



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

June 10, 2014

<u>Item #</u>		<u>Page #</u>
19.	Virso Recreation and Community Center	169
20.	<u>County Administrator's Report:</u>	
	a. Supplemental Information – Landfill Construction Bids	171
	b. State Budget Contingency Plan	179
21.	<u>Closed Session:</u> 2.2-3711 (A)(7) – Consultation with Legal Counsel	185
22.	<u>Correspondence/Informational:</u>	187
	a. Commonwealth Regional Council, Agenda and Minutes	188



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: June 10, 2014
Item No.: 19
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: Virso Recreation and Community Center

Summary:

During the April 15, 2014 budget work session the Board had considerable discussion concerning the Virso Recreation and Community Center. Supervisor Townsend stated the children in the Virso community had no recreation center and no recreational outlets. With no adequate public transportation system they could not travel into Farmville to avail themselves of the many opportunities available to the children of Farmville and the areas nearby Farmville. The children in Virso need somewhere to go to enjoy themselves in a safe environment or otherwise they will just be hanging

Discussion ensued with a consensus that the Board would provide some funding that would be tied to a match which could include in-kind services. Supervisor Townsend agreed with the idea of a match but stated the organization needed a base of funds to help them get started. Supervisor Timmons made a motion to fund up to \$5,000 with an equivalent match of up to \$5,000. Supervisor Townsend then made a substitute motion to provide \$8,000 to the center with a required \$2,000 match.

Both motions were withdrawn to allow Supervisor Townsend to speak with the Virso community center to allow him the opportunity to develop an oversight capability to ensure County funds are expended properly. Mr. Townsend has been placed on the Committee of the center which will allow him oversight opportunities.

Attachments: Virso Recreation and Community Center, Board and Committee members.

Recommendation: Supervisor Townsend recommends the Board budget and appropriate \$8,000 from the Recreation fund for use by the Virso Recreation and Community Center subject to a \$2,000 match which may be obtained from in-kind services. The \$2,000 match must be obtained during the expenditure of the first \$4,000 of County funds.

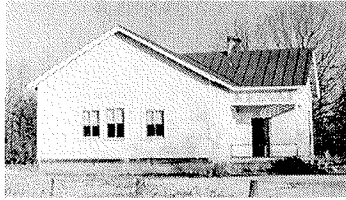
Motion _____ Campbell _____ McKay _____ Townsend _____
Second _____ Cooper-Jones _____ Simpson _____ Wilck _____
Jones _____ Timmons _____

President

Donna R. Pride
434.808.4629

Board Members

Marlene W. Baker Sasha Gregory
Jean Barnes Harriett Fentress



Virso Recreation and Community Center

688 Virso Road
Meherrin, Virginia 23954

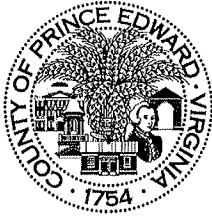
Listed below is VRCC current Board of Directors and Committee members, effective current fiscal year 2014.

Board of Directors

- Mrs. Donna Pride, President
- Mrs. Marlene Baker, Secretary
- Mrs. Harriett Fentress, Treasurer
- Mrs. Brenda Gray, Public Relations

Committee Members

- Mrs. Jean Barnes
- Mrs. Omega Faulkner
- Mrs. Sasha Johnson
- Mrs. Cathial Lyle
- Mr. Roy Townsend
- Mr. Michael Whitehead



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: June 10, 2014
Item No.: 20-a
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: Supplemental Information – Landfill Construction Bids

Summary:

This summary is an addendum to the agenda summary in the board pack located on pages 139-144 concerning the same topic. Resource has received a revised bid from the low bidder. The attached letter from Resource provides a detailed analysis of the revised bid.

The revised bid decreases the cost to an amount less than the revised Engineer’s opinion and very close to the amount contained in the FY15 budget. But this reduction was achieved by reducing the size of the new landfill cell. The price reduction is 17% but the reduction in volume in the new cell would be reduced by 42%. This increases the unit cost on a cubic yard of volume by 44%.

Resource provides five recommendations. The primary one being to reject all bids and rebid in early 2015. The recommendations to:

- a) Perform a topographic survey of Cell E. This cost is contained in the existing refuse budget.
- b) Delete line item 18 of the Bid Form (Landfill Gas Monitoring Wells) and perform this work as part of Resources services in FY15.
- c) Drill borings to better define the extent of the rock.

To complete items (b) and (c) will add 14,500 to the FY15 budget. Doing both at the same time will allow the County to pay only one mobilization cost.

Attachments: June 9, 2014 letter from Resource International, LTD. with enclosures.

Recommendation: County staff agrees with all the recommendations by Resource. Because deleting item 18 from the Bid Form will most likely cause an increase in the FY15 budget the Board can either amend the budget now or can leave the budget as it exists, knowing there is a strong possibility there will be a budget amendment sometime in 2015.

Motion _____ Campbell _____ McKay _____ Townsend _____
Second _____ Cooper-Jones _____ Simpson _____ Wilck _____
Jones _____ Timmons _____



ENGINEERS • SCIENTISTS • SURVEYORS • PLANNERS

Direct Dial (804) 550-9245
ehollos@resourceintl.com
http://www.resourceintl.com

June 9, 2014

P.N. 90094.35

Ms. Sarah Puckett
Assistant County Administrator
Prince Edward County
P.O. Box 382
Farmville, VA 23901

**RE: Review of Revised Bid Submitted by Global Containment Solutions, LLC
for the Construction of Cell E Prince Edward County Landfill**

Dear Ms. Puckett:

The referenced "Revised Bid" by Global Containment Solutions, LLC (Global) was received at Resource's office on June 4, 2014. Although this revised bid is lower, it achieves this by moving the western edge of the landfill to the east by 90 feet. In essence, this reduces the lined area and the airspace available from this proposed construction effort by ~141,800 cubic yards. The airspace associated with the original Cell E as bid on May 15, 2014 is ~331,800 cubic yards. Therefore the airspace associated with the "Revised Bid" configuration proposed by Global is ~190,000 cubic yards.

