry addressed the Board reporting that the event was designed as a fundraising enterprise to benefit the Virginia Peninsula Foodbank and create an awareness of their activities within Surry County. He stated that although the event was being billed as a music festival, there would also be farming exhibits and arts/crafts vendors.

Following Mr. Drewry's presentation, Ms. Rhonda Mack addressed the Board informing them of further details of the event and associated permit application. Ms. Mack reported that the Planning Commission had considered CUP 2012-01 at their April 23, 2012 meeting and approved the application with 12 conditions. She further stated that the applicant had shown evidence of compliance with all conditions.

Chairperson Lyttle opened the floor for public comments.

Mr. Mike Eggleston (Dendron District) addressed the Board with comments in support of the applicant.

Mrs. Helen Eggleston (Dendron District) also spoke favorably of the planned event and encouraged the Board to authorize the CUP.

Ms. Amy Broad, a volunteer with the Virginia Peninsula Foodbank, also spoke in support of the event.

There being no further comments, Chairperson Lyttle closed the floor and asked for summary comments from County staff and fellow Board members.

Following brief comments from Board members, Supervisor Blount made a motion that the Board authorize CUP 2012-01 with the recommended conditions as presented. The motion was seconded by Supervisor Seward and passed with unanimous approval.

PROGRESS REPORTS (cont'd)

F. Entertainment Permit – Michael Drewry

Ms. Mack again addressed the Board with regard to a Music and Entertainment Permit (MEP) requested by Mr. Michael Drewry as required by Article VI, Section 16-553 of the Surry County Code for the same event considered during the public hearing.

Supervisor Wooden made a motion that the Board approve the requested permit, MEP 2012-01, as outlined. Supervisor Holmes seconded the motion; Supervisors Lyttle, Seward, Blount, Wooden and Holmes voted affirmatively.

G. Appointment – Highway Transportation Safety Commission

The matter was tabled until a later meeting.

H. Appointment – Social Services Board

Supervisor Wooden made a motion that the Board appoint Ms. Juanita Parker as the Claremont District representative to the Surry County Social Services Board for a term from June 1, 2012 through May 31, 2016. Supervisor Blount seconded the motion; all present voted in favor.

Supervisor Blount made a motion that the Board appoint Ms. Marie Pierce as the Bacon's Castle District representative to the Surry County Social Services Board for a term beginning July 1, 2012 and ending June 30, 2016. The motion was seconded by Supervisor Holmes and passed with unanimous approval.

PUBLIC HEARING

B. Conditional Use Permit 201-02

Chairperson Lyttle called the Public Hearing to order and Mr. Franklin stated that a public hearing was being conducted to receive public comments regarding Conditional Use Permit (CUP) 2012-02 requesting authorization for a motorcycle racing event at the Southwark Hunt Club Property located on the south side of Swann's Point Road and Beaverdam Road.

Mr. David Roland of the Peninsula Trail Riders Assoc. addressed the Board providing information about the organization and the event scheduled for September 2012.

Ms. Rhonda Mack reported that the proposed event was expected to attract about 800 visitors and, therefore, the Planning Commission had had concerns regarding health, safety, traffic control and proper

disposal of trash. As a result, the Planning Commission had imposed 9 conditions on the applicant upon their consideration of the matter at their April 23, 2012 meeting.

Chairperson Lyttle opened the floor for public comments.

Mr. Mike Eggleston (Dendron Distirct) addressed the Board with comments in support of the proposed event.

There being no other comments, Chairperson Lyttle closed the floor and requested closing comments from staff and fellow Board members.

Supervisor Seward made a motion that the Board authorize CUP 2012-02 with the recommended conditions. Supervisor Holmes seconded the motion; the motion passed with unanimous approval.

UNFINISHED BUSINESS

Chairperson Lyttle expressed concern over security in the Treasurer's office and stated that the Board had previously discussed the need for bullet-proof glass at each of the cashier stations. Board members and staff discussed the need for added security while balancing it with appropriate customer service.

Sheriff Clayton provided information regarding a recent threat to security at the government center, specifically in the Treasurer's Office. He reported that the perpetrator had been charged and was currently incarcerated at the Riverside Regional Jail.

Following further discussion, the Board asked staff to survey surrounding localities with regard to the level of security within government offices.

NEW BUSINESS

None.

CITIZENS COMMENTS

Mr. C. B. Faison (Claremont District) addressed the Board with regard to plans for the VDOT Lebanon Road project. He expressed concern that current plans do not address the very dangerous curves on Lebanon Road, but instead focus on issues of road conditions between the two curves. He

further stated that he had spoken with members of the Highway Transportation Safety Commission who had verbally supported his concerns.

Mr. Mike Eggleston (Dendron District) addressed the Board with comments regarding the question of security in the Treasurer's office and the Dendron dumpster site.

