

**5. MEETING MINUTES**

Attached for your consideration please find copies of the Board of Supervisor's continued meeting minutes from July 31, 2014 and from the regular session of August 25, 2014.

**ACTION REQUIRED:** Unless corrections or additions to the minutes are noted, they will be considered approved as presented by unanimous consent.

At a continuation meeting of the Southampton County Board of Supervisors held in the Technology Theater of the Workforce Development Center, 100 N. College Drive, Franklin, Virginia on July 31, 2014 at 6:00 PM.

SUPERVISORS PRESENT

Dallas O. Jones, Chairman (Drewryville)  
Ronald M. West, Vice Chairman (Berlin-Ivor)  
Dr. Alan W. Edwards (Jerusalem)  
Glenn H. Updike (Newsoms)  
Carl J. Faison (Boykins-Branchville)  
Barry T. Porter (Franklin)  
S. Bruce Phillips (Capron)

SUPERVISORS ABSENT

OTHERS PRESENT

Michael W. Johnson, County Administrator (Clerk)  
Lynette C. Lowe, Deputy County Administrator/Chief Financial Officer  
Beth Lewis, Community Development Deputy Director  
Julien W. Johnson, Jr. Public Utilities Director

OTHERS ABSENT

Amanda N. Smith, Administrative Assistant  
Richard E. Railey, Jr., County Attorney

Mr. Randy Martin, City Manager of Franklin, addressed everyone. Thank you all for coming. I am Randy Martin, City Manager of Franklin, and I would like to recognize all the elected officials present. We do appreciate all of you for coming out. I will leave that to the two Board Chairs out there; City of Franklin Mayor and Southampton County Board of Supervisors. I want to recognize each of them and let them say a word of welcome and then we will get started. I will start with Mayor... deferred; Dallas... deferred. You two will have to work that out.

Chairman Jones states ladies first.

Mrs. Raystine Johnson-Ashburn, City Mayor of Franklin, states we can go together.

Laughter in the room.

Chairman Jones states I would like to thank all of you ladies and gentlemen for coming out. This is a great day for me because I have been looking forward to working with the City of Franklin together as we are now for a long time and now it is happening and it is a great thing. We are going to do great things together. I would like to introduce my board members, Mr. Carl Faison, Mr. Ronnie West, Mr. Glen Updike, Dr. Alan Edwards, and the other young man on the end Mr. Barry Porter. That is my Board; and Bruce Phillips, I am sorry Bruce.

Mrs. Raystine Johnson-Ashburn stated I would like to do the same and welcome you and I would like to say this is great that we can get together and study joint ventures such as this. I as well have council members here, Vice-Mayor Barry Cheatham, Benny Burgess, our newly elected Frank Rabil, Mrs. Mary E. Hilliard ward 5, Mrs. Mona Murphy ward 4. I think that is it except the man that opened up Mr. Randy Martin our City Manager. Is Mr. Taylor Williams here?

Mr. Randy Martin states he is coming but he is at a school board meeting.

Mrs. Raystine Johnson-Ashburn states welcome to each of you and thank you.

Mr. Randy Martin states thank you board members and electors for being here. That shows the kind of commitment you have and we really do appreciate it. I would like to thank all the members of the management team that could be here tonight. We thank you and as well as all other citizens

and interested parties; it is a pleasure to have you here. I have a couple of logistical things. Because this is a grant project it is important we keep good records of who attends meetings. We have a signup sheet. If it wasn't put out before you came in we ask that you sign that on your way out or we will pass it around if we can. We want to make sure everybody's name is listed.

July 31, 2014 Shared Utility Study Kick-off Meeting

Workforce Development Center

6:00PM

R. Randy Martin	City of Franklin
Russ Face	COF
Julew Johnson	Southampton Co.
MIKE JOHNSON	SOUTHAMPTON COUNTY
Nick Kitchen	Southampton County
Barry Cheatham	City of Franklin
mark ray	City of Franklin
Just Roll	"
Syrene Peral	Southampton/Franklin
BRIAN HEDGEPETH	CITY OF FRANKLIN/SOUTHAMPTON
Mona Murphy	City of Franklin
Mary Hilliard	City of Franklin
Amanda C. Spatt	FSEDI
Synette C. Lowe	So County
Whitney Katchmarck	HRPDC
Tom Lewis	FKLN Citizen Rep
Bery Beyer	FKLN

July 31, 2014 Shared Utility Study Kick-off Meeting

Workforce Development Center

6:00PM

Donnie Cagle	City of Franklin WVWTP
RANDOLPH Cook	SOUTHAMPTON COUNTY 617125N
Liz Burgess	City of Franklin
Taylor Williams	City Atty, Franklin Va
Dennis Beak	Southampton County Utilities
Beth Lewis	COF
Bonnie Phillips	S.C. BOS,
Debra	SSBOS
Jean + Lyda Updebe	→ BOS SH. Co.

Secondly, there is an agenda back there if anybody wants to get one and a list of Michael and I collaborated committee's breakdown for our management team to work with the consulting entities that we have chosen and will be introduced in a few moments. Particularly for the management team members if you would make sure you grab a copy of that so you will know which team you have been assigned. If anyone has any strong objections take it up with Michael. We will be glad to try to accommodate anybody that has anything interesting or difficult. Again, I didn't bring a list of management team members up. Michael do you have it handy? I will let you introduce each one of them. They may be easy to recognize because some of them are staff members and some of them are citizen representatives and a couple of the elected officials. We will make sure everyone knows who is where. We have been working hard on this for months now in various meetings trying to put together this plan. Up to this point I want to reiterate something that has been said over and over again since we have started discussing this. There have been no decisions made other than what the elected bodies have made. This is essentially we agreed to get a grant, you appointed a committee, that committee has worked hard with the management team, and we have selected the firms we are going to introduce tonight to do the work for the grant. There have been no final decisions or preconceived decisions on how this thing is going to work out. I am as interested as everybody to see how the facts work out with what I think, might be

some of the pros and cons of the various options that are out there. Michael Johnson will review those in more details. We have made a strong effort in trying to convince the public as well as the media contrary to those opinions who have a different view of how things work but those are the facts as I know them and I look forward to working to try to come up with some recommendations that the elected bodies can then take a second look at and make some decisions going forward. We will talk more about the schedule. The purpose of tonight obviously is to gauge input, to introduce our team which has been expanded to include some very fine firms. I am really proud and look forward to working with. With that, I will refer to Michael Johnson for his comments and we will get started. He will probably wrap that up with the introduction of our team that is going to be conducting the study.

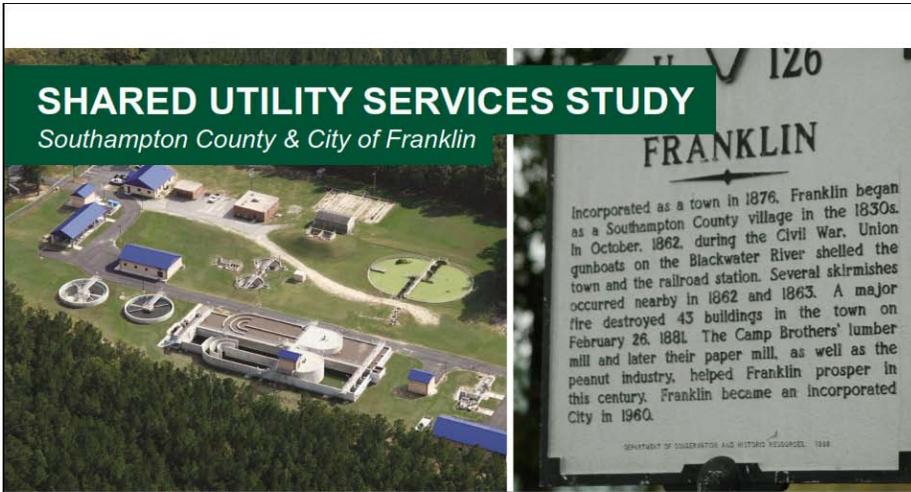
Mr. Michael Johnson addressed everyone. I will start with a quick overview of how we got to where we are tonight. I will begin with a chronology. It goes back to November 2012 when the Board of Supervisors and the Franklin City Council both adopted a memorandum of understanding establishing a shared commitment to explore, evaluate and implement a shared service opportunity. Once they adopted that memorandum of understanding they established a committee which includes from the City of Franklin Mayor Raystine Johnson-Ashburn, the Vice-Mayor Barry Cheatham, and from Southampton County it included our Vice-Chairman Ronald West and our County representative from the Franklin District Barry Porter. They began meeting to talk about where those opportunities to share resources might be. One of the quick items to surface was a discussion about utilities. In January 2013, the committee went back with a recommendation of two governing bodies and asked them to consider authorizing the submittal of a letter of interest to the Virginia Department of Housing and Community Development (DHCD) for a planning grant to evaluate the cost and the benefits of sharing utility services. In July 2013, one year ago, DHCD responded and they responded by saying we will offer you up to \$3000.00 for some initial activity. We want to make sure you all are serious about this. What we want you to do is three things. The first one is we want you to have initial public meetings in each locality. We want you to give your citizens an overview of the project. Those meetings occurred October 2013. We met with the Southampton County Planning Commission in one of their regular planning meetings and a special meeting over at City Hall. We had those meetings back to back two consecutive nights for the City of Franklin residents to attend to give the citizens just an overview of the project itself. The second thing DHCD said is we want you all to establish some key stakeholders. We want you to secure their commitment and serve on what we call a project management team and they told us who they wanted as key stakeholders. Let me pause just a second and introduce those key stakeholders. The members of the Project Management Team, I ask you to stand as I call your name. Dennis Beale. Dennis is the Chief Planning Operator at the Courtland Wastewater Treatment Plant. Donnie Cagle; Donnie is the Chief Operator at the Franklin Wastewater Treatment Plant. David Crear; Is David here tonight? I don't see David. David is one of the appointed citizen representatives from the City of Franklin. Julien Johnson; Julien is the Director of Utilities for Southampton County. Tom Jones; Tom is one of the citizen representatives for the City of Franklin, and Russ Pace. Russ is the Director of Public Works for the City of Franklin. These guys are actually the people that are going to be working on the technical subcommittee group because these are the guys with the technical backgrounds. Thank you all very much. Continuing on, Benny Burgess; Benny is representing the Franklin City Council. Randolph Cook; Randolph is one of the citizens representatives from Southampton County. Whitney Katchmark; Whitney is from the Hampton Roads Regional Planning District Commission and she is sharing with us her experience with the Region. Amanda Jarratt; Amanda is with Franklin Southampton Economic Development. Beth Lewis; Beth is with Franklin Southampton Community Development and then Bruce Phillips. Bruce is representing the Southampton Board of Supervisors. This is the group that will be working with the organizational subcommittee talking about what organizational options there may be. Donald Goodwin, I don't think I saw Donald here but Donald is going to be working with the financials along with myself and Randy Martin. We also have Nick Kitchen and Lynette Lowe. Nick is the mayor of the Town of Capron and one of the citizen representatives for Southampton County and Lynette is the Deputy County Administrator and Chief Financial Officer for Southampton County. That is the group that will be working with the financial subcommittee. That was the second task DHCD gave us; put together this team so we know you are serious and then the third thing they asked us to do was to develop a request of proposals. To hire consultants to come in and give us an objective study. We developed that draft. It took us awhile to get it developed and get it worked out with the people at DHCD but we finally got the green light in January 2014 to go out with that request. Once we had done those three things DHCD says okay we believe you are serious. What we will do is provide you all up to \$40,000 for this study. With

that commitment from DHCD, we put the request for proposal out on the street. In March 2014 we received nine proposals. Back in April 2014 we had the subcommittee of the management team that worked very hard in evaluating those proposals and interviewing six of the nine teams that gave us a proposal and then to conduct negotiations. That work was ongoing in May and June 2014. Finally, just earlier this month in mid-July, the consultant team was selected, and as Mr. Hines mentioned we have a team with three different firms where each has their own unique skill set. We have Timmons Group, who brings the engineering experience. We have Davenport and Company. They are running a little late but they are on the way, Davenport brings the financial experience. Then we have McGuire Woods Consultant who has a lot of experience with the organizational piece. That is the team that is going to be working with the management team over the next several months to work on the study. Tonight is the project kick-off. Before we really get into kicking off the meeting, I want to take a second to talk about what the purpose of the study is and how we are going to go about it before I turn it over to the consultant team. The purpose of the study; to narrow it down to one nice neat sentence is to assist Southampton County and the City of Franklin in determining whether and to what degree shared utility services might improve efficiency, reduce cost, and/or enhance economic competitiveness. In order to do that, they are going to compare three different scenarios for us. The first scenario is they are going to take a look at our utility operations and project how things might look if we stay on our current course; if we remain separate entities. Southampton County and the City of Franklin each continue to own and operate and implement their own improvements to water and sewer systems. What does the future look like there? The second scenario they will look at is how might it look if in some way they share services with one another or track services from one another? In other words, we would replace the current structure with one in which Southampton County may contract with the City of Franklin for certain things. The City of Franklin may contract with Southampton County for certain things; or we could consider putting some things together and operate as some sort of combined department as we have done with our department of Community Development. The third scenario that they will evaluate is what we call a regionalized scenario in which we replace the current structure with a new single entity that would be responsible to own, operate, and to manage the day to day utility for the City of Franklin and Southampton County facilities. That in a nutshell is what we have asked the consultants to do and now I am going to turn it over to Joseph Hines with Timmons Group to give you all a little bit more detail on how they intend to move forward with the study.

Mr. Joseph Hines addressed everyone. Thank you Michael and Randy for that introduction and the background history of the study. As Michael indicated my name is Joseph Hines and I am a principal with Timmons Group Engineers and we are based out of Richmond. We have offices in Virginia Beach, Northern Virginia, and all throughout Virginia. We have our consultant team with us tonight which is McGuire Woods Consulting. We have Preston Bryant who is a former city council member for the City of Lynchburg. He was also elected into the House of Delegates for 10 years and then he was appointed Secretary of Natural Resources under Governor Tim Cain prior to joining McGuire Woods Consulting. We are very lucky to have his expertise on this team as we look at these different alternatives from a political and organizational perspective. We think he can look at it through many different lenses and many different aspects as to what you may have under consideration. The other gentleman we have is McGuire Woods legal Dale Mullen. Dale was a Navy serviceman and he actually served as an undercover cop for the City of Richmond. He also worked in the Attorney General's office after he received his law degree and then served as the County Attorney and the County Administrator up in Louise County. We worked together when we were going through the formation of the James River Water Authority which was a very similar process where we looked at two localities whom merged to essentially come up with an organizational structure where they could do something to provide utility services to their desired designated service areas where they wanted to have economic development growth. Courtney Rogers with Davenport will be here with us shortly. He actually was taking a train from D.C. He had a meeting up in D.C. this morning and his train got a little bit delayed. He should be here around 6:30 or so. My two colleagues, I have David Saunders. David is a principal with our firm. He has over 30 years of experience working with many jurisdictions of similar size compared to Southampton County and the City of Franklin. He is an excellent engineer and has been a pleasure to work with. The other team member that we have is Wes Hunnius. He has about 15 years of experience. He is a Senior Project Manager with Timmons Group. He has been working with Southampton County on utility systems close to ten years now. He is very familiar with the County aspects of things. What I am going to do is walk through the presentation. It is a slight variation from the presentation we gave during the interview. It will be a little bit redundant for

