



**BOOK 38**  
**Page 821-824**



**AMHERST COUNTY**  
**BOARD OF SUPERVISORS**

**Board of Supervisors**

Tom Martin, Chair  
District 1  
L.J. Ayers III, Vice-Chair  
District 3  
Claudia Tucker, Supervisor  
District 2  
Drew Wade, Supervisor  
District 5  
David W. Pugh, Jr., Supervisor  
District 4

**MINUTES**

**March 7, 2023**  
Administration Building - 153 Washington  
Street - Public Meeting Room  
Amherst, Virginia 24521  
Meeting Convened - 3:00 PM

**County Administrator**  
Jeremy Bryant, Interim

**County Attorney**  
Mark Popovich

**I. Call to Order**

At a regular meeting of the Amherst County Board of Supervisors held on March 7, 2023 at 3:00 p.m., the following members were present:

**BOARD OF SUPERVISORS:**

Tom Martin, Chairman  
L. J. Ayers III, Vice-Chair  
Drew Wade, Supervisor  
David W. Pugh, Jr., Supervisor

**ABSENT:** Claudia Tucker, Supervisor

**STAFF:**

Jeremy S. Bryant, Interim County Administrator  
Mark Popovich, County Attorney  
Kristen Freeman, Clerk

Chairman Martin called the meeting to order at 3:00 p.m.

**NOTE:** All Board of Supervisors meetings are now being streamed live on Facebook and on YouTube.

**II. Approval of Agenda**

By motion of Supervisor Wade and with the following vote, the Board approved the agenda with the amendment of moving Section XII. Item A. IT- Software Project Update to Section VII. Item B.

**AYE:** Mr. Martin, Mr. Ayers, Mr. Wade, and Mr. Pugh

**NAY:** None

**ABSENT:** Mrs. Tucker

**III. Invocation and Pledge of Allegiance**

Supervisor Wade led the Invocation and Pledge of Allegiance.

**IV. Citizen Comment**

Sam Shober addressed the Board asking for their consideration of providing a larger workspace for the Registrar's Office.

## **V. Ordinance - First Read**

### **A. Ordinance 2023-3, Erosion and Sediment Control**

By motion of Vice-Chair Ayers and with the following vote, the Board directed staff to advertise Ordinance 2023-3 for Public Hearing at their March 21 meeting.

AYE: Mr. Martin, Mr. Ayers, Mr. Wade, and Mr. Pugh

NAY: None

ABSENT: Mrs. Tucker

## **VI. Consent Agenda**

By motion of Vice-Chair Ayers and with the following vote, the Board approved the Consent Agenda for March 7, 2023.

AYE: Mr. Martin, Mr. Ayers, Mr. Wade, and Mr. Pugh

NAY: None

ABSENT: Mrs. Tucker

### **A. Minutes - February 21, 2023 Joint Meeting**

It was moved that the Board adopt the minutes of the February 21, 2023 Joint Meeting.

### **B. Minutes - February 21, 2023 Budget Workshop**

It was moved that the Board adopt the minutes of the February 21, 2023 Budget Workshop.

### **C. Minutes - February 21, 2023 Regular Meeting**

It was moved that the Board adopt the minutes of February 21, 2023.

### **D. Tuition Reimbursement - Nate Young**

It was moved that the Board appropriate carryforward funds of \$1,200 for tuition reimbursement into the FY 2023 operating budget.

### **E. Emergency Request, HVAC Repairs**

It was moved that the Board appropriate \$30,000 from the Unobligated General Fund Balance to the building maintenance fund.

## **VII. Special Presentation**

### **A. Commemorative Resolution ACSA-2023-CR-1 for Glenn Micklem**

ACSA Board Chair Turner Perrow presented Commemorative Resolution ACSA-2023-CR-1 to retiring ACSA Operations Manager Glenn Micklem.