CLOSED SESSION

There being no further comments from the public, Supervisor Seward made a motion that the Board move to Closed Session to (A) discuss a personnel matter involving a specific employee, Virginia Code § 2.2-3711(A)(1) and (B) the acquisition of real property for public purposes where discussion in an open meeting would adversely affect our bargaining position, Virginia Code § 2.2-3711(A)(3). Supervisor Holmes seconded the motion. Supervisors Seward, Holmes, Lyttle, Harrison and Blount voted in favor of the motion.

Supervisor Blount moved that the Board return to open session and certify by roll call that the closed session was concluded and that nothing had been discussed except the matter or matters permitted to be discussed under the provisions of the Virginia Freedom of Information Act. Supervisor Seward seconded the motion; all members present voted affirmatively.

ADJOURNMENT

Supervisor Seward made a motion that the Surry County Board of Supervisors adjourn; Supervisor Holmes seconded the motion. Supervisors Lyttle, Holmes, Wooden, Blount and Seward voted in favor of the motion.



Hampton Roads District

Residency Evolution Locality Briefing

Spring 2012

Rossie Carroll

Residency Administrator

Hampton Roads – Williamsburg

Residency

Residency Evolution Memorandum

Gregory A. Whirley, Commissioner, January 26, 2012 Memorandum

* Evolution of VDOT's Residency Structure, Roles and Responsibilities

Residency Evolution Timeline

January 26, 2012 – Memorandum on Evolution Plan for VDOT's Residency Structure, Roles and Responsibilities

July 1, 2012 – Implementation Date for Changes to Residency Structure, Role and Responsibility

Summary of Changes to Residency

1. Empowering our Residency Leadership

- *The role of the Residency Administrator will expand beyond maintenance to also function as a position of geographical charge and local government liaison. Positions of responsible charge will not change.*

2. Improving Residency Business Function

- *Several organizational and business process changes will be implemented to strengthen the business function that supports the Residency and Area Headquarters*

3. Enhancing Employee services & Encouraging Employee Ownership / Involvement

- *Human Resources will implementing a new program for more readily available employee benefit information to front line staff*
- *Residency Administrator and Area Superintendents will be given a means to ensure that their issues are addressed in a structured manner*

Empowering the Residency Leadership

- **The Residency Administrator position will have geographical charge and area maintenance responsibility**
- **The District Administrator will be the Residency Administrators first-line supervisor**
- **The District Maintenance Engineer will have the functional responsibility of the Residency's 604 program (i.e. Budget, Equipment, LOS and MEL)**
- **The Government Liaison function will be the responsibility of the Residency Administrator**
- **Residency Administrators are not intended to be in positions of responsible charge**
- **Authorized one additional MEL for each residency for RA, ARA or MOM position**

Residency Evolution Communication Plan

February 2012 – Residency Administrators met with RBA and fiscal staff to provide information on proposed changes to the residency business functions and received feedback on implementation

March 2012 – Residency Administrator advised staff of implementation plan for Residency Evolution

March 2012 – Residency Administrators met with PIM staff, Land Use staff, Business staff, Accounting staff, Traffic Engineering staff, Technology Resource staff and Facility Management to discuss the transition plan and change in responsibilities

