

VIRGINIA:

A meeting of the Lancaster County Board of Supervisors was held in the Administrative Building Board/Commission Meeting Room of said county on Thursday, June 16, 2016.

Members Present: William R. Lee, Chair
Ernest W. Palin, Jr., Vice Chair
Jason D. Bellows, Board Member
B. Wally Beauchamp, Board Member

Absent: F. W. Jenkins, Jr., Board Member

Staff Present: Frank A. Pleva, County Administrator
Bonnie J. D. Haynie, County Treasurer
Don G. Gill, Planning and Land Use Director
Crystal Whay, Building/Land Use Secretary

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

Mr. Pleva stated that Mr. Jenkins could not attend the meeting because of a friend's medical issue.

BUDGET CONSIDERATION

1. Consideration of Adoption of Proposed FY17 Budget

Mr. Pleva stated that he suggested two changes to the proposed budget. He stated that the first change was for the Rappahannock Community College. He stated that their request was for \$13,900, but the level funding amount was \$13,700, so he was asking the Board to consider the additional \$200. He stated that the second change would be for the Health Department and that figure would increase by \$14,584 for a total of \$215,936. He stated that he had checked on the budgets from the last few years and the health department had been level funded up until this year, if the Board passes the changes. He stated that there is also a mandated pay raise for the health department employees that was passed by the state. He stated that the two recommendations would not affect the tax levies.

Mr. Bellows stated that both of those entities provide vital services to the County and he had no problem with those additions.

**FISCAL YEAR 2016 - 2017 BUDGET
RESOLUTION OF ADOPTION**

WHEREAS, the Lancaster County Board of Supervisors has heretofore prepared a budget for the Lancaster County Public Schools for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 for information and fiscal planning purposes only and has conducted a legally advertised public hearing on said budget on April 7, 2016 in accordance with Section 15.2-2506 of the *Code of Virginia, 1950, as amended*, and has subsequently adopted and appropriated funds for said public schools budget on April 14, 2016; and

WHEREAS, the Lancaster County Board of Supervisors has also heretofore prepared a General Fund Budget for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 for information and fiscal planning purposes only and has conducted a legally advertised public hearing on said general fund budget on June 9, 2015 in accordance with Section 15.2-2506 of the *Code of Virginia, 1950, as amended*.

NOW, THEREFORE BE IT RESOLVED, by the Lancaster County Board of Supervisors that the funds for General Fund Budget for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 are hereby approved for the purposes and in the amounts delineated below in conformance with the aforementioned Virginia Code section; and

BE IT FURTHER RESOLVED, by the Lancaster County Board of Supervisors that no expenditures of funds that are approved for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 shall be made until the Board of Supervisors shall appropriate said funds for those purposes and in the amounts stipulated in the resolution of appropriation; and

BE IT FURTHER RESOLVED, by the Lancaster County Board of Supervisors that all expenditures of funds that are approved for expenditure in the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 shall be in compliance with any and all terms and conditions stipulated in the resolution of appropriation.

BE IT FINALLY RESOLVED, that the Lancaster County Public Schools Budget, which was adopted on April 14, 2016 for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017, is included herein for information and fiscal planning purposes.

Operating Budget

Board of Supervisors	\$59,994
County Administration	462,395
County Attorney	150,000

Independent Auditor	38,000
Commissioner of the Revenue	301,478
Treasurer	299,889
Information Technology Services	109,715
Electoral Board	51,365
Registrar	96,099
Circuit Court	13,657
General District Court	3,400
Magistrate	600
Juvenile and Domestic Relations Court	2,625
Clerk of the Circuit Court	303,115
Court Appointed Special Advocates	5,000
Victim/Witness Assistance Program	64,897
Commonwealth's Attorney	349,050
Sheriff (Law Enforcement)	1,977,832
School Resource Officer	116,475
Volunteer Fire Departments	303,905
Volunteer Rescue Squads (EMS)	208,959
Paid Rescue Services (EMS)	1,018,948
Forest Fire Service	4,000
Local Emergency Services	24,000
Public Safety Radio	108,712
Sheriff (Corrections)	914,844
Juvenile Detention and Probation Office	92,850
Building Inspections	134,918
Animal Control	136,922
Medical Examiner	200
Refuse Disposal	907,864
General Properties	292,539
Health Department	215,936
Free Health Clinic	100,477
Community Services Board	37,846
Bay Aging	70,549
Rappahannock Legal Services	5,600
The Haven Crisis Shelter	4,000
Comprehensive Services Act	600,000
Social Services	1,895,087
Virginia Quality Life	10,000
Boys and Girls Club of America	55,000
Lancaster Chamber of Commerce	1,275
Rappahannock Community College	13,900
YMCA	75,000
Mary Ball Washington Museum	4,400
Historic Resources Commission	200
Community Library	102,995
Youth Club of Lancaster County	10,000