### **B. IT - Software Project Update (Item moved by Agenda Amendment)**

Ranny Grubb with BAI presented the Board with a Software Project update. (SEE ATTACHMENT 1)

B. Economic Development Authority Board- Annual Report  
Economic Development Authority Board Chair Andrew Proctor presented the Board with an Annual report. (SEE ATTACHMENT 2)

## **VIII. Old Business**

### **A. Budget Discussion**

Jeremy Bryant, Interim County Administrator, presented the Board with a presentation on the Budget (SEE ATTACHMENT 3)

In reference to the Supplemental recurring items, the Board consensus was not to fund the Fire Marshall position, to fund the two Dispatcher positions, the Code Enforcement/Rt. 29 Corridor position and the Mill Creek Park Attendant position, and to keep the personal property tax reduction at 20%.

Vice-Chair Ayers asked Mrs. McBride for a synopsis of the last 12 months of what fine revenue has been produced in the county and what is going in and coming out.

## **IX. County Administrator's Report**

### **A. Boards/Commissions/Committees - Quarterly update (April 1, 2023 - June 30, 2023)**

For the Board's information.

### **B. Project Status Report**

For the Board's information.

## **X. County Attorney's Report**

The County Attorney had no matter to discuss.

## **XI. Liaison and Committee Reports**

### **A. School Board - Claudia Tucker**

Supervisor Tucker was absent and unable to report on this item.

## **XII. Departmental Reports**

### **A. IT - Software Project Update**

(Item moved by Agenda Amendment.)

## **XIII. Citizen Comment**

There was no public comment.

## **XIV. Matters from Members of the Board of Supervisors**

Chair Martin stated that in 2020 the Board approved a special use permit for a truck storage lot on 29 South, just south of Route 151. Mr. Martin stated it had been a little over two years, and they have been using the facility, yet they have not carried forth with any of the things that were on the site plan that was shown the Board in terms of an entrance that would be approved by VDOT, landscaping, and that from the road it looks like an Erosion and Sediment Control nightmare. He stated that silt fences are down and it was not what the



Board approved and he does not feel they have any desire or intent to do what they told the Board they would do. Mr. Martin said he is requesting staff to look into this and formulate a recommendation to the Board on whether or not they should revoke that special use permit.

Vice-Chair Ayers expressed a safety concern regarding the lighting around the Madison Heights Library. He stated it was very dark and hard to see. He asked if there was any way to upgrade that lighting in some way and possibly add a pole light. Mr. Ayers also shared that he had received an email from a lady making him aware that there was a relative of the Winfrey family that passed away on February 24, 2023, at 111 years old, making her one of our oldest residents and asking if the Board would consider recognizing her as such. Mr. Ayers is in contact to get more information and would like to propose a Commemorative Resolution recognizing her as a resident of our community for 111 years.

Supervisor Wade asked for a follow-up on the bridge naming in Madison Heights for Earl Nicholson. Mr. Bryant stated he has reached out to V-DOT for an update.

Supervisor Pugh received a call about Waughs Ferry Crossing in Naola. He stated that Georgia Pacific is having issues with the bridge that takes them over to the landfill on Old Company Rd off of Waughs Ferry Exit. Supervisor Pugh stated he was notified that the paper mill is running dump trucks on Waughs Ferry Crossing constantly each day, and he is receiving complaints from people in the neighborhood that the dump trucks are running people off the road and that the road is in deteriorating condition and it has changed the whole atmosphere of the community up there. Those citizens are looking for help in getting their peace back. Interim County Administrator Bryant stated he has also been made aware of this, and staff is looking into the matter and will report back.

## **XV. Adjournment**

By motion of Vice-Chair Ayers and with the following vote, the Board adjourned at 4:14 pm.

AYE: Mr. Martin, Mr. Ayers, Mr. Wade, and Mr. Pugh

NAY: None

ABSENT: Mrs. Tucker



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Tom Martin, Chair  
Amherst County Board of Supervisors



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Jeremy Bryant Interim County Administrator



# Enterprise System Replacement Board of Supervisors Update

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MARCH 7, 2023

# Project Update

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- County Makes the Decision to Go Out to RFP to Replace Existing BAI Financial and Tax Billing System
- RDA Systems Selected as Preferred Vendor to Replace BAI System June of 2022
- Project Begins July 2022