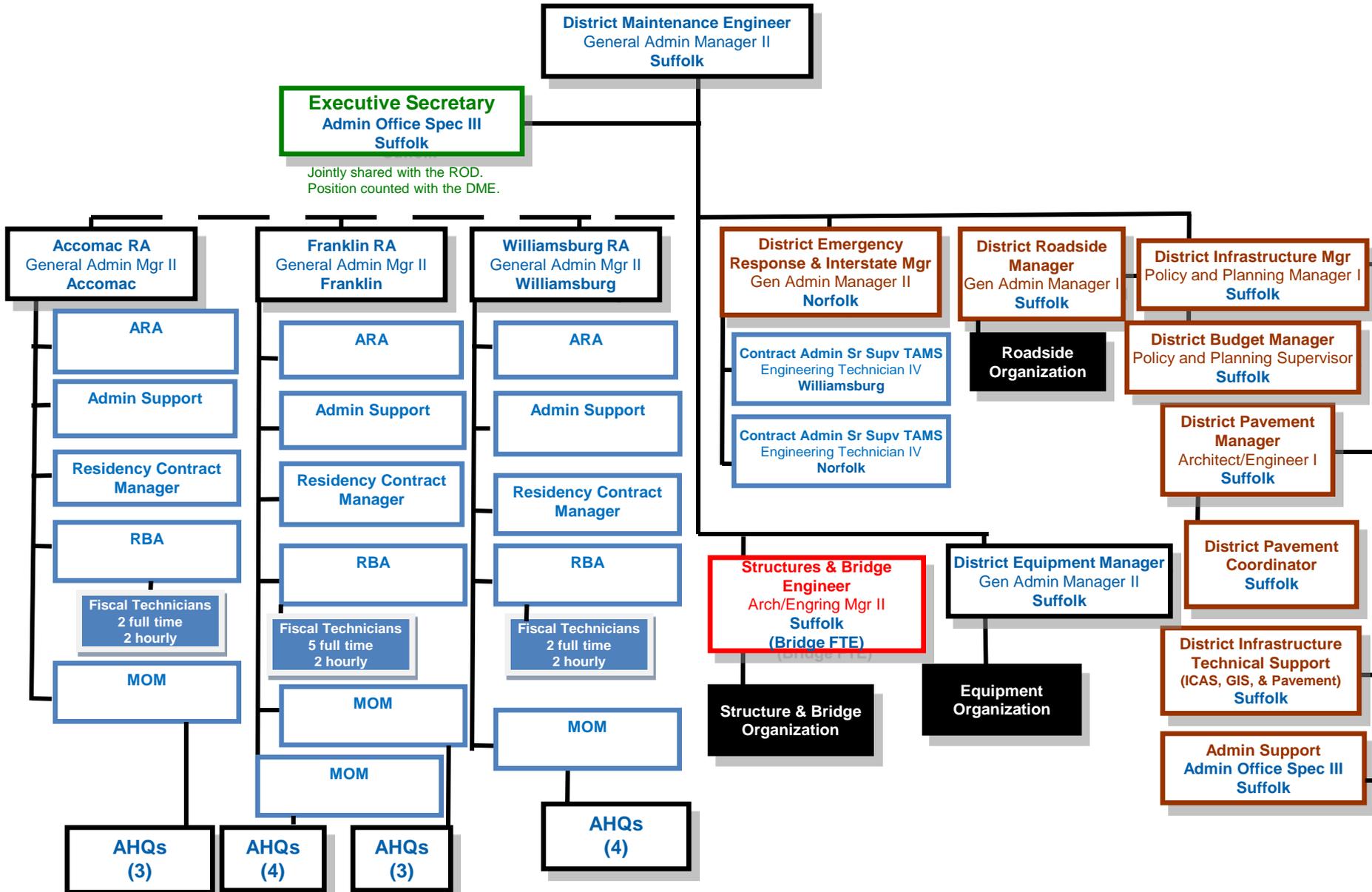
April 17, 2012 – Residency Administrators brief DA on the Transition Plan

June, 2012 – Residency Administrators brief County Board of Supervisors and County Staff