some people who were in the interview but I feel like it is important to cover this for the management team and all of the interested citizens, councilmen, and board members who are here. There is the team overview. I will give you a little bit of background experience. We have been working together with Davenport, McGuire Woods Consultant and McGuire Wood's legal for over ten years now. This is a team that knows each other very well. We understand what is in the best interest of our clients. That is one thing that we always try to keep in mind; the best interest of our clients come first. All three of these firms seem to agree with that. We all have experience working with the City of Franklin and Southampton County and the Franklin Southampton Economic Development Incorporated. We have done similar studies in the past. We understand all potential issues and what exists out there; all of the considered local engineering, financial, and the political governance perspective. We understand there will be no perfect solutions for everybody in the room but what we will try to come up with is a perfect solution for the entirety as a whole. So that is one of the things we are going to look at. We all have experience working with multi-jurisdictional type situations. When we do our evaluation it will ultimately determine whether the City of Franklin and Southampton County are just as good or better off where they are today, or whether we end up working to assist them on some type of shared contractor services agreement. Those are the types of arrangements we are going to look at. There are no predetermined positions that we have at this point in time and we will leave no stone unturned. We are leaders in economic development. We understand infrastructure but at the end of the day each locality is trying to bring in opportunities for their citizens, especially investments in jobs. You all are very familiar with Union Camp, International Paper when they came to the area and when they shut down you know what kind of pain that was. So what we will do is set you up for the next 20, 30, 40 years of success from a perspective and an infrastructure perspective. We have significant experience working with CDBG type of grant so we know that organization very well. This is just a quick overview. This is some of Southampton County and City of Franklin Experience. I like to talk about Project Casper. That was Acme Smoked Fish Company and believe it or not there is an Acme company out there. I think everybody gave what it takes and we were that close. Everybody was up in New York and it was a heartbreaker that we didn't get that deal. However that is what happened and you learn from those deals and move on and try to set yourself up for success on the next deal. I think that is one thing to take away from this particular slide. This is a slide we had put together when we combined all our team's experience multi-jurisdictional and public service authority expertise throughout the Commonwealth and the Southeast. If we get down the road of looking at a shared utility which is one possibility then we have a number of different organizations we can look at to say what works well what doesn't work well. They are a resource to us because we do have relationships with those teams. So let's get down to the point of what we are doing here. Reality is there are three study components; engineering, that is probably the easiest out of the three. We know the systems very well. We have worked with the City of Franklin, we were pursuing Project Casper. After you have looked at these systems for 30 years there are certain things that will come to surface and 99% of what you encounter is something you have already encountered before. These are the easiest solutions to work out. The next component is financial and that is something harder because you have to deal with rate studies which are your capital investment your operational expenses. Do you want two treatment plants or do you want one treatment plant. The operational exposure, do you want two plants and end up spending \$300,000 to \$400,000 a year more and that turns into capital dollars as far as long term value. So, those are some of the things to look at. There are also efficiencies that can be captured in that regard too. You can share resources across the City of Franklin and Southampton County line. You may have someone working for the County who can go help operate the plant in the city and vice versa. We are going to look at the full range of those. Next is governance and organizational. Reality is that is the hardest one because it is political. I can within reason assign what three engineering solutions are, and probably what two or three financial solutions are, but when you get down to it because you have politics, emotions, and what people think might be right and might be wrong, and that is their perception. There are so many opinions in the world and everyone is entitled to one but the goal is to find a solution that works for everybody even though everybody is not 100% happy. This is going to move pretty quickly and we want everyone to have a voice as to what is going on and we encourage feedback. We have a questionnaire that we will be sending out to City Council members, the management teams, the staff, and to Southampton County Board. We are also going to have an opportunity for public input. We are going to work on setting up a public website where people can express their comments. We are also looking at a series of public meetings. One would be to inform people of what is going on so everybody is aware of where the study is at. Then last but not least we will have an implementation plan. It is great to plan but if you can't execute the plan it is useless. Reality is we want to come up with a plan that is going to

be executable that is going to work and work well for both localities. So what are some of your key drivers? We have mentioned economic development. Economic development is a key driver. I love this graphic because it shows correlation to Cypress Cove, Pretlow Industrial Park, and to the Turner Site. When we looked at this from an engineering perspective and development perspective what I see are a couple of opportunities. You have the basic utilities; you have a nice road running through and this is a pretty heavily traveled road. You have CSX Railroad so you have a lot of opportunity with several large tracts of land in between and you want to be in the position to take those. Economic development is a long-term process. It is a 20-30 year vision. It is an industry so you have to look at it as a 20-30 year industry so you are always planning for what is coming down the road next. Regional Cooperation, I think Michael and Randy touched on that. I think it is excellent how well Southampton County and the City of Franklin have worked together. There will be shared efficiencies and cost/financial efficiencies as well. In the overall study objectives we really have an open mind. We have no predetermined solution and no stone unturned. So if anyone in this room thinks of something they want us to take a look at we will go and take a look at it. We don't want anybody involved in the study to say you didn't do this, you didn't do that. We will make sure that any question you might have we will at least attempt to address it. Whether we actively address it for you or not is a different story but we surely are going to try to address it in the context in which we are doing our study. Again it is an inclusive process. We want everybody's input along the way. I think Michael has already mentioned we will go through a series of studies. We will review previous studies and agreements in place. We are trying to incorporate as much of that information into the study as possible because what we don't want to do is reinvent the wheel on something somebody has already studied. We are going to look at your status quo; your non-shared services, your shared or contracted services across the lines, and the regionalized scenario. At the end of the day it is the comprehensive recommendation for what's in the best interest of both localities. It may not be 100% in the City of Franklin's best interest. It may not be 100% in Southampton's best interest but we are going to try to look at it collectively as to what works best for both localities. Then it's the phased plan and the approach for implementation. Next slide, Engineering Considerations; do nothing. Continue operating as is. There is always a cost to a do nothing scenario, whether you have a treatment plant you know will have to be upgraded in the future or to continue operating a plant that is at 25% capacity that could use more operating efficiencies. Let's take a look at phased approach. We offload certain sewage capacity of certain areas within the city. Send that over to the Southampton Plant. Consolidation of systems which is essentially a point of no return. That is where you both are connected to each other, you are walking down the aisle and you are married. You are no longer engaged. The other aspects we will consider are the capital costs. There will be certain cost associated with shutting down a facility or maybe expanding a facility, or maybe building a new pump station or putting in a new force main. Those items we will take into consideration and then again the operational costs and efficiencies. Are you better off running two or three facilities or are you better off running one or two facilities and where is that operational savings along the way. I am going to skip over the financial considerations until Davenport gets here because I think they are the ones who can give this justice. I am going to skip over the next few slides and then I am going to turn this over to Preston Bryant to give you a general overview of his approach. Preston I know you have a powerpoint you want to do separate but do you want to go ahead with the McGuire Woods presentation or do you want to do that powerpoint now?



## SHARED UTILITY SERVICES STUDY

Southampton County & City of Franklin

Incorporated as a town in 1876, Franklin began as a Southampton County village in the 1830s. In October, 1862, during the Civil War, Union gunboats on the Blackwater River shelled the town and the railroad station. Several skirmishes occurred nearby in 1862 and 1863. A major fire destroyed 43 buildings in the town on February 26, 1881. The Camp Brothers' lumber mill and later their paper mill, as well as the peanut industry, helped Franklin prosper in this century. Franklin became an incorporated City in 1960.

DEPARTMENT OF CONSERVATION AND HISTORIC RESOURCES, 1988

Presented to Franklin Southampton Management Team  
July 31, 2014



**TIMMONS GROUP**  
YOUR VISION ACHIEVED THROUGH OURS.

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**DAVENPORT & COMPANY**  
SINCE 1863



**MCGUIREWOODS**  
CONSULTING



*City of*  
**Franklin**  
VIRGINIA  
Growth • Community • Spirit



**SOUTHAMPTON COUNTY VIRGINIA**  
1749

## Team Overview

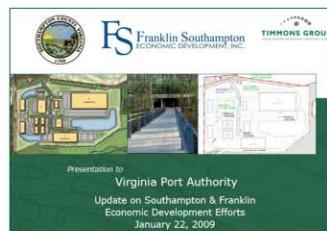


2



## Our Background & Experience

- ✓ Well versed and experienced team
- ✓ City of Franklin, Southampton County & FSEDI Experience
- ✓ Similar studies
- ✓ Experience with Multi-Jurisdictional Utilities & Public Service Authorities
- ✓ Leaders in Economic Development
- ✓ Experience with & understanding of CDBG



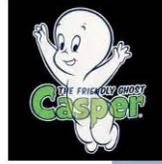
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## Southampton County and City of Franklin Experience

Representative projects include:

- ✓ Schematic Master Plan for Cypress Cove
- ✓ Schematic Master Plan for Pretlow Business Park
- ✓ Master Plan & Development of Turner Tract
- ✓ Engineering analysis and assistance with Project Casper (Acme Smoked Fish Company)
- ✓ Numerous confidential prospect visits
- ✓ Presentations to the Virginia Port Authority on behalf of FSEDI
- ✓ Utilities development for Turner Tract
- ✓ Courtland Water Reclamation Facility and Sewer Infrastructure
- ✓ Virtual Building for Southampton Business Park
- ✓ Water systems analysis for private water systems in Southampton
- ✓ Well permitting for Turner Tract

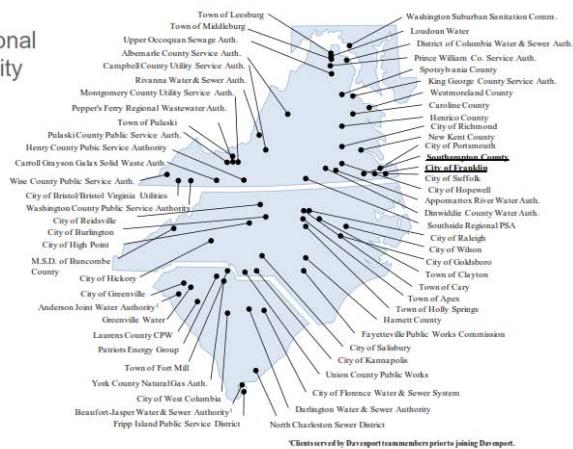


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## Experience with Multi-Jurisdictional and Public Service Authority Clients

Significant Multi-Jurisdictional and Public Service Authority expertise throughout the Commonwealth and the Southeast



\*Clients served by Davenport team members prior to joining Davenport.



5



## Franklin-Southampton Shared Utilities Study Components

- ✓ Engineering – *Easiest*
- ✓ Financial – *Harder, but solvable*
- ✓ Governance & Organizational (Political) – *Hardest*
- ✓ Implementation Plan



6



## Key Drivers



- ✓ Economic Development
- ✓ Regional Cooperation
- ✓ Shared Efficiencies
- ✓ Costs / Financials



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## Overall Study Objectives

- ✓ Open mind – no predetermined solution & no stone unturned
- ✓ INCLUSIVE process
- ✓ Evaluate all aspects of shared utility services
  - Review previous studies & agreements
  - Non-Shared Services (Status Quo)
  - Shared or Contracted Services
  - Regionalized Scenario
- ✓ Comprehensive Recommendation for what's in best interest of both localities
- ✓ Phased plan / approach for implementation



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## Engineering Considerations

- ✓ Do nothing
- ✓ Phased approach (i.e. offloading sewer capacity)
- ✓ Consolidation of systems (Point of no return)
- ✓ Capital Costs
- ✓ Operational Costs / Efficiencies



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Mr. Preston Bryant stated he will go ahead and present his separate powerpoint. After setting up the presentation he addressed everyone. Good evening my name is Preston Bryant and I am with McGuire Woods Consulting and for those who are here tonight I know what it is like to face these types of jurisdictional decisions and to be responsible to your constituents. I can appreciate the position you are in and the magnitude of the decision you may make. With regards to the regulatory side, as a state employee working with DEQ and other state agencies, at the end of the day we work with the Virginia Water and Wastewater Association which is an organization association for about 50 water and wastewater agencies across Virginia. Some of the organizational issues and governance issues we see where we might be able to help you. I will also say and it has been pointed out before there are no predetermined solutions. We are going to look at status quo verses some type of contractual relationship to see how that works verses doing something like an Authority. I do want to talk a little bit more about the authority piece because if it should go there, and we don't know if it is, there are some things you are going to have to start thinking about, and we might as well start since this is the kick-off meeting. We might as well start thinking about some of them right now. I will say a little bit more about the second bullet, does it make financial sense? If the study determines you should continue down your current independent paths governance will not be an issue. It will continue on as it is right now. If it is determined there may be some contractual arrangement, governance could be an issue because you may want to establish a joint jurisdictional committee or something like that to oversee it. If the study determines you are going to do something as a single entity like an authority then you are going to have some significant governance matters to discuss. I want to go over that last one again to leave it on your radar should it begin to go that way. These are the typical things you would be looking at if you were to create a single entity. The size of the governing board; there are plenty of agencies and many two member agencies across Virginia that have done some type of authority. Some of them have even number board members; three from each jurisdiction or four from each jurisdiction, what do you do in a tie break. So, you have those types of issues. How are you appointed? Who appoints them? Some have all elected members; some have a combination of elected and non-elected members. Some have terms of office; can you succeed yourself. Can you be appointed for two terms? Typically it is one person one vote but you may want to consider if there is another way to go about it. Weighted based on the number of customers or revenue. Then there are legal and fiduciary responsibilities. I will say a little bit more about that as well. If you choose to set up an authority, these things that you see on the screen here are basically statutory. If you look at the Code of Virginia these are the things that the Board would be responsible for doing. You would be setting rates and collecting fees. You would have the ability to issue bonds and go into debt, enter into contracts, the right to sue entities. All of these things are largely statutory. I am kind of stating the obvious but these are things to look at. I thought it may be good for context if nothing else, many of you know Whitney Katchmark here from D.C. she was very much involved along with me and people from Davenport and others and looking at the Hampton Roads Sanitation District (HRSD) Regionalization Study. The question was, should HRSD partake in all of the collection systems and have universal control over the fourteen local jurisdictions. I thought we may look at this to put things into context because we had roughly a year to do it and we completed it in roughly nine months. The scope of that study is very similar to what you are doing here in terms of status quo versus single entity. Do we keep things as they are or do something else? That is the first question. Is doing nothing an option? We did a lot of what we will be doing here in terms of looking at the financials, the debt, infrastructure, asset management, rates, and revenue. All of that was done there. Then there were the legal review and governance matters. It was complex; fourteen different jurisdictions; counties, cities, and towns. All of them had different political make-ups and economic interests. It was interesting and took about nine months. In that particular case, the way I phrase the first question that is the kind of question we had to ask ourselves to answer. If it is determined to be more efficient and cost effective for a regional public entity to assume control over locally-owned sewage collection systems, what is the best way to go about it in maintaining excellent customer service and good coordination with local governments? That was there big question and as you can see your question is thought about a little bit. It is not terribly dissimilar from what we did with the HRSD study. If it is determined to be more efficient and cost-effective for the City and County to do some type or some form of shared services. What is the most responsible and equitable way to go about it? It is more to it than that but that is the basic question. What we learned from the HRSD study is it might be applicable to what we are going to do here. What is governance that is very, very quick? Wendy will back me up on we really got wrapped around the axel. Just like here no matter what we do as the governing fathers and mothers it is a historical moment for both jurisdictions. There is history to it. Political, it has that element to it, economical yes and practical how will it be implemented? What are the

mechanics to serve your rate payers, your tax payers, and your constituents? I think the second bullet is the one I would work out first. It is not to say we are not thinking about the governance structure should it go that way; we are. But before we get too much involved in board structure and who cares and all that stuff, let's first figure out what make sense. If there is a lesson that we learn from HRSD study, we really got wrapped around the axel on governance stuff before we even answered the question does it make sense to do it. Let's try to focus on whether it makes sense, would be my suggestion. Then if it looks like it is going to make financial sense and it's in the best interest to your constituents we can start getting into the governance piece. We also want to ensure proper understanding of fiduciary roles and responsibilities. In HRSD situation in the way that the Board is appointed; the board is appointed by the governor. It has a total of eight members so an even number. Most come from a particular jurisdiction whether it is Virginia Beach, Norfolk, or Gloucester; whatever the case may be. There are a few members of the eight who actually "represent" multiple jurisdictions like James City County and Williamsburg for example. In each jurisdiction, for example the gentlemen in Virginia Beach, he is on the HRSD Board to look after Virginia Beach's interest and he better be fighting for us and that is wrong. If we were to create this governance, your legal and fiduciary responsibilities are not to the jurisdiction of where you happen to live or the jurisdiction that happens to appoint you but they are to the entity, the organization. You are dealing with debt potential and tax payers' money as a legal bond. You have to take your County or your City hat off and be a board member of the jurisdiction. That was a constant misunderstanding when we were working through the HRSD study. Then again, governance matters are also tied to economic development. We all know economic development is competitive. Especially when you have neighboring jurisdictions and if there is a big economic development prospect, the City wants it; the County wants it. So, you are going to have to work out when there is an economic development prospect, if there is a single entity agency, that it provides a very unbiased approach to working with the economic development authority here or at the State level. Again, there are protocols out there already where people do this, jurisdictions do this all day in a very un-bias, upfront, straight forward kind of way. Those can be worked through but it is something to be thinking about. Again, the preliminary study was a different study. It was very complex; fourteen different localities. All had their own interests and from a financial perspective it was complex because some had just water, some had water and sewer, some had issued bonds for only water, some had issued bonds for water and sewer, and so the question was from Davenport or from the bond lawyers were looking at each of the fourteen different jurisdictions. The same would be true for here. Take a good look at the debt, how was it issued, how do you unwind all of that debt, transfer it to another entity, and wind it up again. So that is something Davenport and the bond lawyers will work out. They will look and see if there are any show stoppers right there. They will look at your County and City ordinances. They will look at the City charter to see if there are any show stoppers in that particular jurisdiction that may keep you from doing what you want to do. In any scenario they would do that type of study. Joseph stated that doing the governance piece would probably be the hardest. I really don't think it is. Yes it is not easy and yes we have the political things to work through for sure but here just considering the tone of the Mayor and the Board of Supervisors share, expressing they have been waiting for this day and this will be very collegial and we have partnered together already on economic development and tourism. You have two jurisdictions here who have already agreed to do the study. To open up the door and see what is possible. We are starting out from a good point. There is lots of good will so I think if we go through the numbers and it looks like it is going to make some good financial sense, I really don't see a lot of heavy lifting or pulling of teeth in figuring out what the political and economic development pieces are. Again, we are not reinventing the wheel. There are probably seventy water and wastewater authorities across Virginia. There are probably a couple of dozen that are two-member jurisdictions running an authority or somehow working together so we already have a notebook full of bylaws and governance structures we can draw from to see what may work for you or what other examples out there that has been successfully done. As Joseph said, this is the kickoff and over the next few weeks and months we want to talk the study management team and really get your first impressions. What is important to you? What is important to your contingents? What are your biggest concerns? What would keep you awake at night if we went this route or we did something contractual or if we did an authority? So we will have those types of discussions to make sure we don't miss anything. To make sure we understand all of the political, economic, and other considerations. Joseph that concludes my presentation.

