

VIRGINIA: AT THE REGULAR MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD MEETING ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 20TH DAY OF APRIL, 2004, AT 12:30 P.M.

PRESENT:	DONALD L. HARAWAY –CHAIRMAN	ELECTION DISTRICT #2
	HARRISON A. MOODY - VICE CHAIR	ELECTION DISTRICT #1
	ROBERT L. BOWMAN IV	ELECTION DISTRICT #3
	DORETHA E. MOODY	ELECTION DISTRICT #4
	MICHAEL W. STONE	ELECTION DISTRICT #5

OTHER: ANN NEIL-COSBY COUNTY ATTORNEY

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Mr. Donald L. Haraway, Chairman, called the meeting to order at 12:46 P.M. in the Multi-Purpose room of the Pamplin Administration Building.

IN RE: CLOSED SESSION

Mr. Moody stated I move to close this meeting in order to discuss matters exempt under section:

§2.2-3711 (A)(1) - Personnel - Appointments; EMS; County Administrator; Chief Administrative Services; County Employees

§2.2-3711 (A) (30) – Discussion of Award of Public Contract

Ms. Moody seconded the motion. Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the Board moved into the Closed Meeting at 12:46 P.M.

A vote having been made and approved the meeting reconvened into Open Session in the Board Meeting Room at 2:04 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting under §2.2-3711 A. 1 Personnel – Appointments; EMS; County Administrator; Chief of Administrative Services; and County Employees

§2.2-3711 (A) 30 – Contracts - Discussion of the award of a public contract involving the expenditure of public funds;

And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon motion of Mr. Stone, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", this Certification Resolution was adopted.

IN RE: INVOCATION – PLEDGE OF ALLEGIANCE – AND CALL TO ORDER

Mr. Donald L. Haraway, Chairman, called the regular meeting to order at 2:05 P.M. followed by the Lord's Prayer and the Pledge of Allegiance.

IN RE: AMENDMENTS TO THE AGENDA

The County Administrator requested that the agenda be amended

to continue the Closed Session for §2.2-3711 A. 1 – Personnel County Administrator; and Chief of Administrative Services;.

Upon motion of Mr. Moody, Seconded by Ms. Moody, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye," the above amendment(s) were approved.

IN RE: MINUTES

Mr. Stone commented he had pointed out, to the Deputy Clerk, three corrections that needed to be made to the minutes. On page 10 and 21, instead of 2 ½% who were opposed, to 1% that supported the conditional use permit; it should have been: However, he sent a one-page letter to the residents in his District and received 17 responses from that contact resulting in 2 ½ ratio who opposed – to 1 who supported the CUP; Mr. Moody made the motion to approve the conditional use permit not Mr. Haraway on page 11.

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the minutes of the April 6, 2004 Regular Meeting, were approved with the above stated corrections.

IN RE: CLAIMS

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the following claims are approved and funds appropriated for same using checks numbered 1039197 through 1039391 (void check(s) numbered 1039034 through 1039050, and 1039198)

Accounts Payable:

(101) General Fund	\$ 246,103.73
(103) Jail Commission	\$ 73.94
(209) Litter Control	\$
(222) E911 Fund	\$ 2,757.51
(223) Self Insurance Fund	\$
(225) Courthouse Maintenance	\$
(226) Law Library	\$ 40.76
(228) Fire Programs	\$ 1,160.37
(229) Forfeited Asset Sharing	\$
(304) CDBG Grant Fund	\$ 450.64
(305) Capital Projects Fund	\$ 68,500.00
(401) County Debt Service	\$ 35,908.00
TOTAL	\$ 354,994.95

IN RE: SCHOOL BOARD SUPPLEMENTAL APPROPRIATIONS
#3 & #4 FY 2004

"April 15, 2004

Mrs. Wendy Ralph
County Administrator
County of Dinwiddie
P. O. Drawer 70
Dinwiddie, VA 23841

Dear Mrs. Ralph:

At their meeting on Tuesday, April 13, 2004, the Dinwiddie County School Board authorized me to forward Supplemental Appropriations #3 and #4 to the Dinwiddie County Board of Supervisors for their approval.

We have calculated our FY2004 March 31 ADM count as 4,458. We will receive an additional \$297,955 in state revenue. We are asking that you appropriate these funds as follows:

Instruction	\$ 205,850.00
Transportation	\$ 57,000.00
Administration	\$ 25,000.00
Total School Fund	\$ 287,850.00

Textbook Fund	\$ 9,018.00
Debt Service Fund	\$ 1,087.00

Also, we have received notification of our Program Year, 11 funding for Head Start. We are asking that you appropriate \$400,000 to the Head Start Fund to cover expenses from December 1, 2003 – June 30, 2004.

We will be present at the next Board of Supervisors meeting to answer any questions regarding this request. Thank you for your continued cooperation.

Sincerely,
Leland J. Wise, Jr., PhD."

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye", the above School Board Supplemental Appropriations #3 and #4 as described above were approved.

**IN RE: TRAVEL REQUEST AUTHORIZATION –
COMMUNICATIONS MANAGER – VIRGINIA APCO
SPRING CONFERENCE**

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Communications Manager is authorized to attend the Virginia APCO Spring Conference in Virginia Beach, Virginia, on April 28 –30, 2004, at an estimated cost of \$345.00.