AMHERST																									
PROJECT SUMMARY TIMELINE																									
ENTERPRISE SYSTEM IMPLEMENTATION																									
PHASE	DATE	2022						2023										2024							
		FY2023											FY2024												
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Phase 1 - Finance and HR/Payroll	July 2022 - July 2023																								
Phase 2 - Treasurer/Commissioner	Sept. 2023 - Apr. 2024																								
Phase 3 - CAMA Upgrade/Replacement	TBD																								
Project Complete	TBD																								

# Detailed Goals and Timeline

<b>1. Implement RDA Financials Module: General ledger, Accounts Payable, and Procurement</b>	<b>Phase 1 – July 2023</b>
<b>2. Implement Interface Between School Financial System(LINQ) and RDA</b>	<b>Phase 1 – July 2023</b>
<b>2. Implement RDA Workforce Management Module including Human Resources and Payroll</b>	<b>Phase 1 – July 2023</b>
<b>3. Implement interface between Employee Navigator Benefits Administration, Time Clock Plus and RDA Human Resources and Payroll</b>	<b>Phase 1 – July 2023</b>
<b>4. BAI HR, Payroll, and Financial Data Cleanup and Migration</b>	<b>Phase 1 – July 2023</b>



# Detailed Goals and Timeline

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<b>5. Implement RDA Revenue Management Module to Support Tax Billing and Collections</b>	<b>Phase 2 – April 2024</b>
<b>6. Implement Interface between RDA Tax Billing and Existing CAMA System Supporting Real Estate Assessment</b>	<b>Phase 2 – April 2024</b>
<b>7. Replace/Upgrade Existing CAMA Real Estate Assessment System</b>	<b>Phase 3 – End of 2024 (Estimated)</b>
<b>8. Sunset BAI and IBM iSeries Platform</b>	<b>Phase 3 – End of 2024 (Estimated)</b>

# Key Decisions to Date

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- |  |          |
|--|----------|
| 1. Continue to Use Employee Navigator for Employee Benefits- <i>Contingent upon using Pierce Group as Benefit Consultant</i> | COMPLETE |
| 2. Use Time Clock Plus for Time and Leave Management   | COMPLETE |
| 3. Change Employee Personnel ID Numbering  | COMPLETE |
| 4. Schools will Continue to Use LINQ   | COMPLETE |
| 5. Go Live for Financials Moved to July 2023   | COMPLETE |
| 6. Go Live for Tax Moved to April of 2024  | COMPLETE |
| 7. Strategy for Archive and Access to Legacy Data  | PENDING  |



# Key Decisions

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- |  |          |
|--|----------|
| 8. Identify Details for RDA/LINQ Integration | COMPLETE |
| 9. Future of CAMA Platform                   | TBD      |

# Cost Overview

Project Summary		Recurring Annual Fees	
Software - One Time License Fee	37,500	Software Support	39,000 Due at Go Live
Implementation & Conversion	60,000	Cloud Server	3,000 Due at Go Live
Cloud Server, Year 1	5,000	Year 2	44,100
Travel	10,000	Year 3	46,305
Customizations	<u>184,000</u>	Year 4	48,620
Total:	<b>\$296,500</b>	Year 5	<u>51,051</u>
		Total 5 Year Costs	<b>\$528,577</b>

Technical Project Management      \$114,340

CAMA Upgrade/Replacement      \$100,000(Estimate)