Northern Neck – Chesapeake Bay Region Partnership	6,000
Rappahannock River Basin Commission	1,000
Land Use Administration	277,652
Department of Housing	58,109
Indoor Plumbing Program (Housing)	17,000
Planning District Commission	22,000
Soil and Water Conservation District	10,000
Wetlands Board	9,983
Board of Zoning Appeals	2,160
Planning Commission	8,302
Cooperative Extension Service	51,376
Regional Branding Program	25,000
Landfill Closure Management	7,000
Enhanced Emergency (E-911) Telephone System	30,925
Lancaster Public Schools	16,601,599
Instruction	11,666,933
Attendance and Health	319,987
Administration	549,868
Pupil Transportation	1,167,256
Operations and Maintenance	1,587,217
Technology	620,781
Debt Service	-0-
Textbook Fund	125,742
School Cafeteria (Food Service) Fund	563,815
Debt Service	1,922,178
Total Operating Budget	\$30,806,796

Capital Improvement Projects \$3,010,893
(Mostly Funded by Lease Revenue Bonds and
Expended in Debt Service Above)

Mr. Beauchamp made a motion to Approve the Adoption of the FY 2016-17
Lancaster County Budget with the two changes that were discussed.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Nay
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye

VOTE: 3-1

2. Consideration of Appropriation of Adopted FY17 Budget

Mr. Pleva stated that the appropriation resolution has the same numbers as the adoption resolution.

**FISCAL YEAR 2016 - 2017 BUDGET
RESOLUTION OF APPROPRIATION**

WHEREAS, the Lancaster County Board of Supervisors has heretofore prepared a budget for the Lancaster County Public Schools for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 for information and fiscal planning purposes only and has conducted a legally advertised public hearing on said budget on April 7, 2016 in accordance with Section 15.2-2506 of the *Code of Virginia, 1950, as amended*, and has subsequently adopted and appropriated funds for said public schools budget on April 14, 2016; and

WHEREAS, the Lancaster County Board of Supervisors has also heretofore prepared a General Fund Budget for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 for information and fiscal planning purposes only and has conducted a legally advertised public hearing on said general fund budget on June 9, 2016 in accordance with Section 15.2-2506 of the *Code of Virginia, 1950, as amended*; and

WHEREAS, the Lancaster County Board of Supervisors has approved a budget for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 for the purposes and in the amounts delineated in the resolution of budget adoption on June 16, 2016; and

WHEREAS, it is now necessary to appropriate sufficient funds for the contemplated expenditures that are contained in the budget for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Lancaster County Board of Supervisors that no expenditures of funds that are approved for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 shall be made until the Board of Supervisors shall appropriate said funds for those purposes and in the amounts stipulated in the resolution of appropriation; and

BE IT FURTHER RESOLVED, by the Lancaster County Board of Supervisors that all expenditures of funds that are approved for expenditure in the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017 shall be in compliance with any and all terms and conditions stipulated in the resolution of appropriation; and

BE IT FINALLY RESOLVED, that the Lancaster County Public Schools Budget, which was appropriated on April 14, 2016 for the Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017, is included herein for information and fiscal planning purposes.

Operating Budget

Board of Supervisors	\$59,994
County Administration	462,395
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TERMS AND CONDITIONS

1. In accordance with Section 15.2-2506 of the *Code of Virginia, 1950, as amended*, except as noted herein, all appropriations, including those for the Lancaster County Public Schools and General Fund departments, agencies and organizations, are made on an annual (12-month) basis; specifically, for the period beginning on July 1, 2016 and ending on June 30, 2017.

All payment requests for capital improvements expenditures shall be directed to the Board of Supervisors by way of the County Administrator for approval and payment.

2. All appropriations are declared to be maximum, conditional and proportionate appropriations. This makes the appropriations payable in full in the amounts named herein, if the aggregate revenues collected and other resources available during the fiscal year beginning on July 1, 2016 and ending on June 30, 2017 for which appropriations are made, are sufficient to pay all of the appropriations in full; otherwise, said appropriations shall be deemed to be payable in such proportion as the sum of all realized revenue is to the total amount of the revenues estimated by the Board of Supervisors to be available for appropriation in the fiscal year beginning on July 1, 2016 and ending on June 30, 2017.

3. No department, agency, or individual receiving appropriations under the provisions of this resolution shall exceed the amount approved for that department, agency or individual by the Lancaster County Board of Supervisors.

4. The Board of Supervisors reserves the right to change at any time during the fiscal year beginning on July 1, 2016 and ending on June 30, 2017 compensation provided to any officer or employee and to abolish any office or position, except for such office or position as may be prohibited by law from abolishing.

