

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 21ST DAY OF DECEMBER, 2004, AT 2:00 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: PHYLLIS KATZ COUNTY ATTORNEY

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

Mr. Donald L. Haraway, Chairman, called the meeting to order at 2:09 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 add a Closed Session at the end of the meeting for §2.2-3711 (A)(1) – Personnel – County Administrator; and County Personnel; §2.2-3711 (A) (7) - Consultation with Legal Counsel – Offenses Against Peace & Order;

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

IN RE: MINUTES

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that the minutes of the December 7, 2004 Continuation Meeting are approved in their entirety.

IN RE: CLAIMS

Upon motion of Mr. Moody, Seconded by Mr. Bowman, Mr. Stone, Mr. Bowman, Ms. Moody, 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 1047327, 1047365 through 1047501 (no voided check(s)).

FY – 04/05

Accounts Payable:

(101) General Fund	\$ 210,218.27
(103) Jail Commission	\$ 151.91
(209) Litter Control	\$
(222) E911 Fund	\$ 3,665.92
(223) Self Insurance Fund	\$
(225) Courthouse Maintenance	\$ 1,442.71
(226) Law Library	\$ 1,316.54
(228) Fire Programs	\$
(229) Forfeited Asset Sharing	\$

(304) CDBG Grant Fund	\$ 789.94
(305) Capital Projects Fund	\$ 12,863.39
(401) County Debt Service	\$ <u>65,450.06</u>
TOTAL	\$ 295,898.74

PAYROLL SUPPLEMENT
12/17/04

(101) General Fund	\$ 24,406.44
(222) E911 Fund	
(229) Forfeited Asset	
(304) CDBG Fund	<u> </u>
TOTAL	\$ 24,406.44

IN RE: EMS PROVIDER APPOINTMENTS

Date: November 12, 2004

To: Wendy Ralph, County Administrator

From: Dennis Hale, Division Chief of Public Safety

Subject: Job Offers for New EMS Employees

As you are aware interviews for the position of EMS Provider were conducted on November 10, 2004.

Ten candidates were interviewed for one full- time position and for three part-time positions. We were fortunate to get several highly qualified applicants. Based on the results of our testing and interview process, I would like to move forward with the following job offers. These offers would be contingent upon receiving acceptable driving records and background checks on each person.

Full-Time EMS Provider - Ms. Anna Cheek (ALS)

Part-Time EMS Provider - Mr. Andrew Modrall (ALS)
Mr. Justin Burch (ALS)
Mr. Justin Bulifant (BLS & currently in Paramedic class)

The start date for each candidate has not been determined and again would depend on receiving the necessary paperwork. I would be able to bring on the full-time position and probably one part-time position immediately for precepting. The other two part-time positions would be brought on sometime in December or January as precepting slots were available. If you have any questions or need additional information please let me know.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Ms. Anna Cheek is appointed to the full time position of EMS Provider at Grade 12, Step A, at an annual salary of \$30,125;

BE IT FURTHER RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. Andrew Modrall (ALS), Mr. Justin Burch (ALS), Mr. Justin Bulifant (BLS & currently in Paramedic class) are appointed to part time positions of EMS Provider at Grade 12, Step A, with an hourly rate of \$14.48.

IN RE: WASTE MANAGEMENT CONTRACT EXTENSION

TO: Board of Supervisors
FROM: Anne Howerton
DATE: 12/15/04
SUBJ: Waste Management Contract Extension

Please find attached an amendment to extend our contract with Waste Management for another 6 months from January 1, 2005 through June 30, 2005. This amendment is supported by Denny King and Waste Management in accordance with our agreement with Waste Management (Solid Waste Transportation Agreement, Commencing march 22, 1999, Section II, Terms of Agreement).

With your approval, we will extend our current agreement with Waste Management for 6 months which will allow us enough time to finalize an RFP for Refuse Collection Services.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia Staff was authorized to sign the current agreement with Waste Management to extend the contract for 6 months to allow the County enough time to finalize an RFP for Refuse Collection Services.

IN RE: REQUISITION #1 - ELEMENTARY SCHOOL - IDA SERIES 2004-B

The following invoices were submitted for payment for requisition #1 for the Elementary School:

<u>AMOUNT</u>	<u>TO</u>	<u>PURPOSE</u>
\$8759.91	Sands Anderson Marks & Miller	Legal Services - Elementary Site Acquisition Invoice 133831
\$9,750.00	Moseley Architects	Schematic Design Invoice # 441080-00001
\$29,250.00	Moseley Architects	Schematic Design Invoice # 441080-00002
\$3072.36	Dinwiddie County Public School	Reimbursement for payments made Dinwiddie County Water Authority for Engineering Consulting Services for proposed elementary site
\$ 50,832.27	TOTAL OF THIS REQUISITION	

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number #1 for the Elementary School in the amount of \$50,832.27 be approved and funds appropriated for expenses from the Dinwiddie County IDA Lease Revenue and Refunding Bonds, Series 2004-B.