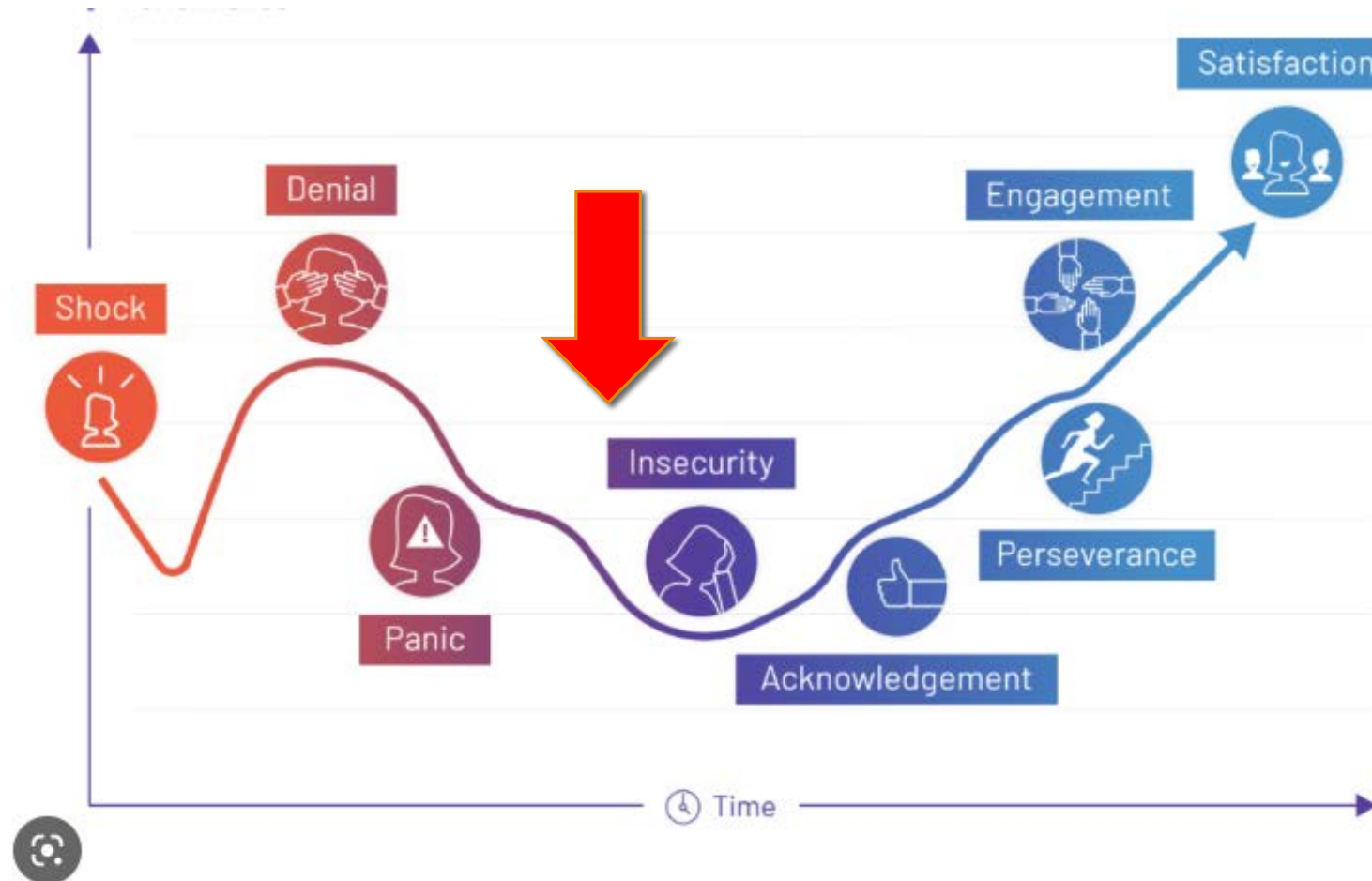
# Upcoming Schedule Detail

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- |   |                 |
|---|-----------------|
| • Finalize School Integration strategy                | March 2023      |
| • Format/Import Payroll/HR Data                       | March 2023      |
| • Verify Payroll/HR Data                              | March 2023      |
| • Complete System Setup and Configuration             | April 2023      |
| • BAI to RDA revenue Bridge Setup/Verification        | April 2023      |
| • General Ledger Import FY 20-23                      | April 2023      |
| • Custom Project work for school Integration Strategy | April 2023      |
| • Setup PO Requisitions                               | May 2023        |
| • Training  | May 2023        |
| • Parallel Testing, Sample Reports, Test Cases        | May – June 2023 |
| • Go Live   | July 2023       |



# Where We Are



# Points of Emphasis

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1. Rate of Change With Systems Will Increase
2. With New Systems Comes Opportunity for Change
3. New Systems Will Necessitate Change in Responsibilities
4. County's "Bench" is Not Deep with Key Functions in Finance, Human Resources, and Payroll
5. Must Stay Committed to the Plan and the Schedule

QUESTIONS?