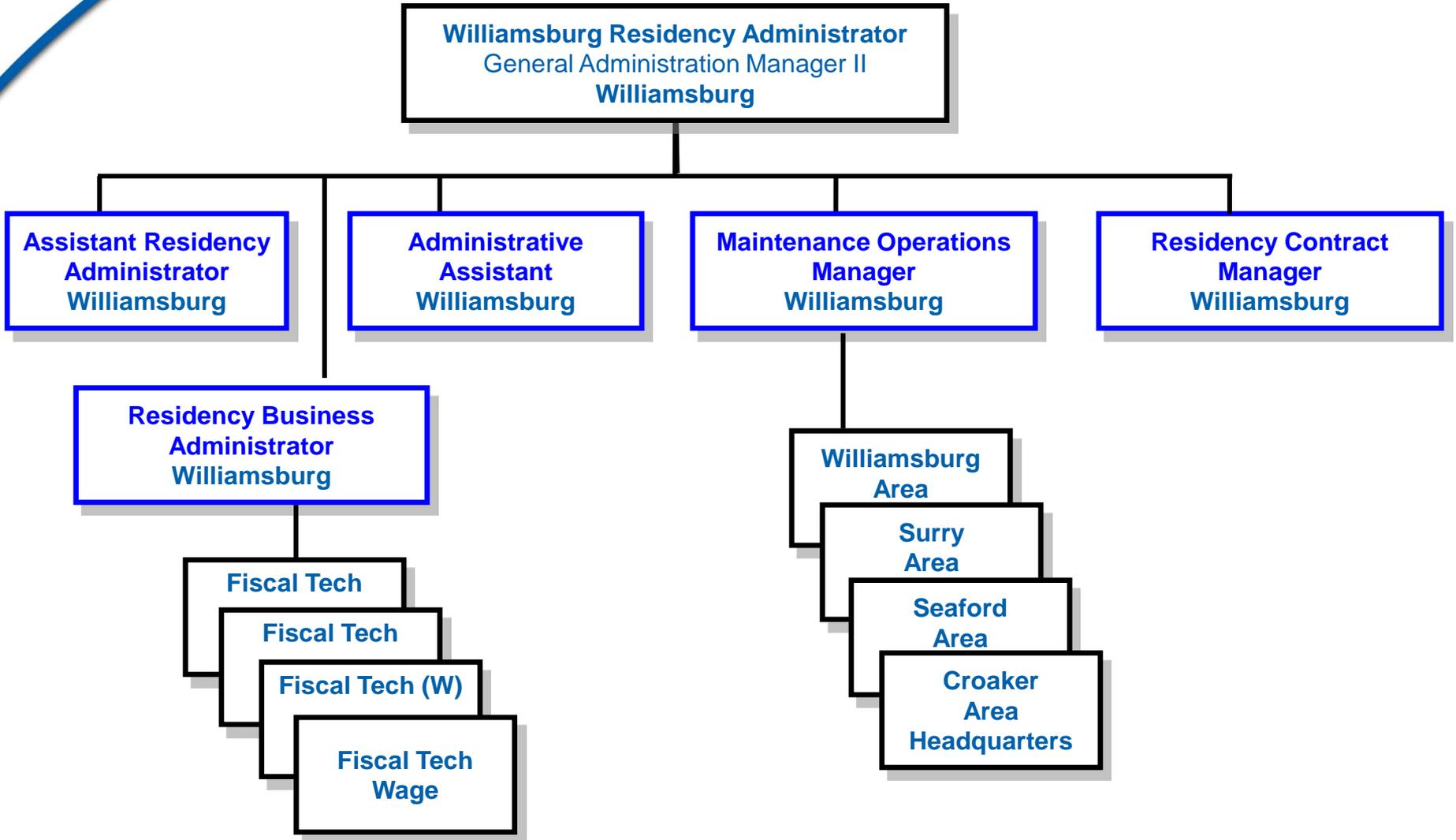
Residency Evolution Target Dates

- **May - June, 2012 – New EWPs finalized and Residency Business function is transferred from District Business Administration**
- **June, 2012 – Brief localities on departmental changes related to Residency Evolution**
- **June 10, 2012 – ARA hiring process complete and positions filled**
- **July 1, 2012 – Local Liaison role is transferred from the Hampton Roads District PIM to the Residency**

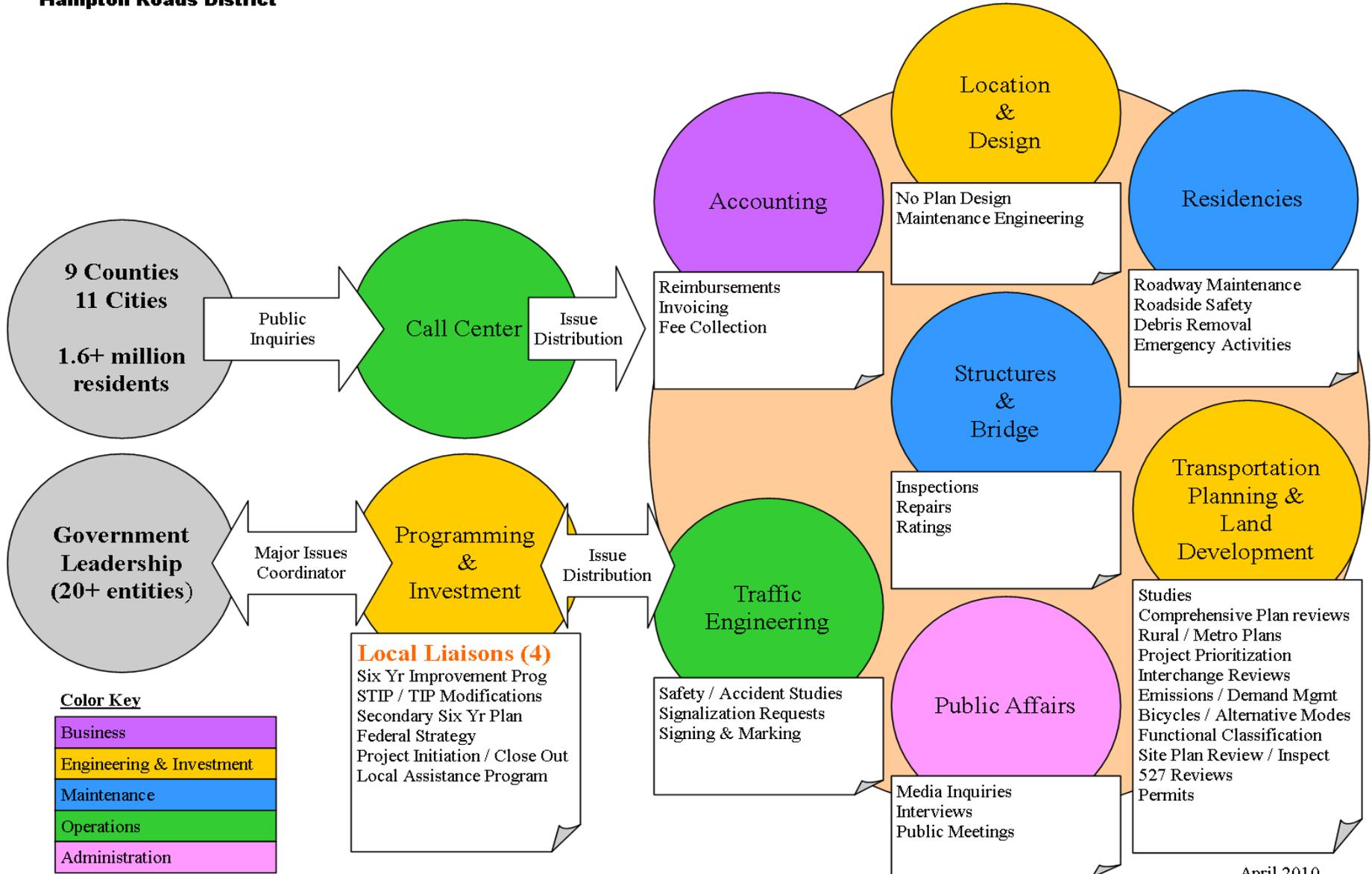
Hampton Roads District Maintenance Section Organization Diagram



