MEETING #36– July 28

At a Workshop Session Meeting of the Madison County Board of Supervisors on **July 28**, 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
Jonathon Weakley, Member
Robert W. Campbell, Member
Kevin McGhee, Member
Daniel Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Leo Tayamen, Finance Director
Jacqueline S. Frye, Deputy Clerk

Agenda:
Call to Order
Chairman Lackey called the meeting to order.

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum
Chairman Lackey advised that a quorum was present.

1. Adopt Agenda
Suggested amendments to today's Agenda:
i. (Add item 1-a: Partnership – County & Huelben, Germany, John Underwood)

Supervisor Jackson moved the Board adopt tonight's Agenda as amended, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).*

a. Partnership – County & Huelben, Germany, John Underwood: Mr. Underwood provided an update on the project partnership between Madison County an Huelben, Germany (adopted April 2015) to establish a cultural exchange between both localities that will allow citizens to travel and exchange cultural experiences. It was further noted that Huelben, Germany has asked Madison County to consider introducing any types of products offered by our locality at the upcoming Huelben Christmas Party – a response is suggested in order to familiarize visitors with what the County has to offer.

The Board suggested the following businesses be asked to consider becoming involved:
- *Box-In/Box Out [Peter Rice]*
- *Kite's Ham [Jimmy Kite]*
- *Plow & Hearth*

Mr. Underwood noted there has been positive feedback from the citizens of Madison County and some local residents here have offered to have visitors (from Germany) to stay in their residences during future visits here. In closing, it was also noted that Tracey Williams Gardner, Tourism & Economic Director, will be advised of tonight's discussion.

Chairman Lackey suggested that an invitation also be written (by Mr. Underwood) to exchange the invitation to Huelben, Germany to exchange products from their region to the County that can possibly be displayed at the Farmer's Market during the Christmas holiday bazaar.

2. Financial Reports
i. General Operations (Fund 10) - General Fund FY2015 – July
ii. Certificate of Claims (Fund 11) - Tourism Enhancement FY2015 – July
iii. Certificate of Claims (Fund 40) – Debt Service FY2015 – July
iv. Supplemental Requests – General Operations – FY2015 – July
vi.Capital Improvement Projects (Fund 30) – CIP – FY2015- July

Chairman Lackey advised that the financial reports will be provided shortly, as the Finance Director hasn't yet closed the July expenditures.

3. Minutes:
a. #33 through #35

Chairman Lackey called for any concerns regarding the minutes; necessary corrections should be forwarded to the Deputy Clerk.

4. Discussion:

i. RRCS FY2016 Budget & Program Plan (Brian Duncan, Ex. Director): Brian Duncan, Executive Director, was present to provide the following highlights on the FY2016 plan:

- Community services being offered
- Economic Impact
- Community needs
- New funding sources and services for our region
- Regional Priorities for FY2016 (for service areas)
- FY2016 projected incomes reimbursement revenue sources, fees, etc.
- Programs for the elderly (protected money management, rental assistance, affordable apartment housing)
- Allocation of revenues by service, staffing FTE's, CIT and Coordinator for FY2016
- Projected incomes (for Madison County)
- Service outcomes and number of recipients being served (by locality)
- Continuing revenue trends for community based services (to elderly and disabled)
- Boxwood site has now been sold

Additional highlights were provided on the proposal to provide transportation to the service location in Orange, Virginia; discussions with the Director of Social Services are being held to assess whether transportation services are applicable for Madison County. It was also reported that the State approved full funding for the CIT Coordinator position which will allow the RRCS to retract its prior request to each locality to providing funding for the position.

Chairman Lackey expressed the Board's continuing desire to have a service provider (i.e. therapist) for Madison County at least 1x weekly.

Mr. Duncan noted that services provided at this time include more than just therapy.

Clare Lillard, Citizen Representative, was present and expressed a desire to learn and be readily available to adhere to any questions/concerns the Board members may have.

Mr. Duncan noted that a resolution will be drafted to reflect today's presentation.

ii.December 2015 Christmas Luncheon Date: The Board was provided a list of available dates for the 2015 Christmas luncheon.

After discussion, it was the consensus of the Board to select Thursday, December 17, 2015 for the event.

iii.Sound System Update: Robert Finks, Director of Emergency Communications, was present to advise that pricing has been attained price quotes from four (4) vendors for a sound system; pricing provided includes several microphones (including one [1] wireless; acoustic panels), and is for a sound system only. In discussing concerns about recording equipment with the vendors, it was recommended that the county continue with the current recording device and hook it into an appropriate operating system that will provide a very clear recording.

Concerns from the Board were as follows:

- Supervisor Weakley: Referenced an email received from a citizen with a hearing impairment, and questioned if the representative denoted as the outreach representative (in the document) could be contacted to verify if any proposed equipment will be suitable to meet the needs identified in the email.
- Chairman Lackey: Questioned if earphones could be added

Mr. Finks noted that earphone equipment could be added, but isn't included in the pricing quotes provided today. In closing, he noted that most individuals that use hearing aids are unable to utilize earphone equipment; he expressed dissatisfaction with the equipment installed by Crutchfield, Inc., at a school facility (i.e. equipment was defective). In closing, he noted that less expensive equipment isn't always the best option.

