

**VIRGINIA:**

A FY2020 Budget Work Session of the Lancaster County Board of Supervisors was held in the Administrative Building Board/Commission Meeting Room of said county on Tuesday, April 9, 2019.

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

Staff Present: Don G. Gill, County Administrator  
Crystal Whay, Clerk to the Board and  
Building/Land Use Assistant

Mr. Bellows called the meeting to order at 6:00 p.m.

**BUDGET CONSIDERATION**

**Information Technology-Glenn Rowe**

Glenn Rowe, the County's Information Technology representative, stated that he had two items that represented increases in his budget. He referred to computer hardware and stated that he was asking for an increase from \$2,000 to \$10,000. He stated that the \$8,000 difference was for the upgrade in the audiovisual system for the meeting room. He stated that figure includes replacing the projector and replacing the monitor with higher resolution equipment. He stated that the screen for the audience would be replaced by a larger one as well. He stated that the next item was for the enhanced emergency 911 system. He stated that it was a large increase of \$60,000. He stated that there is an equipment upgrade that has to be done to conform with the next generation 911 system used by the Sheriff's Office. He stated that the state will reimburse the County for the expenses associated with this for the first two years.

Mr. Lee asked about the deadline for the conversion.

Mr. Rowe replied that Lancaster County is set up for deployment in the first half of 2020, but it was a fluid situation. He stated that there were some jurisdictions in the Virginia Beach area that were looking at having a contract with another company besides AT&T.

Mr. Gill stated that they would not know about the RFP for Virginia Beach until around July.

### **Registrar-Susan Jett and Electoral Board**

Barbara Breeden, a member of the local Electoral Board, stated that a lot of items increased in their budget this time. She stated that some of those increases are due to the increased number of elections that will have to be conducted this fiscal year. She stated that they are going from two this year to four next year.

Mr. Larson referred to the education line, 5540, and asked what portion of that expense is considered mandatory training.

Ms. Breeden replied that requirements have changed. She stated that every member of the Electoral Board has been required to go to an annual training and they did not know that when they submitted their budget.

Mr. Lee referred to line item, 1805-compensation and asked about the increase of \$6,800.

Ms. Breeden replied that amount is what is paid to the election officials that work at the precincts. She stated that, if it was easier in the future, line items 1805 and 5848-election expenses, could be combined because they are both expenses of conducting the elections.

Mr. Larson stated that he would prefer to see them continue to be separated.

Susan Jett, the Lancaster County Registrar, stated that the early voting law passed and will take effect in November 2020. She referred to her budget and stated that some items have increased and some of that is due to the increased amount of elections for the next fiscal year. She stated that the only other change is her salary. She stated that she has asked for additional compensation for the last two years. She stated that the Compensation Board has not changed the rates for registrars since 1976.

Mr. Gill stated that the General Assembly has commissioned a study to look into registrars being treated similarly to constitutional officers.

Mrs. Jett stated that the voting laws were passed for next year and it will allow anybody to vote during the seven days prior to the scheduled election. She stated that in-person voting is considered absentee voting. She stated that absentee voting is done in her office currently. She stated that, because this is new and has never been done in Virginia, the Department of Elections has given them very little information. She stated that a similar law was passed in North Carolina in 2016 and it has been suggested that she study what North Carolina has done. She stated that she had researched six counties in North Carolina that were the most similar to Lancaster County based on population and the number of voters. She stated that, in 2016, Clay County and Gates County had a sixty-six

percent and a sixty-two percent turn-out respectively for their presidential election. She stated that Lancaster County had a seventy-seven percent turn-out for the same election. She stated that, of the sixty-six percent that voted early in Clay County, sixty percent of them voted early. She stated that was a lot of voters in a small time period. She stated that North Carolina has ten days for early voting, whereas Virginia only has seven. She stated that she was not sure what this will mean for Lancaster. She stated that going by what the numbers were for this County in the last presidential election, she estimated that approximately 2,668 voters would vote early. She stated that going by what the Department of Elections was telling her, that estimate would be around 4,003 who might elect to vote early. She stated that figure, divided by seven days, would be 572 voters a day. She stated that amount of people cannot fit in her office downstairs. She stated that the new law is unfunded and it is up to the localities to come up with a solution.