Williamsburg Residency Organization Diagram



INQUIRY MODEL



Residency Administrator's Responsibilities

- Attend Board of Supervisor meetings, town meetings or meetings of interest groups quarterly
- Citizen concerns and communications
- County staff interaction and liaison duties
- Communicate and coordinate with various district sections to accomplish mission
- Oversight of Residency Administrative and Maintenance budgets
- Oversight of Inventory Management System for the Residency and AHQs
- Oversight of Residency Physical Plant, Maintenance Reserve and Capital Outlay projects
- Identify, plan and prioritize maintenance needs
- Provide supervision and performance management for Residency Staff
- Charged with oversight of all rental and non-rental equipment within Residency
- Oversight of residency service contracts
- Work with towns and counties to address transportation maintenance needs
- Oversee and coordinate residency emergency response
- Manage and oversee employee time and attendance
- Oversee and approve residency procurement, AR and AP
- Oversee all residency maintenance programs, schedules and planned work activities
- Oversight and implementation of Tiger Team / HERT program for residency
- Oversee strong safety program for the residency
- Set priorities for the residency
- Lead to accomplish set goals and agency mission

Maintenance / Operation Changes

Local governments can expect:

- **Call Centers for citizens**
- **Residencies focused upon maintenance and locality issues**
- **Area Headquarters locked throughout the day when unattended**
- **Limited “Walk-Up” services**
- **BOS Meeting quarterly attendance with quarterly updates**
- **Permits and Land Development services moved to the District**
- **Government services coordinated through Residency Administrator**
- **SSYP and locally administered projects will continue to coordinate through Hampton Roads District PIM group.**

Residency Functions

Local governments can expect (continued):

- **VDOT Residency Administrator coordinating with single local contact**
- **Functions moved to the District Complex**
 - **Project Management / Engineering**
 - **Land Development / Permit reviews & approvals**
 - **Media Relations**
 - **Planning / 527 Program**
 - **Secondary Six Year Plan (SSYP / GENMOD)**
 - **Six Year Improvement Program (SYIP)**
 - **Traffic (Studies, Signals, Signing, Striping)**
- **Most service delivery or coordination will be at the Residency Level**

Residency Functions

Local governments can expect (continued) :

- **Representation at Board of Supervisor meetings quarterly**
 - Detailed briefings will be event driven
 - Needs and goals clearly defined
 - County Administrator and Residency Administrator coordination of meeting requests