**IN RE: AUTHORIZATION TO AWARD BID TO REMOVE TREES
BEHIND COURTHOUSE FACILITY**

"To: Board of Supervisors

From: Gene Jones, Director of Buildings and Grounds

RE: Tree removal from Hurricane Isabel – September 18, 2003

We requested proposals for clean up work on the walking trail behind the new courthouse facility. After many negotiations the following the bids were received:

Company	Remove Trees	Remove Stumps	Grind Stumps	Chip Brush	Sell Trees Pay Co %	Insured	Price
A-1 Tree Service	Yes	No	10 stumps	No	No	Yes	45,000

Orleans Co Tree	Yes	No	No	Yes	No	Yes	4,900
Timberline Tree	Yes	No	No	Yes	No	Yes	12,000
B.W.'s Tree & Wood	Yes	No	No	Yes	No	Yes	4,585
Williams Logging	Yes	No	No	Yes	No	Yes	3,000
Williams Logging	Yes	No	No	No	Yes	Yes	50% Grade Logs 30% Common Logs 10 cent per 100 lbs on hardwood pulp wd will be paid to Co.

We would like to recommend Williams Logging to remove trees and pay the County at the percentage agreed. All other proposals would be a cost to the County."

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Buildings and Grounds Director is hereby authorized to enter into a contract with Williams Logging to remove the trees and pay the County the percentage agreed and listed above.

IN RE: AUTHORIZATION TO AWARD BID – BLINDS FOR WINDOWS AT EASTSIDE ENHANCEMENT CENTER

"To: Board of Supervisors

From: Gene Jones, Director of Buildings and Grounds

RE: Bid Proposals for Blinds for Eastside Enhancement Center

We requested proposals for Hunter Douglas window blinds or blinds of equal quality to Hunter Douglas for the windows at Eastside Enhancement Center. There is a definite need for blinds for privacy and heat control in this facility. The following are the bids that were received:

<u>Company Name</u>	<u>Hunter Douglas Blinds</u>	<u>Equal Quality to Hunter Douglas</u>
Pritchetts	\$8,706.76	\$4,965.76
Window N Walls	4,282.05	3,406.00
Over the Edge	4,176.63	No Bid
Palmore	3,727.58	No Bid

I would like to recommend the bid of \$3,406.00 from Window N Walls. This company installed the blinds in the County Administration Building and their service and quality of the blinds has been very satisfactory."

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the Buildings and Grounds Director is hereby authorized to enter into a contract with Window N Walls, for the blinds equal to the quality of Hunter Douglas blinds, at the Eastside Enhancement Center at a cost not to exceed \$3,406.

IN RE: AUTHORIZATION FOR GIS DIRECTOR TO PURCHASE - LAPTOP COMPUTER & ARCEDITOR SOFTWARE LICENSE

"GIS Director, David Thompson

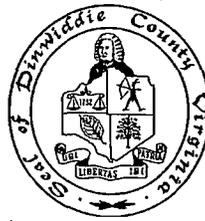
Requested Board of Supervisor's authorization to purchase a laptop Computer to be used for fieldwork, interdepartmental use and QA/QC work. I have obtained (2) quotes, DELL - \$2,435.30 and zt3000 series \$2,378.99, and the cost should not exceed \$2,500. This expense was included in the previously approved CIP. The second request is for authorization to purchase a full ARCEDITOR license, which will allow me to have full editing capability. The cost for this license should not exceed \$7,000 and is also part of the previously approved CIP. Any additional licenses will be substantially less because we will obtain a concurrent ArcView License without the full functionality of ARCEDITOR."

Upon motion of Mr. Moody, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the GIS Director is authorized to purchase the laptop computer at a cost not to exceed \$2,500 and a full ARCEDITOR license to have full editing capability at a cost not to exceed \$7,000.

IN RE: RESOLUTION - MARGUERITA RAGSDALE

Mrs. Wendy Weber Ralph, County Administrator presented the following resolution to Mr. Vernon Ragsdale, Father of Ms. Marguerita Dianne Ragsdale in recognition of her outstanding accomplishments.



Resolution

of the BOARD OF SUPERVISORS of DINWIDDIE COUNTY, VIRGINIA
APRIL 20, 2004

IN RECOGNITION OF

MARGUERITA DIANNE RAGSDALE

WHEREAS, Ms. Marguerita Dianne Ragsdale was born on a farm near McKenney, Virginia; and

WHEREAS, Ms. Ragsdale is a graduate of Dinwiddie County High School. She received a degree in journalism from American University in 1970. She then earned a Masters and PhD., in Foreign Affairs from the University of Virginia in 1978. Continuing her education she later obtained a Doctor of Law degree from Columbia University in New York; and

WHEREAS, Ms. Ragsdale is the recipient of the following honors and awards:

Meritorious Honor Awards for achievements as a Political Officer in the Foreign Service 1988, 1990, 1995

Superior Honor Award for contributions made during the Gulf War in 1990 – 1991

Group Superior Honor Award for work facilitating operations of the State Department's crisis hub called the Operations Center – 1989

MSI/QSI – for outstanding performance as a Foreign Service Officer – 1993, 2000, 2001

WHEREAS, Ms. Ragsdale served as Consular/GSO Officer in Kuwait City, Kuwait from 1984-1986; Political Officer, American Embassy Mogadishu,

Somalia – 1986-1988; Watch Officer, Operations Center, State Department, Washington – 1988-1989; Desk Officer, Oman and the United Arab Emirates, Office of Arabian Peninsula Affairs, State Department, Washington – 1989-1991; Deputy Chief of Mission, American Embassy Doha, Doha, Qatar - 1992-1995; Office of Management Analysis, State Department, Washington – 1995-1996; Member of the Senior Seminar, State Department, Washington – 1996-1997; Deputy Director, Office of Arabian Peninsula Affairs, State Department, Washington – 1997-1999; Chief of the Political Section, American Embassy Pretoria, South Africa – 1999-2002; Deputy of Mission, American Embassy Khartoum, Khartoum, Sudan – 2002-2003; and

WHEREAS, Ms. Ragsdale is currently serving as the Ambassador to the Republic of Djibouti; and

WHEREAS, Ms. Ragsdale has set an exemplary example for the citizens and youth in our County.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia on this 20th day of April 2004 desires to express their congratulations to Ms. Marguerita Dianne Ragsdale for her outstanding accomplishments; and

BE IT FURTHER RESOLVED, by the Board of Supervisors of Dinwiddie County, Virginia, that this resolution be presented to Ms. Ragsdale, and a copy spread upon the minutes of this meeting.