## City of Franklin / Southampton County Shared Services Utility Study

Kick-off Meeting

- Governance Matters

[www.mcguirewoodsconsulting.com](http://www.mcguirewoodsconsulting.com)

Preston Bryant  
July 31, 2014

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### Scope of Study re: Governance

- Scope of Study makes no “governance” assumptions
- Depends – at least in part – on economics: Does it make financial sense?
- If Study determines to maintain status quo, “governance” is not an issue
- If Study determines to enter into a City-County contractual arrangement, “governance” is likely not an issue
- If Study determines that a new single entity should be considered, then “governance” issues will emerge

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### Governance

Assuming a single entity, let’s briefly look ahead ...

- Items to Consider
  - Size of governing board
  - How appointed
  - Board composition – all elected officials, all non-elected, combination
  - Terms of office, succession
  - Voting strength
  - Legal and fiduciary responsibilities

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## Governance

### ➤ Board Responsibilities

- **Oversee and safeguard operational, managerial, and financial interests of the entity**
- **Oversight will include**
  - Constructing, improving, equipping, repairing, and operating the water/wastewater system
  - Issuing revenue bonds or other financial instruments
  - Setting rates and collecting fees
  - Acquiring property and structures
  - Hiring and managing staff to construct, operate, and maintain the system
  - Entering into contracts and agreements related to the system's operations

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## Governance

### ➤ An Overview of the HRSD Regionalization Study

- **Scope of HRSD Study was similar to Franklin-Southampton study**
  - Study status quo v. single entity
  - Evaluate financials, debt; infrastructure, rolling stock, other assets; operations and maintenance budgets; revenue from rates; organizational and staffing
  - Legal review and governance matters
- **Involved 14 local governments**
- **Took about 9 months to do**

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## Governance

### ➤ HRSD – Basic Question to Answer

- **“If it is determined to be more efficient and cost-effective for a regional public entity to assume control over locally-owned sewage collection systems, what is the best governance structure for the authority and how can the authority maintain excellent coordination with local governments?”**

### ➤ Franklin-Southampton – Basic Question to Answer

- **“If it is determined to be more efficient and cost-effective for a City-County shared utility to provide water and wastewater services, what is the most responsible and equitable governance structure?”**

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## Governance

- Lessons Learned from the HRSD Regionalization Study (governance)
  - Governance is very important (historically, politically, economically, practically)
  - First, figure out the economics ... then get to the governance matters
  - Ensure a proper understanding of fiduciary role and responsibilities
  - Governance matters are tied, in part, to economic development considerations

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## Governance

- Preliminary thoughts ...
  - HRSD Regionalization Study was very complex
    - 14 localities – cities, towns, counties
    - Politically different
    - Economically different
    - Types of debt varied greatly

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## Governance

- Preliminary thoughts ...
  - Franklin-Southampton study will not be nearly as complex as HRSD study
    - Only two localities
    - Collegial
    - History of partnering (economic development, tourism)
    - Already agree that Shared Services Utility is worthy of consideration

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## Governance

- Preliminary thoughts ...
  - We're not reinventing the wheel
  - Lots of two-locality shared services models in Virginia
  - Many Virginia examples of successful governance structures, by-laws, etc.

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## Governance

- Next Steps
  - Interviews with Study management team
    - Get basic "first thoughts" – what's most important, what are your concerns
    - Understand local political, economic, other considerations

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## Questions or Comments?

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Joseph Hines states thank you very much. We do have Davenport representative, Courtney Rogers, who just walked in and we are glad you were able to join us. One of the things that Preston touched on, the fact, if you stay the same, contract services, or what not, there are essentially four different types of legal structures that are eligible to look at in Virginia should you come together to do a shared services agreement or authority. One is Public Service Authority. As Preston mentioned there are several of them out there. A couple thousand that is two-jurisdictional. Special Service Districts are out there; we will take a look at the legal mechanism of that. We will look at Community Development Authority and Joint Powers Agreement. Reality is, there are several avenues available but we will look at the context of each of them throughout the study and decide which prognosis we will come out ahead. One thing to keep in mind from an economic development perspective is you deal with Franklin-Southampton Economic Development Incorporated which appears to be working very well. The project Casper Project was one where their jurisdiction was up for consideration. One jurisdiction went ahead and basically got the support of the other jurisdiction. You need to be able to look at the incentives in it, your quick response to your prospects, and then one aspect that you have to consider at the end of the day if you do go with a joint authority are you going to do wholesale versus retail. Who is going to control the customers at the end of the day? We will talk now about the legal review. I will start out and in a moment turn it over to McGuire Woods. There are a couple of things you have to consider. You have City and County charters out there and a lot of legal terms you will have to take into consideration. That is why we bring the attorney along to help us with that process.

Mr. Dale Mullen addressed everyone. Good evening I am Dale Mullen with McGuire Woods as Joseph said. I am the attorney. There are always issues from a legal perspective when you combine two operations. Some that are common may be City or County requirements. There may be City or County codes that may need to be adapted or changed to adjust to what you want to do or you care not to do. You will have to look at the existing agreements. I know that concerns you because I have seen it included on a copy of it at the bottom from the 1996 revenue sharing agreement that would have to be examined and worked through as well as the current ownership of the permits. Anytime you have current situations with DEQ you will have to examine others permits to be transferred as the ownership to make sure you can do legally the environmental activity that you need to do. Additionally there is a 1/6 ownership in the City of Franklin Waste Water Treatment Plant. What we need to do is to make sure City and County staff as well as City and County constitutional officers help us coordinate our outreach to the community so it is positive and efficient, effective, and economical uses of all your resources. The public cares a great deal about how you use natural resources to drive economic development. They care a great deal about how you use the resources in terms of tax dollars in a way to make the best use of the combined assets of both the County and the City. Making sure the public has information that is timely, accurate, and responsive to their concerns is one of the biggest things we can help you do. One of the things that I do for a living is communicate complicated ideas in a way that anyone can understand them. I am firmly convinced that nothing we will do here is so different or so unusual or so controversial that every person who cares to understand can understand. It is important that everyone has the right information at the right time and presented in a way that it's meaningful. That is in part what I am here to do. I am here to ask any questions. It is great to be here. It has been fantastic to hear about to jurisdictions, a City and a County that understands what they want to do, how they want to do it, and where they want to do it. It is important to be in a place that wants to grow. Grow jobs and create a tax base that is not just meaningful for now. But what you are doing tonight is important for generations to come and for that reason I thank you for the opportunity to be here.

Joseph Hines states I will go ahead and go over financial. So, we will cover that and then we will wrap up our presentation and open up the floor. This is Courtney Rogers from Davenport. He has many of years of experience in finance and he has been in contact with Lynette and Melissa I believe; working with them compiling information for both the City and the County.

Mr. Courtney Rogers addressed everyone. Good evening. Sorry I am a little bit late this evening but I know these guys have been taking good care of you. We have already started on some of our work. As some of you know, we are financial advisors for both the City and the County for over fifteen years. I have worked with both over my twenty-two years of being in business. We have a lot of knowledge about the two utility systems. What we have done is receive from both, the financial structures, the details behind both systems and start putting them into a model. What we are going to do is essentially look at projections going forward on the City side as well as the County side. We will look at the first alternative which is status quo, no change. With the help of

the engineers we are going to look at what needs are out there for the City and what needs might be out there for the County. We will factor those in so we can see what happens if the entities were to stay separate. The next thing we are going to do is look at those two different models and combine them. We are going to see what happens if we put the City and the County together. Again we will look at the shared services on a larger scale. See where we can cut back, what expenditures can be reduced, and then again take into account any needs that may need to be factored in to move this system forward. We will also look at, as we mentioned earlier, what happens if its ran as a wholesale entity, where maybe the billing still stays at the City and the County level; and what would it look like if it was a full authority where the system works together as well as the billing side. One of the things we did and brought to the table is to look at the debt of the two entities. What we did if we take the existing debt, combined Southampton having just issued some debt for a new project where Franklin as you can see has a little debt left over from some of their projects. You can see graphically that the debt services drops off as the Franklin debt drops off. One of the things about taking a City and County in this case, two different entities and combining them into a new entity is that we actually refinance the two debt services of the existing City and County into a new authority debt. The first thing to look at; let's say a new debt is needed by this entity to take care of some projects. We are looking at approximately \$450,000 to \$650,000 a year to repay money depending on interest rates of course. As a regional entity there is a 10% increase in rates which would result in about \$420,000 worth of revenue. Absent further system growth and no debt restricting, \$10 million of new money could require as much as a 15% increase and that is something that we want to avoid. We like to try to avoid double digit rate increases when we can. The first scenario is to virtually refund all of the debt. It's roughly \$38 million. We will also assume interest rates as of May 14, 2014 issued through the Virginia Resources authority Pooled Financing Program. Then we would extend maturity six years because we are financing and refinancing in this case assets that have very long lives. The results of that is an interest rate of 3.70%, an extended maturity date, about \$700,000 annually, cash flow relief over the next decade, and the current value cost/benefit is roughly a breakeven. That is with refinancing the entire debt portfolio of the two entities. The next thing we looked at which was a different scenario is where you could pick and choose a little bit of the debt pieces that were in the front of the line for approximately \$11 million with interest only through 2024. We don't know if that will be the year because we haven't gotten that far. Worst case scenario, what does it look like. Once we do that, and add new money with interest only, the principal will be structured around existing and restructured debt resulting in level debt service. Again we would assume interest rates using the market as of May 14, 2014 and consider extending the final maturity by six years to closely mirror the useful life of the assets. Under this scenario, the new entity could issue \$30 million of new money with less than a 10% one-time increase on rates. This is kind of the way we are thinking. We are not saying this is what we are doing, we are not there yet. That is the job of this team. To go through and figure out what each scenario is. This is to give you a sense of how we are thinking about it. We do have some opportunities to move some of the debt structure around and keep those increases to a minimum over the next few years. A ten percent increase in theory if you are increasing the rates on an annual basis with inflation it is about a three to four year period of an increase. As I understand the City of Franklin has increased their water and sewer rates, from a business standpoint people, you need to be in a position where people understand the cost increase is due to the cost of inflation to a certain degree. We will minimize this as much as possible.

Joseph Hines states the other things we will look at are the shared efficiencies of everything. We will run the full spectrum of opportunities from do nothing to do everything. The other thing we will consider is a combination that needs to be worked out, asset evaluation. We will have to look at and reasonably assess the value of those assets. What we will do is the preliminary value of assets. If you do a consolidation or do any type of contract between localities you will have to look at restructuring that. You will have to have a full asset evaluation done independently of this particular study. Last but not least we have the implementation plan. As I mentioned earlier if we cannot find a plan to be executed we have not done our job. We will take a phased plan or approach. Understand that these plans are very candied to these developments. Take one bite at a time. We also have to look at funding sources and timelines. Look at what is available. They have funding programs out there. They have \$14 to \$15 million available and you may want to tap into \$1 - \$2 million of that. What kind of timeline are we on. Do we pay that in 5 years or 10 years if we do that? The potential transfer of permits; there are going to be some issues there. There is some value to holding permits like that. So once again we will access that. Again we will be fair, put everything out there for the City and the County to review, and again it goes back to

responsibly assess where everything is. The capital cost both short-term and long-term. Again infrastructure is the key to Economic Development success; the traveling deal that was just landed in Chesterfield County; a \$2 billion dollar, 2,000 jobs deal. It is a paper plant. I was with Jake Sacamyer down at a conference and he made the comment everybody is asking what we did to get this site so successful. He said I will tell you what we did. We invested over \$100 million in infrastructure over the past ten years in Chesterfield County. That is one of the reasons they were able to make that deal happen. So, here we are at our first kick-off meeting. We have our contract to have three management team meetings. You approved all contracts July 14, 2014 and we are here July 31, 2014. We are essentially working through all these issues here. We have established working groups and what we will do in the process between these management meetings we will break up into three areas of analysis, engineering, financial, and organizational. These groups will work together to gather information and bring them to the next management meeting. There will probably be a series of phone calls and conference calls in between and also a series of emails that you will be working with the team as we move forward with that process. We have a set second team meeting; somewhere around the week of September 15 or September 22. What we will do is provide the preliminary results from the evaluation of the three areas of analysis. We will discuss some of the potential alternatives, drawbacks, and findings of these studies and solicit feedback from the management team again. Then we will come back and do a joint meeting with the City Council and Southampton County Board of Supervisors and present the preliminary results. That will be about a week or two behind the management meeting to update the public so the public knows what is going on. We will have our third management team meeting where we will look at the study again. We will go back and take a look at things a second time. It will be at some point in time around mid-November. We should have our preliminary recommendations and study results. Again we will be talking through the different aspects of what we come up with. We want to make sure the management team is comfortable with where we are heading. If not we will back up a little bit and readdress those issues. Then we will start drafting a PER and implementation plan for discussion to the management team around the week of December 15 or 22. We will then submit the final PER and implementation plan. We will submit that around the third week of January and then we will present our findings in a joint meeting to the City Council and Board of Supervisors around January 26 or February 2, 2015. That should get the cycle started for DHCD. We have to get the application started sometime in February/March. We will have a good idea of where we are going at that point in time. Let's take a look at public engagement. We eventually will have a survey here. We will make that survey available to all of the stakeholders involved including the City and County staff. We are looking at putting up a website for citizen input. We will be able to send out emails and answer various questions. We will have two formal presentations to provide an update of the study and then presenting the findings of the study when we are done. Then we will still do press releases if necessary. If the management team feels like it is necessary, then we will do that. We will work with them to make sure the program's information is put out there. As far as deliverables there will be two things; a preliminary engineering report and an implantation and funding plan. And again, we would like to thank you for the opportunity. This is a great opportunity for both localities. It is an extension of regional cooperation and this is a long-term partnership. A long-term partnership between the City of Franklin and Southampton County along with Davenport, McGuire Woods Consulting, and Timmons Group. So with that, thank you very much.