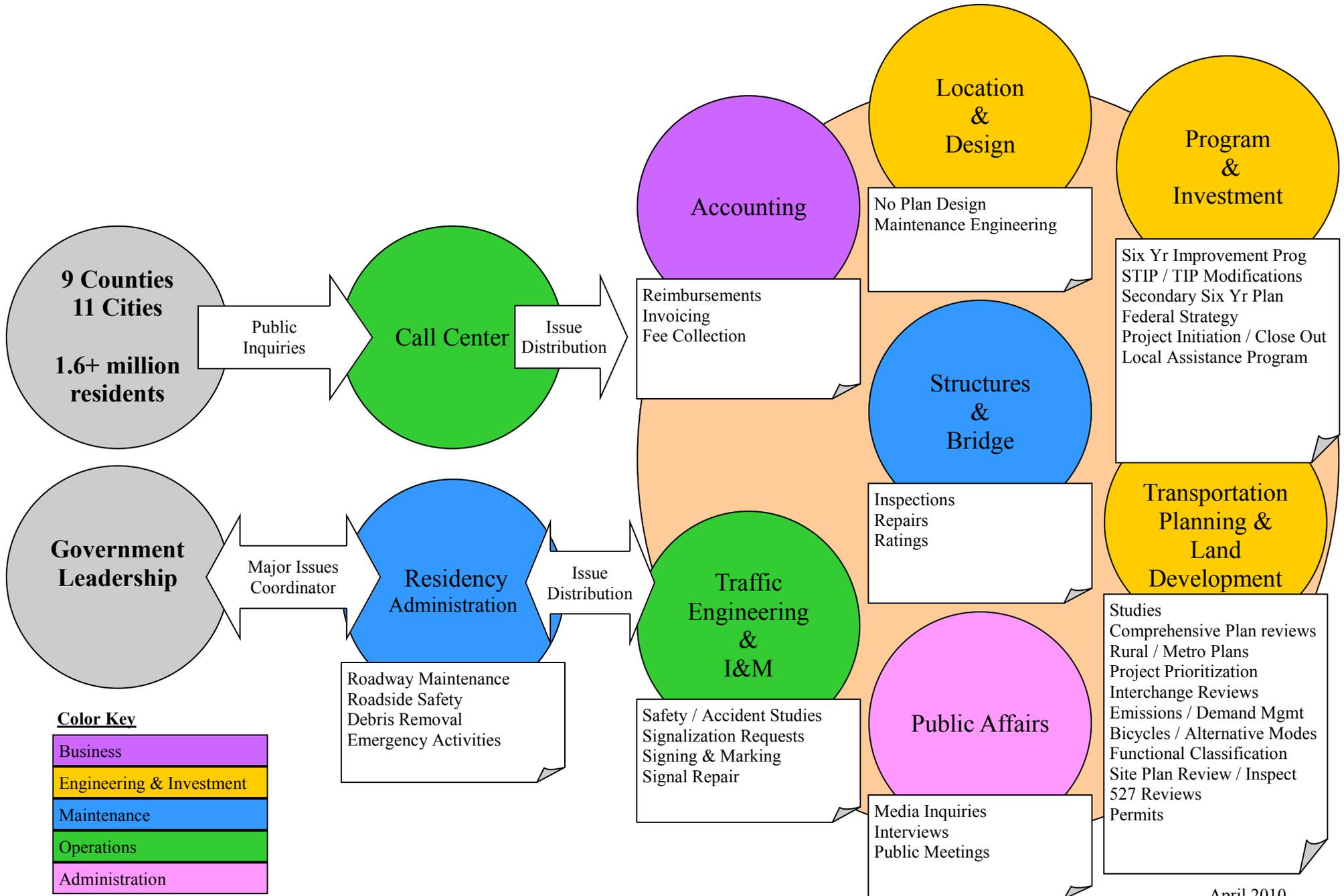
Questions?