Mrs. Jett stated that she and the Electoral Board believe that there are four options. She stated that they can build, buy, rent or use what they have. She stated that they will need a voter room that is large like a precinct room with ingress and egress. She stated that they will also need ample parking. She stated that everything they have found out, including rental options was included in the package that she had provided for each Board member.

Ms. Breeden stated that, if they rented a place, they would only need ten days for each primary or election and it was difficult to find someone who would want to do that. She stated that they had talked to some of the churches that are precincts and they are not interested in being available for absentee voting. She stated that they are asking for the Board of Supervisors' input for a solution.

Mr. Lee stated that this information would have been good to have when they first started looking at the Capital Improvement Plan.

Mrs. Jett stated that the law was just passed two weeks ago.

Mr. Bellows stated that it was something that is going to require some planning, so at least they have some time before the law takes effect.

### **Department of Housing**

Mr. Gill asked the Board to look at page forty-three and stated that, to adhere to better accounting principles, they merged the Indoor Plumbing Department with the Department of Housing and \$16,000 for Other Professional Services was also merged. He stated that \$10,000 went on the salary line and \$6,000 went on the part-time line. He stated that there had been some discussion about the Indoor Plumbing Program no longer existing and how long the County should fund it. He stated that Tina Reamer, the staff person for the Department of Housing, has put together some facts and figures for the Board to review.

Ms. Reamer stated that the package she has given to the Board describes what she does for Section Eight Housing and for the Indoor Plumbing Program.

Mr. Lee referred to the part-time line of \$6,000 and asked what was the funding source.

Ms. Reamer replied Bay Aging.

### **Bay Aging**

Pat Frere, the Director of Planning and Development for Bay Aging, stated that he was presenting their budget request. He discussed the three divisions of Bay Aging, which are Bay Health, Bay Housing and Bay Transit. He reviewed statistics of how many Lancaster County residents use their services, such as \$386,670 in housing services in the last fiscal year. He stated that they greatly appreciated the County's donation of \$10,000, but hoped the Board would consider restoring the amount back to the previous amount of \$15,600.

Mr. Lee asked if the decrease last year to \$10,000 had an adverse effect on them.

Mr. Frere replied that he thought a lot of the direct County donations went to offset the administration costs of the programs that are specific to the County. He stated that he could find out more and let Mr. Gill know.

### **Rappahannock Community College**

Bill Doyle, the Vice President of Finance for Rappahannock Community College, discussed the college and some of its programs, including the dual enrollment classes that high school students can take for college credits. He stated that they are requesting \$7,387 for their operating fund, which is a two percent increase from last year. He stated that these funds are commingled with funds from the other eleven counties in the service area. He stated that the funds are used for maintenance and repair of the parking lots, curb and gutter, sidewalks, grounds maintenance and landscaping.

Mr. Larson asked if the college facilities were owned by the state.

Mr. Doyle replied that they were owned by the state.

Mr. Larson asked why the state did not give the college proper funding to maintain the buildings.

Mr. Doyle replied that the community college system was conceived on the basis of shared responsibility where the counties work to help provide things needed outside of the buildings. He stated that the state provides the funds for capital projects for the inside of the buildings.

## **River Realm Branding**

Susan Cockrell, Assistant Town Manager for the Town of Kilmarnock, stated that she was requesting level funding of \$25,000. She stated that the branding initiative has gained momentum in the last year. She discussed how the website is seeing more traffic and last year, they added the Town of Urbanna and the Town of Irvington to the partnership. She stated that they have been working with Virginia Tourism as well.

Mr. Bellows stated that he thought that this was a great thing for the County to be involved in.