Mr. Ragsdale thanked the Board for honoring his daughter by presenting this resolution to her.

Upon motion of Mr. Bowman, Seconded by Mr. Stone, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye", the above resolution was adopted.

IN RE: CITIZEN COMMENTS

Mr. Haraway asked if there were any citizens signed up to speak or present who wished to address the Board during this portion of the meeting.

1) David Dudley – 25907 Smith Grove Road, Petersburg, VA 23805 – stated he was at another meeting for the High Speed Rail and he did not see any of the Board members or any representation from the County there. He said it is going to greatly affect the whole County and it is the Board's responsibility to protect the citizens. He also commented several months ago he had requested that the Board adopt an ordinance to require a leash law for the whole county not just for subdivisions and nothing has been done about the situation. He requested that they move forward with adopting the ordinance or give him some kind of an answer as to whether they intended to proceed with it. Mr. Dudley stated the County is still using the law firm of Sands, Anderson, Marks and Miller and the citizens have expressed that they do not want them. They do not represent the citizens in the County and the Board should let them go.

2) Geri Barefoot – 7411 Frontage Road, Petersburg, Virginia – commented for some time there has been available to the County an adequate public facility ordinance that the County can adopt under State Code. This is available when schools, roads, and utilities are overcrowded. She said she did not think that anyone had checked into this and she felt the County is in dire need of it. Mr. Haraway asked Mrs. Barefoot if she had the State Code for this. She replied she could get it for him.

3) Anne Scarborough – Boydton Plank Road, - Dinwiddie, Virginia – stated several months ago the Board changed Sands, Anderson, Marks and Miller from a monthly retainer to an hourly charge. However, they did not

disclose what the hourly charge was and the taxpayers want to know. The citizens want a County attorney in an office in the County 5 days a week. She also commented that the County did not need to get a bond rating to finance the Schools CIP. She reminded the Board that the County did not have a rating when it got the bonds for the BioFuels project, which went bankrupt, and those people lost all their money. Mrs. Scarborough stated the GIS Director had been in his new position since May of 2003. She said a Biosolids Technician position had been approved since February and no has been hired for that position.

Mr. Haraway stated it was the consensus of the Board at this time that it would be in the best interest of the County to keep the law firm. It would be a certain learning curve and very costly at this time to bring another attorney up to speed due to the issues in the County. The Board members have spent many hours discussing this issue. He also commented he had compared the hourly rates with firms he dealt with and they were very favorable to the County in comparison. He said this is not a permanent solution but it was the consensus of the Board at this time. Mrs. Anne Scarborough asked what the hourly rate was for the law firm. The County Administrator responded that the rates vary depending on the services needed. Mr. Haraway instructed the County Administrator to have the rates available at the next meeting. Mr. David Dudley stated the citizens don't get the impression that the law firm is representing them. Mr. Haraway replied it was his understanding that the Board hired the law firm to represent them and the County cannot pay them to represent the citizens of the County.

4) Bill Haney, School Board Member, stated he would like to thank the Board for the excellent dialogue over the past few months. He said he was convinced that the Boards would work together to find a solution to alleviate the overcrowding situations in the schools.

IN RE: REPORTS – VDOT

Mr. Timothy Overton, Assistant Resident Engineer, Virginia Department of Transportation provided the following project update:

- 1) Replacing the surface sealing in subdivisions.
- 2) Shady Lane (Route 670) – Rural Rustic work has begun.
- 3) Work has begun on leveling plant mix on many of the secondary roads for surface treatment.
- 4) Route 600 Bridge re-decking project bid was advertised in May; work will start in August – projected to last 18 months. The County Administrator stated one lane would be closed and asked if there would be any public campaigns for the project. Mr. Overton replied VDOT had traditionally been passing out some flyers in advance to the commencement of the work. But he would solicit some help from the district to see if they would provide some assistance. She stated this was going to be a major problem especially for people traveling into the County from that area. She said maybe the newspapers would help with some articles to get the word out to the people. She commented she felt it would be wise to let people know what to expect. He stated VDOT had received a lot of calls due to the project ongoing now on Route 600 at the underpass. Mr. Haraway asked if there would be a signal light installed for the project. Mr. Overton stated yes. He said there was also a substantial completion clause in the contract.
- 5) Route 142 in Petersburg is scheduled to start this week with a completion date of August 1, 2004.

Board Member Request/comments

Mr. Moody – asked what the process would be to get a road changed from a secondary to a primary road. Mr. Overton replied he didn't know but would find out. He commented it would have to have some qualifying features; but it was his understanding that more funding came in to the County for a

secondary road. Mr. Moody said there is a lot of traffic on the road and it stays torn up most of the time. Mr. Overton said he would look into it and let him know.