Hampton Roads District Residency Evolution

Residency Implementation Plan

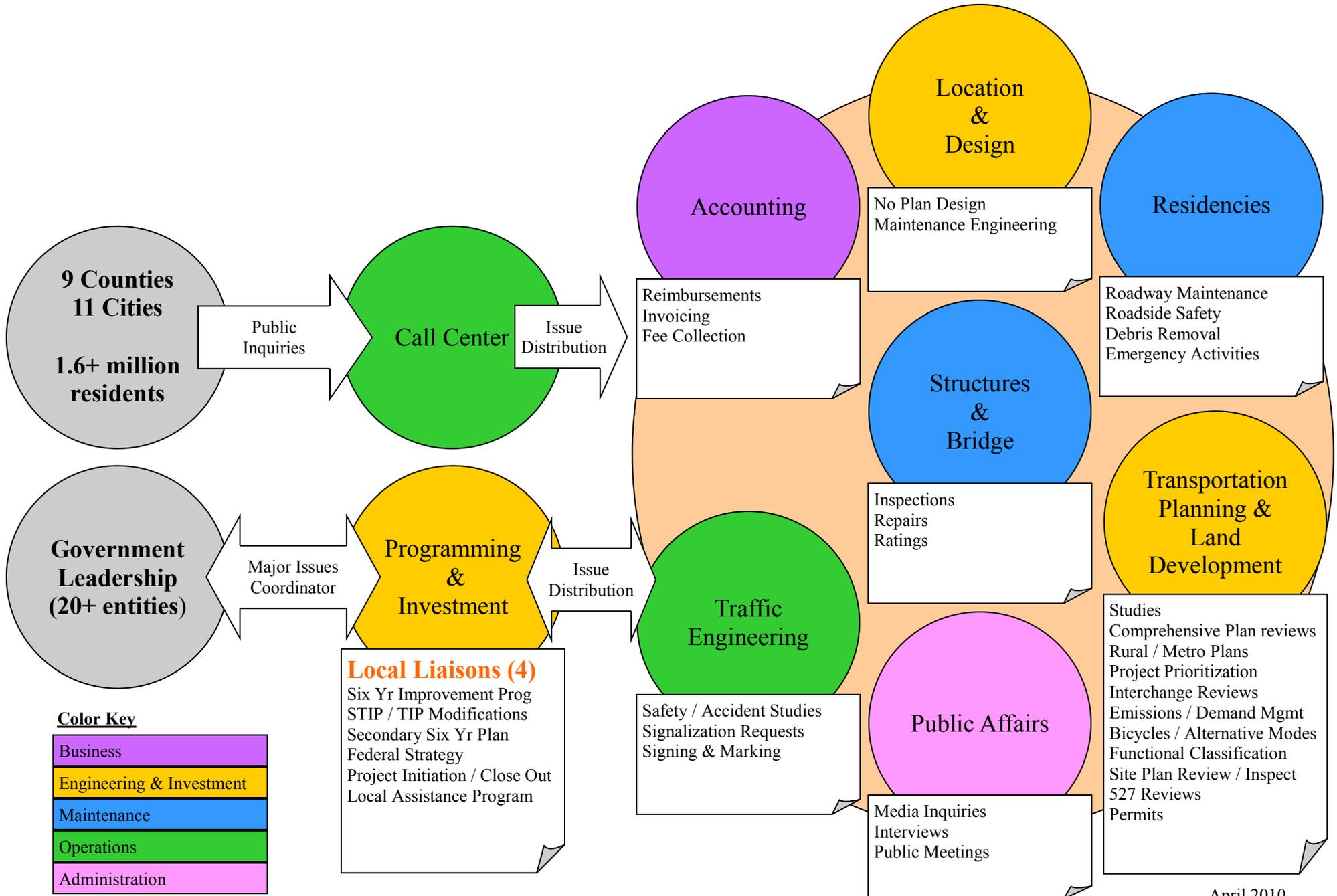
INQUIRY MODEL



Color Key

Business
Engineering & Investment
Maintenance
Operations
Administration

INQUIRY MODEL

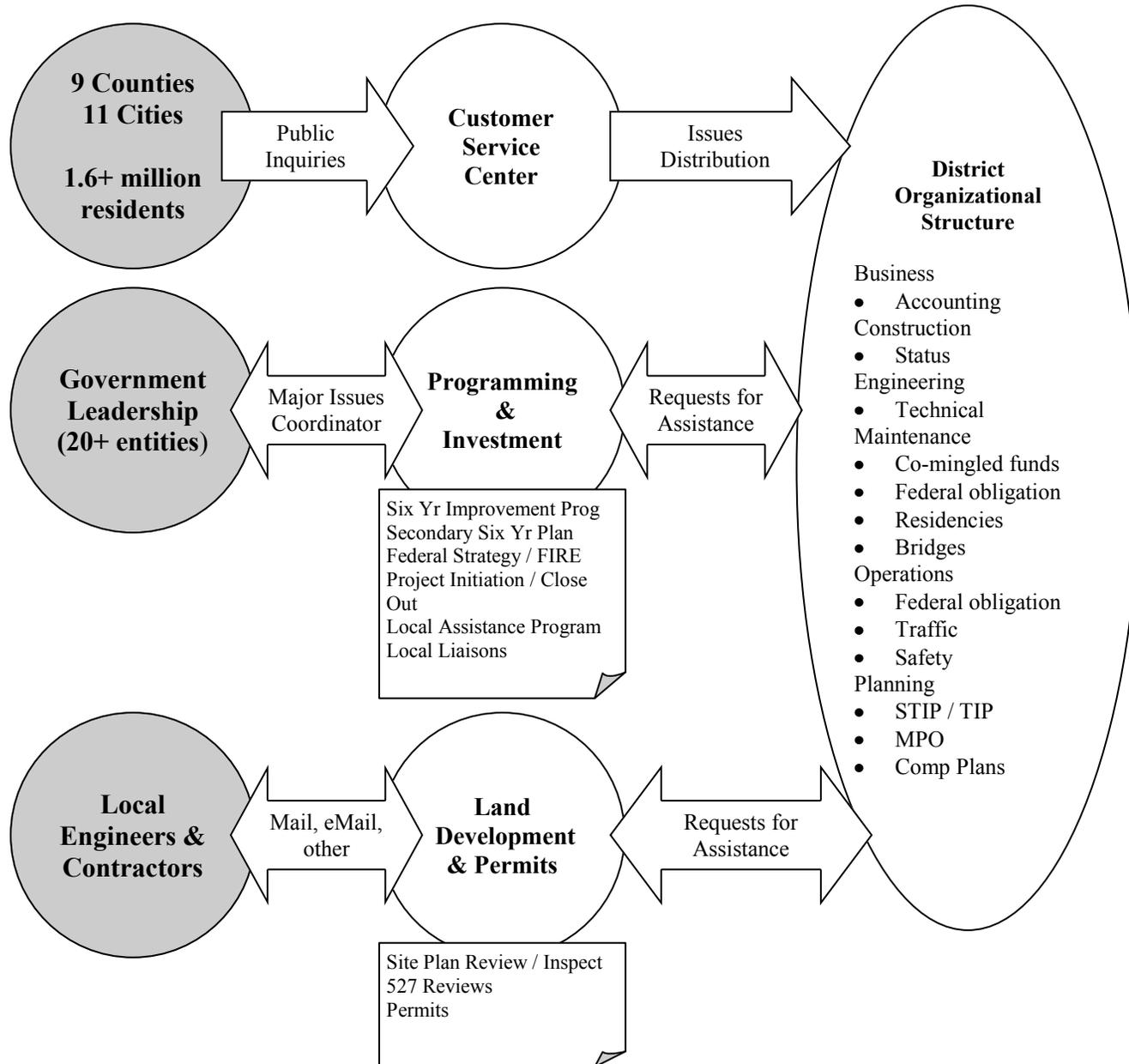


Color Key

Business
Engineering & Investment
Maintenance
Operations
Administration

INQUIRY MODEL

April Staff Meeting



Creating a Sanitation Authority



Presentation to the Surry County
Board of Supervisors and
Claremont, Dendron and Surry
Town Councils

June 7, 2012

Earl Sutherland, PE
Vice President
Patton Harris Rust & Associates

Creating a Sanitation Authority



Implementation

- The **Board of Supervisors** must pass an ordinance or resolution to create a water authority, a sewer authority, a sewage disposal authority, a stormwater control authority, a refuse collection and disposal authority, or any combination of these activities. The ordinance creating the authority can not be adopted or approved until a public hearing has been held.

Adapted from the Code of Virginia § 15.2-5137

Creating a Sanitation Authority



- The ordinance or resolution creating an authority must include:
 1. The name of the authority and the address of its principal office.
 2. The names, addresses and terms of office of the first members of the board of the authority.
 3. The purposes for which the authority is being created.

Creating a Sanitation Authority



- After adoption or approval of an ordinance creating the authority, the Board of Supervisors must file with the State Corporation Commission the authority's articles of incorporation.

Creating a Sanitation Authority



Structure of the Authority

- The authority may exist for a term of up to 50 years as a corporation.
- The authority board must consist of five members appointed by the Board of Supervisors.