This reduction in volume (~42%) compared to the reduction in price (~17%) was discussed at length with County Staff in a conference call on June 6, 2014. The conclusion reached by County Staff and Resource's staff participating in the conference call was that it would be of more benefit for the County to re-bid the project early in 2015, particularly based upon:

- the reduction in the waste quantity being brought to the landfill;
- the existing life remaining in Cells A – D of 1.5 to 2.0 years (because of this reduction in waste quantity); and
- the unit cost on a cubic yard basis for construction of Cell E in the Revised Bid is ~\$5.95 vs. ~\$4.12 as originally bid.

If the County Board of Supervisors based upon staff's recommendation decides to reject all bids and re-bid the construction of Cell E, it is recommended that the County consider the following course of action:

- allow the County's Landfill Contract Operator to continue to excavate material out of the Cell E Area until the end of November 2014;



9560 Kings Charter Drive • P.O. Box 6160 • Ashland, VA 23005-6160
(804) 550-9200 • Fax (804) 550-9259
www.resourceintl.com

Ms. Sarah Puckett
P.N. 90094.35
June 9, 2014
Page 2

- in December 2014, perform a topographic survey of the Cell E Area to define the earthwork remaining to be performed to reach the base grade of the landfill;
- delete Line Item 18 of the Bid Form (Landfill Gas Monitoring Wells) and perform this work as part of the Resource's Environmental Services performed for the County;
- drill about three or four borings within the Cell E Area to better define the extent of the more competent saprolite ("rock") to give prospective bidders a firmer basis for the bidding of this earthwork (this can be coordinated with the installation of the landfill gas monitoring wells); and,
- re-bid the project in February 2015, receive bids in March 2015 and look to award the contract in May 2015.

Although it is possible that lower bids may result from this approach, there is no guarantee of that occurring. However, it does allow the County to push most of the cost of the project to FY 2016 and allows time to budget accordingly.

Attached to this letter is a summary of additional details concerning the review of the Revised Bid submitted by Global.

If you have any questions, please give me a call at (804) 550-9245.

Sincerely,



Edward J. Hollos, P.E.
Project Manager

/aw

cc: Wade Bartlett

Details of Revised Bid by Global Containment Solutions, Inc.

The revised bid submitted by Global Containment Solutions, LLC. (Global) proposes to move the western edge of the lined area of Cell E approximately 90 feet to the east with all else remaining the same with regard to the area excavated and graded. See attached drawing. Global's Revised Bid Sheet, dated June 4, 2014, shows a total extended price of \$1,130,700 for this alternative to the original Cell E configuration. Therefore, the price reductions shown are all associated with the reduced quantities of geosynthetics, the leachate collection zone stone, and the leachate collection piping. An increase is shown for erosion and sediment control for the area excavated but not covered with the liner system. *(Note: in Resource's conference call with Global representatives at 3:00 PM on June 2, Global was originally proposing to reduce the area to be lined by moving the edge of the liner to the north from the south end of the Cell. Resource personnel suggested that Global also consider moving the western edge to the east as a possible alternative.)*

In a follow-up conference call with Mr. Ted Hoey of Global on June 5th, 2014, it was verified that their revised proposal did include all of the earthwork shown in the original plan, thus explaining why there was no change to Item 3 of their original bid. In this discussion with Mr. Hoey, he stated that a reduction in Item 3 of the Bid Form could be realized if the entire Cell E was re-configured by sliding everything to the east by 90 feet.

Impact of Revised Bid on Projected Site Life Associated with Cell E.

The estimated airspace gained associated with the configuration of Cell E as was advertised for bid was approximately 331,800 cubic yards. Moving the west edge of the Cell E liner system by 90 feet to the east as proposed by Global would reduce this to approximately 190,000 cubic yards of airspace gained (331,800 cubic yards – 141,800 cubic yards).

The following table is based upon the 2014 SWIA Report to the VDEQ and information provided by County Staff on June 5, 2014 for the tonnages received at the landfill for January 2014 through May 2014.

**Waste Tonnages at Prince Edward County Landfill
for October 2013 through May 2014**

Month	Tonnage 10/13 - 5/14	Tonnage 1/14 - 5/14
October	1,845	-
November	1,425	-
December	2,147	-
January	1,453	1,453
February	1,369	1,369
March	1,612	1,612
April	2,008	2,008
May	2,356	2,356
Totals:	14,215	8,798
Monthly average:	1,779	1,760

The estimated site life associated with the Global revised bid was evaluated based upon:

- the 2014 SWIA Report;
- the data presented in the above table;
- the information from the aerial topographic mapping of the landfill in March 2013;
- a 10% daily cover volume; and
- an in place waste density 1000 pounds / cubic yard.

With the drop in waste tonnage received at the County Landfill over the past 8 months, the estimated additional life associated with Global's proposal discussed above is approximately 4+ years. If Cell E is built out as originally bid it would have an estimated life of approximately 6.5+ years. All of this is based upon the current rate of filling. It does not take into account any disposal demands related to catastrophic weather or natural events that may occur. Also, it does not include what airspace and associated life currently remains in Cells A thru D which is about 1.5 to 2 years.

Other Considerations

There would be some revisions to the drawings that would have to be made for incorporation within any contract developed by the County with Global based upon proceeding with the Revised Bid scenario. This would primarily include revised plan views and grading for stormwater management and/or base grades on the western side of Cell E. There should be no changes to the Specifications. The Contract Time and CQA effort also would be influenced by the revised construction scenario.

At this point Resource has not contacted the VDEQ's Regional Permit Writer regarding whether a minor permit amendment would be needed to accommodate the narrower Cell E.

As was previously discussed, Line Item 18 of the Bid Form (Landfill Gas Monitoring Wells) could still be deleted from the contract and performed independently by the County.

The airspace associated with Cell E as configured in the original bidding of the project is ~331,800 cubic yards. The value of this airspace in terms of construction dollars is \$1,368,700 / 331,800 cubic yards or ~\$4.12 per cubic yard. In Global's "Revised Bid" configuration, the amount of airspace is ~190,000 cubic yards. The "Revised Bid" is \$1,130,700. This represents \$1,130,700 / 190,000 or ~\$5.95 per cubic yard.



Post Office Box 2042, East Peoria, IL 61611

June 4, 2014

Mr. Ed Hollos
Resource international, Ltd
P.O. Box 6160, 9560 Kings Charter Drive
Ashland, VA 23005
Email: ehollos@resourceintl.com

Re: Prince Edward County Cell E Construction
Global Containment Solutions Revised Proposal

Dear Mr. Hollos:

Per our discussions and your request to move the West anchor trench location 90 feet to the East which reduces Items 4, 6, 7, 8, 9, 10, and 12 and increases Item 16 (for on-site topsoil and seeding of the area not receiving liner system including a 1% drainage swale at the toe of the North Slope draining West to the 24" Storm Pipe Basin), GCS submits the attached revised proposal which reduces the bid price to \$1,130,700.00. All other items will be completed per the original contract specifications and drawings.

Please contact us at your earliest convenience to discuss any questions you have at (309) 265-1439. We look forward to working for Prince Edward County and with Resource International in the successful completion of Cell E. Thank you.

Best regards,

Global Containment Solutions, LLC

Steve Daniels
Executive Vice President

Ron L. Edwards
President

Attachment – Revised Bid Sheet



TEL: (309) 265-1439 FAX: (855) 260-0426 URL:
www.globalcontainmentsolutions.com

Revised Bid Sheet 6/4/14
 Assumes relocating West Anchor Trench 90' East

The Following is the Base Bid for the Contract:

Item No.	ITEM DESCRIPTION	UNIT	LUMP SUM PRICE
1	Mobilization/Demobilization	LS	\$ 130,000
2	Clearing and Grubbing (Cell E)	LS	\$ 20,000
3	Controlled Subgrade (Excavation and Embankment)	LS	\$ 394,000
4	GCL/HDPE Liner System *	LS	\$ 197,300 152,728
5	HDPE Liner System Tie-In with Cell D	LS	\$ 7,000
6	Cushion Geotextile	LS	\$ 352,000 27,417
7	18" Leachate Collection Layer and Berm	LS	\$ 306,000 140,682
8	Leachate Collection System Piping	LS	\$ 20,000 14,000
9	Leachate Collection Clean-out	LS	\$ 10,000 7,500
10	Filter Geotextile	LS	\$ 27,000 24,355
11	Phase Berm Flap and Weld	LS	\$ 21,200
12	Rain Cap System	LS	\$ 59,000 45,818
13	Surface Water Diversion Ditches (EC-3 Lining)	LS	\$ 10,000
14	Surface Water Diversion Ditches (Rip-Rap)	LS	\$ 37,000
15	Storm Sewer System with Drop-Inlet	LS	\$ 15,000
16	Erosion and Sediment Control	LS	\$ 40,000 44,000
17	Verification and Record Surveys	LS	\$ 20,000
18	Landfill Gas Monitoring Wells	LS	\$ 20,000

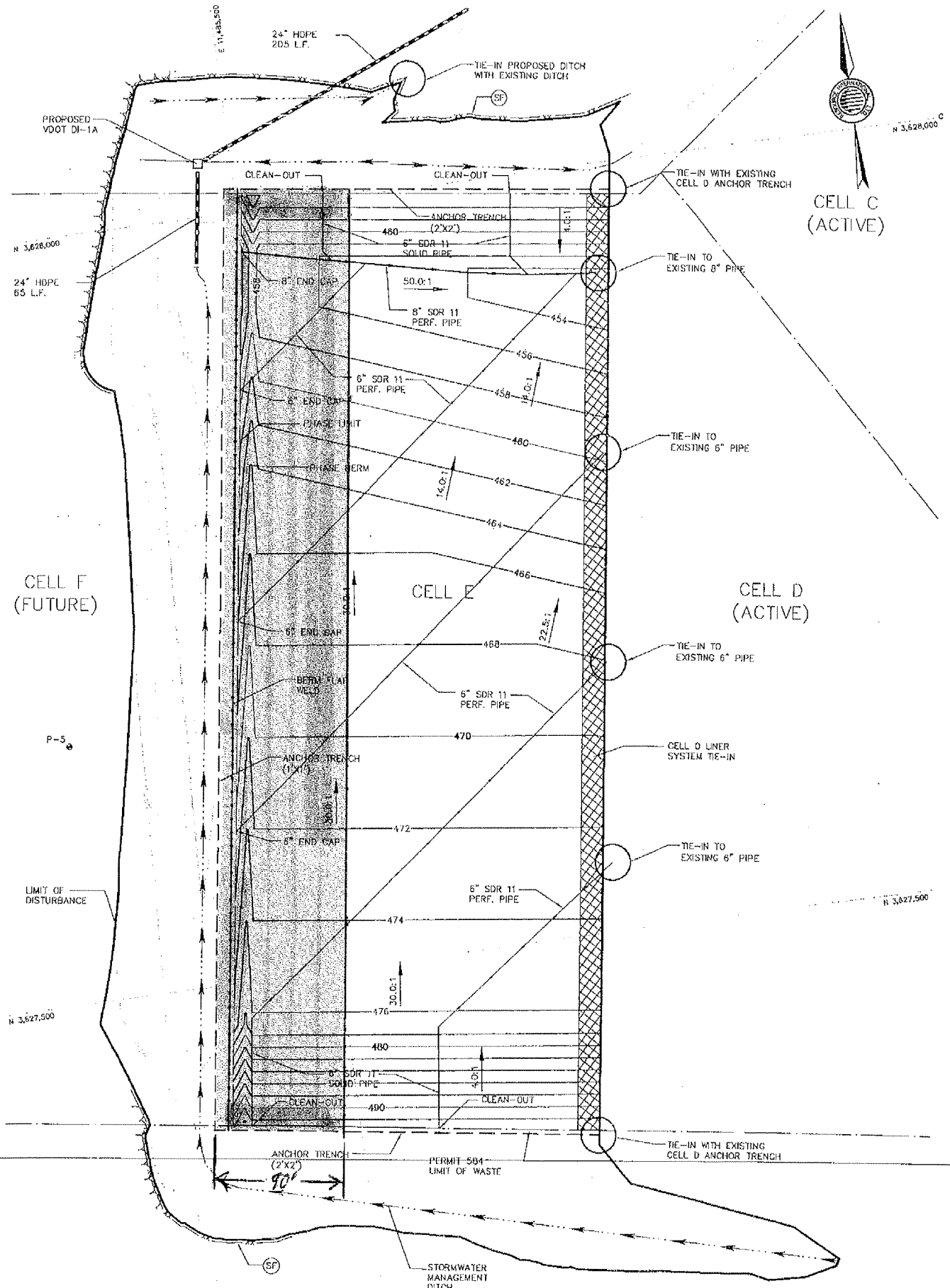
TOTAL EXTENDED PRICE BID FOR ITEMS 1 THROUGH 18 \$1,130,700*
~~\$1,360,700.00~~
 (TOTAL IN WORDS) DOLLARS AND NO CENTS;

~~\$ One Million ~~Three Hundred Sixty Eight Thousand Seven Hundred~~~~
\$1,130,700
 (TOTAL IN NUMBERS) Dollars ⁰⁰/₁₀₀

\$ One Million One Hundred Thirty Thousand Seven Hundred Dollars

Contractor's Name Global Containment Solutions Inc
 * See Cover Sheet for explanation of revised bid.

PROJECT MANUAL
 PRINCE EDWARD COUNTY LANDFILL
 P.N. 90094.35
 April, 2014



▲ MON-1



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: June 10, 2014
Item No.: 20-b
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: State Budget Contingency Plan

Summary: See attached memo.

Attachments: County Administrator's Memorandum, dated June 10, 2014.

Recommendation: Review attachments and plan a special meeting to discuss the implementation of cost savings actions, if needed.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____

MEMORANDUM

TO: Prince Edward County Board of Supervisors

FROM: W.W. Bartlett, County Administrator

Date: June 10, 2014

SUBJECT: State Budget Contingency Plan

ENCL: (1) Funding delay spreadsheet
(2) Secretary of Finance Letter dated May 30, 2014

As we all know the General Assembly has not passed a state budget. With only 20 days left before the end of the current fiscal year there is very little time for the General Assembly to pass a budget and allow the Governor time to review and make amendments. With the recent revelation that revenues will be considerably less (as much as \$1.5 billion) than originally projected each house of the General Assembly must revise their respective draft budgets. Then each house must vote on the other's budget which typically each rejects. Then a Budget Conference Committee must negotiate a final version of the budget which then must be approved on by both Houses of the General Assembly. The final approved budget is then sent to the Governor who has 30 days to either approve or propose amendments to the Budget. Once the Governor makes his decision if he proposes any amendments the budget bill must go back to the House and Senate for a vote. You can see this is a long process that would be very difficult to complete by the end of June. Recent events in the Senate seem to suggest the stalemate could be broken and a budget will be passed. The question is will it be completed by June 30, 2014 and will the Governor agree to any budget passed by the General Assembly.

Enclosure (1) presents the revenues from the State Compensation Board which is very stable fluctuating only slightly from month to month. Also reflected are state revenues for various activities and an estimate for the period of July through October of the revenues that are normally received by the County. These include state funds, local taxes collected by the State, State and Federal funds for both the Schools and Social Services, and Prince Edward's portion of the state funding for the Regional Jail.

What this exercise shows is if the Commonwealth does not pass a budget the County will not receive approximately \$2.2M from the state for each month from July through October. These amounts are displayed in the row labeled "Grand Total Subject to Delay." Thus, the County will have to provide these funds from our Fund Balance. In addition to these funds the County typically expends more than it receives in revenues in each of these months. The amount of the cash outflow for the months of July through October for last fiscal year (FY13) is shown in the row labeled "FY13 Cash Outflow."

Without any delay in the receipt of state funds the County should have more than \$5 million barring any unforeseen events at the end of October. That is a key month because the County's fund balance hits a low point in October and increases in November, December and January. Last fiscal year the County's

Fund Balance increased almost \$8.5 million over those three months from the receipt of Real Estate and Personal Property Taxes.

But if the Commonwealth does not pass a budget, the County will run out of cash as soon as late September and definitely by October, with a deficit of approximately \$3.5 million if no action is taken. The County will be forced to borrow funds by using Revenue Anticipation Notes. These notes can be repaid in November and the fund balance restored in December. But this cash reserve will be short lived as the County begins to draw down the cash reserves in February.

Knowing this possible scenario, it would be prudent to prepare to take actions to slow the expenditure of the County's cash reserves to minimize or eliminate the need to borrow funds in September or October if the General Assembly and the Governor fail to pass a budget. It appears now there is only a small chance this will occur. If the Board is comfortable that a budget will be passed by the end of August there is not an overriding need to make any adjustment in operations since the County's cash reserves can absorb the delay in the receipt of state funds for the first two months of the fiscal year. Whatever actions are taken should be short lived and those affected should be made whole. Enclosure (2) indicates that local governments will be reimbursed all delayed state funds once a state budget has been approved.

If the Board is concerned a state budget may not be passed by the end of September or October then action should be taken to decrease spending. Some options to decrease spending are:

- (1) Delay all equipment and Capital purchases
- (2) Cease all non-mandated services by Social Services and CSA.
- (3) Delay or eliminate the funding provided to outside organizations.
- (4) Decrease the number of days and possibly hours the Convenience sites are open.
- (5) Furlough various County employees which will result in reduced services to County residents – examples include (a) reducing cannery hours, (b) reducing the days the building official's office is open, (c) reducing the time the receptionist is available, (d) furloughing any County funded positions in the offices of the Constitutional Officers, (e) decreasing/stopping mowing of certain County properties and (f) temporarily reducing employee salary's to include employees in the Constitutional Offices whose salary exceeds the state approved salary.
- (6) Only appropriate on a month to month basis to allow the Board of Supervisors to maintain maximum control over the budget process.

There are no easy ways to reduce spending in Prince Edward County. The preponderance of funds in the County budget are used for personnel expenses. To reduce spending by any measurable extent will require impact on the County's workforce. Impacts that should be reversible once state funds are once again flowing.



COMMONWEALTH of VIRGINIA

Office of the Governor


Richard D. Brown
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 30, 2014

MEMORANDUM

TO: Local partners that receive state funding

FROM: Richard D. Brown 

RE: Reimbursement of June expenditures

I understand that questions have been raised about reimbursements for benefits and services provided during the month of June by local departments of social services and other local partners that receive state funding. I want to assure you that these local offices will be reimbursed once a state budget has been approved and payments can be made.

No further information is available at this time, as the Governor and General Assembly continue to work through the budget process. The Governor realizes the necessity of preserving the safety net for low-income Virginians and has no desire to see an interruption in services to those in need. He remains hopeful that lawmakers will conclude their budget negotiations promptly so that essential services can continue to be provided in a businesslike manner.

Thank you for all of your hard work in sustaining Virginia's low-income families.

	FY15 Estimated Budget	Estimated State Funds	Estimated Local Funds	State Funding Ratio	Local Funding Ratio	Potential Monthly Need
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Constitutional Offices

Commissioner of Revenue	288,819	90,176	198,643	31.22%	68.78%	7,514.67
Treasurer	346,748	88,484	258,264	25.52%	74.48%	7,373.67
Sheriff	2,238,339	1,011,241	1,227,098	45.18%	54.82%	84,270.08
Commonwealth's Attorney	620,020	397,209	222,811	64.06%	35.94%	33,100.75
Clerk of Circuit Court	502,050	291,179	210,871	58.00%	42.00%	24,264.92
Subtotal	3,995,976	1,878,289	2,117,687			156,524.08

Activities partially funded with State Funds

			Estimated Revenues				
			July	August	September	October	
Registrar/Electoral Board	127,269	36,231					May
Victim Witness	61,091	46,709			11,677		
CSA Program	851,000	651,950	54,329	54,329	54,329	54,329	
Biosolids	69,960	41,600	4,319	10,537	4,986	5,000	
EMS/4 for Life	90,000	17,000					May
Emergency Services Grant	9,436	9,436					June
Litter Control	7,452	7,452				7,452	
Fire Programs	529,600	43,000			43,000		
Subtotal			58,648	64,866	113,992	66,781	

State Tax Revenues

Mobile Home Titling Tax	15,000			3,750		3,750
Grantor's Recordation Tax	30,000		2,500	2,500	2,500	2,500
Motor Vehicle Carrier's Tax	65,000					65,000
Motor Vehicle Rental Tax	3,000		250	250	250	250
PPTRA	1,305,350			65,267		
Communication Tax	310,000		25,833	25,833	25,833	25,833
Subtotal			28,583	97,600	28,583	97,333

Local Taxes Collected by State

Sales Tax	2,616,975		204,359	209,905	229,395	209,588
Consumer Utility Tax	300,000		25,000	25,000	25,000	25,000
Gross Receipts - Elec/Phone	70,000		5,833	5,833	5,833	5,833
Subtotal			235,192	240,738	260,228	240,421

PECPS - State Aid	14,398,187		1,199,849	1,199,849	1,199,849	1,199,849
PECPS - Fed pass through	1,784,679		148,723	148,723	148,723	148,723
Subtotal			1,348,572	1,348,572	1,348,572	1,348,572

DSS - State Aid	855,842		71,320	71,320	71,320	71,320
DsSS - Fed pass through	1,316,391		109,699	109,699	109,699	109,699
Subtotal			181,019	181,019	181,019	181,019

Piedmont Regional Jail (40% of \$258,540)			103,416	103,416	103,416	103,416
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GRAND TOTAL SUBJECT TO DELAY			2,111,956	2,192,735	2,192,334	2,194,066
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FY13 Cash Outflow			1,162,972	1,267,597	1,933,518	593,654
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Estimated usable Cash Balance without delay		30-Jun-14 10,137,449	8,974,477	7,706,880	5,773,362	5,179,708
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Estimated Cash Balance with delay			6,862,522	3,402,189	(723,663)	(3,511,383)
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**County of Prince Edward
Board of Supervisors
Agenda Summary**

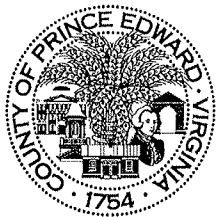
Meeting Date: June 10, 2014
Item No.: 21
Department: County Administration
Staff Contact: W.W. Bartlett/Sarah Elam Puckett
Issue: Closed Session

Summary: I move that the Prince Edward County Board of Supervisors convene in Closed Session for consultation with legal counsel regarding threatened litigation and a specific legal matter related to the sewer lines at The Manor that requires the provision of legal advice by counsel, pursuant to the exemptions provided for in Section 2.2-3711(A)(7) of the *Code of Virginia*.

Attachments: None.

Recommendation: None.

Motion _____	Campbell _____	McKay _____	Townsend _____
Second _____	Cooper-Jones _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	



County of Prince Edward
Board of Supervisors
Agenda Summary

Meeting Date: June 10, 2014
Item No.: 22
Department: County Administration
Staff Contact: Sarah Elam Puckett
Issue: Correspondence/Informational - Addendum

Summary: Please see the attached correspondence and informational items for your review and consideration.

Attachments:

- a. Commonwealth Regional Council, Agenda and Minutes

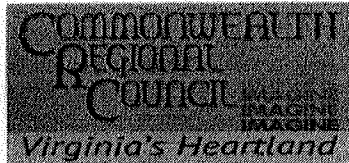
Recommendations: None.

Motion _____
Second _____

Campbell _____
Cooper-Jones _____
Jones _____

McKay _____
Simpson _____
Timmons _____

Townsend _____
Wilck _____



IN PARTNERSHIP WITH
The counties of Amelia | Buckingham | Charlotte | Lunenburg | Prince Edward

MEETING AGENDA

**Thursday, June 12, 2014, 11:00 a.m. – Budget Work Session – Separate Insert
12:00 Noon Regular Meeting (Light lunch will be provided)**

Commonwealth Regional Council Office
One Mill Street, Suite 101, Farmville, Virginia 23901

- I. Welcome & Call to Order Chairman Stish
- II. Invocation
- III. Approval of Minutes of May 1, 2014 Meeting Secretary Bennett
- IV. Treasurers' Report – May Financial Statement, **Attachment 1** Treasurer Timmons
- V. Report of Officers & Committees
 - A. Chairman's Report Chairman Stish
 - 1) Report on CRC FY 14-15 Budget Committee Meeting
 - 2) VRS Resolution – FY 14-16 Biennium Employer Contribution Rate Election, **Attachment 2**
 - 3) Adoption of CRC FY 14-15 Budget (Separate Insert – Budget Worksession)
 - 4) Report on Chief Administrative Officers Meeting, Canceled
 - 5) Report on CRC “Scoping the Future” Meeting, **Attachment 3**
- VI. Old Business Chairman Stish
 - A. President & Staff Reports
 - 1) CRC Letter to Senator Garrett & Delegate Fariss – Requesting Sponsorship Of Bill to Provide PD14 Expanded Membership Option, **Attachment 4** Chairman Stish
 - 2) Status Report - VAPDC Regarding PD Membership Chairman Stish
 - 3) Staff Report – VDOT Public Hearing on Working Draft FY 15-20 SYIP Held in Lynchburg, VA Melody Foster
 - 4) Status Update-BARN/CRC AFID Application Mary Hickman
 - 5) Staff Report – Center for Rural VA - Strategic Plans Assessment Focus Group Held for CRC Region Andre' Gilliam
 - 6) Council Member Comments
- VII. New Business Chairman Stish
 - A. President & Staff Reports
 - 1) Town of Kenbridge Request for Grant Administration Assistance for VDOT Safe Routes to School Project, **Attachment 5** Todd Fortune
 - 2) Town of Dillwyn Request for Grant Administration Assistance for VDOT Transportation Alternative Project (Phase IV Extended/Phase V) **Attachment 6** Todd Fortune
 - 3) CRC/Town of Dillwyn Contract Amendment – VDOT Transportation Enhancement Project (Phase IV), **Attachment 7** Todd Fortune
 - 4) Lunenburg Request – CRC Resolution in Support of the Location of Natural Gas Pipeline in Region, **Attachment 8** Mary Hickman

COMMONWEALTH REGIONAL COUNCIL
One Mill Street, Suite 101 | P.O. Box P
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AGENDA CONTINUED....

- 5) AFG Grant Award – Hampden-Sydney VFD, **Attachment 9**..... Todd Fortune
 - 6) Next Round of FEMA Mitigation Grant Funding – CRC Regional Hazard
Mitigation Plan Update..... Todd Fortune
 - 7) Governor’s Announcement – New Members to CTB, **Attachment 10**..... Melody Foster
 - 8) Council Member Comments
- VIII. Commonwealth Intergovernmental Review Process, **Attachment 11**
- IX. Council Member Comments
 - X. Other Business
 - XI. Adjourn – Next Meeting Date, July 3, 2014 (Day before Holiday)

**Commonwealth Regional Council
Farmville, VA 23901
May 1, 2014**

Welcome & Call to Order

The Chairman called the Meeting to order at 12:10 p.m. at the Commonwealth Regional Council Office located at One Mill Street, Suite 101, Farmville, Virginia.

Invocation

Mr. Bennett gave the invocation.

ROLL CALL**MEMBERS****PRESENT****ABSENT**

Amelia:

Mr. Ellsworth J. Bennett
*Mr. Ralph A. Whitaker, Jr.

Mr. Ellsworth J. Bennett
(Secretary)

Buckingham:

Ms. Cassandra Stish
*Ms. Rebecca Carter

Ms. Cassandra Stish
(Chairman)

Charlotte:

Mr. Gary Walker
*Mr. Haywood J. Hamlet

Mr. Gary Walker

Lunenburg:

Mr. David Wingold
* Ms. Beverley Hawthorne

Mr. David Wingold
(Vice-Chairman)

Prince Edward:

Mr. C.R. "Bob" Timmons, Jr.
*Mr. Charles W. McKay

Mr. C.R. "Bob" Timmons, Jr.
(Treasurer)

NOTE: *Denotes Alternates

STAFF

Ms. Mary Hickman, Acting President/CEO
Ms. Melody Foster, Regional Planner
Mr. Andre' Gilliam, Community Development Planner
Mr. Todd Fortune, Community Development Planner
Ms. Barbara Terry, Part-Time Planner

GUEST

None

Approval of Minutes of April 3, 2014 Meeting

Mr. Walker moved to approve the minutes as presented. Motion carried.

Treasurer's Report

April Financial Statements: The Chairman stated the April Financial Statements were enclosed in the Council packet for review.

Mr. Wingold moved to accept the Financial Statement as presented. Motion carried.

Report of Officers & Committees**Chairman's Report**

Report on CRC FY14-15 Budget Committee Meeting: The Chairman stated the Budget Committee met prior to the CRC meeting. The Chairman stated the committee gave some direction to the Acting President/CEO to create some additional budget scenarios for the Committee to review prior to the June CRC meeting. The Committee determined it will again meet at 11:00 a.m. prior to the 12:00 Noon meeting.

Report of Chief Administrative Officers Meeting: Ms. Hickman stated a copy of the Chief Administrative Officer's Meeting Agenda and sign-in sheet was attached for information. Ms. Hickman noted good attendance, with all member counties represented at the meeting.

Report on CRC "Scoping the Future" Meeting: The Chairman stated Ms. Martha Walker, with the Virginia Cooperative Extension Service, has agreed to facilitate the CRC's "Scoping the Future" meeting. The Chairman reminded members this meeting is being put together to bring together current members with eligible members to discuss what the expectations are for the CRC, what the CRC does well and not so well and what it would take for eligible non-members to become members. The Chairman stated that the Acting President/CEO and herself are working with Ms. Walker on the Agenda for the meeting. The Chairman stated the meeting has been set for Tuesday, May 27, 2014, 1:00 – 4:00 p.m. in the Mill Room located in the basement of the CRC offices. The Chairman stated invitations will be sent out in the coming week.

Old Business**President & Staff Reports:**

Status Report – CRC Charter Amendments-Attorney General Opinion: The Chairman stated a copy of the original letter that was sent from the Prince Edward County Commonwealth's Attorney to the Attorney General cannot be located. The Chairman stated the CRC has two options; 1) the CRC can ask one of the member localities commonwealth attorney to submit the request on behalf of the CRC or request a legislator to bring this issue forward for consideration. The Chairman stated because this issue would require a change in State Code, it possibly would be quicker to go through a legislator. Members were referred to the attachment for reference to the subject matter. There was discussion on the matter.

Mr. Bennett moved to have the Chairman redraft the request and take the matter to Senator Thomas Garrett and Delegate Matthew Fariss for them to bring forward. Motion carried.

Mr. Timmons stated he would be at an event in May with Senator Garrett and would like an emailed

copy of the request to have on hand at the event.

Status Update – FY14-15 CRC Budget Request (Membership Fees): Ms. Hickman stated she has been following up with current members and non-members, including the higher education institutions. Ms. Hickman stated the CRC's budget request is not included in Cumberland County, or Nottoway County's FY14-15 proposed budget. Ms. Hickman stated while the request is not currently in the Town of Farmville's budget, Mr. Spates has indicated he will bring the matter back up again for council consideration. Ms. Hickman stated Blackstone will be taking up requests at their May meeting. Ms. Hickman stated she has not received word from Longwood or Hampden-Sydney as to their budgets. Ms. Hickman did state however, that the Chairman and herself will be meeting with Mr. Justin Pope, Chief of Staff to the President of Longwood this month. It was suggested to also include Mr. Timmons in the Longwood meeting.

Status Update – Regional Hazard Mitigation Plan: Mr. Fortune stated he has heard from all of the localities except Amelia, Lunenburg and Cumberland. Mr. Fortune stated he will be following up with these localities again as to their intention of participation. Mr. Fortune stated it is expected that the Grant Program will open in June or July with the Grant due date to be in the Fall.

Update – VA FY 14-16 Biennial Budget – PDC Funding: Ms. Hickman reported that both the House and the Senate versions of their budgets include the restored funding to PDC's. However the VA FY 14-16 Biennial Budget has not been adopted by the General Assembly.

Annual Report Presentation Schedule for April/May: Ms. Hickman stated a copy of the Annual Report Presentation Schedule for May was included in the members' packets. Ms. Hickman stated Annual Report Presentations were made in the Towns of Dillwyn, Charlotte Court House and Drakes Branch in April and May.

Status Update-BARN/CRC AFID Application: Ms. Hickman stated the BARN group made presentations in Appomattox, Amherst, Fluvanna and Nelson counties in April and will be making a presentation in Cumberland County in May. However, Ms. Hickman stated she has not received any indication there was anything new to report. There was discussion on the matter.