IN RE: REVENUE MAXIMIZATION REPORT

Mrs. Marie Grant, Director, Revenue Maximization, provided the following overview of the Office of Revenue Maximization:

“Dinwiddie Office of Revenue Maximization

- Established in August 2003
- Two full-time and one part-time employees
- Encompasses:
 - Comprehensive Services Act (CSA)
 - Virginia Juvenile Community Crime Control Act (VJCCCA)
 - Juvenile Community Service Program
 - Revenue Maximization Project
 - Grant Writing Assistance to County agencies
- Without duplicating the information you received in your packets, I'd like to give you a brief description of each program.
- The Comprehensive Services Act (CSA) program has been in existence in Dinwiddie County since 1997. The CSA provides services to “at-risk” youth and families. These youth are considered “at-risk” for delinquency or removal from their homes due to emotional or behavioral problems or have come into the custody of the Department of Social Services for a variety of reasons.
- CSA funding is provided by the State with a 33.58% local match. In cases where a child is eligible to receive Medicaid, the services are funded through DMAS at a 16.61% local match.
- There are also grants available through the various agencies represented on FAPT and CPMT that have no local match. This funding is utilized whenever possible.
- Thus far in FY '2004, the CSA Program in Dinwiddie County has served 69 children and families. Of this number, 38 received CSA funded services.
- A few of the services provided were: mentoring, in-home counseling, behavioral aides to support a child's special education placement in public school, day school and residential placements.
- CSA strives to meet the needs of youth and families in the “least restrictive environment”. For example, a child would not be placed in a residential facility (which is extremely expensive) if their issues could be appropriately addressed through in-home counseling.
- I mentioned that of 69 total youth, 38 received CSA funded services. This doesn't mean that 31 children went without services. On the contrary, this means that for 31 children and families, the FAPT was able to locate and utilize local service resources.
- Another program under the umbrella of the “Office of Revenue Maximization” is the VJCCCA Program. This is money allocated to localities by the state to provide programming designed to reduce recidivism and serve as alternatives to secure detention. There is a

"Maintenance of Effort" required of each participating locality. VJCCCA was a casualty of the 2002 state budget crisis. Funding from the state was cut 51%. Many localities lost programs however, Dinwiddie County matched what was lost so that our valuable programs could continue.

- Dinwiddie has participated in the VJCCCA since 1996 and our programs have evolved quite a bit since the beginning.
- Currently we offer Truancy/Diversion, First-Time Offender, Effective Parenting and Teen Substance Abuse Program.
- In your packets, there should be a pamphlet, which provides an overview of three of our VJCCCA Programs.
- Our full-time, VJCCCA Coordinator, Lori Henley facilitates both the Truancy/Diversion and First-Time Offender Programs. We contract with a private provider for the Effective Parenting Program.
- In FY '02 the Truancy/Diversion Program which serves youth with minor complaints who have no prior court contact, served 23 youth, in FY '03, the same program served 34 youth. This increase corresponds with the 55% increase in the overall number of juvenile complaints diverted at intake between FY '02 and FY '03.
- The First-Time Offender Program served 26 youth in FY '02 and 38 in FY '03. Again, this is correlative to the 12% increase in petitions filed with the Juvenile and Domestic Relations Court.
- The Effective Parenting Program served a total of 54 parents in FY '03.
- The Dinwiddie VJCCCA, in conjunction with the Department of Parks and Recreation, operates a Substance Abuse Program for Teens. We currently contract with a licensed provider for this service. The program serves as a graduated sanction for those youth testing positive for alcohol or drugs as part of their participation in a VJCCCA Program, Probation or Parole. The J&DR Court also orders youth into this program at disposition.
- Since August 2003, 16 youth have participated in this program.
- The Office of Revenue Maximization also encompasses the County's Juvenile Community Service Program. The program is coordinated by, part-time Community Service Coordinator, James R. Picardat (Randy).
- An informational pamphlet on this program was also included in your packets.
- This is by far our most visible program as you have more than likely noticed youth wearing bright orange t-shirts working around the County.
- The Community Service Program serves as an alternative to secure detention. Rather than order youth into detention, the Court has the option of converting that time into hours or community service work. Over the past several years, we've had juveniles ordered to perform anywhere from 10 to 300 hours.
- In certain situations, the Court may even suspend fines and/or court costs contingent on the completion of an established number of hours.

- Probation Officers utilize the Community Service Program as a graduated sanction rather than filing formal violations (which normally result in detention time).
- Intake Officers also utilize the program as a diversionary option.
- In FY '04, Dinwiddie County was awarded a Juvenile Accountability Block Grant through the Department of Criminal Justice Services for the purchase of a 12-passenger van to enhance its existing Community Service Program.
- The van was implemented in October 2003 and has greatly increased opportunities for youth to perform community service. Up to 11 youth at a time can be assigned to a "Work Crew" whereby the Community Service Coordinator transports and directly supervises the completion of a project. This allows the work crew to travel to sites throughout the County. Work can begin more quickly following Court and hours can be completed in a shorter amount of time, ultimately holding youth more accountable for their behavior.
- In the third quarter alone, Community Service workers performed a total of 952 hours. At minimum wage, this equates to \$4,998.00. Keep in mind that the weather during the third quarter precludes us from completing many outdoor projects. With warmer weather now upon us, we fully anticipate the hours completed during the fourth quarter to be significantly higher.
- We have addressed an area of Glebe Rd. after concerns were raised by a citizen and have since received a "Thank You" card from that citizen for a job well done.
- We have also addressed an area brought to our attention by Mr. Stone and are currently working to address a concern raised by Ms. Moody regarding cleanup at the Animal Shelter.
- Finally we come to the office's namesake. Revenue Maximization is the Federal Program that grew out of the Social Security Act, specifically Title IV-E.
- This is the program by which the Federal Government will reimburse localities up to 50% of the administrative expenses incurred through providing case management services to eligible cases. In order for a case to be eligible, the child must be at risk for removal from his/her home within the next 6 months. This would include youth at risk of being placed into Foster Care or who are at risk for placement in detention.
- Dinwiddie currently has two programs that are claimed under Revenue Maximization – CSA and VJCCCA. On a semi-annual basis, case files are "audited" to determine eligibility based on established criteria. Once eligibility is determined, claims are filed quarterly with the Virginia Department of Social Services (which serves as fiscal agent for the program). Administrative expenses include salaries, benefits, office supplies, operating expenses etc... VDSS reviews the claim and reimburses the locality 50% minus a 3% processing fee.
- In FY '04, Dinwiddie has filed two Revenue Maximization claims. The first quarter claim resulted in a reimbursement of \$5,867.42 and the second quarter claim resulted in a reimbursement of \$10,819.67.
- This money is intended to enhance or expand existing programs for the eligible population of youth. The program has already made it

possible for Dinwiddie County to hire a full-time Director of Revenue Maximization who also serves as CSA Coordinator and oversees the VJCCCA and Community Service Programs. It is expected that the position will "support itself" through IV-E reimbursements.