Dr. Westbrook asked how they get feedback from the local businesses.

Ms. Cockrell stated that there are businesses that call her to let her know what activities and promotions they are planning and she puts the information on the River Realm website.

Dr. Westbrook asked if Ms. Cockrell had any data about whether or not local businesses were seeing increased sales.

Ms. Cockrell replied that she has looked at the sales tax data which has increased about two percent for Lancaster County. She stated that they track the lodging and meals taxes in the localities that have them. She stated that some are doing fine and some are not. She stated that she also hears from businesses directly that tell her that their customers have mentioned the website.

Mr. Larson referred to the increased sales tax and asked if Ms. Cockrell could quantify what the contribution was with respect to the branding initiative.

Ms. Cockrell replied that was difficult to do directly because economic development is a many faceted tool.

Mr. Larson asked if the initiative received or solicited any contributions from businesses.

Ms. Cockrell stated that when they do joint marketing, there is a fee to participate.

Mr. Larson asked how much money was collected from that last year.

Ms. Cockrell replied approximately \$2 to \$3 thousand dollars.

## **Community Services Board**

Chuck Walsh, the Director of the Community Services Board, stated that he was present with Alice Coates, the Board of Supervisors' appointed representative. He stated

that the Community Services Board is an agency of local government and it serves ten counties. He stated that Lancaster County gave them \$42,231 last year. He stated that their services have increased in the last year and some of that is subsidized for people who cannot pay. He stated that they were requesting level funding this year. He stated that they are asking for help with the subsidized care and because of Medicaid expansion.

Mrs. Coates stated that she wanted to thank the Board of Supervisors for appointing her to represent Lancaster County.

Dr. Westbrook stated that there might be a direct relationship with the expansion of a bureaucracy and the expansion of the services they provide. He asked if there was a point where they were serving everyone and would not need to expand their services anymore.

Mr. Walsh asked if Dr. Westbrook was asking should the Community Services Board have stayed small and not expanded.

Dr. Westbrook replied yes.

Mr. Walsh stated that they are better at diagnosing conditions now and there is a real need for the services they offer. He stated that if they stop doing what they are doing, then more prisons will be needed. He stated that more than half of the people in jails have either a substance abuse issue or are mentally ill.

Mr. Bellows stated that the hope would be that an ounce of prevention would help with future outcomes and be less costly.

### **Legal Aid Works**

Anne Klockner, the Executive Director for Legal Aid Works, stated that they have been serving Lancaster County citizens since 1979. She stated that she was asking for Legal Aid Works to be returned to the County's budget this year. She stated that her organization was cut last year and she understands the tough choices that need to be made with the budget. She stated that they represent low income people who need an attorney in civil legal matters. She stated that they were the only agency that provides this service. She stated that, last year, sixty-nine Lancaster County residents were assisted by the organization.

Dr. Westbrook asked Ms. Klockner to explain her budget request form. He stated that he knew that she was requesting \$5,600, but saw other figures as well.

Ms. Klockner replied that the total amount of local funds requested from the seventeen counties that they serve is \$161,000. She stated that they also apply for grants and get some state and federal funds.

## YMCA

Mark Favazza of the YMCA stated that he wanted to thank the County for historically contracting with the YMCA for recreational services for the County. He stated that they currently have 3,007 members. He stated that the guardian program that helps individuals with fees is funded by donors and businesses. He discussed the programs that the YMCA offers. He stated that they were asking for level funding of \$50,000 this year.

Mr. Favazza stated that both their infant center and the youth educational program at the Wiley Center are at capacity.

Mr. Larson referred to the educational program and asked how did it compare to the three and four year old programs at the public school.

Mr. Favazza replied that their program does not have the resources that the school district does on a state level to aid children that are in need. He stated that the school program is need based and academic based. He stated that the YMCA's program cannot accommodate a special needs child or offer one on one services.

Mary Posey, a YMCA Director, stated that there was some overlap with the school. She stated that the YMCA's program is curriculum based and serves all economic groups.

