



**WORK SESSION AGENDA**  
**BEDFORD COUNTY BOARD OF SUPERVISORS**  
**BEDFORD COUNTY ADMINISTRATION BUILDING**  
**JULY 8, 2019**

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**5:00 P.M.      WORK SESSION**

- a. Annual business review by EMS Management (followed by Q&A)
    - *Staff presentation by Fire & Rescue Chief Jack Jones, Jr. and Finance Director Susan Crawford*
- Adjourn the Work Session*

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**7:00 P.M.      REGULAR MEETING**

- (1) **Call to Order & Welcome**
- (2) **Moment of Silence**
- (3) **Pledge of Allegiance**
- (4) **Approval of Agenda**
- (5) **Citizen Comments (15 Minutes)**
- (6) **Consent Agenda**
  - a. Consideration of a resolution authorizing a Memorandum of Understanding between Bedford County and SOVA Innovation Center.  
*(Resolution #R 07819-02)*
- (7) **Approval of Minutes – April 8, 2019**
- (8) **Public Hearings & Presentations - none**
- (9) **Action & Discussion Items (revised resolution)**
  - a. Consideration of a resolution supporting a change order regarding the Corporate Park Drive Revenue Sharing application. *(Resolution #R 070819-01)*
    - *Staff Presentation by County Administrator Robert Hiss*
- (10) **Board Committee Reports - none**
- (11) **Board Member Comments**

**(12) Board Appointments**

- a. Consideration of a request to re-appoint John R. Seifert, Jr. to the Central Virginia Alcohol Safety Action Program for a term beginning September 1, 2019 and ending August 31, 2022. (*Resolution #R 070819-03*)

**(13) County Attorney Report**

**(14) County Administrator Report (added to original agenda)**

- a. Closed session pursuant to Section 2.2-3711 (A) (1) as to the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically related to staffing at the Nursing Home.

**(15) Board Information**

- a. Department of Social Services Board meeting minutes for January, February, March, and April 2019
- b. Bedford Public Library System Board of Trustees meeting minutes for May 7, 2019
- c. Bedford Regional Water Authority Board of Directors meeting minutes for May 21, 2019

**(16) Board Calendar and Reminders**

- July 22 – *TENTATIVE* Work Session regarding Solid Waste matters (5:00 – 6:30 pm); Regular Meeting at 7:00 pm
- August 12 – Work Session (5:00 – 6:30 pm); Regular Meeting at 7:00 pm
- *Note: only one meeting in August*

**Adjourn**

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**5:00 P.M. WORK SESSION**

**Board of Supervisors:** Tommy Scott, Chairman, District 5; Andy Dooley, Vice-Chairman, District 6; Edgar Tuck, District 2; Charla Bansley, District 3; and John Sharp, District 4

**Absent:** Bill Thomasson, District 1 and Kevin Willis, District 7

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**Staff:** County Administrator Robert Hiss, County Attorney Patrick Skelley, Fire & Rescue Chief Jack Jones, Jr., Deputy Chief Janet Blankenship, Finance Director Susan Crawford, and Executive Assistant Brigitte Lockett

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Chairman Scott called the work session to order and turned it over to Chief Jack Jones, Deputy Chief Janet Blankenship, and EMS/MC Strategic Account Manager Tobi Santiago for Fire & Rescue's billing system.

Chief Jones commented this is a successful program which continues to bring in revenue, and stated that no one is denied care if they cannot pay ambulance bills; most citizens never even see a bill as it is paid by their insurance company. He then turned the meeting over to Ms. Santiago for her presentation.

Ms. Santiago began her presentation with an overview of the program, noting they look at account performance, innovation, and advocacy updates in their annual reviews of the program. She stated there has been an increase in revenue of \$123,821 over FY2017, with 111 more trips in FY2018 than FY2017. Ms. Santiago said there are revenue opportunities with increased fees, billing for supplies, and billing for "treat, no transports" (TNTs). She explained that these are incidents when patients receive treatment, but refuse to be transported to a medical facility. Vital life-saving skills are provided, including resuscitation, but if the patient refuses transport then nothing is billed. Ms. Santiago and Deputy Chief Blankenship then briefly reviewed various TNT scenarios that could result in billing, which are currently situations that use up supplies which are not recouped through billing. Chief Jones noted he would be coming back to the Board in a few months regarding the EMS fee schedule, which will include billing for supplies. Ms. Santiago noted that Commercial insurers will also reimburse for TNTs in addition to supplies, so she is also recommending billing for those services as well. Mr. Hiss noted that 46% of those assisted have Medicare, 3% Medicaid, 36.5% have commercial insurance, and 14% are private pay; .5% fall in other miscellaneous categories.

Ms. Santiago touched on a new feature called "crew analysis", which will be utilized in the near future. It will give a snapshot of who the best performers are, both for individuals and agencies.