As our program grows, the goal is to expand the Revenue Maximization Contract to include additional partners (existing programs that are already serving the eligible population) and claim their administrative expenses, which will allow for increased reimbursements to the County. (School Social Workers??)

There are approximately 120 localities participating in Revenue Maximization throughout the Commonwealth. I have joined a statewide Revenue Maximization User's Group as well as a smaller Regional group that meets bi-monthly. The purpose of these groups is to network and share information and ideas on how to make the most of our Revenue Maximization Projects.

There is one more facet to the Office of Revenue Maximization and that is Grant Writing. The VJCCCA is a grant and the CSA often utilizes supplemental funding through grants so it made sense that the Director of Revenue Maximization would be trained in grant writing to be better able to write and bring youth service grants into the County. With this training, I will also be available to assist local offices and agencies in their grant writing endeavors. I have already completed a course in Grants Management and am scheduled to take an actual Grant Writing course next month.

Thank you for the opportunity to speak to you about the Office of Revenue Maximization and for the support you have given our programs over the years. While we are multi-faceted, the goal remains the same. We are here to serve the youth of Dinwiddie County in various capacities and assist them on their journey to becoming productive citizens of our beloved County.

If you have any questions or suggestions for Community Service projects, please feel free to call or even stop by the office. We're located in the Historic Courthouse."

Mr. Stone thanked Mrs. Grant for the 3 days the community workers spent picking up litter on the roads in his district. Mr. Moody also complimented them for the work they did on Butterwood Road. He asked if she would have them take care of Claiborne Road also. Mrs. Grant said she would pass this information on to Mr. Picardat who handles these services.

**IN RE: AUTHORIZATION TO ENTER INTO A CONTRACT WITH
INTERACT PUBLIC SAFETY SYSTEMS FOR
CAD/MAPPING SYSTEM**

"To: Board of Supervisors

From: Denise P. Absher

Date: April 20, 2004

Ref: CAD/Mapping contract

Attached you will find information related to pricing for the CAD/Mapping system from Open Software Solutions Inc.

The original cost of base CAD/Mapping and records management system was **\$269,100.00**.

The negotiated cost is **\$204,100.00**

Addition of Jail management Software and services **\$33,600**.

The total purchase price is **\$237,700**.

The state wireless board will reimburse a minimum of **\$77,425**. The total after reimbursement will be **\$160,275**.

Hardware will be purchased separately off of the state contract. The approximate cost for hardware is **\$112,000**.

The total cost with Hardware and options is **\$272,275**

Dinwiddie County, VA
Final Pricing Proposal

	Total	Estimated Funding by Wireless Brd*	Balance to be Paid by Agency	Annual Maintenance Beginning Year Two
GeoBased CAD+ Software	\$122,600.00	\$ 50,150.00	72,450.00	\$10,409.03
Less 15%			(14,512.50)	
GeoBased Cad+ Hardware	87,415.83	71,643.50	15,772.33	7,727.28
				Hardware Optional
Law Enforcement RMS Software	46,850.00	n/a	46,850.00	2,925.00
Jail RMS Software	29,399.00	n/a	29,399.00	1,930.00
Total	\$286,264.83	\$121,793.50	\$149,958.83	\$22,991.31

Upon motion of Mr. Bowman, Seconded by Mr. Moody, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the County Administrator is authorized to enter into a contract with Interact Public Safety Systems for a CAD/Mapping System at a net estimated cost of \$149,958.83 with wireless reimbursement.

IN RE: AUTHORIZATION TO HIRE PART-TIME ENVIRONMENTAL TECHNICIAN – CURTIS F. STEVENS

Mr. Moody commented that after just receiving a copy of Mr. Marable's opinion and having briefly looked over it he would like to comment before a vote was taken on this issue. "I, in good faith believed that any affect on me from the action taken by the board would be the same as to the general public or others in the industry. I believed after reviewing various Opinions of the Attorney General on this issue, that there was no direct conflict in my voting on an ordinance that applied to the general public. However, I did want to eliminate any further questions that might arise. Over two months ago I requested a written opinion of the Commonwealth's Attorney on the issue. To avoid any perception of conflict, I had personally determined that I would not participate in the Board taking up any issue dealing with biosolids until I received clarification from the Commonwealth's Attorney. Now that I have received the Opinion of the Commonwealth Attorney, I will follow the advice of that opinion, which is to disclose my interests. On the vote today though, I will abstain from voting until I have a formal disclosure prepared."

Date: 4/1/2004
To: Wendy Weber Ralph, *County Administrator*
Cc: Board of Supervisors/William C. Scheid, *Director of Planning*

From: W. Kevin Massengill, *Assistant County Administrator*
RE: Environmental Land Technician

On March 12, 2004, a panel interview comprised of Guy Scheid, Phillip Harris and I interviewed (4) four applicants for the Environmental Land Technician position.

The interview panel unanimously decided to recommend Curtis F. Stevens to the Board of Supervisors and respectfully ask their permission to offer him the part-time position of Environmental Land Technician at \$15.00 per hour. Mr. Stevens is currently employed by the City of Colonial Heights as the Deputy Chief of Police. He has been employed by the City since 1974 and will be retiring effective July 1, 2004 with 30 years of service.

As a police administrator, Mr. Stevens is very proficient in interpreting state and local rules, regulations, and local ordinances. Moreover, he proved to be extremely knowledgeable of biosolids and understands the intent and objectives of the local ordinance. In addition, Mr. Stevens also has a comprehensive understanding of state laws regarding erosion and sedimentation control, storm water management and expressed a strong desire to become state certified as an inspector.

It was also the consensus of the interview panel that we offer this position to an applicant that possesses strong communication skills. This is mainly due to the fact that the successful candidate will be working very closely with the general public. Mr. Stevens is a strong communicator and throughout his career as a policeman, and as a police administrator, he has gained immeasurable experience working with the general public.

With the above attributes noted, it is the recommendation of the interview panel that Mr. Curtis F. Stevens be given top consideration for the position of Environmental Land Technician. His present knowledge of biosolids, erosion and sedimentation control, and storm water management combined with his experience working with the general public and his desire to continue his education in the above arenas clearly makes him a skilled and qualified candidate for this position."

The County Administrator pointed out that there was a possibility that Mr. Stevens might be able to come to work earlier than July 1, 2004 because of his leave time. Mr. Massengill stated that was correct he might be able to start sometime in May. But during the interim Mr. Scheid and Mr. Harris have been filling in for this position.

Upon motion of Ms. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Haraway voting "Aye", Mr. Moody "Abstaining", authorization is granted to hire Mr. Curtis F. Stevens for the part-time position of Environmental Technician at \$15.00 per hour with an effective date as soon as Mr. Stevens can come to work.

**IN RE: APPOINTMENT - DELEGATE FOR ADVISORY
COMMITTEE TIER II ENVIRONMENTAL IMPACT
STATEMENT FOR SOUTHEAST HIGH SPEED RAIL
CORRIDOR**

The County Administrator commented she received a letter from Mr. David Foster, Rail Environmental Programs Manager, requesting someone from the County to serve as a delegate on the advisory committee for the Tier II Environmental Impact Statement being prepared for the Petersburg, Virginia to Raleigh, North Carolina portion of the Southeast High Speed Rail Corridor (SEHSR). The study will take two to three years to complete. She stated Mr. Scheid and Mr. Smith were invited to serve as a delegate on the advisory committee also. The first meeting in Virginia is scheduled for: Wednesday, May

5th, from 10:00 – 12 Noon at the James Monroe Building, 101 N. 14th Street, Richmond, Virginia. Mr. Stone volunteered to serve on the committee.

Upon motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Moody, Mr. Haraway voting "Aye", Mr. Stone, "Abstaining", Mr. Michael W. Stone was appointed to serve as a delegate for Dinwiddie County on the advisory committee for the Tier II Environmental Impact Statement for the Southeast High Speed Rail Corridor (SEHSR).

IN RE: AUTHORIZATION TO ADVERTISE FOR A CONSUMER UTILITY TAX ON WIRELESS SERVICE

The County Administrator stated a memo was provided in their packets from Mrs. Ann Neil Cosby on imposing the Consumer Utility Tax on wireless service that the Board authorized the law firm to prepare. Mrs. Neil Cosby is here today to answer any questions. Mrs. Ralph commented if the Board wanted to proceed Staff would need authorization to advertise for a public hearing.

Mr. Moody stated no one wanted to pay another "tax" but the County needed new schools and this would help pay for those facilities.

Upon motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", Staff was authorized to advertise for a public hearing to impose the Consumer Utility Tax on wireless service users in the County.

IN RE: BOARD MEMBER COMMENTS

Mr. Bowman commented he was glad to have Mr. Ragsdale here today to accept his daughter's resolution and stated it was an honor.

Mr. Stone thanked Mr. Bill Haney for being present today for the Board meeting. He also thanked Mr. Scheid for organizing the bus tour of the County last week, which was very informative. He asked Staff if the reimbursement check been had been returned to Ms. Deborah Marston for the conference, mileage, and curtain cleaning? He commented that the Board had directed that Ms. Marston could not be reimbursed until the invoices were paid for the current Commissioner of the Revenue's itemized invoices incurred by the prior Commissioner. Mrs. Glenice Townsend, Chief, Administrative Services, stated no; it had been off-set and there was no reimbursement due to Ms. Marston. Mr. Haraway requested that a letter be sent to Ms. Marston to explain the situation. Mrs. Townsend stated she would take care of it.

Mr. Moody said he received a letter from VACo that he didn't have with him but every year they give out awards for different divisions to the Counties and he felt it would be worthwhile to the County to investigate and apply for one of the awards.

Ms. Moody thanked Judge Powell and Mr. Ragsdale for filling in for Ms. Marguerita Ragsdale their sister and daughter today. She commented that at one time the Monitor put pictures of dogs up for adoption in the paper and that gave the citizens insight as to what was available, and she would like to see that done again. Also, it was noted in the paper where the animal was picked up in case someone had lost one. She stated she liked the slogan on the water tower near the Wal-Mart on Route 460, "Dinwiddie County A Step Ahead" it's impressive. She said she wondered why it was not on the other water towers in the County.

IN RE: CLOSED SESSION

Mr. Bowman stated I move to close this meeting in order to discuss matters exempt under section:

**§2.2-3711 (A)(1) - Personnel - County Administrator and Chief,
Administrative Services;**

Ms. Moody seconded the motion. Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the Board moved into the Closed Meeting at 3:11 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 4:06 P.M.

IN RE: RECESS

The Chairman called a recess at 4:07 P.M. The meeting reconvened at 7:00 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting under §2.2-3711 (A) 1 – Personnel – County Administrator and Chief, Administrative Services;

Whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon motion of Mr. Bowman, Seconded by Mr. Moody, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", this Certification Resolution was adopted.

IN RE: PUBLIC HEARING – FY 04-05 BUDGET

This being the time and place as advertised in the Monitor on April 6, 2004 and the Progress-Index on April 13, 2004, for the Board of Supervisors of Dinwiddie County, Virginia to conduct a Public Hearing to solicit public comment on the proposed Budget for the Fiscal Year Commencing July 1, 2004.