Mr. Favazza stated that not a penny that the County gives goes to the education efforts of the YMCA. He stated that what the County is asked to contribute to is the contract for delivery of services to the County.

Dr. Westbrook stated that he was in favor of what the YMCA does, but he has heartburn with the word "contract." He stated that he understood that the County entered into a contract with the YMCA because the County no longer had a Parks and Recreation Department. He stated that his heartburn comes from the idea that if there was a County park or a Parks and Recreation Department, it might be possible that citizens could go there at no cost to them. He stated that the YMCA's programs all have fees involved, even though there are some scholarship opportunities. He stated that the County entered into a contract with the YMCA years ago to fill a void. He stated that he thought the YMCA did a great job, but he would back off using the word "contract" because it sounds like the YMCA provides the programs at no cost.

Mr. Lee stated that when there was a Parks and Recreation Department in the County, the programs still had fees involved. He stated that it was not a free service.

Dr. Westbrook stated that he did not know that. He stated that he knows that localities have parks where the admission is free.

## **Mary Ball Washington Museum**

Karen Hart stated that they have decided to change the name of their building to the Lancaster Virginia Historical Society. She stated that one of their main focus areas is their campus with buildings that they own, that they rent and the County buildings, which are the old jail and clerk's office. She stated that the funding that they request every year supports the operation of those buildings. She stated that they were requesting level funding.

Dr. Westbrook asked Ms. Hart if she remembered when her organization met with the Historic Resources Commission.

Ms. Hart replied yes.

Dr. Westbrook stated that, during that meeting, he had asked Ms. Hart about a service she might want to provide about identifying and writing a biography of the persons on the portraits in the meeting room that could be displayed beside each portrait.

Ms. Hart stated that there was a booklet called "Within the Courthouse" that has some of that information and she would be happy to provide it.

Dr. Westbrook stated that he was not terribly impressed with the museum's fund raising efforts. He stated that, in his opinion, he thought the organization was a cloistered group with a few fundraisers for a limited amount of people. He stated that they were \$9,000 in the hole and he wondered how active they were in trying to meet their own expenses.

Ms. Hart stated that they do a major fundraiser, called their gala, every two years and an annual oyster roast. She stated that they are also charging fees for their programs. She stated that they are open to the public three or four days a week. She stated that they have a membership base of about 300 people and do some special members only events. She stated that they do many things that are open to the general public and they are open to suggestions.

## **Boys and Girls Club**

Phillip Mumford stated that the Boys and Girls Club is in its tenth year and had provided services to over 1300 youth during that time. He stated that they work hard to create an after-school learning culture. He stated that they collect fees from the families that utilize their services. He stated that they also apply for grants and get donations as well as funds from the County. He discussed the programs that they offer. He also discussed the fire that burnt their building in November and stated that they were still in negotiations with the insurance company. He stated that they were asking for level funding for this year.

Dr. Westbrook stated that he was at the Economic Development Authority meeting when the Boys and Girls Club requested \$10,000 from them. He stated that request was granted. He stated that, at that same meeting, it was announced that the Boys and Girls Club had received a check for \$20,000 from a couple in Richmond. He stated that he also just read in the local paper that the Boys and Girls Club had a loan forgiven.

Mr. Mumford stated that he thought that was an endowment gift from Jones Felvey through Indian Creek.

Dr. Westbrook stated that he knew that the Boys and Girls Club has also been very successful with its capital campaign. He stated that he believed that the County needed to do more than just have a balanced budget. He stated that they needed to start saving some money for what they know is coming, which is new schools. He stated that he was especially bothered by the County giving money to organizations that have the ability to raise their own funds. He asked if the Boys and Girls Club really needed \$35,000 this year. He stated that they had received \$20,000 from a couple that they did not know they were going to receive. He stated that it seemed to him that they were sticking with level funding because they have been receiving it in the past.