In response to a question from Vice-Chairman Dooley, Chief Jones stated that the Shady Grove agency would do far better (with regard to reimbursement) if they participated in this program (they are currently the only agency in Bedford that does not participate). Chief Jones said he has a billing recovery rate of 93.8%, which beats the national average of 80-83%. He said it would also relieve Shady Grove of the burden of dealing with vendors, billing follow up, etc., as this is handled by his office through this program. Chief Jones clarified that it is no detriment to Fire & Rescue if Shady Grove doesn't participate since they don't respond to a large number of calls, but it does impact data collection and cohesion.

In response to a question from Supervisor Tuck, Chief Jones clarified that while volunteer agencies can bill for fire calls, state code prohibits localities from doing so. That being said, Chief Jones said that while volunteer agencies are collecting some funds from fire calls, it is not what they had hoped for when the legislation was written. Deputy Chief Blankenship noted that she does still support Shady Grove with a patient care reporting program, as well as supplying tough books, etc.

Ms. Crawford then reviewed the trip history since June 20, 2010, noting that the data through June 30, 2019 is not all in yet. The career staff has gone from running 33% of the calls in 2010 to 80%+ in 2019. She stated the EMS recovery for FY2019 was a little over \$1.8 million; 5% of that goes to EMS/MC for

their fee, leaving a balance of \$1.7 million, of which 60% goes to career staff and 25% to the volunteer agencies.

Chief Jones said there is no other locality in Virginia who shares the funds with the volunteer agencies like Bedford does; our program is very equitable. He then gave a brief history of agency funding, noting that volunteer agencies can generate more revenue by answering more calls.

Mr. Hiss, Ms. Crawford, Chief Jones, Ms. Santiago, and Mrs. Blankenship then answered clarifying questions from the Board. Mr. Hiss noted that the crew analysis will be used as a way to determine where training and assistance is needed, and not just as a “gotcha”.

There being no further discussion, the work session ended at 5:40 pm.

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**Supervisor Bansley made a motion for the Board to enter into closed session** pursuant to Section 2.2-3711 (A) (1) as to the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically related to staffing at the Nursing Home.

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: none**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**Supervisor Sharp made a motion to go back into regular session.**

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: none**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**WHEREAS**, the Bedford County Board of Supervisors has convened a Closed Meeting, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE BE IT RESOLVED**, that the Bedford County Board of Supervisors does hereby certify 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 business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Board of Supervisors.

<u>MEMBERS:</u>	<u>VOTE:</u>
Bill Thomasson	Absent
Edgar Tuck	Yes
Charla Bansley	Yes
John Sharp	Yes
Tommy Scott	Yes
Andy Dooley	Yes
Kevin Willis	Absent

The Board then recessed for dinner at 6:16 pm.

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**7:00 P.M. REGULAR MEETING**

**Board of Supervisors:** Tommy Scott, Chairman, District 5; Andy Dooley, Vice-Chairman, District 6; Edgar Tuck, District 2; Charla Bansley, District 3; and John Sharp, District 4

**Absent:** Bill Thomasson, District 1 and Kevin Willis, District 7

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**Staff:** County Administrator Robert Hiss, County Attorney Patrick Skelley, Community Development Director Gregg Zody, E&S Manager Kevin Leamy, Acting IT Director Gary Underwood, and Executive Assistant Brigitte Luckett

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(1) Chairman Scott called the meeting to order and welcomed those in attendance.

(2) Chairman Scott asked the room to observe a moment of silence.

(3) Chairman Scott led the room in the pledge of allegiance.

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**(4) Approval of Agenda**

- **REVISED Resolution for agenda action item #9a**, Consideration of a resolution supporting a change order regarding the Corporate Park Drive Revenue Sharing application. *(Resolution #R 070819-01) (second-to-last recital was revised)*
- **Added a Closed Session to agenda item #14a, ‘County Administrator Reports’**, Closed session pursuant to Section 2.2-3711 (A) (1) as to the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically related to staffing at the Nursing Home. *(Heard immediately after the work session.)*

**Vice-Chairman Dooley made a motion to approve the agenda as revised.**

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: None**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**(5) Citizen Comments** – *there were no citizens desiring to speak*

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**(6) Consent Agenda**

County Administrator Robert Hiss reviewed the following item on the consent agenda:

- a.** Consideration of a resolution authorizing a Memorandum of Understanding between Bedford County and SOVA Innovation Center.

**Supervisor Tuck made a motion to approve the agenda.**

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: None**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**(7) Approval of Minutes**

**Vice-Chairman Dooley made a motion to approve the minutes of April 8, 2019 as presented.**

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: None**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**(8) Public Hearings & Presentations**

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**(9) Action & Discussion Items**

**(9a)** County Administrator Robert Hiss addressed the Board with a resolution supporting a change order regarding the Corporate Park Drive Revenue Sharing application. Mr. Hiss said the change order totals \$217,213 to the contract price for Corporate Park Drive. He stated that rock has been encountered in the intended path of the sanitary sewer line and, after meeting staff, VDOT, the engineers involved, et cetera, and they have determined it would be possible to place the sewer line along a different path that would involve significantly less rock on the other side of the road. The change order also involves a temporary traffic light pole (in a different configuration than was originally designed) to allow traffic to continue to flow. Mr. Hiss said these were the two main components of the change order, noting we had set aside a 10% contingency in this project's budget. This change order exceeds that contingency by \$25,456, which we are asking to transfer from the General Fund balance. He noted we are still working with the engineers and the contractors in an effort to bring this cost down, but wanted to get this in front of the Board as a worst-case scenario.