5. The County Administrator is authorized to establish purchasing policies and procedures to assure that expenditures are made within the appropriations defined within this Resolution and to initiate emergency spending reductions to decrease expenditures in light of decreased actual revenues.

6. In accordance with Section 22.1-94 of the *Code of Virginia, 1950, as amended*, the amounts appropriated to fund the contemplated expenditures for the Lancaster County Public Schools (School Board) are by the major expenditure categories or classifications that are delineated in this resolution. The School Board shall not transfer any funds between said categories without first obtaining the prior approval of the Board of Supervisors.

7. No expenditures shall exceed the appropriation established by the Lancaster County Board of Supervisors unless a supplemental appropriation is approved in advance of the expenditure.

8. Any request to increase the overall appropriation to any department, agency or organization as appropriated by this resolution must be made to the Board of Supervisors by written request.

9. The County Administrator may increase appropriations for the following items of non-budgeted revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to County vehicles or other property for which County funds have been expended to make repairs.

- b. Refunds or reimbursements made to the County for which the County has expended funds directly related to that refund or reimbursement.
 - c. Additional, unbudgeted grants received during the fiscal year for which there is sufficient revenues to defray expenditures.
10. All appropriations that are not encumbered or expended prior to June 30, 2017 will lapse and the balance shall become part of the General Operating Fund Balance.
11. The County Administrator may increase or reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.
12. The County Administrator may appropriate both revenue and expenditures for donations by citizens or citizen groups in support of County programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be reappropriated into the subsequent fiscal year.
13. The County Administrator may appropriate revenues and expenditures for funds received by the County from asset forfeitures for operating expenditures directly related to drug enforcement. The outstanding balance of these funds shall not lapse, but shall be carried forward into the subsequent fiscal year.

Mr. Bellows made a motion to Approve the FY 2016-17 Appropriation Resolution.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye

3. Consideration of Adoption of CY 2016 Tax Levy Ordinance

Mr. Pleva stated that a public hearing was held for the proposed tax levy ordinance as well as the proposed budget last week and the Board has waited the required seven days before considering the adoptions. He stated that the proposed levies show no increase in taxes and it reduces the tax on all watercraft to almost zero. He stated that the class cannot be set at zero, but it is set low enough so that a tax bill is not generated.

Ernest W. Palin, Jr.	Nay
Jason D. Bellows	Aye
B. Wally Beauchamp	Aye

VOTE: 3-1

CONSIDERATION DOCKET

1. Windmill Point Public Boat Ramp Project-Consideration of Approval of Change Order

Mr. Pleva stated that Ben Burton of Bay Design Group and Jeffrey Brown of Earth Resources were present at the meeting to give an update on the project and answer any questions that the Board may have. He stated that because of the amount of the change order, he thought the Board should consider it.

Mr. Burton showed photographs of the sitework. He stated that one of the pictures shows the new Beach Cove Villas access road and stated that all it needs is to be paved and it will be complete. He referred to the ramp and stated that concrete will soon be installed. He stated that the issue concerning the need for the change order was found after Mr. Brown dug test holes in the soils. He stated that they have found moisture sensitive soils that are silty and sandy. He stated that due to the recent heavy rains and disturbance from the clearing, the soil has a high level of loam and is not acceptable to support a roadway section or parking area. He stated that the material will need to be removed and replaced with sand and rock over filter cloth. He stated that the parking area will be covered with Tufftrack grass pavers. He stated that the change order total is \$72,875.25. He stated that they are hoping the final total will be lower because it is a unit price project, so the total can fluctuate.

Mr. Bellows asked what happened to the material that was removed.

Mr. Burton replied that the material is being hauled away from the site.

Mr. Pleva asked Mr. Burton to describe the Tufftrack grass pavers.

Mr. Burton replied that they are 2 x 2 squares with a honeycomb cell and about two inches thick. He stated that they are placed together and then filled with gravel and topsoil and seeded. He stated that eventually the parking area will have grass and it helps keep the impervious footprint of the project lower.

Mr. Burton stated that the project is on time and may be finished earlier than expected.

Mr. Lee asked about the local residents.

Mr. Gill replied that he had not received one complaint so far.

Mr. Bellows made a motion to Approve the Change Orders A and B for \$39,438 and \$33,437.25 for the Windmill Point Boat Ramp Project.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye

BOARD REPORTS

Mr. Beauchamp made a motion to reappoint Thomas J. “Ty” Brent, Jr. to the Planning Commission as an at-large member.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye

ADJOURNMENT

Motion was made by Mr. Bellows to adjourn.

VOTE:	William R. Lee	Aye
	Ernest W. Palin, Jr.	Aye
	Jason D. Bellows	Aye
	B. Wally Beauchamp	Aye