Mr. Mumford stated that they do need the money. He stated that they have had a successful capital campaign, but they do not use any of those funds for their general expenses. He stated that their general fund is always in need.

Mr. Larson asked how much of the furniture and equipment needs, with respect to the fire, were covered by insurance.

Mr. Mumford replied that they were still in negotiations. He stated that they did not have a number on any of it yet.

Mr. Larson stated that, if Mr. Mumford is talking about negotiations, apparently there is a difference between what the insurance company says it is willing to pay and what the Boys and Girls Club is saying they should get.

Mr. Mumford stated that was correct.

Mr. Larson asked if the Boys and Girls Club served children outside of Lancaster County.

Mr. Mumford replied that they have a few children from Northumberland County and in the summer, they sometimes have children from Middlesex and Richmond Counties, too.

Mr. Larson asked if the Boys and Girls Club received any funding from those counties.

Mr. Mumford replied not at the present time.

## **Virginia Department of Health**

Krystal Reagan stated that they were requesting level funding for this year. She stated that their funding comes from the state and the County. She stated that the more they get from the County, the more they get from the state. She stated that they also receive funds from the fees that they charge for services. She discussed their expenses, including payroll and rent. She stated that they receive about \$2 million dollars in grants each year and they utilize those funds first.

Dr. Westbrook referred to their year end settlement statement for 2018 and stated that Lancaster County's percentage was 41.746 percent and asked what that represented. He asked if every one of the ten counties that they serve have about the same percentage of requested funding.

Dr. Richard Williams stated that the Virginia Department of Health is a state agency and they are satisfying a statutory requirement that every jurisdiction in the state has a health department. He stated that the jurisdiction can either partner with the state or they have to supply their own health department and director. He stated that the big savings is consolidating into districts and splitting it up county by county. He stated that they function as an extension of county staffs.

Ms. Reagan stated that the formula that Dr. Westbrook was referring to in his question was based on a forty-year old JLARC study from the General Assembly. She stated that most of the counties in the district are between thirty-five and forty-five percent in their contribution. She stated that the state gives them sixty-one percent for every dollar the locality gives.

Dr. Westbrook stated that the County can choose how much they want to give.

Dr. Williams stated that the less the County gives, the less the state will give.

Mr. Larson asked how much of their funding comes from fees.

Ms. Reagan replied that she thought their fees have decreased because their nursing services have declined.

Dr. Williams stated that their staff has increased recently, so their clinical services can increase. He stated that they are also fully staffed in the Environmental Health Department, too.

Mr. Larson stated that the rates have increased considerably for septic permits and the thing that bothers him is that the rates are hard on citizens of limited incomes who are trying to build a modest home.

Dr. Williams stated that the fees are set at the state level and not locally, so they have no control over that. He stated that, last year, a bill passed to drive design services out of the health departments and into the private sector. He stated that he would have to interface with the Environmental Health Department in Richmond to get a better answer to Mr. Larson's concern.

### **Healthy Harvest Food Bank**

Paul Sciacchitano of the Healthy Harvest Food Bank stated that they are requesting a \$1,000 donation from Lancaster County. He stated that the food bank has been in business since 2010 and started in this county. He stated that they currently serve six counties. He stated that they are in the process of building a new headquarters building in Warsaw. He stated that the government in Richmond County has been giving them \$1,000 annually. He stated that they have asked Richmond County for a waiver on the property tax that the food bank has been paying. He stated that, last year, they paid over \$5,000 in property taxes. He stated that, once the new building is completed, their taxes will increase by approximately \$15,000 to \$20,000 a year.

Mr. Sciacchitano stated that Richmond County has asked the food bank to ask each county that they serve to match their \$1,000 annual contribution. He stated that, if the food bank can show that the other counties are participating, then Richmond County will waive the property taxes for them. He stated that the \$1,000 that they are asking for would have great leverage for the food bank. He stated that they serve over 1,700 residents in Lancaster County and the value of the food they distributed in the County was over \$720,000 last year. He referred to the Backpack Buddy Program in the school system, where they serve over eighty children currently. He stated that, if the County would honor them with the \$1,000 donation, then it could be restricted to the Lancaster County Backpack Buddy Program.

Mr. Lee asked if the request was going to be an annual one.

Mr. Sciacchitano replied yes.

Mr. Larson stated that the food bank is another organization that can do its own fund raising and they do it very well. He stated that to look at their financial statement, that can be concluded. He stated that Lancaster County would not play that game and if the County was going to give tax relief to an organization, they would just do it. He stated that Lancaster County would not try to extort money from other counties.

Mr. Lee stated that he agreed that Lancaster County would not do that.

Mr. Bellows asked if the food bank received commitments from the other counties.

Mr. Sciacchitano replied that they were actively talking with the other counties. He stated that he had the same feelings as Mr. Larson had expressed, but if they can get the five other counties to contribute, then they can save over \$15,000 or more each year.

Mr. Bellows stated that it didn't add up to him either.

Mr. Lee stated that they could think about it if it was truly restricted to the Backpack Buddy Program in Lancaster County.

### **Northern Neck Soil and Water Conservation District**

Kathy Clarke stated that they had provided the Board members with their latest annual report and a flyer detailing the upcoming Household Hazardous Waste Day on June 8<sup>th</sup>. She stated that they want to help all of the counties in the Northern Neck address compliance with the Department of Environmental Quality by performing agricultural assessments. She stated that they have come up with a plan, when they receive level funding of \$15,000 from all of the Northern Neck counties, in addition to the services they already offer, to perform two agricultural assessments per year to each of the localities. She stated that this will help the counties stay in compliance with the Chesapeake Bay Preservation Act.

Ms. Clarke stated that they are also working with the Northern Neck Planning District Commission on a grant that the Department of Environmental Quality has advertised for some possible funding for the localities to help offset the annual contribution to the Soil and Water Conservation District.

Ms. Clarke stated that the Governor has unveiled the draft Chesapeake Bay Restoration Plan. She stated that her organization, in the past year, has been meeting with many agencies on Virginia's Chesapeake Bay TMDL Phase Three of the Watershed Implementation Plan. She stated that their goals include reducing nitrogen and phosphorus. She stated that their request for this year is \$15,000.

### **Northern Neck Planning District Commission**

Lisa Hull stated that the Northern Neck Planning District Commission is a subdivision of the state and not non-profit. She stated that they did not raise funds in the traditional way. She stated that her organization takes care of a lot of the regional planning that is mandated at the state and federal level. She stated that they also do the Assign-A-Highway Program, house elevations through FEMA and ambulance billing for the County. She stated that their work plan is decided annually by the Executive Committee. She stated that they do a number of things at the County's request.

Mr. Bellows stated that the County has designated April 27<sup>th</sup> as the County-Wide Clean-Up Day and asked if the Northern Neck Planning District Commission could provide any assistance.

Mrs. Hull replied that she would check with Ben Lewis on that.

Mr. Larson stated that there has been some interest in having an Economic Development Director. He stated that it has been tried before in Lancaster County and it did not work. He stated that, in his opinion, it was something that the Northern Neck Planning District Commission could be doing for them. He stated that he would like to plant the seed for having a regional Economic Development Director.

Mrs. Hull stated that was a great idea. She stated that they have more attention from the Virginia Economic Development Partnership in the last eighteen months to two years than they have for many years.

Dr. Westbrook referred to the Northern Neck-Chesapeake Bay Partnership and asked why they were still requesting funding, when it is actually part of the Northern Neck Planning District Commission.

Mrs. Hull stated that the Northern-Neck Chesapeake Bay Partnership was a part of the Northern Neck Planning District Commission, but that money is in a separate account and is used specifically for economic development match funding, as in the case of the Go Virginia program.

**Adjournment**

Mr. Lee made a motion to adjourn the meeting to Thursday, April 11, 2019 at 6:00 p.m.

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