Mr. Hiss and Mr. Zody then answered questions from the Board. Mr. Zody stated he did apply for revenue sharing funds through SmartScale in order have auxiliary funds available, but whether or not that application is approved won't be known for another year.

**Supervisor Sharp made a motion to approve Resolution #R 070819-01.**

**WHEREAS**, by previous resolution of the Bedford County Board of Supervisors, the commencement of engineering work for the Corporate Park Drive (State Secondary Route 930) was authorized as well as the execution of a Revenue Share Agreement with the Virginia Department of Transportation dated 25 August 2015; and

**WHEREAS**, due to unanticipated conditions at the project site, an additional appropriation for Change Order #1 is required due to costs associated with traffic signal design and sanitary sewer/storm system changes signalization due to utility location and rock discovered during boring tests; and

**WHEREAS**, County staff has worked diligently to ensure that the project is successful, staff recommends that the Board of Supervisors consider the following itemized estimated change order request:

<b>Item of Work</b>	<b>Unit</b>	<b>Total</b>	<b>Unit Price</b>	<b>Total Price</b>
VDOT MH-1	EA	1	\$ 4,050.00	\$ 4,050.00
Frame & Cover MH-1	EA	1	\$ 575.00	\$ 575.00
12" San. Sewer Pipe	LF	93	\$ 71.40	\$ 6,640.20
Sanitary Sewer Manhole	LF	27	\$ 673.00	\$ 18,171.00
Manhole Frame & Cover F&C-1	EA	2	\$ 650.00	\$ 1,300.00
24" Steel Encase. Pipe	LF	70	\$ 285.00	\$ 19,950.00
Traffic Signal Installation (per Sheet S1)	LS	1	\$ 75,903.99	\$ 75,903.99
Rock Removal (estimate)	CY	105.00	\$ 500.00	\$ 52,500.00
<b>Subtotal of Changes</b>				<b>\$ 179,090.19</b>
<b>Engineering Services</b>				<b>\$ 16,118.12</b>
<b>10% Contingency</b>				<b>\$ 17,909.02</b>
<b>Grand Total</b>				<b>\$ 213,117.33</b>

**NOW, THEREFORE, BE IT RESOLVED** that the Bedford County Board of Supervisors hereby authorizes a transfer from the General Fund of up to \$25,456 to fund Change Order #1 for the Corporate Park Drive Extension project. The funding source is the General Fund balance.

**BE IT FURTHER RESOLVED** that the Bedford County Board of Supervisors hereby grants authority for the County Administrator to execute the project agreements for Change Order #1 associated with this project (Corporate Park Drive Extension).

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: None**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

**(10) Board Committee Reports - none**

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**(11) Board Member Comments**

Vice-Chairman Dooley stated that the girls Liberty High School Softball team has won the State championships. There will be a parade in their honor on August 9, and the Board has been invited to present something in recognition if they wish.

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**(12) Board Appointments**

**(12a)** Supervisor Tuck made a motion to re-appoint **John R. Seifert, Jr.** to the Central Virginia Alcohol Safety Program Policy Board for a term beginning September 1, 2019 and ending August 31, 2022.

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: none**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**

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**(13) County Attorney Report – none**

**(14) County Administrator Report – nothing to report (The Closed Session was instead heard just after the close of the work session.)**

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**(15) Board Information**

**(15a)** The Board was given a copy of the Department of Social Services Board meeting minutes for January, February, March, and April 2019 for review.

**(15b)** The Board was given a copy of the Bedford Public Library System Board of Trustees meeting minutes for May 7, 2019 for review.

**(15c)** The Board was given a copy of the Bedford Regional Water Authority Board of Directors meeting minutes for May 21, 2019 for review.

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**(16) Board Calendar & Reminders**

Mr. Hiss reviewed the following upcoming Board meetings:

- July 22 – **TENTATIVE** Work Session regarding Solid Waste matters (5:00 – 6:30 pm); Regular Meeting at 7:00 pm
  - August 12 – Work Session (5:00 – 6:30 pm); Regular Meeting at 7:00 pm
  - *Note: only one meeting in August*
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**(17) Adjourn**

**Vice-Chairman Dooley made a motion to adjourn at 7:18 pm.**

**Voting yes: Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, and Mr. Dooley**

**Voting no: none**

**Absent: Mr. Thomasson and Mr. Willis**

**Motion passed.**