Audience applauds.

## Engineering Considerations

- ✓ Do nothing
- ✓ Phased approach (i.e. offloading sewer capacity)
- ✓ Consolidation of systems (Point of no return)
- ✓ Capital Costs
- ✓ Operational Costs / Efficiencies



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## Financial Considerations

- ✓ Consider the three scenarios as outlined in the Request For Proposal, Non-Shared Services (status quo), Shared or Contracted Services, and, Regionalized scenario from the following perspective(s):
  - Each Local Government's Utility Enterprise Fund
  - Each Local Government's General Fund; and
  - Each Local Government's Current and future credit rating(s).
- ✓ Prepare a Multi-Year Utility Enterprise Pro-Forma Model which:
  - Integrates operating revenues, operational and maintenance expenditures, and reserve funds
  - Incorporates potential CIP needs and related indebtedness
  - Evaluates potential changes in rates
- ✓ Fully consider the unique legal aspects of a newly combined regional entity.
  - Under the combined regional entity options there exists the opportunity to restructure the assumed utility debt to fully take into consideration the useful life of the previously financed assets

City of Name	FUTURE PERFORMANCE (SAMPLE)					
	2015 Actual	2016 Budget	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020
Operating Revenue	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Operating Expenses	(1,800,000)	(1,800,000)	(1,800,000)	(1,800,000)	(1,800,000)	(1,800,000)
Operating Income	300,000	300,000	300,000	300,000	300,000	300,000
Capital Expenditures	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Debt Service	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Reserve Contributions	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Net Change in Net Position	0	0	0	0	0	0



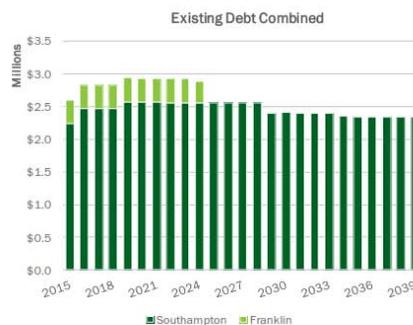
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## Example of our Approach: Regional Combined Utility

- ✓ Observations:
  - Under a regional entity with the existing Utility debt of each locality combined there is no debt service drop off for 10 years.
  - If new money is needed assume that for every \$10 million approximately \$450,000 to \$650,000 a year is required for debt service repayment depending upon interest rates.
  - As a regional entity a 10% increase in rates would result in approximately \$420,000 additional revenues.
  - Absent further system growth and no debt restructuring, \$10 million of new money could require as much as a 15% rate increase across the board.



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## Scenario 1 - Assumptions

- ✓ Refund virtually the entire debt portfolio of Southampton County and City of Franklin - roughly \$38 million.
- ✓ Assumed interest rates using market as of May 14, 2014 issued through the Virginia Resources Authority Pooled Financing Program.
- ✓ Consider extending the final maturity by roughly 6 years through 2045 to more closely mirror the useful life of the asset(s).

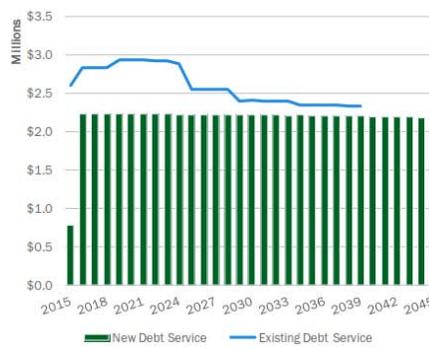


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## Scenario 1 - Results

- ✓ All-in interest rate of 3.70%.
- ✓ Final maturity extended 6 years to 2045.
- ✓ Approximately \$700,000 of annual cash flow relief over the next decade.
- ✓ Present value cost/benefit is roughly a "breakeven".



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## Scenario 2 –Key Assumptions

- ✓ Restructure approximately \$11.1 million of selected maturities with interest only through fiscal year 2024.
- ✓ Add \$30 million of new money with interest only through fiscal year 2024 with principal structured around existing and restructured debt resulting in level debt service.
- ✓ Assumed interest rates using market as of May 14, 2014 issued through the Virginia Resources Authority Pooled Financing Program.
- ✓ Consider extending the final maturity by roughly 6 years through 2045 to more closely mirror the useful life of the asset(s).



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## Scenario 2 - Results

Under this scenario, the new regional entity could issue \$30 million of new money with a less than 10% one time increase on user rates for the foreseeable future.



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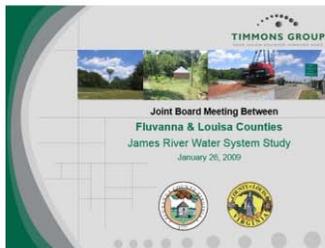
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## Governance & Organizational Considerations

- ✓ Governance (political organization)
- ✓ What's available in Virginia
  - Public Service Authority (Virginia Water and Waste Authorities Act)
  - Special Service District
  - Community Development Authority (CDA)
  - Joint Powers Agreement
- ✓ Economic Development
  - Incentives
  - Quick response to prospects
  - Wholesale vs. Retail



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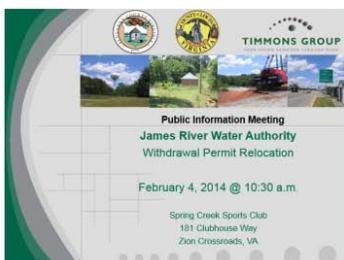
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## Governance & Organizational Considerations

- ✓ Legal Review
  - City & County Charters
  - 1996 Revenue Sharing agreement
  - Current ownership of permits
  - Isle of Wight's 1/6 ownership in City of Franklin WWTP
- ✓ External Stakeholders Outreach



**AGREEMENT**

THIS AGREEMENT DATED the 6<sup>th</sup> day of November, 1996, and entered into by the parties on the dates hereinafter stated, by and between the City of Franklin, hereinafter called "the City" and the County of Southampton, hereinafter called "the County".



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## Governance & Organizational Considerations

### Considerations for Blended Systems

- ✓ Practical
- ✓ Political
- ✓ Personal

Key is to combine these elements to pick the appropriate organization (or system) up-front...



Prince George residents hear presentation, voice their concerns about Southpoint Business Park master plan



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## Implementation Plan

- ✓ Phased plan / approach
- ✓ Funding sources & funding cycles
- ✓ Timeline
- ✓ Potential Transfer of permits
- ✓ Capital costs (short-term & long-term)



**Infrastructure is key to Economic Development Success!**



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## Proposed Schedule & Management Team Meetings

- ✓ Approval of Contract by City and County: *Week of July 14, 2014*
- ✓ 1<sup>st</sup> Management Team Meeting - Kick-off Meeting: *July 31, 2014*
  - Provide a project overview and review goals & objectives of the study
  - Discuss Management Teams concerns, potential issues and desired outcomes
  - Establish working groups for each area of analysis (Engineering, Financial and Organizational) with 3-4 people per working group
  - Working Group meetings/conference calls in between as necessary to help information gathering and to frame up the primary issues under consideration



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## Proposed Schedule & Management Team Meetings

- ✓ 2<sup>nd</sup> Mgmt Team Meeting – Prelim Evaluation Results:  
*Week of Sep 15 or 22*
  - Provide results of the preliminary evaluation of the three areas of analysis
  - Discuss potential Engineering, Financial and Organizational alternatives considered and the potential benefits, drawbacks and findings of these studies
  - Solicit feedback from the Management Team
  
  - Working Group meetings/conference calls in between as necessary properly vet the alternatives under consideration
  
- ✓ Present Prelim Results to City Council and County Board (Joint Meeting)  
*Week of Sep 29 or Oct 6*



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## Proposed Schedule & Management Team Meetings

- ✓ 3<sup>rd</sup> Mgmt Team Meeting – Prelim Recommendations & Study Results:  
*Week of Nov 17 or 24*
  - Provide prelim recommendations & study results to the Management Team
  - Discuss Engineering, Financial and Organizational recommendations
  - Draft implementation plan for discussion
  - Solicit Feedback from the Management Team prior to finalizing report
  
- ✓ Submit Draft PER and Implementation Plan to Management Team:  
*Week of Dec 15 or 22*
  
- ✓ Submit Final PER and Implementation Plan: *Week of Jan 19, 2015*
  
- ✓ Present Findings of Study to Council and Board (Joint Meeting):  
*Week of Jan 26 / Feb 2*



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## Stakeholder / Public Engagement

- ✓ Survey/Questionnaires for City Council, County Board, County / City Staff & Management Team Members
- ✓ Website for citizen input – work with City / County
- ✓ Two formal presentations:
  - Providing an update of the Study
  - Presentation of the findings of the Study
- ✓ Press releases, if necessary or as desired by the Management Team



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## Deliverables

- ✓ Preliminary Engineering Report
- ✓ Implementation & Funding Plan

### Preliminary Engineering Report for the Shared Utilities Services Study

For  
City of Franklin & Southampton County



December 2014

By

Timmons Group  
1001 Boulders Parkway, Suite 300  
Richmond, VA 23225



## Thanks for the opportunity

- ✓ Great opportunity for both localities
- ✓ Extension of Regional Cooperation
- ✓ Long-term partnership



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Mr. Randy Martin states we appreciate the informative presentation tonight. If you weren't involved in the interview process this gave you an insight on why they are here. They bring a lot to the table in terms of experience and qualifications. It fits very nicely in my opinion the area we are looking at and the kind of issues we will be presented with. No one is saying or implying this is going to be easy but I highly look forward to it. I think it's going to be a task well worth the effort whatever comes out of it. One thing I am committed too and I know our Boards are from the comments I have heard and Michael feels this way and Amanda does and all the others involved, we are going to continue working together no matter how this comes out. This City and County are joined at the hip in a lot of ways and it would be foolish for us to think otherwise. At this time if any of the Management Team, the public, or elected bodies have any specific questions you want to ask these group of people or to Michael and I, we will address the question to the best person equipped to answer. You don't necessarily have to ask them tonight. We still have questionnaires and we certainly hope all the elected officials will complete that. We want to give you an opportunity to ask questions or if the management team wants to make any comments.

Tom Jones states this will be long-term economic development growth for the future. Right now we have between two jurisdictions about 5.75 million gallons of treatment capacity and this job could easily be built out of Courtland. Some scenarios economically may say we could use up to 2 billion gallons per day. Do you know the process yet, have you evaluated that in that particular scenario to see how much over long-term.

Mr. Randy Martin states many of you are aware of the cost of that plant. Two things, one, the plant is aging. Two, once you get beyond a certain level you are going to have to upgrade the system which will be expensive to that particular plant.

Tom Jones states what is the cost of losing too many gallons of capacity?

Mr. Randy Martin states the alternative to that question is, are we going to need that 2 billion gallons. That is what you need to ask. That is the ultimate question overall. Can we reasonably project out utilizing both plants or one single plant to meet the 30 to 50 year projections of localities?

Tom Jones states so you will be looking at projections?

Mr. Randy Martins states yes. It might be difficult because you are in an area where DEQ closely scrutinizes what you pull out of the ground because of International Paper. So that could become a ruling factor at the end of the day. So what may be nice to have may be too much because you may never use it.

Mr. Tom Jones states so we will look at the projections and determine what is needed.

Mr. Randy Martin states yes and what we are not going to do is give large capacity unless we absolutely have too. So if you have gotten to capacity where there are well permits or discharge permits, we want you to hold them as long as you can but DEQ is getting wiser and smarter as to how people are requesting these things and they really don't need it.

Supervisor West states I did not know that Isle of Wight had some interest in the City of Franklin Waste Water Treatment Plant.

Mr. Randy Martin states we have a contractual revenue sharing agreement. That would be one of the legal considerations we are looking at. For example, what happens to that if the plant goes or vice versa how does it impact any arrangements we might have if we keep those plants operating quote, unquote. There is another consideration with the City of Franklin. The capacity is currently limited. Some of you have commented on that. Taking on certain obligations with our capacity to grow currently if we stand alone, so that is certainly one of the considerations. We are going to have to look at the legal elements of that. How that fairs under any of these scenarios.

Supervisor West states well do they need to be at the table, on board.

Mr. Randy Martin states we have talked about that and have had great discussion with the new Administrator in Isle of Wight and at some point we will want to bring them in on the discussion.

To see what they envision for the area that is outside the City, the services available, that portion of Isle of Wight adjacent to us. At some point we are going to engage them just for clarity going forward so they can plan as well. Good question, good point. Do you want to add anything to that Joseph?

Mr. Joseph Hines states one thing to consider, let's say we go down the road with a joint services authority. Two things you can do is one add additional services. Say if you want to build a landfill or something like that, something that is conditional to what these contracts allow you to do and two is to add a jurisdiction if you want to do that. Now obviously each jurisdiction you add, you want to make sure it is compatible. If we can meet the obligations the City has with Isle of Wight either including them in the authority or allowing them to join the authority at a later date or not letting them join the authority at all, as long as we can meet the legal obligation the state has, I think we have covered that aspect of it. So there are some good things associated with it. You want to do something that is very workable and gives you some flexibility in the future.

Supervisor West states it still seems like there will be some type of contractual agreement between Isle of Wight and the current obligations.

Mr. Joseph Hines states not only the contractual agreement situation but there will also be some financial consideration. Currently the idea is just a contractual relationship. They don't have any authority or ownership in our system.

Supervisor West states okay, but I didn't know what the relationship was.

Mr. Joseph Hines states what it does is give us the opportunity to possibly get financial resources from somebody other than the City of Franklin and Southampton County residents and citizens. So, there are a lot of ways to look at.

Supervisor West states okay, good; thank you.

Mr. Joseph Hines states particularly one that I have dealt with in the jurisdictions was how the jurisdictions ranked. If the jurisdictions ranked high that would benefit both parties. Anyone have any more comments or questions from the group. We don't want to keep you here all night, but we want to be sure to answer any questions. Does anyone from the management team have anything to say or comment? Any of our elected officials? I will assure one thing. We haven't had instances where we were faced with not being able to meet the needs of a jurisdiction. I think the County is similar because of location even though they have capacity. There is a cost associated in where someone is located; the cost of getting service to it. It doesn't take a rocket scientist very long to figure out some of these benefits. One of the things we are facing right now is significant interest in that type of development. In some of our meetings I am hoping we can get help to refine some of these areas and hoping some of the elected officials can give us some wisdom on what they see in the future. As I mentioned this is a long-term plan, but we want to see some relatively near time benefits as a result of it. I know many of you are concerned this is moving too fast possibly. Some of you have mentioned a concern, and I won't mention any names that we are moving too slow. I have heard that a few times. Reality is this is a process. We have to engage the public. We have to have the public's backing. We are going to do everything we can. We mentioned websites, surveys, whatever else we can do; public meetings to get the public engaged in this. There is always one or two out there somewhere in the City or County at the end of the day that may say that is the first I have heard about it. We don't want it to be on our part a lack of disclosure and before I give my recommendation to City Council and the Board of Supervisors I am going to be sure to do everything I can to get the answers to your many questions. There have been several questions to our management team and I will assure you there will be a bunch more. Unless we have further comments from the Chairman or Mayor be sure to sign the attendance sheet and this meeting is adjourned.

July 31, 2014

There being no further business for tonight, meeting adjourned at 7:20 p.m.

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Dallas O. Jones, Chairman

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Michael W. Johnson, Clerk

At a regular meeting of the Southampton County Board of Supervisors held in the Board Room of the Southampton County Office Center, 26022 Administration Center Drive, Courtland, Virginia on August 25, 2014 at 6:00 PM.

SUPERVISORS PRESENT

Dallas O. Jones, Chairman (Drewryville)  
Ronald M. West, Vice Chairman (Berlin-Ivor)  
Dr. Alan W. Edwards (Jerusalem)  
Glenn H. Updike (Newsoms)  
Carl J. Faison (Boykins-Branchville)  
Barry T. Porter (Franklin)  
S. Bruce Phillips (Capron)

SUPERVISORS ABSENT

OTHERS PRESENT

Michael W. Johnson, County Administrator (Clerk)  
Lynette C. Lowe, Deputy County Administrator/Chief Financial Officer  
Beth Lewis, Community Development Deputy Director  
Julien W. Johnson, Jr. Public Utilities Director  
Richard E. Railey, Jr., County Attorney  
Amanda N. Smith, Administrative Assistant

OTHERS ABSENT

Chairman Jones called the meeting to order.