IN RE: REQUISITION #1 – HIGH SCHOOL – IDA SERIES 2004-B

The following invoice for the requisition #1 for the High School was submitted for payment:

AMOUNT	TO	PURPOSE
\$35,925.00	Moseley Architects	Schematic Design Invoice # 441100-00001
\$35,925.00	TOTAL OF THIS REQUISITION	

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Requisition Number #1 for the High School in the amount of \$35,925.00 be approved and funds appropriated for expenses from the Dinwiddie County IDA Lease Revenue and Refunding Bonds, Series 2004-B.

IN RE: REAPPROPRIATION OF SCHOOL BOARD FY04 ENDING BALANCES

TO: Mrs. Wendy Ralph, County Administrator

FROM: Dr. James W. Lanham, III

CC: Dr. Charles Maranzano
Dinwiddie County School Board

REF: Reappropriation of FY04 Ending Balances

DATE: December 15, 2004

At their regular meeting on December 14, 2004, the Dinwiddie County School Board approved our request to ask the Board of Supervisors to re-appropriate the ending balances from FY04 from certain accounts that carry over from year to year. This request includes:

Fund 203 - Head Start	\$ 20,873.99
Fund 270 – Textbooks	\$205,227.50
Fund 240 – Cafeteria	\$ 70,313.84
Fund 302 – School Capital	\$110,954.90
Fund 230 – OYCS/VTSF	\$ 1,067.60

We ask that the Board of Supervisors take action to re-appropriate these funds to Dinwiddie County Public Schools at their next meeting on December 21, 2004. I plan to attend this meeting to answer any questions they might have regarding this matter. Thanks for your continued cooperation.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted for the re-appropriation of the ending balances to the Dinwiddie County Public Schools from FY04. This request includes:

Fund 203 - Head Start	\$ 20,873.99
Fund 270 – Textbooks	\$205,227.50
Fund 240 – Cafeteria	\$ 70,313.84
Fund 302 – School Capital	\$110,954.90

**IN RE: COMPREHENSIVE TRAVEL AND TOURISM INITIATIVE –
BRAC FUNDING**

“TO: Alan Archer, Brenda Garton, David Canada, Lane Ramsey,
Richard Anzolut, and Wendy Ralph
FROM: Mr. Denny K. Morris, Executive Director
SUBJECT: Reallocation of BRAC Funding to the Comprehensive Travel and
Tourism Initiative

I have enclosed a draft letter for your consideration concerning our agreed upon approach to funding the regional tourism and travel initiative. The dollar amount is based upon your BRAC pro rata share percentage applied to the cost of the tourism effort.

Mr. Dennis K. Morris
Crater Planning District Commission
Post Office Box 1808
Petersburg, Virginia 23805

Dear Denny,

Please allow this correspondence to serve as official authorization for the Crater Planning District Commission to reallocate up to \$10,000 from funds that Dinwiddie County has previously contributed to the Crater Commission for the Tri-Cities Area BRAC Policy Initiative to the Crater Commission's Comprehensive Travel and Tourism Research and Strategic Planning Initiative, December, 2005. Dinwiddie County looks forward to the positive results of this tourism and travel initiative.”

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization was granted for the Crater Planning District Commission to reallocate up to \$10,000 from funds that Dinwiddie County has previously contributed to the Crater Commission for the Tri-Cities Area BRAC Policy Initiative to the Crater Commission's Comprehensive Travel and Tourism Research and Strategic Planning Initiative, which will commence during December, 2005.

**IN RE: AUTHORIZATION TO PURCHASE TRASH TRUCK
WASTE MANAGEMENT**

“December 16, 2004
From: Landfill
To: Wendy
Re: Used Trash Truck

We had one truck burn completely and two older trucks are out with major motor problems. We received \$33,000 from the insurance company on behalf of a “total loss” of our truck destroyed by fire. Presently, we have no back up trucks to allow repairs or extra dumping capacity on holidays or heavy periods. As one might imagine, there are not many “dealerships” for used trash trucks. We have found some trucks for sale on the East Coast from Florida to Ohio and the prices for similar trucks accompany this report. We have surprisingly located an ex-Shoosmith truck in Carson that has an excellent '91 Heil body on an '89 Peterbuilt chassis in reasonable shape. The truck comes with very detailed maintenance records and less than 300,000 miles. The truck would serve as a backup truck.

Here are some of the trucks I've found:

Company Name	Type & Year of Truck	Body Company	Price
Johnny's Towing	89 Peterbuilt	Heil	21,500
Trucks & Parts	94 Peterbuilt	McNeilus	35,900
Roll-Offs etc.	93 Peterbuilt	McNeilus	26,900
RDK Truck Sales	91 Peterbuilt	EZ Pack	33,900

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Staff was authorized to purchase the 1989 Peterbuilt trash truck from Johnny's Towing at a cost of \$21,500.