- Supervisor Campbell: Expressed dissatisfaction with the proposal to purchase sound equipment; he feels the purchase of clip on microphones (for $800.00) would be a good solution to the sound quality concerns expressed by the citizens; feels

that new microphones may not be necessary if all members would lean forward and speak directly into the microphones already in place.

- Supervisor Jackson: Feels that spending a large amount of money for sound equipment is an absurd waste; expressed interest in the purchase of the microphones (as noted) for a cost of $800.00.

Further discussions focused on:

- County funds to be spent as responsibly as possible,
- Any funding spent (by the County) will be wasted if the needs expressed by the citizens isn't met
- Will the purchase of microphones (for $800.00) fully address problems with echoing of sound
- Acoustic panels may help with absorbing excess sound
- Spending $20,000.00 (as quoted by a vendor) isn't a wise use of funding (based on citizen population)
- Whether repairs are needed for the existing equipment in the auditorium

Mr. Finks verbalized concerns about the existing equipment and also suggested the Board assess exactly the Board is looking to do on behalf of the citizens (i.e. purchase new microphones, acoustic panels, etc.). In closing, he noted the system installed in the courtroom is a professional system which is the opposite of the current system used in the auditorium.

The following citizens were present and provided the following input:

- *Robin Brown: Verbalized her perception of the sound quality of each individual Board member; also feels the layout of the auditorium presents a problem (high ceiling).*

Concerns from the Board focused on the fact the existing microphones aren't situated in a good location (i.e. doesn't reach back to the seating area of the members).

After discussion, it was the consensus of the Board to authorize Robert Finks, Supervisor Weakley and Supervisor Jackson to move forward with discussing concerns with ADA requirements in order to research and devise a suitable plan to resolve the sound quality concerns in the auditorium.

iv.CIP Expenditures [Storage Building, Admin Roof, CIP]: Chairman Lackey noted that all members have been provided notebooks that contain information on the projects as stated.

The County Administrator advised there may be some discussion following review of the notebook; in lieu of his recent arrival to the position, it will take some time to become familiar with all the many facets of the County. It was also noted that Mary Earhardt has been tasked with reviewing the County budget and expenditures in order to provide clarified data.

Chairman Lackey noted the County isn't concerned with any type of fraudulent or misuse of funding, but would like to attain a clear reconstruction of what has transpired for County projects.

Concerns from the Board were as follows:

- Supervisor Weakley: Questioned whether the findings can provide actual costs for labor (i.e. source [paid contractor, staff or trustee)]
- Supervisor Campbell: Verbalized a desire to discuss the storage building and the absence of shelving (as requested by the Sheriff); doesn't recall any type of agreement between the County and the Sheriff regarding the building, its construction or necessary contents.
- Supervisor Jackson: Noted that a recent meeting transpired with the Sheriff regarding specific needs in order for the Sheriff to occupy the building; a list and proposed pricing will be presented to the Board at an upcoming meeting for review, discussion and action in order to get the building ready for occupancy.
- Chairman Lackey: Noted that today's notebook will provide a full overview of the storage building project (i.e. minutes, expenditures, etc.) for review.

<u>Administration Roof Project:</u>

- Supervisor Campbell: Verbalized concerns regarding appropriation of funding for the project; questioned whether a new roof was erected at the Clerk's Office as discussed during prior meetings; verbalized concerns regarding action on projects that haven't been initiated in a timely manner and appropriation requests that haven't been implemented.
- Chairman Lackey: Advised that documentation on the project is included in today's notebook; the roof at the Clerk's Office hasn't been replaced but funding has been budgeted for the project (i.e. about $8,000.00).

It was further suggested that the County Administrator discuss the project with Roger Berry, Facilities Director, to attain information on the project, as he has been tasked with carrying out the project.

After discussion, it was suggested the Board request an update on the proposed project for the Board and Administrator.

Storage Building:

Erik Weaver, Sheriff, advised that he will need a key to the front gate at the landfill in order to access the storage building; he also questioned the guidelines noted in the County's procurement policy.

After discussion, it was noted that Roger Berry, Facilities Director, will be contacted about securing keys.

The Sheriff noted that the amount needed may be above the applicable funding amount denoted in the County's procurement policy (i.e. $30,000.01) which will include the purchase of a security system.

The County Administrator recommended that online research be done for pricing, local vendors, and that copies of attained information be provided for comparison.

The County Attorney suggested that the existing procurement policy be followed as adopted.

***v.* PRA:**

Supervisor Jackson advised that discussions have transpired with the PRA regarding the existing MOU; this document will be updated and a draft will be initiated for review and discussion at the next meeting; a copy of the draft will be provided to the Board for review.

The County Attorney also provided an update on the recent FOIA suite involving the PRA; although the suit was dismissed, it was noted that the existing guidelines in the MOU aren't being followed and will need to be updated.

Input focused on the fact that for FY2016, there are two (2) departmental budgets in place for the PRA (i.e. county funding and fundraising/fees); although funding will be tracked for both departments, the funding attained through fundraising/fees can be spent as the PRA deems appropriate.