Mrs. Wendy Ralph, County Administrator, presented the following overview of the Proposed FY 2004 – 2005 Budget.



Overview of 2004-2005 Budget



SUMMARY POINTS

- ▶ 7% increase in local revenues; 9% decrease in State revenues – mainly due to how PPTRA % is shown
- ▶ 9% increase in General Fund operational budget
- ▶ 7% increase in total budget expenditures
- ▶ \$800,000 additional local funds transfer to Schools represents 7% increase



PERSONNEL COSTS

- ▶ 1 % COLA increase for County employees -2.50 Merit after performance evaluation. We have asked the School Board to use same percentage increase for their employees
- ▶ Health insurance increase is 16.6% - \$99,720; however, the County is only covering the minimum 80%/20% required by the insurance program for an individual – Employees responsible for the balance.
- ▶ Retirement Increase – 5.75% to 6.50%



Personnel Con't.

- ▶ Accepting employees of Sheriff, Treasurer and Commissioner under County Pay Plan - \$155,958 with 3 ½% increase – applied under the same conditions as other personnel – 1% COLA & 2 ½% after performance evaluation
- ▶ Commissioner & Treasurer – have absorbed State cuts in Extra Help and Office Expenses



Personnel Con't.

- ▶ Commonwealth Attorney – fully funding Secretary to allow State funds to be used for Assistant Com. Attorney
- ▶ Continuing two School Resource Officers



New Positions (includes ben.)

- ▶ Procurement Officer - \$41,411
- ▶ Information Technology – Tech - \$35,682
- ▶ Sheriff – (3) Desk Security - \$96,985
- ▶ Counter Clerk – Plan/Bldg - \$25,713
- ▶ Secretary – Com. Atty - \$28,830
- ▶ Environmental Tech – Ptime - \$16,794
- ▶ Dispatchers (7) – E911 Fund - \$235,488



Personnel Con't.

- ▶ Commissioner – Extra Help - \$21,950
- ▶ Commissioner–Assessment Assistance - \$17000
- ▶ Animal Control – Increase Pt-time - \$9,662
- ▶ Public Safety Div. Chief – funding left in until decision is made on EMS supervision
- ▶ Firefighting assistance – ptime day crew
- ▶ Extension Service – continue 4-H & supplement Secretary



General Reassessment

- ▶ Funds are provided to finish the General Reassessment which will be effective January, 2005 - \$150,000



OTHER DEPARTMENTS

- ▶ Funds have increased for purchase of outside space under new contract - \$95,000
- ▶ Disposal charges for waste - \$100,000 increase – we are looking into additional manned sites and privatization to reduce costs



Capital Items

- ▶ Building Inspections – Replacement vehicle - \$18,000
- ▶ Sheriff – 4 WD vehicle - \$24,000
- ▶ Bldgs & Gnds – 4 WD with snow plow - \$24,000
- ▶ Animal Control – Replacement vehicle - \$20,000
- ▶ Circuit Court Clerk - \$7,000 – cabinet for deed books (pursuing technology for different storage media)



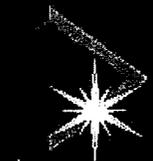
Dinwiddie EMS

- ▶ Continue funding for two full time paid crews
- ▶ Funding for ptime crew to respond to fire and/or ems calls as needed to supplement volunteers during the day



Outside Agencies

- ▶ 4% limit on increase for outside agencies
- ▶ Continued funding for County's share of BRAC expenses



Insurance/Transfers

- ▶ Workers Comp/Property/Casualty – increase \$24,000
- ▶ Transfer – School Insurance - \$36,750 inc.
- ▶ Transfer – School Capital - \$150,000 for maintenance; \$550,000 for buses
- ▶ Transfer – Debt Service Fund- \$575,000 – loss of interest and new debt service for communications system
- ▶ Transfer – CIP - \$1,000,000



E911

- ▶ New Communications Center – target date of August for start-up
- ▶ DeWitt Tower Site - \$24,000 lease



Balancing Budget

- ▼ Total from Reserve - \$2,477,203
- ▼ Capital Items - \$1,786,000 -consists of \$1M for CIP which we do every year; \$550,000 for buses; \$150,000 for school capital and \$86,000 for other capital items (which all can be postponed if funding does not become available.)
- ▼ Operating from Reserve - \$691,203 (will be made up in General Reassessment next year).

AMENDMENTS

1. Data Processing – Supplies – reduced from \$8,000 to \$3000 - this category provides funding for ink cartridges, diskettes, CD's etc. for all departments – funds in the amount of \$8,500 should be restored for software enhancements, i.e. Microsoft Office or report formatting (see attachment); Web Site Hosting – reduced from \$2500 to \$600 – Web site is free; however, these funds were going to used for website enhancement
2. Sheriff – Investigative supplies – reduced from \$6,000 to \$4,000 – funds should be restored due to need for ongoing investigations; Uniforms – reduced \$5,000 – with the turnover in personnel, the Sheriff may need to ask for these funds to be restored during the year.
3. GIS – Supplies – reduced from \$4,000 to \$900 – funds should be restored for project to continue (see attachment)
4. Health Insurance – We were asked to determine the amount of funding needed to increase the contribution by the County on family and subscriber/dependent from 20% to 40% - \$14,000
5. Dry Hydrant Program – Mr. Stone requested \$15,000 for this program be added

IN RE: PUBLIC HEARING – 2004 TAX RATES

This being the time and place as advertised in the Monitor on April 6, 2004 and the Progress-Index on April 13, 2004, for the Board of Supervisors of Dinwiddie County, Virginia to conduct a Public Hearing to solicit public comment on the proposed Tax Rates for 2004.