Council Member Comments: None

New Business

President & Staff Reports

Staff Report – Buckingham County Approval of CRC Proposal for Buckingham County Comprehensive Plan Update: Ms. Hickman stated the CRC in December responded to a RFP from Buckingham County to Update their Comprehensive Plan, Subdivision Ordinance and Zoning Ordinance in partnership with Chandler Planning & Berkley Group. In February this proposal was recommended by the Committee for approval to the Board of Supervisors but the Board of Supervisors decided to do the update in house. However, the CRC received a letter from the Board of Supervisors in March requesting a quote for services to make revisions to the County's Comprehensive Plan. The County requested that the proposal address four key scope of work items: 1) bring the comprehensive plan into compliance with all state regulations and requirements; 2) conduct a series of community outreach meetings; 3) edit the implementation section to include a schedule and priority of achievement and 4)

create an executive summary. Ms. Hickman stated a proposal was submitted to Buckingham County and approved unanimously by the Board of Supervisors at their April meeting to accept the proposal at a price not to exceed \$28,000. Ms. Hickman stated an agreement is provided for the CRC's approval. Ms. Hickman stated this project is estimated to be completed in 12 months with a start date of May 2014.

Mr. Wingold moved to authorize the Acting President/CEO to execute the agreement between the CRC and Buckingham County for the CRC to proceed in providing services to Buckingham County to update the County's Comprehensive Plan. Motion carried.

Staff Report on CRC Transportation Committee Meeting: Ms. Foster stated the CRC's Transportation Committee met on Friday, March 28th at the CRC offices. A copy of the agenda was provided in the Council packet. Ms. Foster stated the Committee meets generally 3 to 4 times a year to discuss transportation program topics.

VDOT Public Hearings on Working Draft FY 15-20 SYIP: Ms. Foster stated VDOT will be conducting Public Hearings on the Working Draft of the FY15-20 Six Year Improvement Program to hear comments about essential highways, rail, transit, transportation demand management, bicycle, pedestrian and highway projects. The listing of tentative selections for the Transportation Alternatives Program will also be up for comment. Ms. Foster stated she had printed out a copy of the tentative selections for Council members. Ms. Foster stated the CRC assisted three localities, Buckingham, Dillwyn and Charlotte Court House in submitting Transportation Alternative Projects. As of this date, only Buckingham has been tentatively selected for approved funding. Ms. Foster stated she has contacted all three localities and encouraged them to attend the Public Hearing that will be held in Lynchburg on May 15th to discuss their projects and request funding. Ms. Foster stated this is a unique opportunity for the localities to state their case before Commonwealth Transportation Board Members before a final selection of projects has been made. Ms. Foster stated she will be attending the May 15th meeting and speaking in support of the three submitted projects. Ms. Foster stated she also solicited feedback from the other localities on items they would like addressed at the Public Hearing, but none were received.

Ms. Foster noted there were 55 Transportation Alternative Projects slated for tentative funding of \$20,170,408. Ms. Foster also noted of the 55 projects listed 31% were Trail Projects.

Council Member Comments: There were none.

Commonwealth Intergovernmental Review Process (CIRP): Ms. Foster stated there were two CIRPS for review: 1) Reissuance of VPDES Permit for Keysville Waste Water Treatment Plant and 2) Environmental Impact Review: Student Success Center at Longwood University.

Mr. Walker moved to provide a Level One Comment - No Comment, on both listed CIRPS. Motion carried.

Council Member Comments: There were none.

Other Business:

Ms. Hickman congratulated Charlotte County on their recent Economic Development announcement of

110 new jobs in the County. Ms. Hickman passed around copies of the Governor's announcement.

Ms. Hickman stated the 2013 Virginia Outdoor Plan has been released and is available on the Virginia Department of Conversation and Recreation (DCR) website. Ms. Hickman provided council members a copy of the PD 14's portion of the Plan. Ms. Hickman stated PDC's across the State including the CRC assisted DCR in developing the Statewide Outdoor Plan by assisting in organizing meetings and reviewing and providing comments on the Plan. Ms. Hickman stated this was a good example in how PDC's assist State agencies in helping them carry out their initiatives in an efficient and cost saving manner.

Ms. Hickman stated this past February the CRC staff attended a PDC Staff Training session conducted by the VAPDC. At this meeting a representative from the Council on Virginia's Future gave a presentation. Each year they produce performance profiles (snapshots) for members of the General Assembly based on locality data they produce. These Community Snapshots showcase each area's performance on key indicators in economy, education, health and public safety. The representatives offered to create Snapshots for any of the PDC's that were interested. Ms. Hickman requested the information and one was provided at the meeting to Council members for their information. Ms. Hickman stated the representative stressed that the data is only a starting point for understanding opportunities.

Ms. Hickman stated she had received a notification that a representative from Congressman Mark Warner's office will be at the Lunenburg County Administration Building on May 9, 2014. Ms. Hickman stated she had a flyer on the meeting for anyone interested in learning more.

Ms. Stish stated she would be out of town June 1-5, 2014 to attend the NACO Leadership Institute as one of 25 participants across the nation. Ms. Stish stated she would not be able to attend the regularly scheduled June 5, 2014 CRC meeting in light of this trip. There was discussion on the matter. It was the consensus of the members to change the June CRC meeting date from June 5th to June 12th at Noon at the CRC offices. Members were also reminded the Budget Committee will meet at 11:00 a.m. prior to the meeting on June 12, 2014.

Adjournment: The meeting adjourned at 12:55 p.m.

Mr. David Wingold, Secretary