After the Pledge of Allegiance, Supervisor Faison gave the invocation.

Chairman Jones stated that the first item on the agenda is a closed session.

Mr. Michael Johnson stated it is necessary for this Board to now conduct a closed meeting in accordance with the provisions set out in the Code of Virginia, 1950, as amended, for the following purpose:

- 1) In accordance with Section 2.2-3711 (A) (5), Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; and
- 2) In accordance with Section 2.2-3711 (A) (3), Discussion or consideration of the acquisition of real property for economic development purposes, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- 3) In accordance with Section 2.2-3711 (A) (3), Discussion or consideration of the disposition of real property for a public purpose (former Voter Registrar's Office) where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and

A motion is required to convene a closed meeting for the purposes described above.

Chairman Jones asked if he could get a motion to go into closed session.

Supervisor West made a motion to go into closed session.

Supervisor Edwards seconded the motion which carried unanimously.

Chairman Jones called the meeting back to order and stated at this time we will have the certification.

Supervisor West read the certification resolution to go back into open session.

### **RESOLUTION OF CLOSED MEETING**

**WHEREAS, the Southampton County Board of Supervisors had convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and**

**WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law.**

**NOW, THEREFORE, BE IT RESOLVED that the Southampton County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed and considered by the Southampton County Board of Supervisors.**

Supervisor West made a motion to adopt the certification resolution.

Supervisor Faison seconded the motion which carried unanimously.

Chairman Jones states at this time we are now in open session. We did not do anything that was not on the agenda in the closed meeting. At this time we will have the citizen comment period. The floor is open to anyone that has any comments. I cannot believe it. I cannot believe it Mr. Burchett.

There was no response and Chairman Jones closed the comment period.

Chairman Jones states approval of the minutes. Does anyone have any problems with the minutes? If not minutes will stand approved.

Chairman Jones called on Supervisor Updike.

Supervisor Updike states I don't have any objection to the minutes but I there were two things in there that we discussed at the last meeting and I would like to make a comment on them. The first one is the declaration that we sent to the elected officials. As far as I know, we only received one response from an elected official which was very disappointing. Randy Forbes was the only one that had the curtesy of answering the letter. When an elected official won't even acknowledge a County Board there is very little or no hope that they are going to listen to what some of the citizens have to say. I am very disappointed in our elected officials.

Supervisor West states may I and I am not trying to cut you off but what you just said is the response from Randy Forbes.

Supervisor Updike states right.

Supervisor West states and I assume you are taking the position you are in agreement with him.

Supervisor Updike states no.

Supervisor West states well I am.

Supervisor Updike states I am not in agreement and whether I agree with him or not is not the point...

Supervisor West states but we didn't get any responses.

Chairman Jones states we didn't get any responses. That tells you the next time you go to the polls you know what to do.

Supervisor Edwards states you can say that again if you want to.

Supervisor Updike states the second thing is we went to the Route 460 public hearing in Ivor and I think from a people standpoint the old Route 460 improvement, using the old as a base, is the appropriate thing to do. I hate to see local businesses destroyed by new roads and that is exactly what it will do. They have a fortune invested in their businesses along Route 460 and a new bypass, a new Route 460, would destroy their entire livelihoods. So, I would like to see this board whether it is now or next month send to the VDOT board and tell them we recommend using the old Route 460 for development.

Chairman Jones states are you asking for the board to do this?

Supervisor Updike states well I would like for us to.

Supervisor West states I don't think it is the right time.

Supervisor Updike states the next month or whenever it is appropriate, but I think we need...

Supervisor West states may I restate something please. I know I am stepping out but in the meeting the first thing that was said was I want everyone in this room to know that the Route 460 project as it was proposed with the alternate that was on the board which is the south side of the current Route 460 is still out there. Nothing has changed and as far as VDOT is concerned it is still the way to go. The Army Corps of Engineers has stopped the project; however, they are not spending any money after they have already spent roughly \$300 million and they are not spending any money to further advance this project at this time until the Army Corps of Engineers releases the findings about wetlands. Which were supposed to be around 70, 80, 90, 100 acres but now 400, 500 acres and whoever knows.

Supervisor Edwards states 482 acres.

Supervisor West states so it is on hold. That is all that was said out of that. However, Mr. Updike is making a great point. As far as what it is going to do for Southampton County, I think it's very negative as far as businesses are concerned and things of that nature and taking property and land. I think that is very negative. However, in the longer scheme of things whether it is needed or not that is an entirely different situation and I would like to address that at another time.

Chairman Jones states okay, is there anything else Mr. Updike.

Supervisor Updike states no, go ahead.

Chairman Jones states highway matters. We don't have anybody here.

Mr. Michael Johnson states included in your agenda package Mr. Chairman was a correspondence from VDOT advising the board of its intention to return to private ownership a portion of the public right of way adjacent to Route 35 in Sebrell. An aerial photo and plan sheet are attached for your reference. The parcel is roughly 0.10 acres and will be sold to Plank Road Farm LLC (Emerson Kitchen). The referenced code section requires VDOT to provide notice to the local governing body.

Chairman Jones states anybody have any questions on that?

Supervisor Updike states I have one question. Has anyone talked to Mr. Kitchen? He may not want it back.

Mr. Michael Johnson states I think he initiated the contact.

Supervisor Updike states good, good. One tenth of an acre you can hardly do anything with it except pay taxes on it.

Mr. Michael Johnson states I think it might be a building that encroaches on that 0.10 of an acre.

Supervisor Updike states okay.

Chairman Jones states any other questions on that? Monthly concerns; does anyone have any concerns in their district.

Mr. Richard Railey states excuse me Mr. Chairman. Was there ever a motion to approve the minutes.

Chairman Jones states no.

Mr. Richard Railey states I think we got off.

Chairman Jones states we did get off. Okay, with Mr. Updike comments I need a motion to approve our minutes.

Supervisor Edwards states he didn't make any corrections so the minutes stand approved.

Chairman Jones states alright, he was just making a statement so we can move forward now?

Mr. Richard Railey states yes.

Chairman Jones states concerns in the district. He called on Supervisor West.

Supervisor West states I have been in contact with Mr. Brian today so I am fine and updated.

Chairman Jones called on Supervisor Faison.

Supervisor Faison states everything is fine and current. I am very pleased with what VDOT has done with cutting grass and cleaning the ditches, but if I may, Julien can you comment on Turner Street.

Mr. Julien Johnson states I think we are starting that tomorrow.

Supervisor Faison states great, okay.

Mr. Julien Johnson states we got with Mr. Goalman and when I talked to him last week he was extremely happy. We were waiting on VDOT to do their part. What they are going to do is replace the storm drains and then we are going to replace the water lines on top of the storm drains at the same time. We are working together.

Chairman Jones states you are having problems with the storm drain?

Supervisor Faison states well it is just a street in Boykins, Turner Street.

Mr. Julien Johnson states Truman Street.

Supervisor Faison states Truman Street okay and it has been addressed so all is well.

Chairman Jones called on Supervisor Porter.

Supervisor Porter states I don't have any comments.

Chairman Jones called on Supervisor Updike.

Supervisor Updike states between Sands Road and Statesville Road trucks are getting in the ditches and when they get in the ditches they are completely blocking all of the drainage. There are

piles of dirt onside the road. I haven't seen it but I had a complaint by the church that there were two or three tractor trailers at different times and they did it on Monroe Road and I don't know if they ever cleaned it out or straighten it up or not. The other thing is a general comment. They have cut the grass out there once and I feel it is not necessary for three cuttings because anything that is cut now will not grow back before fall. So, make this our last mowing anything after the first of September.

Supervisor West states I don't believe that.

Supervisor Updike states you don't? Grass and weeds won't grow back. The trees won't grow back.

Chairman Jones states alright, well we will tell them don't cut in your district, how about that.

Supervisor Updike states they did this time and we need the money to work on potholes, broken pipes, and the services of our roads. We have tractor trailers on all the roads day in and day out. We need some road maintenance instead of cutting grass. When I asked somebody they said they didn't have time to do it. I said it is much more important to repair the roads then it is to unnecessarily have the third cutting.

Chairman Jones called on Supervisor Edwards.

Supervisor Edwards states I drove through my district this weekend and everything looked nice. I didn't see any major problems and I haven't heard of any from my constituents.

Chairman Jones called on Supervisor Phillips.

Supervisor Phillips states I have been in contact with Mr. Kee today and there is some work being done on Guy Place Road which has been a problem in the past. They are trying to address some of the drainage issues but it is an ongoing project.

Chairman Jones states I don't have anything. Let's go to number seven appointments.

Mr. Michael Johnson states the first one Mr. Chairman is the Industrial Development Authority (IDA). As you all may recall last month William (Bill) Day was appointed to the Planning Commission to succeed Kay Pope and in order for him to accept that appointment it was necessary that he resign his position as an Industrial Development Authority Director in order to avoid a conflict of interest as defined by Section 15.2-4904 (c), Code of Virginia. Accordingly, Supervisor Phillips will need to appoint a successor to Mr. Day on the IDA and hopefully we will have somebody next month.

Supervisor Phillips states yes sir.

Mr. Michael Johnson states item b is the Community Policy and Management Team (CPMT). You see correspondence from Amy Lehman seeking your cooperation in confirming the appointment of Dr. Tonia Taylor, Director of Special Education for Southampton County Public Schools, to the CPMT. Confirmation of the appointment is required by Section 2.2-5204 of the Code of Virginia.

Chairman Jones states alright, what do you all think about that.

Supervisor Porter made a motion to appoint Dr. Tonia Taylor to represent the local school division on the CPMT.

Supervisor Faison seconded the motion which carried unanimously.

Chairman Jones states okay, item c.

Mr. Michael Johnson states item c is the Board of Building Code Appeals. As you may recall from last June, Jason Fowler, P.E. was appointed to the Board of Building Code Appeals to complete the unexpired term of Mr. Morgan Munford which ends September 30, 2014. Mr. Fowler is eligible for reappointment.

The Virginia Uniform Statewide Building Code (USBC) requires at least one member of the BBCA to be a registered design professional (architect or engineer) and Mr. Fowler is the person that meets that criteria.

Supervisor Porter made a motion to reappoint Jason Fowler, P.E. to the Board of Building Code Appeals for a term ending September 30, 2019.

Supervisor Phillips seconded the motion which carried unanimously.

Chairman Jones states lets go to item d.

Mr. Michael Johnson states item d is regarding the Board of Zoning Appeals. Both of our alternate members' terms on the BZA are set to expire on September 30, 2014. Mr. Anthony Cobb (Franklin) and David Joyner (Berlin-Ivor) are both eligible for reappointment. As you all may recall these appointments are made by the Circuit Court upon recommendation of the governing body.

Chairman Jones states are we going to hold off on this or are we going to recommend reappointment?

Mr. Michael Johnson states it is up to you all but there is certainly no harm in deferring.

Chairman Jones states we are not talking about this, this week so we can move forward with these two.

Supervisor West states I am fine and so is Mr. Joyner. He is serving as an alternate now.

Supervisor Phillips states Mr. Chairman I don't have a problem with it.

Chairman Jones states okay we can move forward with the motion to reappoint the alternates.

Supervisor Phillips made a motion to recommend the reappointment of David Joyner as an alternate member of the Board of Zoning Appeals.

Supervisor Edwards seconded the motion which carried unanimously.

Supervisor West made a motion to recommend the reappointment of Anthony Cobb as an alternate member to the Board of Zoning Appeals.

Supervisor Edwards seconded the motion which carried unanimously.

Chairman Jones states let us go to number eight, reports; Sheriff's office, Animal control. I have something on that. I received two calls this morning at 7:00 a.m. Two ladies leaving for work and they are scared to go out because of the dogs in the yard. I called the sheriff department and they said to have the ladies call them and they did. I hope they took care of it. We have a gentleman on Tennessee Road who gets up every morning and lets his big dog out. The dog can jump up as tall as this counter. They were two little widow ladies and they are scared to go outside the house so I hope that is taken care of. Litter control, Building permits, Cooperative Extension, Solid Waste Quantities, Personnel Mr. Johnson.

Mr. Michael Johnson states just a couple of items to report Mr. Chairman. There were two employee reclassifications in the Department of Utilities. The first one was effective July 1, 2014 Milton A. Billups. Milton passed his class four test. That is effective July 1, 2014 annual salary \$27,889 and Timothy Christenson passed his class two test. That is effective August 1, 2014 annual salary \$35,000.

Chairman Jones states okay, any questions on the reports.

Supervisor Phillips states Mr. Chairman, Mr. Britt is here.

Chairman Jones states Mr. Britt do you have anything from the Treasurer Department?

Mr. David Britt, Treasurer, addressed the board. Good evening. Just to give you an overview of where we stand with our delinquencies; I ran figures as of Friday. One year ago as of Friday, August 22, 2014 we had \$636,000 outstanding on our real estate. Those are for the years 1993 – 2012 which is 99.5% collection. As of this year, 1994-2013 we have \$532,000 that is outstanding which is 99.6% collection. On the personal property side one year ago from 2008 – 2012 we had \$394,000 outstanding which is 97.68% collection at that time. This year on personal property from 2009 – 2013 we had \$657,000 which is 97.38% collection. As far as the Solid Waste Fee, 2012 year is down to \$60,000 outstanding which is 95.35% collection. This year we currently have \$199,000 for 2013 versus last year it was \$179,000. This is 84% collection on the 2013. Over the last two months our office has done 872 third party tax liens for collections and we have collected close to \$200,000 in that period of time; from the middle of June to August 21, 2014. Any questions?

Chairman Jones states any questions for Mr. Britt?

Supervisor West states so we are slower collecting taxes, from what you just read, this year 2013 over 2012. The solid waste fee is also slower.

Mr. David Britt states personal property is up from last year but if you turn around and look at real estate that is down. I don't remember the numbers. If you combine the two together you would have about \$8900.00 increase. As far as solid waste, we are about \$20,000 behind on that.

Supervisor West states I received my notices in the mail and thank you I think. They are early but thank you for getting those out.

Mr. David Britt states we wanted to try to help citizens on fixed incomes to maybe try to get started paying so they don't have so much coming due at the end of the year.

Supervisor West states I will open up a can of worms for people to think about for next month. Maybe there is some small way Mr. Johnson or some slight incentive to pay early. If we can look at that when you weigh in the cost of borrowing money against the cost of giving a discount for paying early to keep us avoiding borrowing money. I am talking out loud but I am talking about next month's agenda to discuss okay.

Chairman Jones states any other questions. He called on Supervisor Phillips.

Supervisor Phillips states just to add to that. I would like to add to that discussion a voucher system for paying your personal property or either real estate taxes, which is used in some counties as a way of spreading the year end payment out over a period of time. It makes it a little bit easier pill to swallow. I think we have some conversation about that. Do you think you could get some information on what is being done in other counties?

Mr. David Britt states I do know our neighboring county Isle of Wight has a similar program and we will reach out to Mrs. Judith Wells and talk with her and Mr. Gerald Gwaltney as well in the Commissioner of Revenue's office to see what their programs are and how they implemented it. There is no need to reinvent the wheel if someone is already using something and has it in place.

Supervisor Phillips states okay and I look forward to hearing that information next month.

Supervisor Edwards states sounds like it makes the cash flow worse.

Supervisor Phillips states well we need to continue to try to find a way to... you know we looked at the idea of a bi-annual tax collection and it would have been a \$4 million windfall one year and after that it would be an additional cost for collecting the taxes twice a year, but if we could possibly dedicate that entire amount to putting it back into our reserve then we wouldn't have to borrow the money every year which is \$18,000 - \$20,000 or it has been historically. So, all I am saying is that we continue to study it.

Chairman Jones states Mr. Britt can you talk to the other counties and see if they are doing any

better with it like that or how it works?