IN RE: CITIZEN COMMENTS

1. Michael Bratschi – 23500 Cutbank Road, McKenney, VA – made the following comments: a) A County business has barred him from going into it and he requested that the County stop doing business with it. b) He stated he thought it was inappropriate for a Board member to try and get the County to purchase the trash truck from a buddy without going out for bids. c) He commented he didn't feel the Board was acting in the best interest of the citizens of County when they purchased the land for \$800,000 that was valued at \$69,000 d) Also wanted the Board to inform the citizens why they adopted the Emergency Peace Ordinance.
2. David Dudley – Smith Grove Road, Petersburg, Virginia, 23803 – thanked Ms. Moody, Mrs. Ralph, Mr. Massengill and Mr. Scheid for attending the meeting December 16th with the State Police requesting their assistance with the monitoring of trucks hauling biosolids in the County. He also requested that the Board adopt the BioSolids Ordinance that the Citizens for a Better Dinwiddie presented to help protect the citizens.
3. Anne Scarborough – Boydton Plank Road, Dinwiddie, VA – gave the Board her end of the year grades on how they handled issues.
4. Geri Barefoot – 7411 Frontage Road, Petersburg, VA – thanked Ms. Moody for her initiatives for biosolids monitoring. She stated most of the waterways in the County are now becoming polluted. According to a report by DEQ in Blackstone the Nottoway River is polluted. Beaver Dam is also is more polluted than the little Nottoway. Mrs. Barefoot told the Board if we don't start doing something to start regulating what goes on the land and stop soil erosion the County was going to be in a lot of trouble.

IN RE: VDOT REPORT

Mr. Ray Varney, Resident Engineer, Virginia Department of Transportation, stated snow removal has already begun and provided the following update:

1. I-85 bridge project is underway and would be ongoing for the next 12 to 18 months.

Board Member Request/comments

Mr. Moody commented there was a back up of traffic on I-85 almost to the Dinwiddie exit and he asked if a sign could be posted forewarning people of the construction work on the bridge. Mr. Varney stated he would look into it.

**IN RE: TURKEY EGG ROAD REZONING RECOMMENDATIONS –
DIRECTOR OF PLANNING**

Mr. William Scheid, Director of Planning, stated a memorandum was included in the Board packet in response to the motion made at the Board of Supervisors' meeting regarding the rezoning case P-04-3. He commented that he believed the Board desired a response to the inquiries cited by Mrs. Moody that prompted her desire to return the rezoning case to the Planning Commission. He addressed the following issues cited in her letter:

Wetlands. This issue has concerned the staff and Planning Commissioners on previous subdivisions and land development proposals. The Planning Commission proposed an amendment (A-00-5) several years ago limiting the percentage of wetlands that could be located on any single building lot. The amendment was tabled by the Board and eventually deleted from any further consideration. The U. S. Army Corps of Engineers is aware of this development proposal and, as with all other development proposals containing wetlands; have done a preliminary review and will require detailed wetlands delineation for their field verification and approval prior to any earthmoving activity on site. But it may be in the best interest of the County that a proffer be offered that all land parcels containing wetlands will contain a notation in the deed referencing the limitations placed upon the use and development of wetlands. Additionally, the developer may wish to limit the maximum amount of wetlands on any single lot to 20% of the gross lot acreage (this wetlands calculation should not include the area contained within the pond). Consideration should be given, in the future, to setting aside wetlands under unified ownership (ie Homeowners Association, etc.) and not include the wetlands in any building lot. In some cases, the wetlands could become part of a buffer area. If this is done, perhaps a density bonus can be given to the developer to offset the loss of a building lot(s).

Cemetery. The cemetery should be located before any more effort is expended on this proposal. No matter what determination is reached on this matter, the property owner has an obligation to identify where the gravesites are located. Under the proffer conditions by the developer he offered proffer #8 which does make reference to the cemetery. Mr. Stone pointed out he recalled at one of the Planning Commission meetings that one family member felt the cemetery was located across the road, not on this property. Mr. Scheid stated that was correct but the cemetery issue would be addressed.

Wells. This is a difficult situation to address since the type of well (bored versus drilled) and location for each well will be different thus giving test results that can differ tremendously throughout this site. It may be prudent to suggest to the developer that it would be in the best interest of everyone if he approached some adjacent property owners with an offer to test their existing wells for water quality. The actual results could be held in confidence but general results disclosed as to the suitability of the water as a potable water supply. By doing this, the developer and the Board may be able to make an assumption regarding the quality of water that will be obtained from future well sites. If a few wells are deemed necessary to be placed on this site, they should be so located that they can be used by the future landowner thus enhancing the building lot value. It is recommended that testing of existing wells is the most logical course of action. Proffer # 19 addressed this issue. Prior to recording of any subdivision plat for the property, the developer shall furnish satisfactory evidence to the County Health Department that their

exists on each lot an effective site for a well and an effective site for a septic system of sufficient capacity to service the proposed improvements on such lot.

Deceleration lane, traffic concerns (west bound). The transportation report prepared by the applicant was reviewed by the VDOT. While their minimum standards may reveal that it is questionable if a west bound deceleration lane is needed, it is staff's determination that a deceleration is necessary because of all the traffic issues raised previously. VDOT has been requested to provide this office with the minimum deceleration/taper design that would be acceptable to VDOT yet meet our safety concerns. Hopefully, they will provide the data to staff prior to the Board meeting. It must be emphasized that VDOT applied their minimum standards to this situation but it must be noted that all citizens in the area noted to the Planning Commission their experiences with the traffic problems already existing in this area.

Cash proffers. This issue is currently under consideration by the County. As mentioned in the staff report to the Planning Commission, cash proffers are an acceptable method whereby a developer reimburses the County for expenses that will be incurred in providing services for future homeowners. It is noted that a study report regarding impact on public services was submitted and a conclusion was reached that the effects of this development on our public system would be minimal. But it must be noted that there will be an effect. There will be more students, more people, more cars, more emergency services, etc. It is the cumulative affect of several small developments that will produce the effects of a large scale development. Unfortunately, Dinwiddie County does not have a cash proffer figure in place at this time but if such a figure is available prior to the approval of this rezoning, the County should make this information available to the developer for his consideration in the rezoning case.

Mr. Scheid pointed out that hopefully he was conveying the thoughts of the Planning Commissioners have but he had not consulted with them. He stated he strictly addressed the issues as to his feelings on the matter as he saw it play out.

Mr. Bowman commented as a member of the Growth Committee they would like to see those issues addressed, plus have the developer add another turn lane from the opposite direction mentioned.

IN RE: INFORMATION TECHNOLOGY UPDATE – CATHY CARWILE

Ms. Cathy Carwile, Information Technology Manager, provided the following information as an overview of possible connectivity solutions for county buildings in the vicinity of the Pamplin Building. We have gathered preliminary information on several options addressing immediate and future needs. The cost estimates provided are based on information obtained from several sources and is not vendor specific.

Part of the rollout of the new E-911 Communications Center requires connectivity between the Public Safety Building and the Sheriff's Office/Jail. A projected timeline has been worked out between Public Safety and the Sheriff's Department to have this portion of the project completed by the end of February. We have researched several options and feel that the wireless solution recommended below will best meet our needs. Before proceeding, I wanted to give you an opportunity to review the information and to solicit your input. If you find the recommendation to be satisfactory, I request your authorization to proceed with obtaining quotes.

Short Term Objective (2 Months):

- Connection between Public Safety and Sheriff's Office
- Vendor recommends connection speed as close to 100 Mbps as possible
 - Data Sharing – CAD, Records Management, Jail Management

Recommended Solution:

- Wireless / Point to Point to Point
 - Approximate bandwidth 65 Mbps
 - Pamplin Building will serve as the relay point – No direct line of site between Public Safety and Sheriff's Office
 - Requires backup power (generator) in the Pamplin Building which is already funded through the CIP
 - Roof mount antenna on the Public Safety and Pamplin Buildings and tower mounted antenna at the Sheriff's Office
 - Estimated Cost: \$30,000 - \$35,000 plus annual maintenance

Considerations:

- VPN / Site to Site
 - Typical access utilizing T1, Cable, or DSL does not provide the necessary bandwidth
 - DS3 lines provide transmission speeds up to 45 Mbps but are very expensive and may require 36 or 60 month contracts. **Annualized line costs only** over contract terms are shown below:
 - 36 months @ \$2,900 = \$104,000 \$34,800 Annually
 - 60 months @ \$2,100 = \$126,000 \$25,200 Annually
 - Installation and hardware costs are not included.
- Laser – Point to Point to Point
 - Another form of wireless utilizing infrared laser beam
 - Estimated Cost: \$70,000
- Fiber
 - Fast, reliable and secure
 - Can be used in conjunction with wireless
 - Building block for access to the Regional Internet Broadband project
 - Can be incorporated into CIP for inclusion in long term objectives
 - Estimated cost: \$70,000 - \$100,000

Long Term Objectives (12-18 Months)**

- Infrastructure improvements
 - Wired and/or wireless
- Access to the Regional Internet Broadband Project fiber backbone
- Courthouse
 - Connectivity / VPN
- Digitize Clerk's Records
 - Available On-Line / Mandated for 2006
- Data Sharing Clerk / Commissioner
- Online Land Records
- Digitize Board Minutes
- Online payment options

**Some of these items will be addressed in the FY06 budget request. Other will be incorporated into the CIP.

Ms. Carwile stated before proceeding, she wanted to give the Board an opportunity to review the information and to solicit their input. The turnaround time would be approximately 30 to 45 days. If you find the recommendation to be satisfactory, I request your authorization to proceed with obtaining quotes."

Ms. Carwile stated the need is there because of the records management in the Public Safety Office and the Jail management system that is a part of the entire package with the Communications Center. The Sheriff's Office needs access to that data. This would allow that to take place. Mr. Bowman asked for more details. Ms. Carwile stated at this point the server is housed in the Public Safety Building (E-911 Communications System); there is a data base that is a part of that server application that keeps records of Jail management issues and records that the Sheriff's Office keeps on the inmates. They also have records associated with law enforcement that are a part of that. The Public Safety Office needs access to a portion of that information that will be pulled from the dispatch center; but the Sheriff's Office also needs to be able to access that information to update and change records and for investigative purposes. The County Administrator pointed out in this process with this connection other

buildings could also be connected to the system. Ms. Carwile agreed and commented that there are some options available to establish communications with the other buildings. Ms. Carwile stated this is just a process of the roll out of the entire E-911 Communications Center and it is time to complete this portion of it and different options are being looked at to finalize it.

Mr. Haraway stated you are not asking for approval today. Ms. Carwile stated not for a specific vendor; she wanted input from the Board on some of the solutions that were outlined in the memo. She stated she was addressing the costs associated with setting up the connection between the Communications Center and Sheriff's Office. The County Administrator stated this is the last phase that was not included in getting the initial E-911 system up and running. The connectivity piece was not a part that the vendor was doing when the County bought the system. She commented she would like to proceed with getting bids on the wireless solution if that is what the Board would be interested in. Ms. Carwile recommended the wireless system because it could be deployed quickly now and could be used for expansion in future growth.

Mr. Bowman stated he did not understand the need for the connection between the Sheriff's Office and Communications Center. Are the dispatchers going to be doing updates for the Sheriff and Jail? Mr. Hale stated a single server has been purchased in the Communications Center and the Sheriff's Office and with the wireless connection they can tap into it and get information they need. When the 911 calls come in to the dispatchers the information is entered in the CAD system and when the deputies need to get that information to do their reports they can access the system. This is a way to make sure all the data which is entered in by the dispatchers can be accessed by the Sheriff's Department.

Mr. Stone stated he would rather go the hard fiber route rather than wireless for security reasons; it isn't affected by the weather; and it is faster for connections. It can also be used in connection with wireless. Mr. Haraway asked the Board members if they would agree to allow Ms. Carwile to obtain bids on the wireless and hard fiber. The Board agreed.

**IN RE: AUTHORIZATION TO NEGOTIATE CONTRACT -
PARKING LOT AT EASTSIDE WITH PAYNE & PAYNE**

The County Administrator stated bids were received for the Eastside Parking Lot Expansion on December 13, 2004 at 2:00 P.M. in the Board Room. The following bids were received and recorded:

B.P. Short & Son Paving Co., Inc.	\$84,314.00
Colony Construction, Inc.	69,185.00
Powers Paving	62,475.00
E.F. Brown Construction	60,000.00
Wellvilla Construction, Inc.	57,756.00
Payne & Payne Construction	46,860.00

Mr. Gene Jones, Director of Buildings & Grounds has reviewed the bids and recommended that he be allowed to negotiate the contract with the lowest bidder Payne & Payne Construction at a cost not to exceed \$46,860.00.

Previously the contract had been awarded to Pro-Construction Services for a cost not to exceed \$47,879. However, with an adjustment in the parking lot location, Pro-Construction Services increased their original bid, resulting in the re-bidding of the project.

Mr. Stone asked if Payne and Payne Construction had a history of requesting change orders. The County Administrator commented there was no history with them and she could not speak on that but it could be part of the negotiations.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Staff was authorized to negotiate the contract with the low bidder Payne & Payne Construction at a cost not to exceed \$46,860.00.

IN RE: REQUEST FOR PURCHASE ORDER FOR VOTING EQUIPMENT - REGISTRAR

Mrs. Linda Brandon, Registrar, stated she was here today to give notification to the Board that she and the Electoral Board have entered into a contract with Advanced Voting Systems to purchase the new DRE machines. She commented they hoped to have the machines in prior to the June elections.

In accordance with the Help America Vote Act (HAVA), a purchase order has been requested by the State Board of Elections to complete the contract with Advanced Voting Systems.

Dinwiddie County should complete the purchase order to be included with the package to be sent to the State Board of Elections along with their notification to the Department of Justice. Total funding for this expense will be provided by federal monies allocated to replace all voting equipment per HAVA. No local match is required. Two years maintenance and upgrades are included with the 42 machines. This would provide for each precinct to have four machines.

Mr. Stone asked the Registrar if technical support for the equipment was located in Virginia. She replied that at this time they are headquartered in Texas; however, they are presently building in Chesterfield.

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

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia authorized Staff to issue a purchase order requested by the State Board of Elections to complete the contract with Advanced Voting Systems for 42 voting machines at a cost of \$142,000 of Federal money and at no cost to the County.

Mrs. Brandon stated there would be 2 demo machines in her office by January 2005 so citizens could come in and get familiarized with the machines. Training sessions will also be done at the High School, several churches and civic organizations.

IN RE: PUBLIC SAFETY PROPOSED POLICY CHANGES

Mr. Dennis Hale, Division Chief of Public Safety, informed the Board that a memo was sent to them in their Board packets regarding the proposed changes needed in the Employee Policies Manual. In a review of current policies relating to work hours and overtime (Section 8 of Employee Policies Manual), it has been noted that all county employees shall receive compensatory time in lieu of cash overtime. (Sub Section 8.4) This includes the essential, 24 hour positions of the Division of Public Safety. Both the EMS Division and the Emergency Communications Center have minimum staffing requirements. The EMS Division has a mandated minimum staffing of 4 personnel and the ECC has a minimum staffing of 3 positions. These Minimum Staffing requirements do not allow for positions to be left vacated when someone is on leave. Therefore, whenever these divisions have a leave opening, off duty personnel are brought back to insure the staffing level is maintained. Currently by policy, these persons are paid in compensatory time. This creates a cycle where the leave from one

staff member is effectively transferred to another staff member at a rate of 1.5 times. If that staff member now chooses to use that Comp Time one of two things happens; they are denied the leave and the time builds leave liability(cash value) or the leave is granted and the position is filled with another off duty person who gets Comp Time (the original leave is now multiplied by 2.25 times).

Example from EMS Division

If the average employee makes \$15.00 per hour, the following are examples of the costs in the current staffing system.

1) 1 employee OFF for 24 hours filled by Part-Time staff = \$360.00 salary +\$347.52 part-time **\$707.52 Total**

2) 1 employee OFF for 24 hours filled by Comp Time = \$360.00 salary + 36 hours Comp Time which eventually becomes 1 employee off 36 hours filled by part-time = \$540.00 salary +\$521.28 part-time **\$1421.28 Total**

3) 1 employee off 24 hours filled by overtime= \$360.00 salary + \$540.00 overtime = **\$900.00 Total**

The above example demonstrates the cost savings that are available by using cash overtime when part-time personnel are not available in the EMS Division. This example can be applied with the ECC as well, and because it does not have part-time personnel to utilize, the leave liability multiplies each time a leave slot is filled. This will eventually be recognized as a cash expense when the comp time has to be bought out.

Example from ECC

If the employee makes \$12.00/ hr. these are sample costs in the current system

- 1) 1 employee off 12 hours = salary + employee filling gets 18 hrs Comp Time
- 2) Employee takes 18 hours Comp Time= Salary + employee filling gets 27 hours Comp Time
- 3) If the cycle were to stop here, the one leave slot now costs **\$324** to pay off.

If overtime had been paid initially it would have cost **\$216**.

Based on the above examples, I would like to recommend that the policy of using Compensatory Time in lieu of cash overtime be eliminated with the essential positions of the Public Safety Division. The payment of cash overtime within these positions is actually recovered in the long term savings produced for the county.

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

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia approved the amendment of the County Policy (Sub Section 8.4) to allow paying essential positions of the Public Safety Division cash overtime in lieu of allowing compensatory time. This includes the essential, 24 hour positions of the Division of Public Safety, EMS Division and the Emergency Communications Center, which have minimum staffing requirements.

IN RE: MOTOROLA CHANGE ORDER # 13 – COMMUNICATIONS SYSTEM

Mr. David Jolly, Fire Safety Director, commented before you is a change order with Motorola, at no cost to the County, to hold the pricing for all the radio equipment through September 30, 2005 which does two things for the County. It allows us in the upcoming FY05-06 budget year to purchase additional radio equipment at the present purchase price. It allows for neighboring jurisdictions that might want to purchase equipment to outfit their vehicles to be able to be on our channels that they currently don't have to hold pricing. It also allows other governmental agencies (Counties, Cities, Towns, etc) within the Commonwealth of Virginia to utilize the County's communication contract as a purchasing vehicle to obtain "like equipment and service" for a period of (1) year from contract signing. He informed the Board that several jurisdictions were looking at the system.

Mr. Bowman stated this change order included change orders 1-12 and there were two change orders that were in question with Motorola which were change orders 7 and 8. If this is approved would that include those two change orders. The County Administrator stated the bottom figure had not changed and she didn't think it included those two change orders. She commented she would verify that with Motorola.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia Change Order #13 was approved at no cost to the County, subject to the verification by the County Administrator that change orders #7 and #8 were not included in the overall contract amount.

Mr. Stone stated he requested the information on the "gift" server and he had not received it. Mr. Jolly replied he was working on it.

Mr. Jolly stated since the cutover six day ago the phones had rung 2257 times; that includes both the administration line and 911 calls. Out of those 273 22% were 911 calls. He reported all of the employees have worked extremely hard to make it work and they should be commended for their efforts by the Board and Staff. He invited the Board over to see them at work and to look at the system.

IN RE: APPOINTMENT – JOSEPH PATTERSON - DINWIDDIE COUNTY WATER AUTHORITY

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

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia that Mr. Joseph Patterson is hereby reappointed to serve on the Dinwiddie County Water Authority for a term ending December 31, 2008.

IN RE: APPOINTMENT – JOHN CLEMENTS- DINWIDDIE COUNTY WATER AUTHORITY

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mr. John H. Clements is hereby reappointed to serve on the Dinwiddie County Water Authority for a term ending December 31, 2008.

**IN RE: APPOINTMENT – MRS. CATHY YOUNG - COMMUNITY
POLICY AND MANAGEMENT TEAM (CPMT)**

MEMORANDUM

TO: Wendy W. Ralph
County Administrator

FROM: Marie A. Grant
Director of Comprehensive Services

RE: Community Policy and Management Team (CPMT)

The CPMT would like to recommend Mrs. Cathy Young for the position of County Administrator's Designee on CPMT. Mrs. Young is a longtime resident of Dinwiddie County and a retiree of Dinwiddie County Public Schools. Through her career with this school system she gained a general familiarity with the Family Assessment and Planning Team (FAPT) and is eager to become an active member of the CPMT.

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

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Mrs. Cathy Young is hereby appointed to serve as the County Administrator's Designee on the Dinwiddie County Community Policy and Management Team (CPMT).

IN RE: COUNTY ADMINISTRATOR COMMENTS

The County Administrator informed the Board that a full-time commonwealth's attorney and staff have been included in the Governor's budget and we want to continue to support that with the legislators and make sure it stays in the budget. Also the funding for the planning phase for a new facility for the Sexual Violent Predator program is in the Governor's budget and we want to make sure to continue to support it along with the City of Petersburg.

IN RE: BOARD MEMBER COMMENTS

Mr. Moody wished all the Board members a Merry Christmas and a Happy New Year. He also wished Mrs. Ralph and Mrs. Townsend best wishes in their new venture.

Ms. Moody stated the Monitor at one time included pictures of animals up for adoption in the paper. She urged the citizens to call the owners of the Monitor and ask them to put the pictures back in the paper.

Mr. Bowman wished everyone a Merry Christmas and stated he appreciated the teamwork of the Board and their achievements this year. He stated he looked forward to working with them in the upcoming year.

Mr. Stone requested that Mr. Jolly provide the 95% radio coverage map for the County. He also asked the Finance Director for a revenue report on the cellular tax which was passed by the County this year.

He stated with the prolonged agony of trying to fill certain key positions in the County he felt it was prudent for the Board to consider the following proposed timeline for a County Attorney to be put into place:

Proposed Timeline for Dinwiddie County Attorney

December 21, 2004 –

-Board Reviews and Discusses the Plan. Board's decision on plan.

January 18, 2005 –

-County Administrator and/or Assistant County Administrator presents to Board the RFP/Job Description/Salary Scale for County Attorney's Position at the January 18, 2005 meeting. Board discusses the RFP and reviews proposal.

New date to be determined - ~~January 18, 2005~~ -

-Board discusses the RFP and County Attorney's Job Description/Salary Scale. Board approves the RFP, job description, and salary scale for the position of County Attorney.

-Daniel Siegel presents to Board the exit plan for Sands-Anderson law-firm.

-County Administrator will incorporate the new position of County Attorney into the FY05/06 budget process, including the necessary office equipment, salary/benefits, pc, etc.

February 25 – March 4th –

-Board interviews County Attorney Candidates; Candidates may need 30 + days notice to their current firm depending upon their contract.

End of April – First week of May –

-New County Attorney meets with Daniel Siegel to begin reviewing county's current caseload

May 25, 2004 –

-Sands, Anderson deadline for any outstanding invoices for FY04/05 to be submitted.

Mr. Stone stated he realized the Board was in the process of looking for a county administrator and it is time for a new budget but he felt it could not wait any longer.

Mr. Bowman stated it has been discussed for a number of years and he felt it was time to make a decision and move forward with hiring a county attorney.

Ms. Moody stated she brought this up twice before and she was in favor of it also.

Mr. Moody commented he did not feel a single attorney would be as cost effective as a group and he would be in favor of an RFP.

Mr. Haraway said he thought when this was discussed during the budget session that the fees would decrease the first six months of this year, but they did not. He stated it could be said it was based on the volume of work; but he was disappointed in the amount of money that has been spent on attorney fees the first six months of this year.

He said during the interview session for a new county administrator the Board has been educated on the subject now that they had heard what other counties do. He stated he didn't know if the timing was right for this now but it may never be right and he would vote for it. He also stated he didn't think they would be able to meet the timeline. Mr. Stone agreed but as a teacher he found

that if you set the bar low, you generally hit it. So let's shoot for the moon and see if the Board can get there.

Mr. Moody reiterated if a single attorney was hired he would need to give the County an RFP for outsourcing. He stated other counties who have a county attorney have to hire other attorneys for legal help.

Mr. Haraway stated he wondered if the Board was being fair to the County Administrator by asking her to have an RFP/job description by January 4th due to the holidays. Mr. Stone revised his timeline to January 18th. Mr. Bowman suggested that Prince George County might have a job description. Mr. Stone commented that New Kent went through the process but didn't hire one. Mr. Haraway stated he felt January 18th would be better. The County Administrator stated she felt it would be a little difficult to get a recommendation ready for January 4th but in all fairness she felt more time would be needed.

The Assistant County Administrator asked the Board which one they were looking for either a job description for a county employee or a contractual employee. Mr. Stone stated that was the reason for the RFP/job description it was for discussion from the Board.

Mr. Stone made a motion for Administration to prepare a job description for a full time county attorney who would be a County employee and change the date from January 4 to January 18, 2005 to present to the Board. Ms. Moody seconded the motion. Mr. Moody stated he could not support that motion. Mr. Stone amended his motion to include an RFP/job description for a county attorney. Ms. Moody agreed to the amendment. Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", motion carried.

Mr. Stone thanked everyone for working with him and stated this has been an educational process.

Mr. Haraway thanked Staff for the Christmas parade. Everyone he heard said it was the best parade the County has held. He complimented Staff for their enthusiasm and participation especially on a Saturday two weeks before Christmas. He also asked the County Administrator if she had received a report on the bond issue report from Davenport. She replied she had not received it yet and she would contact them again. He thanked the Board members for working with him this past year. He said he felt they could be proud they had the approval of the bond issue for the schools and of the relationship they had created this year with the School Board. Having lunch with them certainly helped improve their relationship.

IN RE: CLOSED SESSION

Mr. Moody moved to close the meeting in order to discuss matters exempt under section: §2.2-3711 (A)(1) – Personnel – County Administrator; and County Personnel; §2.2-3711 (A) (7) - Consultation with Legal Counsel – for Offences against Peace and Order;

Mr. Bowman seconded the motion. Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the Board moved into the Closed Meeting at 3:42 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 3:40 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting under §2.2-3711 (A)(1) – Personnel – County Administrator; and County Personnel; §2.2-3711 (A) (7) - Consultation with Legal Counsel – for Offences against Peace and Order;

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

IN RE: EMERGENCY PROCUREMENT AUTHORIZATION TO REPLACE THE HEAT/AIR SYSTEM IN THE BOARD MEETING ROOM

Mr. Gene Jones, Buildings and Grounds Director, stated the HVAC unit that serves this meeting room was 30 years old and the Freon needed for the system is no longer available. Honeywell bought a bottle of it many years ago but the system has been springing leaks all over and it has been depleted. It cost \$1,700 just to put Freon in the system one time and there is the possibility that it would spring another leak even if we did put more in it. The County Administrator stated Mr. Jones would get two more bids for the unit and requested authorization to replace the unit at a cost not to exceed \$9,597.00 for an emergency procurement.

Upon motion of Ms. Moody, Seconded by Mr. Bowman, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the Buildings and Grounds Director was authorized to proceed with the replacement of the HVAC unit in the Board Meeting Room as an emergency procurement at a cost not to exceed \$9,597.00.

IN RE: AUTHORIZATION FLEXIBLE SPENDING ACCOUNT FOR EMPLOYEES

Mr. Haraway requested that the Board allow the Financial Director to inquire about a flexible spending employee account. He explained that this is for employees to withhold money from their check for medical expenses and dependent child care and not pay taxes on that amount. An employee could receive a 20 to 25% discount on paying medical bills if they set aside money for this program because they don't pay taxes on it.

Upon motion of Mr. Moody, Seconded by Ms. Moody, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", the Financial Director was authorized to inquire about a flexible spending employee account for medical expenses and dependent child care.

IN RE: AUTHORIZATION TO WRITE OFF DAB HARDSHIP CASES

The County Administrator explained that there were 11 hardship cases with DAB who were trying to work out a payment plan to pay for ambulance service. So DAB set those cases aside and did not put them on the list to be written off at the last Board meeting. Staff recommends that they be added to the list and write them off also.

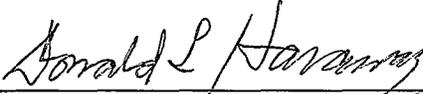
Upon motion of Mr. Stone, Seconded by Ms. Moody, Mr. Bowman, Ms. Moody, Mr. Stone, Mr. Moody, Mr. Haraway, voting "Aye", DAB, the ambulance billing company is authorized to include the 11 hardship cases in the write off of the uncollected accounts for February 2003 – October 2004 as bad debts.

IN RE: INFORMATION IN BOARD PACKET OR DISTRIBUTED

1. Crater Regional Partnership news update.
2. Letter from Martha Burton, Crater Planning District Commission, reporting on the Tourism Strategic Planning session held in South Boston sponsored by the Virginia Tobacco Indemnification and Community Revitalization Commission and the Virginia Tourism Corporation.
3. VACO's 2005 Legislative Program.

RE: ADJOURNMENT

Upon Motion of Mr. Stone, Seconded by Mr. Moody, Mr. Stone, Mrs. Moody, Mr. Bowman, Mr. Moody, Mr. Haraway voting "Aye", the meeting adjourned at 5:11 P.M.



Donald L. Haraway, Chairman

ATTEST: 
Wendy Weber Ralph
County Administrator

/abr