Continuing the County Administrator stated there were no changes in the proposed tax rates for 2004. She presented the following:

PROPOSED TAX RATES - FY 2004

◆Real Estate	.77
◆Mobile Homes	.77
◆Mineral Lands	.77
◆Public Services	.77
◆Personal Property	4.90
◆Personal Property - Volunteers	.25
◆Machinery & Tools -	3.30
◆Heavy Const. Equip. -	3.30
◆Certified Pollution Control	3.30
◆Airplanes -	.50

Mr. Haraway stated the Department Heads were present and during the public hearing if there were any questions they would try to answer them. He then opened the public hearing for the proposed FY 04-05 Budget and 2004 Tax Rates. Mr. Haraway asked if there was any citizen present who wished to speak regarding the proposed 2004-2005 budget and Tax Rates for 2004.

1) Charlene M. V. Hoffer – 25610 Greensville Ave., Petersburg, VA 23803 – Dinwiddie Education Association – thanked the Board for the increases in salaries for the school system. This increase will help insure that the County can hire more qualified teachers and keep the existing ones; the maintenance department can hire more custodians to keep the schools clean; and more bus drivers can be hired to help reduce the amount of time spent on the bus routes. She commented the Education Association appreciated everything the Board of Supervisors has done.

2) Chuck Koutnik – 245 E. Cawson Street, Hopewell, VA 23860 – Director, Appomattox Regional Library System commented the three libraries in the County are thriving and doing very well. He said they have been receiving complaints about how slow the computers were and they need to be upgraded. A citizen donated a Caboose to the Carson Library, which the children are really enjoying. Overall there has been an increase in the number of materials and books being checked out of the Libraries. He thanked the Board for their support and asked that they provide full funding for their budget.

3) Kelly Tyo – representing Central Virginia Health Planning Agency – stated the CVHPA is a nonprofit organization designated by the State of Virginia to represent the 27 cities and counties of Central Virginia by providing input on health resource decisions, as well as regional health planning information and expertise. She stated the Agency is a participant in Virginia's Certificate of Public Need review process, and holds public hearings for all applications in its region. She commented today a public hearing was held for an application for a nursing home in Dinwiddie County. Ms. Tyo stated she was here tonight requesting that the County help support the Agency by contributing \$.12 per capita to the organization. She told the Board that if there was anyway CVHPA could assist the County to please give them a call.

4) Barbara Pittman – Principal – Dinwiddie County High School – thanked the Board for their mature approach in helping to solve the problems for the educational facilities in the County. In education she commented they try hard to teach the students and people in the County to define a problem, brainstorm for solutions, expect roadblocks along the way, and then work with others to find a reasonable solution. She thanked the Board for setting a good example for that process and the citizens that when there is an issue we can work together with all the Boards. She commented that she knew that the process was not complete but she thanked them for all their efforts both as an educator and taxpayer of the County. Mr. Haraway expressed the Boards appreciation for the good job she was doing at the High School and for the improvements made there.

5) Anne Scarborough commented she noticed in the budget a position for a Procurement Officer and she hoped they would hire someone with the right

qualifications and experience. She also made the following comments about the budget:

a) County Attorney increases in the budget from \$50,000 to \$70,000 and a new line item, legal, under Building Inspections \$5,000, Planning \$15,000 in the budget, why?

b) Planning Commission – Tower Consultant \$4,000 was \$5,000 that is still too much, how many more towers are going to be built in the County.

- Zoning Administrator – no one in the position since May 2003, \$37,939 is in the budget for 2005; job was advertised in the Monitor with a salary of \$37,573 the advertised salary should be the same as the budgeted amount. The GIS Director was the Zoning Administrator and between the two positions there should be a surplus of funds that could be used to hire an Engineer for the Planning Department.

The County Administrator replied that the applicant pays the tower consultants and any unused funds revert back to the undesignated fund balance including the Zoning Administrator's salary.

Mr. Haraway stated that the Board has agreed that if the additional State ADM for the School Board is not \$325,000 more than what they have in their budget; the Board will provide up to that amount for the FY05 School budget which would mean the County's contribution would be about 10%.

Mr. Haraway closed the public hearing.

Mrs. Ralph again reminded those in attendance that no action would be taken tonight but would be taken at the April 27th meeting.

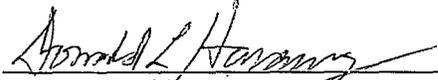
Mr. Haraway thanked Mrs. Ralph and Staff for preparing a realistic budget. He also thanked the Department Heads for all their hard work.

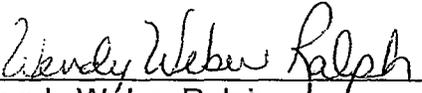
IN RE: INFORMATION IN BOARD PACKET OR DISTRIBUTED

- 1) Zoning Administrator position description.
- 2) Letter from VDOT regarding proposed improvements to I-64 from Richmond to Hampton Roads - anticipating tourists for 400th anniversary of the founding of Jamestown, VA in 2007.
- 3) Letter of sympathy to Barbara Eubank from Mr. Haraway.
- 4) Invitation to the Iluka Mine Field Day.
- 5) Letter from Carol Chambers Vincent regarding locating Vocational Technical Center at Eastside Enhancement Community Center.
- 6) Report – Appomattox Regional Library.

RE: ADJOURNMENT

Upon Motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway voting "Aye", the meeting adjourned at 8:04 P.M. to be continued until 6:00 P.M. on Tuesday, April 27, 2004 for a joint meeting with the IDA to discuss the Refunding of Series 1997 A&B Lease Revenue Bonds in the Multi-Purpose Room of the Pamplin Administration Building.


Donald L. Haraway, Chairman

ATTEST: 
Wendy Weber Ralph
County Administrator

/abr