Mr. David Britt states I can do that.

Chairman Jones states alright. Any other questions? Okay, thank you sir.

Mr. David Britt states thank you.

Chairman Jones states we will go to number nine, financial matters.

Mr. Michael Johnson states first item Mr. Chairman you will find a copy of the final year end FY 2014 appropriation attached which provides a total appropriation of \$1,853,353.91. Much like last month, this appropriation is largely a housekeeping measure, reallocating funds among various line items within department budgets, with little overall budgetary impact. Revenues have been received from the sources indicated in the resolution. The appropriation includes \$5,600.14 for the General Fund, (\$90,311.18) for the School Fund, \$1,799,834.78 for the Building Fund, and \$138,230.17 for the Enterprise Fund. The resolution does not include any new money.

At a meeting of the Board of Supervisors of Southampton County, Virginia on Monday, August 25, 2014

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of Southampton County, Virginia that the following appropriations be and hereby are made from the Fund to the Fund for the period of July 1, 2013 through June 30, 2014 for the function and purpose indicated:

From the General Fund to the General Operating Fund to be expended only on order of the Board of Supervisors:

4-100-12550-5304	Property Insurance	(1,652.00)
12550-5308	Liability Insurance	(4,341.00)
22100-2100	FICA	(1,635.00)
22100-2100	Retirement	(524.00)
22100-2100	Retirement	(805.00)
22100-5230	Telecommunications	524.00
22100-5500	Travel Convention, Education	805.00
22100-5810	Dues & Membership	1,635.00
22200-6001	Supplies & Other Expenses	191.00
31200-1930	Grant (ARRA) - Byrne - Equipment	(2,213.00)
31200-1935	Grant (ARRA) Byrne - LE Block Grant	2,213.00
31400-2100	FICA	400.00
31400-2215	Retirement - Employee Share	(636.00)
31400-2300	Hospital Plan	636.00
31400-3311	Street Sign Maintenance	(400.00)
32300-3170	Contractual Services/Daytime Operation	3,080.00
33100-2215	Retirement - Employee Share	(3,022.00)
33100-1200	Over-time Salaries	811.00
33100-1325	Sick Leave	997.00
33100-2210	Retirement	170.00
33100-2220	VRS Hybrid DB ER Mandatory	883.00
33100-2400	Group Insurance	161.00
33100-5305	Motor Vehicle Insurance	(2,652.00)
33100-3860	Vehicle Repairs	2,652.00
33100-6002	Food Supplies	2,135.35
33100-6004	Medical and Lab Supplies	(7,927.00)
33100-6005	Housekeeping & Janitorial Supplies	2,751.00
33100-6007	Repair & Maintenance Supplies	1,146.00
33100-6008	Building & Grounds Supplies	1,399.00
33100-8205	Building & Grounds Equipment	1,588.00
33100-8216	Equipment	1,043.00
35100-3310	Repair & Maintenance	(1,644.00)
35100-6002	Food Supplies	(846.00)
35500-3310	Repair & Maintenance	(1,943.00)
35500-3320	Maint Service Contracts	4,341.00
35500-5110	Electrical Services	1,943.00
35500-6013	Town Police Radio Communication Supplies	1,652.00
35500-8200	Disaster Preparedness Equip/Camp Foundation	(748.48)
35500-8201	Radiological Emergency Preparedness	748.48
41500-6009	Vehicle Supplies	2,490.00
42400-3170	Contractual Services	(2,028.00)
42400-3845	Transfer Refuse to Suffolk	11,252.00

42400-3848	Curbside Recycling	(9,224.00)
43000-1350	Inmate Labor Part-time	2,366.00
43000-2100	FICA	456.00
43000-2300	Hospital Plan	110.00
43000-3320	Maint Service Contracts	(2,932.00)
43000-3320	Maint Service Contracts	(6,550.00)
43000-5110	Electrical Services	3,719.00
43000-5130	Water & Sewer	(500.00)
43000-5140	Gas Service	2,831.00
43000-5140	Gas Service	500.00
43000-5241	Telecom - Soc Ser/Health	193.79
81100-2100	FICA	(3,411.00)
81100-1325	Sick Leave	3,411.00
81100-5230	Telecommunications	(529.73)
81100-5500	Travel Convention, Education	(4,556.29)
81100-5658	AMAC - County Economic Incentives	5,086.02
	General Fund	
	TOTAL	<u>5,600.14</u>

From the General Fund to the Virginia Public Assistance Operating Fund to be expended only on order of the Social Services Board of Southampton County:

4-201-53100-3800-309	Purchase of Service - Other Inst.	40.00
4-201-53100-5230-309	Telecommunications	270.00
4-201-53100-5540-309	Travel Convention, Education	(1,175.00)
4-201-53100-6001-309	Office Supplies	865.00
	Public Assistance	
	TOTAL	<u>0.00</u>

From the General Fund to the School Operating Fund to be expended only on order of the Southampton County School Board:

4-205-61100-3000-002-2-100	Other Instructional Costs - SP	5,375.00
61100-3000-003-1-100	Other Instructional Costs - Reg	3,446.39
61100-6000-002-1-100	Materials & Supplies - Reg	400.00
61100-6000-002-1-100	Materials & Supplies - Reg	1,836.41
61100-6000-002-1-100	Materials & Supplies - Reg	755.26
61100-6000-002-1-100	Materials & Supplies - Reg	575.34
63200-6014	Other Operating Supplies	410.00
64200-5102	Water Services	1,155.20
64300-3320	Maintenance Service Contracts	812.01
66200-8200	Site Improvement & Maintenance	(2,762.13)
68100-6000-09- -100	Materials & Supplies	(3,816.73)
	SCHOOL OPERATING	
	TOTAL	<u>8,186.75</u>

TECHNOLOGY PLAN, PROGRAM 265

4-205-68100-8210-009-1- -265	Technology Hardware Additions	(26,000.00)
	TOTAL	<u>(26,000.00)</u>

TITLE I, PROGRAM 500

4-205-61100-1120-002-1-500	Instructional Salary - Reg	(43,824.87)
	TOTAL	<u>(43,824.87)</u>

TITLE VIB ELEMENTARY, PROGRAM 550

4-205-61100-1120-003-2-550	Instructional Salary - Reg	(33,402.00)
	TOTAL	<u>(33,402.00)</u>

TITLE IIA TRAINING & RECRUITING

4-205-61100-1120-002-1-625	Instructional Salary - Reg	(2,882.00)
4-205-61100-6000-002-1-625	Materials & Supplies	(2,746.33)
	TOTAL	<u>(5,628.33)</u>

VOCATIONAL/SPECIAL ED PROJECT, PROGRAM 800

4-205-61100-8001-003-3-800	Educational Equipment - VOC	(1,276.70)
	TOTAL	<u>(1,276.70)</u>

PRE-SCHOOL INCENTIVE, PROGRAM 900  
4-205-61100-6000-002-2-900

Instructional & Educational Materials	(949.00)
TOTAL	<u>(949.00)</u>
TOTAL SCHOOL FUND	<u>(90,311.18)</u>

From the Local Utility Tax Building Fund  
to the Operating Local Utility Tax Building  
Fund to be expended only on order of the  
Southampton County Board of Supervisors

4-300-94000-8250	Turner Tract Development-Non-Utility	493,248.31
4-300-94000-8252	Turner Tract/Rose Valley Road	96,290.69
4-300-94000-8252	Turner Tract/Rose Valley Road	95,126.00
4-300-94000-8252	Turner Tract/Rose Valley Road	1,336.50
4-300-94000-8253	Turner Tract Development - Enviva Way	1,110,883.28
4-300-94000-8255	Trustee Fee/Regions Bk/Cost of Issue	2,500.00
4-300-94000-8256	Turner Tract - Cemetary Reloc - Grant	450.00
	BUILDING FUND TOTAL	<u>1,799,834.78</u>

From the Enterprise Fund to the  
Operating Enterprise Fund to be  
expended only on order of the  
Board of Supervisors:

4-500-89400-8210	VDHCD Planning Grant Exp SoCo/Frnkl	409.70	
89400-8225	Drewryville Water Syst. Improvements	11,025.00	
89500-1100	Salaries & Wages Reg	12,539.40	
89500-1200	Over-time Salaries	11,007.65	
89500-1800	Salary Supplement - Bonus	1,000.00	
89500-2100	FICA	179.93	
89500-2210	Retirement	1,824.72	
89500-2215	Retirement - Employee Share	376.35	
89500-3185	Lab Testing Service	12,749.05	
89500-5110	Electrical Services	10,000.00	
89500-5130	Water & Sewer	5,000.00	
89500-5306	Insurance	(14,773.43)	
89500-6007	Repair & Maintenance Supplies	4,264.27	
89500-6007	Repair & Maintenance Supplies	5,049.49	
89500-6007	Repair & Maintenance Supplies	7,000.00	
89500-6007	Repair & Maintenance Supplies	4,500.00	
89500-6075	Chemicals	15,969.00	
89500-6075	Chemicals	14,773.43	
89500-6075	Chemicals	15,000.00	
89500-8221	Engineering/Construction	7,815.00	
89600-1100	Salaries & Wages Reg	(37,777.46)	
89600-1100	Salaries & Wages Reg	(39,677.10)	
89600-1200	Over-time Salaries	30,238.73	
89600-1325	Sick Leave	4,161.93	
89600-1330	Comp Leave	2,876.80	
89600-1800	Salary Supplement - Bonus	500.00	
89600-2100	FICA	(4,264.27)	
89600-2210	Retirement	(7,815.00)	
89600-2215	Retirement - Employee Share	(5,049.49)	
89600-2300	Hospital Plan	(15,969.00)	
89600-3310	Repair & Maintenance	69,750.00	
89600-3310	Repair & Maintenance	11,000.00	
89600-5110	Electrical Services	5,845.47	
89600-6007	Repair & Maintenance Supplies	10,200.00	
89600-8201	Equipment	(7,000.00)	
89600-8221	Engineering/Construction	(4,500.00)	
	ENTERPRISE FUND	TOTAL	<u>138,230.17</u>
	TOTAL EXPENDITURE APPROPRIATION		<u>1,853,353.91</u>

REVENUE APPROPRIATION AUGUST FOR JUNE 2014  
(REVENUE RECEIVED FOR ABOVE EXPENDITURES)

3-100-16110-0001	Soc Svcs Telephone		193.79
16040-0001	Service Fees Ambulance Transport		3,080.00
18030-0003	Expenditure Refunds		191.00
18030-0004	Insurance Claims & Dividends		2,135.35
33010-0820	ARRA - Byrne Grant - Equipment		2,213.00
33010-0825	ARRA - Byrne - LE Block Grant		(2,213.00)
	REVENUE GENERAL FUND		<u>5,600.14</u>
3-205-15020-0010	Tuition		400.00
18990-0032	Insurance Claims & Dividends		5,375.00
24020-0020	Basic School Aid		575.34
25020-0760	Technology Plan - 265		(26,000.00)
33010-0010	Adult Basic Education		1,836.41
33020-0020	Title I 500 & 501		(43,824.87)
33020-0170	Vocational/Spec Ed. Proj 800		(1,276.70)
33020-0190	Title IVB Flow Through - 550		(33,402.00)
33020-0290	VIIIB Pre-School Incentive-900		(949.00)
33020-0320	Title IIA Training & Recruiting		(5,628.33)
33020-0360	Opportunity Inc. - Prog 850		12,582.97
	REVENUE SCHOOL FUND TOTAL		<u>(90,311.18)</u>
3-300-18990-0030	Department of Transportation		96,290.69
3-300-18990-0030	Department of Transportation		95,126.00
3-300-18990-0030	Department of Transportation		1,336.50
3-300-18990-0060	T Tract/Brownfield Grant/VRA		450.00
3-300-61010-0001	Reserve Funds		493,248.31
3-300-61010-0001	Reserve Funds		2,500.00
3-300-61010-0001	Reserve Funds		1,110,883.28
	REVENUE UTIL TAX		
	BUILDING FUND	TOTAL	<u>1,799,834.78</u>
3-500-16100-0001	Water Service Fees		11,000.00
3-500-16100-0001	Water Service Fees		16,045.47
3-500-16100-0003	Facility Fees/Water & Sewer		30,000.00
3-500-24040-0002	Frank/So Co Utilitiy Study Grant		409.70
3-500-33010-0001	Drewryville Water Sys Grnt-Pass Thru		11,025.00
3-500-41050-0007	Trans frm ReserveBnkAcct or Surplus		69,750.00
	REVENUE ENTERPRISE		
	FUND	TOTAL	<u>138,230.17</u>
			=====
	TOTAL REVENUE APPROPRIATION		<u>1,853,353.91</u>
			=====

A copy teste: \_\_\_\_\_, Clerk  
Michael W. Johnson

Southampton County Board of Supervisors  
August 25, 2014

**APPROPRIATION - AUGUST 25, 2014**

**NO NEW MONEY REQUIRED FOR AUGUST FOR JUNE 30, 2014 APPROPRIATION**

APPROPRIATION -- AUGUST FOR JUNE, 2014

12550 INSURANCE & Civil Defense	Moved budgeted funds to Emergency Services ( -\$4341.00 - \$1652.00)
22100 COMMONWEALTH'S ATTORNEY	Reallocation within Comm Attny - no overall impact (-0-)
22200 VICTIM WITNESS	Refund for Office supplies returned to vendor (\$191.00)
31400 E911	Reallocation within E911 - no overall impact (-0-)
32300 VOLUNTEER RESCUE SQUADS	Utilized fees to cover postage costs (\$3080.00)
33100 DETENTION	(1) Reallocation within Detention budget - no overall impact (-0-) (2) Reimb from Insurance for food loss due to freezer failure (\$2135.35)
35100 ANIMAL CONTROL	Funds moved to Assign a Highway (-\$1644.00 - \$846.00)
35500 EMERGENCY SERVICES & CIVIL DEFENSE	(1) Correction of prior appropriation - no overall impact (-0-) (2) Budgeted funding moved from Insurance to Emergency Services & Civil Defense (\$4341.00 +1652.00)
41500 ASSIGN A HIGHWAY	Funding moved from Animal Control to cover deficit (\$2490.00)
42400 REFUSE DISPOSAL	Reallocation within Refuse disposal budget - no overall impact (-0-)
43000 BLDGS & GROUNDS	(1) Reimb received from VDOT for inmate labor (\$972.00) (2) Reimb from Soc Services for May 2014 VITA bill (\$193.79) (3) Reallocation within Bldgs \$ Grounds budget -no overall impact (-0-)
81100 PLANNING & ZONING	Reallocation within Planning & Zoning no overall budget impact (-0-)
SOCIAL SERVICES	To move funds to appropriate line item (net effect -0-)
SCHOOL FUND	Final school board appropriation for FY2014 - see attached letters - Regular Revenue Appropriations (\$7611.41) / Reallocations - no overall impact (-0-) / additional state revenue (\$575.34) / Decreases and Increases in program funding (-\$26000 -43824.87 -33402 + 12582.97-1276.70 - 5628.33 - 949.00)
BUILDING FUND	(1) Grant accts rec for Cemetary Relocation at Turner Tract Site (\$450.00) (2) Bond Funds utilized for Turner Tract project in FY2014 (\$493,248.31 + 2500.00) (3) money from VDOT for Rose Valley Road (\$96,290.69 + \$95,126.00 + 1,336.50) (4) Bond Funds utilized for Enviva Way project in FY2014 (\$1,110,883.28)
ENTERPRISE FUND	(1) Proceeds used for Drewryville Water Improvements (\$11,025.00) (2) Proceeds used for Franklin/So County Utility Study (\$409.70) (3) Items moved within Enterprise line items for end of year clean up. No overall change to bottom line budget. (4) Funds pulled from W&S cash to pay for Boykins tank repair (\$69,750.00) (5) Additional revenue utilized for needed expenditures (\$10,000 + 5,000 +15,000 + 11,000+ 5,845.47 + 10,200.00)

**Southampton County DSS**

✓  
aug for  
June 2014  
DSS

# Memo

**To:** Lynette Lowe, Assistant County Administrator  
**From:** Deborah D. Matthews, Administrative Office Manager  
**CC:** Michelle D. Stivers, Director  
**Date:** August 5, 2014  
**Re:** Additional Appropriation Adjustments