- The authority board members may appoint a chief administrative or executive officer that serves at the pleasure of the board members.

Adapted from the Code of Virginia § 15.2-5137



Creating a Sanitation Authority

- The Board of Supervisors can lend, advance or give money to the authority.
- The authority can sell, lease, transfer or dispose of all or any part of any property, real, personal or mixed, or interest acquired by it.
- The authority can charge and collect rates, fees and charges for the use of or for the services furnished by or for the benefit from any system operated by the authority. The fees must be reviewed by the authority periodically and shall be adjusted, if necessary, to assure that they continue to be fair and reasonable.

Surry County, Virginia

FY13 Budget Adoption

June 7, 2012

- Resolution Adopting Budget
- Resolution Setting Tax Rates

- **Balanced Budget Totaling
\$44,221,027**
- **No increases in taxes or fees**

FY13 Revenues, All Funds

Total Budget		\$ 44,221,027
Local	\$ 20,900,522	
Other Local	200,000	
State	5,683,575	
Federal	1,644,791	
Debt Proceeds	410,000	
Transfers from Other Funds	15,382,139	

FY13 Expenditures, All Funds

Total Budget			\$	44,221,027
General Fund	\$	22,147,337		
Debt Service Fund		1,625,083		
Virginia Public Assistance Funds (3)		1,926,246		
Comprehensive Services Fund		134,754		
School Fund		15,195,221		
Cafeteria Fund		598,062		
Indoor Plumbing Fund		13,908		
Economic Development Fund		80,000		
Capital Fund		2,185,000		
Utilities Fund	\$	315,416		

2012 Tax Rates

Real Estate	\$0.73/\$100 of assessed value
Personal Property	\$4.00/\$100 of assessed value
Passenger Buses	\$3.00/\$100 of assessed value
Personal Property Tax Relief	50%
Machinery & Tools	\$1.00/\$100 of assessed value
Merchants Capital	\$0.00/\$100 of assessed value
Farm Machinery & Tools	\$0.00/\$100 of assessed value