The mission of the Economic Development Authority (EDA) of Amherst County is to promote economic development policies and practices that help retain the county's existing businesses and employment base; facilitate the growth of existing commercial and industrial enterprises; and attract new businesses and employment opportunities. Success in this mission will result in high-quality jobs and a stable and diverse tax base that increases the quality of life of Amherst County residents.

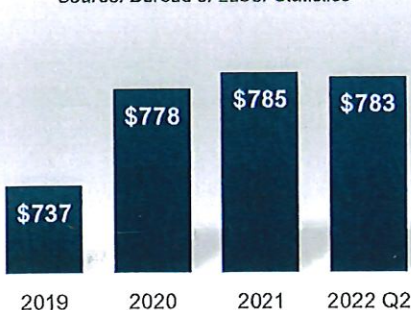
## 2022 Highlights



## Economic Dashboard

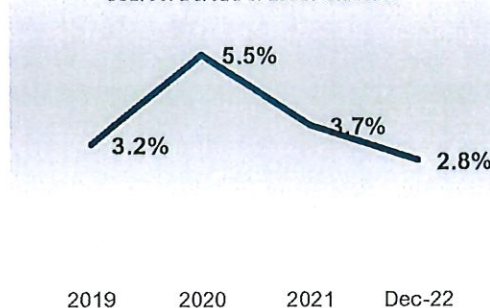
### Average Weekly Wages

Source: Bureau of Labor Statistics



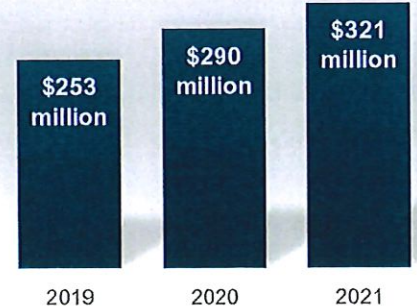
### Unemployment Rate

Source: Bureau of Labor Statistics



### Taxable Sales

Source: Virginia Department of Taxation





## New Space for Business Growth

The EDA was awarded a \$3M grant from U.S. Economic Development Administration to build a 45,000 SF multi-tenant industrial building for technology-based industries. This project is expected to create 45 jobs, retain 24 jobs, and generate \$3.25M in private investment.

- Design and engineering completed.
- Closed on EDA's first economic development bond, \$1.25M, to finance the building.
- Construction to begin in 2023.



## Developing the Workforce for the Future

The EDA continued to work with education and workforce development partners to expand the talent pipeline.

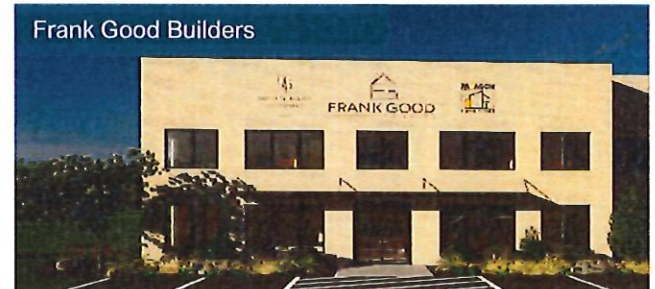
- Partnered with Integrated Technology Group and Amherst County Public Schools to launch the free ITG Academy. Nine Amherst County High School students participated.
- The EDA and Community College of Central Virginia funded a full time CTE Coach who will assist Amherst County Public school students in understanding CTE career fields.



## Attracting Business and Facilitating Expansions

The EDA assisted four companies with expansions and new project developments.

- Stove Builders International acquisition of England Stove Works and new investment in machinery and building upgrades
- Integrated Technologies Group (ITG) purchased the EDA building in Amelon Commerce Center.
- Frank Good Builders purchased Lot 2 in Amelon Commerce Center to build a \$1.5-\$2M, 10,200 SF headquarters.
- S&S Machines/T.R.U. Ball announced expansion plans including purchasing Lot 3 in Amelon Commerce Center and constructing a 24,518 SF building.
- Managed 13 active local business incentives.