We would like to request that the following appropriation adjustments be made:

ELIGIBILITY ADMINISTRATION

4-201-53100-3800-309	PURCHASE OF SERVICE-OTHER INST.	+\$40.00
4-201-53100-5230-309	TELECOMMUNICATIONS	+\$270.00
4-201-53100-5540-309	TRAVEL CONVENTION, EDUCATION	-\$1,175.00
4-201-53100-6001-309	OFFICE SUPPLIES	+\$865.00

SOUTHAMPTON COUNTY SCHOOL BOARD  
 P O BOX 96  
 COURTLAND, VA 23837

**TO:** MR. MICHAEL JOHNSON, COUNTY ADMINISTRATOR  
 SOUTHAMPTON COUNTY  
**FROM:** JOY CARR  
 DIRECTOR OF FINANCE  
**DATE:** AUGUST 15, 2014  
**SUBJECT:** REVENUE APPROPRIATIONS

✓  
✓ Keylee  
DSS  
aug for  
June 2014  
✓

REQUESTING THE FOLLOWING APPROPRIATIONS OF REVENUE FOR THE FY14 FISCAL YEAR

<u>REVENUE CODE</u>	<u>INTERFACE</u>	<u>DEPOSIT DATE</u>	<u>EXPENDITURE CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3-205-018990-0032	INSC	8/14/2014	4-205-61100-3000-002-2-100	OTHER INSTRUCTIONAL COSTS-SP	5,375.00
3-205-015020-0010	TUIT	7/23/2014	4-205-61100-6000-002-1-100	MATERIALS & SUPPLIES - REG	400.00
3-205-033010-0010	ABED	7/23/2014	4-205-61100-6000-002-1-100	MATERIALS & SUPPLIES - REG	1,836.41
				TOTAL	7,611.41

August 25, 2014

SOUTHAMPTON COUNTY SCHOOL BOARD  
P O BOX 96  
COURTLAND, VA 23837

TO: DAVID BRITT, TREASURER  
SOUTHAMPTON COUNTY

FROM: JOY CARR  
DIRECTOR OF FINANCE

DATE: AUGUST 14, 2014

SUBJECT: DEPOSITS FOR 2013-2014

PLEASE POST THE ENCLOSED CHECKS TO THE FOLLOWING REVENUE ACCOUNTS:

CHECK NO.	FROM		AMOUNT	REV ACCT
139138	VACORP CLAIMS	ACRS	5,375.00	INSC (A)
			5,375.00	

SOUTHAMPTON COUNTY SCHOOL BOARD  
P O BOX 96  
COURTLAND, VA 23837

TO: DAVID BRITT, TREASURER  
SOUTHAMPTON COUNTY

FROM: JOY CARR  
DIRECTOR OF FINANCE

DATE: JULY 23, 2014

SUBJECT: DEPOSITS FOR 2013-2014

PLEASE POST THE ENCLOSED CHECKS TO THE FOLLOWING REVENUE ACCOUNTS:

CHECK NO.	FROM		AMOUNT	REV ACCT
00125626	PORTSMOUTH SCHOOL BOARD	ACRS	2,411.75	ABED *(A)
CASH	PAULETTE NOWELL	ACRS	400.00	TUIT (A)
			2,811.75	

\*Appropriating the excess revenue only \$1836.41

*✓ Rejected  
ACRS  
carry over  
June  
2014*

SOUTHAMPTON COUNTY SCHOOL BOARD  
END OF YEAR  
APPROPRIATION ADJUSTMENTS  
2013-2014

		AMOUNT
4-205-61100-3000-003-1-100	OTHER INSTRUCTIONAL COSTS-REG	3,446.39
4-205-61100-6000-002-1-100	MATERIALS & SUPPLIES-REG	755.26
4-205-63200-6014	OTHER OPERATING SUPPLIES	410.00
4-205-64200-5102	WATER SERVICES	1,155.20
4-205-64300-3320	MAINTENANCE SERVICE CONTRACTS	812.01
4-205-66200-8200	SITE IMPROVEMENT & MAINTENANCE	(2,762.13)
4-205-68100-6000-09- 100	MATERIALS & SUPPLIES	(3,816.73)

SOUTHAMPTON COUNTY SCHOOL BOARD  
 END OF YEAR  
 APPROPRIATION ADJUSTMENTS  
 2013-2014

✓ Kept  
 AOS  
 Aug for  
 June 2014  
 Appr P.

APPROPRIATION OF ADDITIONAL STATE REVENUE

			AMOUNT
EXP	4-205-61100-6000-002-1-100	MATERIALS & SUPPLIES-REG	575.34
REV	3-205-24020-0020	BASIC SCHOOL AID	575.34

SOUTHAMPTON COUNTY SCHOOL BOARD  
 FISCAL YEAR 2013/2014  
 TECHNOLOGY PLAN APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

✓ Kept  
 AOS  
 Aug for  
 June 2014

<u>FY 2014</u>	BUDGET	232,000.00	
	APPROVED	206,000.00	
	ADJ NEEDED	(26,000.00)	Reduction
	68100-8210-009-1- 265		(26,000.00)
	TECHNOLOGY HARDWARE ADDITIONS		
	3-205-25020-0760		26,000.00
	TECHNOLOGY PLAN-265		

SOUTHAMPTON COUNTY SCHOOL BOARD  
 FISCAL YEAR 2013/2014  
 TITLE I APPROPRIATION BASED ON APPROVED FUNDING

✓ Kept  
 AOS  
 August for  
 June 2014

<u>FY 2014</u>	BUDGET	563,007.00	
	APPROVED	519,182.13	
	ADJ. NEEDED	(43,824.87)	Reduction
	61100-1120-002-1-500		(43,824.87)
	INSTRUCTIONAL SALARY-REG		
	3-205-33020-0020		(43,824.87)
	TITLE I 500 & 501		

SOUTHAMPTON COUNTY SCHOOL BOARD  
 FISCAL YEAR 2013/2014  
 TITLE VIB SP ED FLOW THROUGH APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

*✓ Rec'd  
 ASB  
 Aug for  
 June 2014*

<u>FY 2014</u>	BUDGET	595,141.00	
	APPROVED	561,739.00	
	ADJ. NEEDED	(33,402.00)	Reduction
61100-1120-003-2-550		(33,402.00)	
INSTRUCTIONAL SALARY-REG			
3-205-33020-0190		33,402.00	
TITLE IVB FLOW THROUGH-550			

SOUTHAMPTON COUNTY SCHOOL BOARD  
 FISCAL YEAR 2013/2014  
 TITLE IIA APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

*✓ Rec'd  
 ASB  
 Aug for  
 June 2014*

<u>FY 2014</u>	BUDGET	125,704.00	
	APPROVED	120,075.67	
	ADJ NEEDED	(5,628.33)	Reduction
61100-1120-002-1-625		(2,882.00)	
INSTRUCTIONAL SALARY-REG			
61100-6000-002-1-625		(2,746.33)	
MATERIALS & SUPPLIES			
3-205-33020-0320		5,628.33	
TITLE IIA TRAINING & RECRUITING			

SOUTHAMPTON COUNTY SCHOOL BOARD  
 FISCAL YEAR 2013/2014  
 VOCATIONAL/SPECIAL ED APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

*✓ Rec'd  
 ASB  
 Aug for  
 June 2014*

<u>FY 2014</u>	BUDGET	47,365.00	
	APPROVED	46,088.30	
	ADJ. NEEDED	(1,276.70)	Reduction
61100-8001-003-3-800		(1,276.70)	
EDUCATIONAL EQUIPMENT-VOC			
3-205-33020-0170		1,276.70	
VOCATIONAL/SPEC ED. PROJ 800			

SOUTHAMPTON COUNTY SCHOOL BOARD  
FISCAL YEAR 2013/2014  
OPPORTUNITY, INC APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

<u>FY 2014</u>	BUDGET APPROVED CARRYOVER TOTAL CURRENT APPR ADJ NEEDED	100,000.00 98,000.00 50,040.58 148,040.58 135,457.61 12,582.97	<i>Increase</i>
64200-1190- 850 SERVICE SALARIES		12,582.97	
3-205-33020-0360 OPPORTUNITY, INC.- PROG 850		(12,582.97)	

*checked  
8/19/14  
Aug for  
June 2014  
APPR.*

SOUTHAMPTON COUNTY SCHOOL BOARD  
FISCAL YEAR 2013/2014  
PRE-SCHOOL INCENTIVE APPROPRIATION ADJUSTMENT BASED ON APPROVED FUNDING

<u>FY 2014</u>	BUDGET APPROVED  ADJ. NEEDED	12,820.00 11,871.00  (949.00)	<i>Reduction</i>
61100-6000-002-2-900 INSTRUCTIONAL & EDUCATIONAL MATERIALS		(949.00)	
3-205-33020-0290 VIB PRE-SCHOOL INCENTIVE-900		949.00	

*checked  
8/19/14  
Aug for  
June 2014  
APPR.*

Chairman Jones states alright gentlemen; do you have any questions on this? We need to adopt this resolution.

Supervisor West made a motion to adopt the attached appropriation resolution.

Supervisor Edwards seconded the motion which carried unanimously.

Chairman Jones states we go to item b, bills. We have to pay the monthly bills. Does anyone have any problems with the bills?

Supervisor West states I think they have been properly audited and checked and we have people in place to do just that. This is the time to pay the bills and pay them on time. He made a motion to authorize payment of the monthly bills.

Supervisor Phillips seconded the motion to pay the bills in the amount of \$2,496,979.17 to be paid by check numbers 137220 through 137588. The motion carried unanimously.

Chairman Jones states let's go to number ten, capital funding request.

Mr. Michael Johnson states Mr. Chairman you see capital funding request from three volunteer fire departments and rescue squads. The first one is from Drewryville Volunteer Fire Department. They are asking for their FY 2015 appropriation of \$14,000 to service debt on improvements to their Fire Department building. The Courtland Volunteer Rescue would like to draw down their annual appropriations from FY(s) 2010-15, totaling \$42,000, used for local match on a state grant

for two (2) LifePack cardiac monitors and with the balance apply it towards a down payment on a new ambulance; and then the Courtland Volunteer Fire Department is seeking their FY 2015 appropriation of \$14,000 to service debt for firefighting apparatus. As you all know you have set funding aside in specified amounts each year since FY 2000. These funds are held in escrow until a request to draw them down is presented and approved by the Board of Supervisors. Escrowed funds continue to accrue for each department/squad if they are not drawn down on an annual basis until they decide to draw them down. The attached spreadsheet illustrates the status of capital appropriations since FY 2000. As you will see, we are holding \$14,000 (FY 2015) in escrow for the Drewryville and Courtland Volunteer Fire Departments, and \$42,000 (FY 2010-15) for the Courtland Volunteer Rescue Squad. Collectively since FY 2000 you all have appropriated \$1,780,500 for fire and rescue improvements, and are currently holding \$574,500 in escrow.

Chairman Jones states alright gentlemen; you have any problems with this. The money is there for them. We just need a motion to give it to them.

Supervisor Phillips states Mr. Chairman all of these requests are in order. He then made a motion to approve the capital funding request for the Drewryville and Courtland Volunteer Fire Departments in the amount of \$14,000 each, and the Courtland Volunteer Rescue Squad in the amount of \$42,000.

Supervisor Porter seconded the motion which passed unanimously.

Chairman Jones states alright, let us go to number eleven, public hearing.

Mr. Michael Johnson states Mr. Chairman our first public hearing tonight is regarding a comprehensive plan amendment from Jonathan and Teresa Gibbs. This public hearing is held pursuant to Section(s) 15.2-1427 and 15.2-2204 of the Code of Virginia, 1950, as amended to consider a request by Timothy W. Drewry, applicant, on behalf of Jonathan and Teresa Gibbs, owners, for a Comprehensive Plan Amendment from Commercial to Industrial in the Courtland Planning Area. The property is 1.39 +/- acres in size. It is located at 23555 Jerusalem Road (Rt. 58), Courtland, and is known as Tax Parcel 75-15G. The notice of public hearing was published in the Tidewater News on August 10 and August 17, 2014 as required by law. After conclusion of the public hearing, the Board of Supervisors will consider the comments offered this evening and will proceed to approve, deny or defer action on the request. I will turn it over to Mrs. Lewis to provide you all with a report from the Planning Commission.

Mrs. Beth Lewis addressed the Board. Good Evening; this is a request for a comprehensive plan amendment from Commercial to Industrial. This is the building that used to be Belcher Enterprises. It was Industrial in nature in its previous life. The applicant, the owner of the property, has moved Southampton Towing from their location on Route 58 to this location. They run their towing business, they do minor auto repairs, and they have a retail operation as well. All of those things fit into the Commercial Plan designation. The Commercial Plan designation however, with the towing business, they sometimes have inoperable vehicles they need to store while the insurance company work out the paperwork between the insurance companies, the sheriff office, and highway patrol. So they sometimes need to store inoperable vehicles for a period of time. That requires an Industrial Zoning designation which would require an Industrial Plan designation as well. They also would like to move into heavier vehicle repairs then the minor repairs they do now. So the comprehensive plan amendment to industrial helps compensate their entire range of businesses. The property was industrial in nature before, perhaps it should have had an industrial plan designation in the past. As you go further towards Courtland, there are contractors, storage yards, and many storage facilities. They are industrial in nature as well. That area is kind of mixed between commercial and light industrial, although it all has a commercial plan designation. This request is for approximately 1.39 acres. It is about half of the property that Mr. Belcher own. Mr. Belcher still owns the portion of the property between Southampton Towing and The Farm Bureau Insurance office. This was heard by the Planning Commission. There were some comments at the Planning Commission meeting as to the extent of the operation as to what kind of operation/business they were going to run there and what their future plans were. I received no telephone calls prior to the Planning Commission meeting and the Planning Commission did make a unanimous recommendation of approval. Both the applicant and the property owner are here if you have any questions.

Chairman Jones states does anyone have any questions.

Supervisor Updike states I was there and I remember they agreed to put up a fence. I had a request to ask about what kind of fence are they going to put up and when are they going to put it up and what type. I couldn't recall that to be in much detail.

Mrs. Beth Lewis states the zoning ordinance requires that it be an opaque fence. That can be anything that you can't see through. That is a requirement of the zoning ordinance and it is limited 7 feet in height and the property owner in the zoning portion of this request not the plan, but they proffered a time frame as to when they would put the fence up. They would install the fence parallel to Jerusalem Road within 90 days of approval and the rest of the fence within 90 days after that. But the zoning ordinance just requires that it be opaque in nature. I don't know if they have decided what kind of fence to put up yet, but they may be able to answer that.

Chairman Jones states alright, any other questions. (Open the floor for a public hearing) This is a public hearing. Is there anyone for or against this application?

Mr. Timothy Drewry addressed the board. Good evening. I am Tim Drewry an attorney here in Courtland and I am the attorney for Teresa and Jonathan Gibbs in this matter. I just wanted to give you a little bit of background information on Jonathan and Teresa as I did with the Planning Commission. They have been in business here in Southampton County since January 2005. Their business was out on Route 58 for some time and they have recently moved to Mr. Belcher's property. They provide light and heavy duty towing services, light and heavy duty accident recovery, roadside assistance, new and used tire sales, tire repair, tire rotation, oil changes, brake work, and propane refills. They provide vehicle maintenance to the Southampton County Sheriff's office and Virginia State Police. They do oil changes, tire rotations, tire mounting and balancing. They provide towing services for Southampton County Sheriff's office, the Virginia State Police, and the Franklin Police Department. They provide towing for local body shops, insurance companies and they are the only provider in the area for AAA. Discount towing services are giving to Southampton County School Board, Southampton County Sheriff's Office, and Southampton County Public Works. They have many established customers and accounts here in Southampton County and the surrounding areas. They give discounts and free towing to the local fire departments and rescue squad. Located down here at the Belcher's Enterprises they are very convenient to the citizens here. I will be happy to take any questions you may have concerning what they intend to do. We are asking for the comprehensive plan change to industrial to allow them to keep inoperable motor vehicles. That was one of the main things to allow here and to do more major body repairs, tire installations, fender repairs, and things that may come along in that nature.