The County Attorney also noted that half of the expenses for utilities and insurance are taken from each PRA departmental budget. In closing, he suggested that a clear distinction be made in the future.

Supervisor Campbell verbalized concerns about the budget figures noted in PRA departmental budgets (i.e. anticipated revenue figures being added to actual revenue) which didn't balance based on expenditures incurred, and the difference in numbers being supplied by the Finance Office.

Stephanie Murray, Treasurer, provided input regarding 'true up' and carry over for PRA; the revenue sheet provided by the Treasurer's Office is to reflect any revenue received from PRA for the month and YTD; clarification was also provide on the manner in which supplements are received and posted.

Reference was made regarding:

- PRA's different funding streams and expenditures
- Time lapse involved for the posting of transfers and supplements
- The slight delay between processing transactions

It was clarified that supplemental requests will no longer be implemented (for the PRA) in FY2016, and that the PRA cannot exceed spending revenue noted in department #71100.

Chairman Lackey suggested the Finance Office provide a copy of all checks written off both PRA departmental accounts to verify funding allocations and expenditures.

After discussion, it was requested that the County Administrator research today's concerns; the current accounting process initiated for the PRA appears to be more clear and concise.

Right of Way Agreement (Hoover Ridge/REC)
The County Administrator provided copies of a right-of-way request between the Rappahannock Electric Co-op at Hoover Ridge Park. A copy of the document will be provided to the County Attorney for review and clarification. Emphasis was placed on the Virginia Code Section regarding these types of requests, and that a public hearing doesn't appear to be necessary.

After discussion, it was noted that the ROW document will be added to the August Regular Meeting for discussion/review.

5. Good of the Order – None.

6. Information/Correspondence

Piedmont Workforce Network
Chairman Lackey provided a brief update on the educational project hosted by the Piedmont Workforce Network and the Madison Literacy Council last Friday. It was also noted that staff from the DSS office plan to cooperate with advising potential clients of the program being held each Friday.

Joint Radio Control
Supervisor Weakley suggested the County Administrator be advised of the proposed joint radio control endeavor (i.e. regional interoperability) and that an update be provided on the program process.

School Board Walkthrough
Supervisor Campbell advised he will bring this item up for discussion at the upcoming CIP Meeting.

The County Administrator suggested the process be scheduled closer to the start of the new school year.

Chairman Lackey called for a five (5) minute recess.

Supervisor Lackey reconvened the meeting.

7. Closed Session [2.2-3711 (Personnel & Contracts)]

a. Closed Session:
On motion of Supervisor Jackson, seconded by Supervisor Campbell, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to personnel issues, specifically involving personnel evaluations and performances, and Virginia Code Section 2.2-3711(A)(7), pertaining to consultation with legal counsel concerning specific legal matters, with the following recorded: Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).

b. Motion to Reconvene In Open Session:
On motion of Supervisor Jackson, seconded by Supervisor Campbell, the Board reconvened in open session, with the following vote recorded: Ayes: Lackey, Jackson, Weakley, Campbell. Absent: McGhee. Nays: (0).

c. Motion to Certify Compliance:
On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7), 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, Weakley, Campbell. Absent: McGhee. Nays: (0).

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

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 citizens provided comment:

- Pete Elliott (Support of new Administrator; purchasing eight [8] clip on microphones will not resolve sound quality issues; former, non-tax paying employee has been allowed access to the landfill/shelter during shuttered weekday; storage building being entered by unauthorized person; inaccurate budget concepts noted)

Chairman Lackey responded that today's statement (regarding access to the landfill) is inaccurate as described; the Board will address the concerns noted which appear to be public gossip that is incorrect. In closing, she urged Mr. Elliott to meet with the County Administrator to voice today' concerns as noted.

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

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

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Doris G. Lackey, Chairman
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors
Adopted on: September 8, 2015
Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin, McGhee, V.R. Shackelford, III, & Constitutional Officers

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Agenda
Workshop Agenda
Madison County Board of Supervisors
Tuesday, July 28, 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
a. Partnership - County & Huelben, Germany, John Underwood
2. Financial Reports
i. Claims i. General Operations (Fund 10) General Fund FY2015 – July
ii. Certificate of Claims (Fund 11) – Tourism Enhancement FY2015 – July
iii. Certificate of Claims (Fund 40) – Debt Service FY2015 – July
iv.Certificate of Claims (Fund 30) – CIP FY2015 - July
v. Supplemental Requests – General Operations – FY2015– July

3. Minutes: *a.* Review Draft Minutes: #33 through #35
4. Discussion:
i. RRCSB [RRSCB FY2016 Budget & Program Plan], Brian Duncan
ii. December 2015 Christmas Luncheon Date
iii. Sound System Update, Robert Finks
v. CIP Expenditures [Storage Building, Admin Roof, CIP]
vi PRA
5. Good of the Order
6. Information/Correspondence
7. Closed Session [2.2-3711 (Personnel & Contracts)]
8. Public Comment – Will take place as close to 7:00 p.m. as possible
9. Adjournment

AMENDMENT NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT