

**VIRGINIA:**

A FY 2019 Budget Work Session of the Lancaster County Board of Supervisors was held in the Administrative Building Board/Commission Meeting Room of said county on Thursday, May 3, 2018.

Members Present: William R. Lee, Chair  
Jason D. Bellows, Vice Chair  
Jack D. Larson, Board Member  
Ernest W. Palin, Jr., Board Member  
Robert S. Westbrook, Board Member

Staff Present: Don G. Gill, Assistant County Administrator and  
Planning/Land Use Director  
Crystal Whay, Building/Land Use Assistant

Mr. Lee called the meeting to order at 5:30 p.m.

**Virginia Department of Health Presentation**

Dr. Richard Williams, District Director for the Three Rivers Health District, and Krystal Reagan, Business Manager for the Three Rivers Health District were present to represent the Virginia Department of Health.

Dr. Williams stated that he was an Air Force veteran and had also worked for NASA. He stated that he was a surgeon and had worked in aerospace medicine. He stated that he had retired, but began working for the Virginia Department of Health about seven months ago. He stated that he would like to give the Board of Supervisors a quick overview of what they do at the health department.

Dr. Williams stated that the health department offered clinical services, such as family planning, treatment of sexually transmitted diseases and vaccinations. He stated that they follow, track and treat complex diseases like tuberculosis. He stated that they also tracked emerging diseases such as zika and ebola. He stated that they have a robust HIV and bloodborne disease screening and treatment program. He stated that they do nursing home screenings for Medicare. He stated that they were prepared to deal with the health effects from natural disasters, such as hurricanes.

Dr. Williams stated that the Board was probably most familiar with the health department's onsite septic and sewage program. He stated that Lancaster County was the second largest customer in the district, which serves ten counties. He stated that they also

do rabies response, mosquito control, food safety and a variety of other home intervention programs.

Dr. Williams stated that, in regard to their district itself, a year ago they had about a twenty-five percent vacancy rate. He stated that since Ms. Reagan was hired and with his help, supervisors' help and human resources, they were at a seven percent vacancy rate now. He stated that they have almost fully staffed the district. He stated that, this year, they were on track to execute ninety-nine percent of their budget. He stated that last year, the health department gave money back to the counties. He stated that they were reorganizing the district to become more efficient.

Dr. Williams referred to Lancaster County and stated that the County did have some health issues. He stated that Lancaster County was second in vital records demands and in the middle in regards to clinical demands. He stated that the County's infant mortality rate was higher than the state average and the County actually qualifies for a federal grant for infant mortality intervention. He stated that premature death, low birth weight and teen pregnancy rates were higher than the state average in Lancaster County. He stated that the health department was committed to helping improve all of these things. He stated that they were passing out the document entitled "Virginia's Plan for Well Being". He stated the plan was a grouping of comprehensive health initiatives that the health department had undertaken over the past few years. He stated that the goal was to improve the health of all Virginians. He stated that they want to increase the longevity of the citizens in their jurisdictions. He stated that they wanted to help with the quality of life and functionality as residents age. He stated that they were helping with the opioid crisis by increasing training. He stated that they also offer Hepatitis C screening which was a big health issue with baby boomers. He stated that they were also working to help prevent cancer and diagnose it earlier. He stated that an initiative they were spearheading was the health effects of climate change. He stated that the climate was changing, no matter what the reasons were for it and the science was firm.

Dr. Westbrook stated that the science was not firm on climate change. He stated that the weather was changing.

Dr. Williams stated that diseases that we used to not see were moving north and lyme disease was a perfect example. He stated that weather events were becoming more severe. He stated that there were health effects that accompany these things.

Krystal Reagan stated that the health department's budget was composed of three revenue streams. She stated that they were from the County, the state and vital statistics. She stated that the state has a partnership with the counties and if a county pulls back its funding, so does the state. She stated that Lancaster County was the second busiest locality in the district and was fully staffed and salaries and benefits were the biggest expense. She stated that other expenses were rent, custodial fees and communication fees. She stated that they asked for level funding again this year.

Mr. Lee asked how the health department came up with the percentages that the counties were asked to pay.

Ms. Reagan stated that there was a JLARC study from 1978 that the state uses for the percentage. She stated that Lancaster County's percentage was about thirty-eight percent and the state gives sixty-one percent. She stated that there was no code that says that Lancaster County must provide a certain amount of money. She stated that if Lancaster County dropped its contribution to \$175,000, then the state would drop its contribution by \$60,000, so then they would lose \$40,000 from the County and another \$60,000 from the state.

Mr. Lee stated that the state pulls back a greater percentage when the locality decides to decrease its contribution.

Mr. Larson asked how long Ms. Reagan's position had been in existence with the health department.

Ms. Reagan stated that she believed the Business Manager position had been in existence since the department had been created.

Dr. Williams stated that the Business Manager position was one of the key leadership positions in every health department.

Mr. Larson asked if the dynamics of the technicians that go out in the field and the administrative staff that stay in the office changed at all.

Dr. Williams replied that they have some challenges in Environmental Health staffing right now, specifically the on-site sector. He stated that there was a workforce that traditionally does environmental health sorts of things and some of that workforce cycles in and out of public jobs. He stated that dynamic balance right now greatly favors the private sector, so they were at about fifty percent effective staffing in Environmental Health currently.

Mr. Larson asked if the state had always honored the sixty-one, thirty-eight percentage split.

Dr. Williams replied yes.

Dr. Westbrook asked if the entire health department budget was available.

Ms. Reagan replied that she could send the entire budget to Mr. Gill for the Board's review.

Mr. Lee asked in what fiscal year was money from the health department given back to the County.

Ms. Reagan replied that for FY 17, approximately \$20,000 was given back to the County. She stated that it should have been received by now.

Dr. Williams stated that they had spoken with Mr. Pleva about the funds.

Mr. Lee asked if the County was supposed to do something on its part to receive the funds.

Ms. Reagan replied no. She stated that the County should have received a check.

Dr. Williams stated that when the money was returned, they had some suggestions on how to make their offices safer using those funds.

Dr. Williams stated that there had not been consistent leadership in the past at the health department. He stated that they were trying to build a high performing organization that can meet the County's needs and have a positive impact on all of the Board's constituents. He asked that the Board consider them their health staff and an extension of the County staff.

Mr. Gill stated that he had done some research on code sections and had a copy of the contract with the health department from last year. He stated that the code sections basically say that the County is required to have a health department and may enter into an agreement with the state to do it for us, which is what we are doing. He stated that another code section says that if we did not enter into an agreement, then it would be the County's responsibility to run its own health department and if that option was not chosen, then the state will come in and run one and bill the County anyway.

Dr. Westbrook asked if what the County was doing with its health department was considered standard practice.

Dr. Williams replied yes. He stated that there was only one jurisdiction in the state that has its own health department and that was Arlington. He stated that all of the other jurisdictions follow the same formula that Lancaster does.

### **FY 19 Budget Work Session**

Mr. Lee stated that he had received some calls on the cuts that the Board had made at its last work session and had asked Mr. Gill to check on any agreements or code sections pertaining to the organizations that the County typically funded.

Mr. Gill referred to the "other contributions" page and stated that the first one was the Rappahannock River Basin Commission for \$1000 and the Board had not recommended a cut there. He stated that the second, third, fourth, fifth and sixth items all deal with the Northern Neck Planning District Commission. He stated that there was a charter agreement established in 1969 and Lancaster County was a founding member of the Northern Neck Planning District Commission. He referred to page 5 of the by-laws

and stated that it read that each of the four participating counties shall pay twenty-five percent of the remaining cost of the operation of the commission. He stated that was standard practice and each county pays the same amount of money. He stated that there were 21 planning district commissions in the state. He stated that some planning district commissions were funded by per capita ratios, but the Northern Neck Planning District Commission was funded by an equal share of all four members. He stated that he had talked to Jerry Davis, Executive Director, at length and he had offered to come before the Board to speak about his organization.

Mr. Gill stated that the Northern Neck Planning District Commission was also the economic development district, the rural transportation authority under VDOT, the administrator of the Coastal Zone Management Program and the County's emergency services revenue recovery board. He stated that the Northern Neck Planning District Commission owns the office complex where they are located in Warsaw and they charge rent. He stated that they have 15,000 square feet of office space. He stated that he had handed out to the Board an overview of what the Northern Neck Planning District Commission does and its budget.

Mr. Gill referred to the second item on the "other contributions" page and stated that the general contribution for the Northern Neck Planning District Commission was set in 1969 at \$4500 and has not changed. He referred to the next item, which was the Northern Neck Chesapeake Bay Region Partnership and stated that evolved from an older version called The River Country. He stated that consisted of ten counties from the Northern Neck and Middle Peninsula and was deemed to be too large, so the four Northern Neck counties started the Northern Neck Chesapeake Bay Region Partnership. He stated that contribution used to be \$6,000, but it has come down to \$4500. He referred to the next item, which was Assign-a-Highway and stated that it was the litter control arm of the Northern Neck Planning District Commission, where citizens who have a community service obligation were scheduled to pick up litter on the roadways. He stated that was a \$5000 contribution and the Board did not recommend changing it, but Mr. Davis told him that most of the money in that account was through grants and we actually get reimbursed for it. He said that, basically, the functions for Assign-a-Highway were going to get done.

Mr. Gill referred to the next item, which was the Northern Neck Tourism Commission and stated that the requested contribution was \$7500. He stated that the Northern Neck Tourism Commission evolved from a prior version and a non-profit organization called the Northern Neck Tourism Council and involved all of the counties of the Northern Neck. He stated that Lancaster County pulled out of it and after the Northern Neck Tourism Commission was formed, King George County came in as well.

Mr. Gill referred to the next item, under the Northern Neck Planning District Commission, which was the Environmental Planner and stated that it included matched money from the state from the Coastal Zone Management Program. He stated that the Land Use Department utilizes the Environmental Planner quite a bit. He stated that the position has helped with the Greentown sewer project as well. He stated that Mr. Davis

was worried that if Lancaster County reduces its contributions, then the other counties will follow suit. He stated that Mr. Davis suggested to him that if the Board definitely wanted to make cuts to the Northern Neck Planning District Commission, he would suggest the Northern Neck Chesapeake Bay Region Partnership go first because none of those funds contribute to operation money and the second one would be the Assign-a-Highway program because those functions would be done through grant money anyway. He stated that Mr. Davis would like to see the other three items stay at level funding.

Dr. Westbrook stated that he wanted to know what the County was getting for the money. He stated that he knew from his conversation with Jerry Davis that the Northern Neck Chesapeake Bay Region Partnership came about because the state funded it and then stopped funding it and it became a committee. He stated that he did not think anyone could point to a single thing that committee does. He referred to the Northern Neck Tourism Commission and stated that they already have Virginia's River Realm and they can point to the statistics of its success in a relatively short amount of time. He stated that he did not know what the Northern Neck Tourism Commission was doing for Lancaster County.

Mr. Gill stated that Mr. Davis had offered to come before the Board if they desired.

Mr. Lee stated that he did not see an advantage for Mr. Davis coming down to speak to the Board. That was the consensus of all Board members.

Mr. Lee stated that he thought Mr. Gill had explained the Environmental Planner position well and he knew that was used by the County. He stated that by being on the Greentown sewer project committee, he understood the role that the Northern Neck Planning District Commission played in that. He stated that he thought that the Virginia's River Realm initiative was doing a good job, so he was in agreement about taking away the funding from the Northern Neck Tourism Commission. He stated that the Assign-a-Highway can come off because it will get done with grant money. He stated that the only change they would be looking at was the \$4500 for the Northern Neck Planning District Commission since they had left \$3500 there from the last work session. He stated that he did understand Mr. Davis' concerns about the other counties not wanting to fund the requested amounts.

Mr. Larson stated that he would suggest \$3500 for the Northern Neck Planning District Commission and \$5000 for the Environmental Planner because he thought the planner position gave some value to the County. He stated that the rest of the items from the Northern Neck Planning District Commission he would zero out.

Mr. Palin stated that he did not see a problem funding the Northern Neck Planning District Commission at \$4500 because they have made extra cuts since the last work session.

Mr. Larson stated that, in his opinion, where they get value, they were happy to pay for it, but where they don't get value, the requester needs to be told. He stated that it sends a message that the County expects more effectiveness out of the organizations that request contributions.

Mr. Lee stated that the final decision was to contribute \$3500 to the Northern Neck Planning District Commission and \$5000 to the Environmental Planner position.

Mr. Gill asked if Mr. Davis wanted to speak, should he wait until the public hearing.

Mr. Lee replied that Mr. Davis could speak at the public hearing if he wanted to.

Mr. Gill referred to the next item on the other contributions list, which was the Northern Neck Soil and Water Conservation District and stated that he had not been able to find any code references that required a contribution to them. He stated that the Board had cut their request by \$5,000.

Mr. Gill referred to the next item, the Department of Forestry, and stated that the \$4000 contribution was basically pass through revenue generated from a nine cents per acre tax on forested property. He stated that those funds were used to support wildfire prevention and the enforcement of forestry laws in Lancaster County. He stated that the local forester, David Milby, stated that should the funding be eliminated, the Department of Forestry would no longer be responsible for those activities in Lancaster County. He referred to the second page of his hand-out and stated that Virginia Code Section 10.1-1124 states that each county in the Commonwealth shall repay into the state treasury annually not to exceed in any one year an amount measured by the acreage computed beginning July 1, 2009, nine cents per acre according to the most recent United States forest survey. He stated that Lancaster County has 44,348 acres of forested land and nine cents per acre makes up the \$4000 request. He stated that the Code of Virginia requires that one to be paid.

Mr. Gill referred to the next item, which was the Merrimac Juvenile Detention Center and also includes the Virginia Juvenile Community Crime Control Act and stated that the Board had not recommended cutting this item. He stated that it also included a request of \$5,000 for the Contribution to the Court Service Unit. He stated that he had found out some additional information on this item. He referred to Code Section 16.1-234 and stated that discusses the court service unit and reads in part "when such court service units serve counties or cities in addition to the county or city where the office is located, the jurisdiction or jurisdictions so served shall share proportionately, based on the population of the jurisdictions, in the costs of the quarters and utilities, including telephone service and necessary furniture and furnishings." He stated that the Contribution to the Court Service Unit was required by the Code of Virginia. He stated that it was currently tracking at \$3500. He stated that Richmond County sends an invoice to Lancaster County and the other localities served by the office and that was paid to

maintain the office in Warsaw. He suggested putting back \$3500 for that line based on the code section he read.

Mr. Gill referred to the Juvenile Detention Center and stated the amount adopted in FY 18 of \$66,850 and the requested amount for FY 19 of \$56,650 were averages of the previous five years based on the County's usage at the Merrimac facility. He stated that the costs can vary greatly. He stated that he had seen it as low as \$39,000 a year and as high as \$82,000 a year. He stated that the Board had suggested \$50,000 and he thought that would be okay because that item was currently tracking at \$28,844.

Mr. Gill referred to the next item on the list, which was the Contribution to the Local Health Department and stated that they had made their presentation earlier.

Mr. Lee stated that, from what they had just heard from the Health Department representatives, if the County pulled out \$40,000 from its annual contribution to them, they would lose \$60,000 from the state. He stated that the question was does the Board stay with the cut for that department knowing that they will lose more money from the state.

Dr. Westbrook stated that, in his opinion, he would like to see it ride for another year. He stated that they would be having conversations about the budget earlier in the coming fiscal year and they could dive a little deeper into what the Health Department does. He stated that he personally would not want to cut the legs off of anybody that they serve. He stated that it was possible that there may be less money in the future.

Mr. Bellows suggested level funding for the Health Department.

There was a consensus for that.

Mr. Gill referred to the Community Services Board and stated that the Virginia Code Section 37.2-509 says that the state contributed ninety percent to their budget with a ten percent local match. He referred to his hand-out and stated that in November 2016, the funds from the state increased so the Board had to increase its contribution as well to meet the ten percent local match. He stated that was when the contribution went from \$37,846 to \$42,231.

Mr. Bellows suggested level funding and that was the consensus.

Mr. Gill referred to the Comprehensive Services Act and stated that Mr. Larson had touched on the subject several times of how the amount can vary greatly from year to year. He stated that \$600,000 had been budgeted for several years and currently it was tracking at \$425,643 for FY 18.

Mr. Bellows suggested the budgeted amount for FY 19 be lowered to \$500,000.

Mr. Lee agreed.

Mr. Larson suggested leaving it at \$600,000 because next year it could be \$800,000. He stated that if it turned out to be less this year, then it would help the fund balance because, at the rate they were going, they would not be meeting the seven percent anyway.

Dr. Westbrook asked if this money set aside for the Comprehensive Services Act was drawn out as needed.

Mr. Larson replied that the County was billed for services.

The consensus was to keep the budgeted amount for the Comprehensive Services Act at \$600,000.

Mr. Gill referred to the last item under “other contributions” which was the Virginia Cooperative Extension Service and stated that the Board had suggested a cut for them at the last work session. He stated that Tara Brent had asked to come and speak in front of the Board about her budget. He stated that he had not found a code requirement mandating a contribution to the extension service. He stated that the extension budget was currently tracking at \$25,918 and the Board had suggested a \$30,000 contribution at the last work session. He stated that the extension service has government ties and provided services to County residents.

Mr. Larson stated that he would like to know what the Extension Office provides for farmers.

Mr. Gill stated that the Extension Office provides soil sample containers for farmers and this extension office sends those samples to Virginia Tech for testing and it’s a free service. He stated that the Extension Agent does a lot of research, hosts field days for farmers and they administer the private pesticide certification course. He stated that they were also involved with the Master Gardeners program in the County.

Mr. Larson asked, in the farming community, was the Extension Office considered to be an office that provides value.

Mr. Gill replied yes.

Mr. Palin stated that the Extension Office also does the 4H activities.

Mr. Gill stated that Mrs. Brent was involved in the 4H program. He stated that the 4H program sponsors camps for children and other educational programs. He stated that, if it was okay with the Board, he would like to invite Mrs. Brent to the next budget work session.

The consensus was to invite Mrs. Brent to the next budget work session.

Mr. Gill stated that the Electoral Board and the Registrar, Susan Jett, were present to speak to the Board.

Mr. Larson stated that he had invited them to the work session to give them an opportunity to present their proposal after Tuesday's elections.

Lee Pulling, Electoral Board Secretary, thanked Mr. Larson for the invitation. He stated that Susan Jett, Registrar and Robert Bennett, Electoral Board Vice Chairman were also in attendance. He thanked Mr. Lee, Mr. Palin and Mr. Bellows for the new voting machines that were requested two years ago. He stated that they have had no problems with the voting machines and were very pleased with them. He stated that the equipment used for the voter check-in procedure was old and obsolete and they had issues with the equipment and software last year. He stated that during the town elections that week, every one of the precincts failed. He stated that they go to work at 5:00 a.m. and were very busy swapping out laptops and cables trying to make the equipment work and get through election day. He stated that they were requesting new equipment that was not the most expensive, but should be very reliable. He stated that he hoped to be able to cut back on some of the election day personnel, eventually, because the requested equipment was going to be so much quicker. He stated that it was crucial to the voters that they have confidence and that there was integrity in the voting process and this new equipment will help with that.

Mr. Lee stated that this request was on line 8201 for \$21,570.

Mr. Larson stated that he supported the request and believed it met the investment criteria for the Capital Improvement Budget, because the cost was at least \$10,000 and had a life expectancy that exceeds five years. He stated that the Planning Commission had already reviewed and prioritized the Capital Improvement Budget, so this item would be an add-on that the Board would make and what has been forwarded to them by the Planning Commission could be modified.

Mr. Bellows stated that the Electoral Board would need the new software sooner than later and if it went on the Capital Improvement Budget, would that be part of the potential borrowing.

Mr. Gill stated that there was money left over and certainly enough to cover the voting equipment expense.

Dr. Westbrook asked when the Registrar's Office needed the equipment.

Mrs. Jett stated that there was another election on June 12<sup>th</sup>. She stated that would be a dual primary with six precincts open.

Mr. Bellows asked, if the request was granted at tonight's meeting, would Mrs. Jett be able to get the new equipment in place by the June elections.

Mrs. Jett replied that she would try her best, but she did not know until she placed the order.

Mr. Larson made a motion that the voting equipment request of \$21,570 be removed from the operating budget and authorized for immediate funding in the FY 18 Capital Improvement Budget.

Mr. Bellows stated that his question regarding the capital improvements was that when the borrowing took place for certain capital improvements, such as public access and the new radio system, can they now spend those funds on items that were not initially listed.

Mr. Larson stated that this was nothing new. He stated that if you go back and look at the \$7 million dollar borrowing, of which we have approximately \$600,000 left, he stated that he thought you could find other things that the money had been spent on besides what was initially in the Capital Improvement Budget.

Mr. Gill stated that, in order to add the voting equipment request to the FY 18 Capital Improvement Budget, he thought they needed to hold a public hearing and revise that budget.

Mr. Larson stated that he disagreed with that. He stated that the budget was a plan and they needed to have flexibility to be able to add or subtract items as the year went along.

Mr. Bellows stated that he did not really see the difference in funding the voting equipment request out of the operating budget or the Capital Improvement Budget.

Mr. Gill stated that the request did meet the criteria for a Capital Improvement Budget item.

Mr. Bellows suggested that the equipment be ordered, so that the Electoral Board may have it in time for the June elections and they can figure out which budget it needs to be handled from later.

Mr. Lee stated to Mrs. Jett and the Electoral Board to order the equipment and it will be paid for per the consensus of the Board.

Mr. Gill suggested that the Board go through the expenditures on the newest version of the operating budget.

Mr. Gill referred to the Board of Supervisors' budget and stated that they had talked about increasing the education and conference line item, which has been done. He stated that the contingency fund line item included the revenue anticipation note's interest and fees which are now included under short-term debt service. He stated that there was a reduction of \$16,992. He stated that was accomplished by moving those fees to the debt

service line and the other part of that figure was the Board member who was no longer on the County's health insurance plan.

Mr. Larson stated that he would like the contingency fund amount for FY 18 corrected to also show no debt service fees.

Mr. Gill stated that the next budget version will reflect that change.

Mr. Gill referred to the County Administration section and stated that there was an overall decrease of \$29,400 and that was because the prior budget had a position for a Finance Director budgeted at \$65,000. He stated that when the Board of Supervisors appointed him as the Assistant County Administrator, part of his salary now comes out of Administration and the other part comes out of Land Use Administration. He stated that he did not receive that entire amount, so that was the difference.

Mr. Gill referred to the County Attorney line item and stated that there were a lot of expenses in FY 2017 due to the Dominion Power Transmission Lines case. He stated that \$150,000 had been budgeted in FY 18 and \$75,000 as an estimate for FY 19. He stated that account is currently tracking at just under \$50,000, so the Board may want to adjust that figure.

Mr. Gill referred to the Real Estate Assessors and stated that the County was starting to receive some bills from them. He stated that their contract stated that they were not to exceed \$212,000 and they may not get to that amount.

Mr. Gill referred to the line item for contracted services and stated that Mr. Larson had asked about its decrease. He stated that when the new software was received for the AS400 upgrade, it included five years of maintenance and that was why that amount went down.

Mr. Bellows referred to the Information Technology section and asked if that would be the place that they would budget for BoardDocs.

Mr. Gill replied yes.

Mr. Bellows asked about the price for BoardDocs.

Mr. Gill replied that it was a \$1000 start-up fee and \$6000 annually.

Mr. Bellows stated that he thought there was considerable evidence that money could be recouped in savings of paper, ink and employee time and would make the Board more competent.

Dr. Westbrook stated that an expense for something like Chromebooks would have to be added as well.

Mr. Bellows stated that the cost for those would be around \$300 a piece.

Mr. Gill stated that all he needed was a consensus from the Board.

Mr. Palin stated that he had said before that he did not think they should be incurring that cost this year.

Dr. Westbrook stated that he thought they should consider purchasing the BoardDocs program. He stated that it would save the County money. He stated that it would save employee time, the cost of the paper and toner, plus Mr. Gill's time on the road delivering the books.

Mr. Lee suggested that the Board get the final budget numbers before they add anything for themselves. He stated that he was not against BoardDocs, but wants to be a good steward when it comes to the budget. He stated that if they were asking others to cut their budgets, he felt like the Board should be careful with its own.

Dr. Westbrook stated that BoardDocs wasn't for the Board of Supervisors, it was for the citizens. He stated that it would save the treasury money and it increases transparency. He stated that they could also research what other localities were doing.

Mr. Bellows stated that he thought they could find the \$6000 fee in an administrative office supplies account, where the paper and toner costs would be. He asked Mr. Gill for an estimate of what it was costing to get the board books together every month.

Mr. Larson stated that he agreed with the visibility and getting the information out to the public, but he was not certain of how much savings there would be. He stated that he had this kind of experience since 1985. He stated that when he worked for the County he went out on the road with the packages and he gained a lot of knowledge taking a few minutes to talk to the Board and Planning Commission members.

Mr. Palin stated that he did not think the value would be there for what the cost was for BoardDocs.

Mr. Gill referred to the Registrar's budget and stated that the biggest item was that the Electoral Board had requested an increase in salary for Susan Jett. He stated that, based on what the Board had told him, the figure on the new version just reflected the two-percent increase.

Mr. Gill referred to the Victim Witness position, under courts, and stated that position was full-time now and he was pursuing the prior grants that had not previously been followed through on.

Mr. Gill referred to public safety and the Sheriff's Department and stated that the part-time line item had been increased. He stated that Sheriff McCranie came before the Board at a prior work session to explain his budget.

Dr. Westbrook stated that he had spoken to Sheriff McCranie about his concern about police officers being shot in other localities, especially the officers that were shot while eating lunch in Florida. He stated that it made him wonder what kind of benefits the families left behind might have. He stated that Sheriff McCranie was looking into it and he thought there may be some possibilities that the Board could consider. He stated that, if one of the local officers gets killed in the line of duty, the County should not abandon his or her family, in his opinion. He stated that he would like to follow-up with this topic and Sheriff McCranie.

Mr. Gill referred to the paid rescue services section and stated that in the salary line there was a reduction of \$41,740, which confirmed that the department was down one full-time position. He stated that, in February, the Finance Committee asked Chief McGregor to not fill a position. He stated that the overall paid rescue services budget was down by \$59,000.

Dr. Westbrook stated that he would like to dive deeper into Chief McGregor's budget.

Mr. Gill stated that the version in the budget books was Chief McGregor's final requested budget.

Mr. Larson stated that where they needed to work with Chief McGregor was on his current FY 18 budget execution.

Dr. Westbrook stated that he didn't want to micromanage Chief McGregor, but he wanted the most highly-trained employees doing the most important work and not sitting in an office doing paperwork.

Mr. Larson referred to the number of line items for the paid emergency services and stated that there was a large number of them and that bothered him. He stated that the expenses seemed never-ending.

Mr. Gill asked if it was the consensus of the Board to ask Chief McGregor to attend another budget work session.

Dr. Westbrook stated that he would speak to Chief McGregor one-on-one.

Mr. Gill referred to the jail account and stated that the Sheriff was down one position, so there was a reduction there of approximately \$47,000. He stated that he thought Sheriff McCranie would like to fill that position as of July 1<sup>st</sup>.

Mr. Larson referred to the jail account and stated that he and Mr. Lee had spoken to Sheriff McCranie about his budget. He stated that for FY 19, the County will spend \$1,023,338 compared to Northumberland, which has a population of about 1500 more citizens and only spent \$345,838 in 2016 for the same function. He stated that he thought they needed to be thinking about getting into the regional jail system if possible.

Mr. Lee stated that when the regional jail was discussed in the past, there was a very large amount of money, upfront, to become involved in it.

Mr. Gill stated that it was approximately a million dollars.

Mr. Bellows suggested asking for a proposal concerning the regional jail in the next budget cycle.

Mr. Gill referred to the Refuse Disposal section and stated that he had reworked the budget request that Mr. Brown had submitted and the issue, in his opinion, was the part-time salaries figure. He stated that the actual number for FY 17 was well above the budgeted number. He stated that the reason for that was Mr. Brown has eleven employees and he has tried to give everyone a schedule of twenty-nine hours per week. He stated that the threshold was twenty-nine hours per week to be considered part-time. He stated that, at that level, there ends up being two people at the Kilmarnock site and one person each at the Regina and Nuttsville sites.

Mr. Gill stated that the three sites were open 363 days a year, twelve hours a day for a total of 13,068 hours and if that was multiplied by their average salary, he came up with \$160,736. He stated that would be for FY 19 and if the Board wanted to go any deeper with this department, they would probably need to have a closed meeting on the subject.

Dr. Westbrook asked about the hazardous household waste collection days.

Mr. Gill replied that the Northern Neck Soil and Water District, the Extension Office and the County work together to have those days twice a year.

Dr. Westbrook stated that he would like to see the hazardous household waste collections days happen more throughout the year. He stated that he thought it would also help with the littering problem in the County.

Mr. Gill referred to the Refuse Disposal department and stated that he had adjusted Mr. Brown's numbers by taking the revenue and expense summary through April and figured how the numbers were tracking and the department has an increase of \$59,000 over the adopted FY 18 figure.

Mr. Gill referred to the General Properties section and stated that he had also reworked some numbers on this one. He referred to the repairs and maintenance part and

stated that the number the Board saw in FY 17 reflected the sewer problems at the new courthouse building which continued in part of FY 18.

Mr. Gill referred to the Comprehensive Services Act and stated that was tracking at \$425,000 and was in the budget for \$600,000.

Dr. Westbrook stated that a budget was an estimate and he did not understand why the Board would keep the Comprehensive Services Act number at \$600,000, if it was tracking at a lower number. He stated that it would impact the seven percent fund balance figure. He stated that if the Comprehensive Services Act amount went higher, then they would pull from the fund balance anyway, because that was what it was there for.

Mr. Larson stated that he thought over the long haul, \$600,000 was a more reasonable figure for the Comprehensive Services Act. He stated that the figures he was interested in were the ones that can be controlled and the Comprehensive Services Act was one that could not be controlled. He stated that he did not have a problem with lowering the number to \$500,000, if that was the Board's choice.

The consensus was to leave the Comprehensive Services Act at \$600,000 for the time being.

Mr. Gill referred to revenues and stated that there had been \$90,000 budgeted for building permit fees and that was currently tracking at \$126,000 for FY 18.

Mr. Gill referred to Pamunkey Net Broadband and stated that they had sent a letter requesting a Board member or other citizen be appointed to their advisory board.

Mr. Lee suggested asking someone from the County's Broadband Advisory Committee.

Dr. Westbrook agreed and stated that the members of the advisory group were very knowledgeable.

Dr. Westbrook asked about the Historic Resources Commission and whether the members get compensated when they attend meetings. He stated that the group was going to start meeting even though they had not met much in the past.

Mr. Gill replied that the Historic Resources Commission had not met since he had been employed with the County and was not sure about the compensation.

Mr. Larson stated that a \$100 stipend would be consistent with the other boards and commissions.

Dr. Westbrook stated that there were five members on the Historic Resources Commission and if they earned \$100 a meeting, that would be \$500 that would need to be accounted for.

Mr. Gill stated that the Historic Resources Commission would need to review Article 10 of the Lancaster County Zoning Ordinance and bring back a recommendation to the Planning Commission.

Dr. Westbrook stated that the Historic Resources Commission would be meeting and the \$200 set aside for them would not be enough.

Mr. Lee suggested setting aside \$2000 and that would be sufficient for four meetings with five members.

Mr. Gill referred to the Capital Improvement Budget and stated that was an addition in the budget books and what the Planning Commission had recommended. He explained the items that have been requested. He stated that the biggest item on that list was the \$9.3 million dollar request from the schools. He stated that, obviously, the County did not have enough money to fund \$9.8 million dollars in capital improvement items, so if that budget was approved, the Board will need to look at borrowing money at some point in time.

Mr. Lee stated that he agreed with Mr. Gill in that the Board needed to start thinking about borrowing.

Mr. Gill stated that they were just over the seven percent for the fund balance by approximately \$65,000. He stated that did not reflect the changes that were made earlier, but would still be close to the seven percent.

Dr. Westbrook stated that he had talked to Sonny Thomas and Marlon Savoy, Commissioner of Revenue, and they had reviewed the list of tax-exempt properties to try to determine which ones may be able to be classified as taxable. He stated that there were some legal questions concerning it. He stated that another remedy would be to look at the county-owned properties to see which ones might be sold.

Mr. Bellows stated that he definitely thought they should look at County properties not being used and evaluate them for possible sale.

Mr. Bellows suggested finalizing the budget and scheduling a public hearing for it.

Mr. Lee stated that he was thinking the same thing.

The consensus was to have the next work session on Tuesday, May 8<sup>th</sup> at 6:00 p.m.

**Consideration of New Date for Atlantic Broadband Work Session**

Mr. Gill stated that the Board had previously scheduled the Atlantic Broadband work session for May 22<sup>nd</sup> to consider the franchise agreement. He stated that they have learned that the VACo Region 2 meeting on broadband was that same day and Mr. Bellows will be attending that meeting. He stated that Mr. Palin had also said he would not be available to meet on May 22<sup>nd</sup>, so he had contacted Atlantic Broadband about some alternate dates.

The consensus was for Mr. Gill to check with Atlantic Broadband about meeting on Tuesday, July 17<sup>th</sup> in the afternoon.

**Adjournment**

Mr. Lee made a motion to adjourn the meeting until Tuesday, May 8<sup>th</sup> at 6:00 p.m.

VOTE:	William R. Lee	Aye
	Jason D. Bellows	Aye
	Jack D. Larson	Aye
	Ernest W. Palin, Jr.	Aye
	Robert S. Westbrook	Aye