Chairman Jones states alright, any questions?

Supervisor West states from what I understand the parallel fence to the road will have no vehicles stored between the road and the fence, is that correct?

Mr. Timothy Drewry states that is correct. The law requires that the vehicles be stored inside the fence.

Supervisor West states not even temporarily stored outside the property right.

Mr. Timothy Drewry states Mr. Gibbs is here and I think he will confirm they will tow them back behind the fence.

Mr. Jonathan Gibbs approached the podium.

Supervisor West states I think it's a valid point from what Mr. Updike had said. What type of fence do you intend? I know you don't have to exactly abide by that but is this the wire fence with the mesh in it and up to 7 feet is the requirement? Is that the way I understand that?

Mr. Jonathan Gibbs states yes sir.

Chairman Jones states any other questions.

Supervisor West states and your hours of operation; I know you handle all of this.

Mr. Jonathan Gibbs states towing is 24/7 but the hours at the shop are 8a.m. – 5p.m.

Supervisor West states right; I am just stating it for the public, thank you.

Supervisor Phillips states Mr. Chairman I have one question. I know that you Jonathan, Mr. Gibbs, maintains another holding yard in Courtland. You intend on keeping that as an overflow or what you can use...

Mr. Timothy Drewry states he uses that, and I talked to Mr. Gibbs this evening on this matter, he uses it right now to move most of his storage that is more long term. He is keeping things there now until we get approval tonight. Everything right now is kept at the holding yard in Courtland and that is already zoned Industrial. He is going to continue using that throughout. I asked him tonight the length of time vehicles are usually stored there because I figured this might be something the Supervisors might want to know. It is about 90 days. He is required by law for insurance purposes to keep it for 30 days. In some matters it was 60 days and in some matters it was 90 days he was required to keep it, but most vehicles are out of there pretty quickly. He doesn't retain them.

Supervisor Phillips states and I understand because of the insurance he needs to be able to keep cars secure under his supervision. If it is a more valuable car he needs to be able to maintain control over it at that location. Thank you, I don't have any further questions right now.

Chairman Jones states anyone else? Is there anyone else for or against this application?

Mr. John Burchett addressed the board. I have a couple of questions. I read the presentation online on Mr. Johnson's website. The way it looked to me they are also going to be selling used parts.

Mr. Jonathan Gibbs states no sir. I am not a salvage yard.

Mr. John Burchett states it didn't say anything about you selling parts?

Mr. Jonathan Gibbs states no sir.

Mr. John Burchett states okay. So it is not going to be a junk yard.

Mr. Jonathan Gibbs states no sir. If you want parts, go up to Courtland USA.

Laughter in the room.

Chairman Jones states alright anyone else?

Mr. Jason Fowler addressed the board. Good evening my name is Jason Fowler. I just have a couple of comments on the appearance of the fence. You mentioned that you couldn't require a certain type of fence. I think you can require proffers which would specify the type of fence required. It is a main corridor coming into Courtland. A chain link fence with some slats on it like we have at all these dump sites doesn't look very pleasing to the entry way of Courtland. I think you have the ability to designate what type of fence is required because he is rezoning the property. As far as the time that the cars are there, as long as everything is behind the fence and the fence is opaque and looks nice that shouldn't be an issue. There may be an issue of how long those cars are allowed to sit there in the existing zoning ordinance. I think it only allows 30 days for the M-1 zoning.

Chairman Jones states alright any questions for Mr. Fowler? Thank you sir; anyone else? Any comments from the board?

Supervisor West states again I will reiterate what was said and you have already indicated the wire mesh with the slats. Can we stipulate that Mrs. Lewis to your knowledge?

Mrs. Beth Lewis states that would count as an opaque fence. A chain link fence with the slats in it would meet the intent of an opaque fence.

Mr. Jason Fowler states can I approach the board again?

Chairman Jones nodded his head.

Mr. Jason Fowler states an opaque fence but a proffer is a request above and beyond a regular requirement. An opaque fence is a requirement.

Supervisor Edwards states you can't see through it. Opaque means "cannot see through."

Mr. Jason Fowler states right but what I am saying you have the ability to require a more presentable fence as a part of the rezoning.

Supervisor West states I am assuming you are talking aesthetics, landscaping and things like that instead of a fence or something.

Mr. Jason Fowler states a nicer fence other than a chain link fence with the slats through it. You all know what those look like.

Mr. Richard Railey states let me just correct one thing. A proffer has to be voluntary. You are in a position if he doesn't make any proffers you simply vote it up or vote it down. If he wants proffers and says he will build a fence fitted for Disney World that has to come from them.

Mr. Jason Fowler states alright so the proffers that are presented isn't that a requirement. They are stating that they have proffers. If the fence is required it can have proffers.

Mr. Richard Railey states the fence is required it is not a proffer. If you want to go up, above, and beyond that is a proffer.

Mr. Jason Fowler states okay.

Chairman Jones states alright gentlemen, anyone else?

No response and public hearing was closed.

Supervisor Edwards states Mr. Chairman I am on the Planning Commission and being in on this, we made a unanimous vote. We felt he met all of the proffers and all of the stipulations therefore I would ask that we grant the request.

Chairman Jones states can I get a second.

Supervisor Porter states I would like to say I think it is a reasonable request. I would like to encourage him to consider landscaping around the fence to make it more presentable. It is not a requirement it is just a suggestion.

Supervisor West states with that being said and I agree with it, I will second the motion that has already been put on the floor. I think your record from 2005, and I used to be a representative for the Farm Bureau, and I came to your place over there and I know where your other location is across the railroad tracks. Junk yards get junk yard designations but you are not doing that and I understand that but I do agree with Mr. Fowler to aesthetically make it pleasing as a neighbor. I think it would be great for you to do that but again I know cost is a factor. Mr. Railey said we cannot; we can vote yes for it or no for it. That is all unless you offer.

Chairman Jones called for a vote which carried unanimously. He stated let's go to the second request.

Mr. Michael Johnson states Mr. Chairman this is the second part of a two part application. What you all just did was approve the amendment to the comprehensive plan. The second step to that is to consider the actual change in zoning designation from the current designation of B-1 which is

your local business district to conditional limited industrial which is CM-1. We have already given the description of the property. Again this public hearing was published in the Tidewater News on August 10 and August 17, 2014 as required by law. It is a separate public hearing to consider the comments on the rezoning itself.

Mrs. Beth Lewis states this is the zoning portion of the request. This is the portion of the request that includes proffers. Proffers are only tied to zoning map amendments not to comprehensive plan amendments. The applicant did proffer the timing of the fence installation. The required fence will be parallel to Jerusalem Road and will be installed within 90 days of the original approval and the rest of the fencing will be installed within 90 days after that. They also did exclude a number of uses that are permitted in an M-1 zoning district. The ones that are more objectionable to the neighbors; fairgrounds, fertilizer storage and bags, motion picture studios, racetrack, raffle or pistol ranges, sand & gravel processing. Things that would be more objectionable visually and sound in that location on Jerusalem Road. If there were to be proffers offered by the applicant and accepted it would be at this step in the process. The zoning requirement that requires inoperable vehicles to only be stored no more than 30 days. It says it can only be stored outside for 30 days. Behind Mr. Gibbs retail building, he has a covered carport/ shed that his towing vehicles are in and other vehicles could be stored under that as well. They would both be behind the fence and under a roof so they would not be outside. It is his intention to get the vehicles in and out of there as quickly as he can and he has not requested to be a salvage yard or an automobile graveyard as the zoning ordinance calls it. This is for his Southampton Towing business and its various functions.

Supervisor Edwards states this was a condition zoning. He marked out, if you look at your paper, a lot of things on there that may be objective. He did a good job.

Chairman Jones opened the floor for a public hearing. He stated is there anyone for or against this application.

Mr. Timothy Drewry addressed the board. I will take the podium just to ask you to grant the zoning. I will address the fence a little bit. Mr. Gibbs says he has to secure these vehicles so there will be a fence around the facility. I believe as funds allow, and you see it is set back to 90 days to put it up parallel to Jerusalem Road and then an additional 90 days after that totaling 180 days of approval to put it up on the northwestern side. It is funding concerns. We are in tight times and so he will try to make this place as attractive and nice as can be, but there is going to be a fence and it will be opaque and in compliance with the rules. He has to secure those vehicles. Can I answer any questions?

Supervisor West states yes Mr. Drewry it is tight times but we are concerned about the residents that are living across the road along with the rest of the citizens. We think there has to be some equalization and hope it works that way and I think he is doing a good job and thank you for your concern.

Mr. Timothy Drewry states thank you.

Chairman Jones called on Supervisor Phillips.

Supervisor Phillips states concerning the aesthetics I was just wondering and I am just asking this, if he is going to maintain the storage yard in Courtland, and I know he has to handle tractor trailers, would it be possible for the tractor trailers be stored in Courtland. Would that be a problem? Otherwise, they would be above to some degree that six foot, seven foot fence. I am not trying to be difficult I am just asking a question if that would allay some concerns whether it is about people driving by or the Farm Bureau... I am just wondering what would be...

Mr. Timothy Drewry states I think I can speak for Mr. Gibbs he is going to try to be a good neighbor to the people around and he will try to move vehicles as quick as possible off of his property. Usually within 90 days including tractor trailers. Now that depends on the storage ability at the other yard, am I correct?

Mr. Jonathan Gibbs states insurance companies generally try to get tractor trailers out of there within one week.

Supervisor Phillips states okay.

Mr. Timothy Drewry states they are not there very long from what I understand so they should be in and out pretty quickly. If it was much beyond that Mr. Gibbs you have no problem moving them to the other yard correct?

Mr. Jonathan Gibbs states to be honest with you my main goal with that property is if a car sits there over a two week period I plan to move it to downtown Courtland to that overflow lot.

Supervisor Phillips states okay. I am just thinking about the comments that have been made about aesthetics whether it be the neighbors or... I think that would be a fair statement. Thank you for those considerations.

Mr. Timothy Drewry states if anyone else has seen the building right now and wondering what the tarps are doing on the top of the roof of it. He did suffer hail damage so if that is an aesthetic problem or concern he is going to be working with his insurance company. He is working on that just in case that is an aesthetic concern. Any other questions?

Chairman Jones states any other questions?

Supervisor Phillips states no sir.

Chairman Jones states anyone else.

No response and public hearing was closed.

Supervisor West made a motion to approve the requested zoning change with the conditions as presented.

Supervisor Phillips seconded the motion which carried unanimously.

Chairman Jones states alright let's go to number twelve miscellaneous.

Mr. Michael Johnson states here is a handful of items to report on Mr. Chairman. The first one relates to the Emporia-Greenville Regional Airport. The Emporia Greenville Regional Airport is located on Route 58 near the Greenville/Southampton County line with approximately 600 feet of the end of Runway 34 physically located in Southampton County. Runway 34 does not currently meet FAA Design standards as U.S. Route 58 on the southern boundary of airport property falls within the Runway Object Free Area (ROFA). The approved Airport Layout Plan (ALP) calls for the airport's ROFA to be brought into compliance with FAA design standards. The ALP determined that in order to meet the ROFA standards, the Runway 34 threshold would need to be "shifted" towards the northwest in order to avoid U.S. Route 58, somewhere between 200 and 400 feet and to ensure a clear 34:1 slope, non-precision approach surface. Accordingly they've prepared a complete Environmental Assessment (EA) and are asking for any public comments. That is being routed through all of the State and Federal agencies and as part of that process they have to send one to the local government. That is why we received a copy. Attached herewith please find an aerial photo that illustrates the proposed action. I have a full copy of the EA available in my office if anyone is interested. It is probably 200 pages. I just wanted you to be aware and if anyone had any comments the deadline for those comments is September 5, 2014.

Chairman Jones states alright does anyone have any problem with them expanding the runway.

Supervisor West states we have until September 5 if we do.

Chairman Jones states yes and go to Greenville.

Mr. Michael Johnson states item b; I think some of you have asked some questions about a project that is being pursued by Dominion Virginia Power called the Southeast Reliability Pipeline. I had initially invited representatives from Dominion Virginia Power to be here tonight. They got back in touch with me and said it works better with their schedule to come next month. They will be on your agenda next month to provide you all a public briefing on that project. That project will propose to run a gas line from West Virginia all the way down to Lumberton, North Carolina and

then there would be a spur off of that main line and cross through a portion of Brunswick County, Greenville County, and Southampton County on its way into Hampton Roads. So it will affect a number of private property owners in Southampton County if it does come into fruition. As I mention, I will have Dominion Virginia Power representatives here to talk about the project next month. They are also planning an open house at Paul D. Camp Community College on September 24, 2014 as my understanding for interested property owners. Property owners are certainly welcome to come to your meeting next month and here them as well.

Supervisor West states plus it offers us an additional source of gas. That makes Columbia Gas have competition which is a good thing.

Mr. Michael Johnson states correct.

Chairman Jones states it is a good thing when you have competition.

Mr. Michael Johnson states item c; I had sent you all an email earlier this month, at the bottom of the thank-you note from the Riverkeeper was an invitation for the Board to participate in an Eco-Cruise sometime later this fall. I had asked you all to look at your calendars to see if you had any specific dates you would like me to suggest to Mr. Turner.

Chairman Jones states alright gentlemen. Do you have any dates for the cruise down the river?

Supervisor West states this is a good thing. He has a pontoon boat. I mean it is classy, it is nice. It's a beautiful site. If nothing else, we can take it individually.

Mr. Michael Johnson states do you want me to have him to offer a date and then I send it out to you all and those who can go, go.

Supervisor Edwards states let's do that. Email us, yes.

Mr. Michael Johnson states okay great. Item d just for confirmation, the revenue anticipation note that you all approved last month did close without any issues on August 12, 2014. The actual rate ended up at 1.33% which was right there at the anticipated rate. We made an initial draw of \$1.5 million which should carry us through September 9, 2014 when we will have to decide what the second draw will be. The cost of interest for that 29 day period is \$1,609.14. Item e, please remember to support the Historical Society and attend Heritage Day on Saturday, September 13. Item f is a number of notices from the Department of Health and/or the Department of Environmental Quality as well as some financial institutions and law firms with regards to recent foreclosures.

Chairman Jones states alright, any late arriving matters.

Mr. Michael Johnson states I have one late arriving matter that I sent out to you all on Friday. You saw that Jim Campbell, the executive director with the Virginia Association of Counties did contact me regarding the release of rooms for their upcoming annual conference. As you all may be aware, they tentatively hold three rooms at the conference hotel for each county until late August before they release them to other interested participates. I did include a copy of the tentative conference agenda if any of you are interested in going. I need to know tonight so that I can go ahead and get the rooms reserved tomorrow. The board's annual travel budget is \$3,000.00. The estimated cost to attend this conference is about \$1100.00 each. That includes registration, lodging, meals, and travel reimbursement.

Chairman Jones states I am going so put me down.

Supervisor West states and you can hold it until the end of the month.

Mr. Michael Johnson states I need to let him know tomorrow.

Supervisor Porter states I would like to go.

Mr. Michael Johnson states any others.

Supervisor Phillips states thank you but no.

Chairman Jones states Glenn you need to go. You really learn some things up there.

Supervisor West states it is an opportunity to see some things you wouldn't normally see.

Chairman Jones states you learn some things you will never get at home. Alright so we have two.

Mr. Michael Johnson states okay I will take care of it in the morning.

Chairman Jones states is there anything else to come before this board before we leave.

Supervisor West states I would like for Mr. Johnson to look at Buggs Island or whatever that was and see what happened to that thing.

Mr. Michael Johnson states the wireless internet.

Supervisor West states wireless, whatever.

Mr. Michael Johnson states I will look into it. I haven't received any type of report.

Chairman Jones states I need a motion to adjourn.

Supervisor West made a motion to adjourn.

Supervisor Phillips seconded the motion which passed unanimously.

There being no further business the meeting adjourned at 8:05 p.m.

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Dallas O. Jones, Chairman

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Michael W. Johnson, Clerk

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