## CVTC

The Master Redevelopment Plan for the Central Virginia Training Center, with a budget of \$500,000, was completed and accepted by the Board of Supervisors. \$25 million in bonds were defeased for CVTC.





**BUDGET  
DISCUSSION  
MARCH 7, 2023**



# BUDGET SUMMARY AS OF TODAY

<b>Revenues</b>	<b>\$56,157,638</b>
<b>Expenditures</b>	<b><u>(\$56,018,183)</u></b>
<b>Remaining Recurring Revenue</b>	<b><u><u>\$ 139,455</u></u></b>



## FY 2024 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

	Board Recurring		One-time	Other Funding	
	<u>Priority Costs</u>		<u>Costs</u>	<u>Sources</u>	<u>Total</u>
					\$
<b><u>RECURRING COST PROJECTS</u></b>					-
2 Dispatcher Positions - <b>FUNDED</b>	1			\$ 107,200	\$ 107,200
Fire Marshall – <b>PROPOSED FY24</b>	2	\$ 95,000	\$ 150,000		\$ 245,000
Merit Pay– <b>PROPOSED FY25</b>	3	\$ 224,000			\$ 224,000
457(b) Match– <b>PROPOSED FY25</b>	4	\$ 72,000			\$ 72,000
Code Enforc. - 29 Corridor – <b>PROPOSED FY24</b>	5	\$ 43,200	\$ 35,000		\$ 78,200
Mill Creek Park Attendants - <b>FUNDED</b>	6	\$ 16,632			\$ 16,632
Library position to full-time	7	\$ 25,511			\$ 25,511
DSS Benefits Program Supervisor	8	\$ 56,949		\$ 26,800	\$ 83,749
DSS Family Services Supervisor	9	\$ 55,948		\$ 26,328	\$ 82,276
Finance - Debtbook	10	\$ 7,000			\$ 7,000
Maintenance Software/hardware	11	\$ 8,000	\$ 5,000		\$ 13,000
2 Dispatcher Positions	12	\$ 107,200			\$ 107,200
					\$ -
<b>Total of Cost to the General Fund</b>		<b>\$ 711,440</b>	<b>\$ 190,000</b>		
<b>Total Other Funding Sources</b>				<b>\$ 160,328</b>	
<b>Total Project costs</b>					<b>\$ 1,061,768</b>



## FUNDING NOT FROM GENERAL FUND

- 2 Dispatchers
  - #1 Board Priority
  - E-911 recurring funding available
- Mill Creek Park Attendants
  - #6 Board Priority
  - Forest Sustainability Funding available for FY 2024
    - Must be used for public education, outdoor recreation projects, or forest conservation
    - \$19,705 available for FY 2024
    - Revisit these positions in FY 2025



**DO YOU WANT TO  
MOVE FORWARD WITH  
FUNDING THESE TWO  
REQUESTS AS  
DESCRIBED?**



**WHAT ARE THE  
OPTIONS FOR OTHER  
RECURRING ITEMS TO  
BE FUNDED IN FY  
2024?**



## **ONLY USE WHAT CURRENTLY REMAINS**

- Available Funds \$139,455
- After discussion with the Public Safety Director Fire Marshall is actually \$95,000 including benefits
- If other recurring funds become available revisit the list during FY 2024



# ADJUST THE PERSONAL PROPERTY TAX RATIO

- 1% of ratio increase = \$137,513
  - Increase to budget at 95% collection rate = \$130,637
- 85% ratio
  - Budgeted revenues increase \$653,185
  - Return of tax dollars to citizens = \$1,957,662
- 90% ratio
  - Budgeted revenues increase \$ 1,306,370
  - Return of tax dollars to citizens = \$1,304,477



## THINGS TO CONSIDER

- Will the schools continue to work with the \$2.5M currently budgeted?
- Are there items on the supplemental list of recurring projects that cannot currently be funded that you as the Board want funded? How will you do so?



**OTHER DISCUSSION  
ITEMS FROM THE BOARD**