

A Work Session of the Westmoreland County Board of Supervisors was held Monday, April 28, 2025, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia. Those members present were Darryl E. Fisher, W. W. Hynson, Jeffrey McCormack, Mathew Ingram, and Timothy J. Trivett. Richard Stuart, County Attorney, Jim Taylor, County Administrator, and Donna Cogswell, Assistant County Administrator.

1. CALL TO ORDER

The Chairman called the meeting to order at 6:03 p.m.

2. CONSIDERATION OF AMENDMENTS TO THE AGENDA

Mr. McCormack asked to amend the agenda to add action item 4Avii. CASE #2504-MSE-01-Request approval of special events to be held at Custom T's Motorsports Park, also known as Colonial Beach Dragstrip, to include music, food, and burnout exhibitions on April 19-20 2025, June 15, 2025, July 13, 2025, August 10, 2025, October 31 2025, and November 1, 2025, as well as an event on May 31 2025 with live entertainment, food, and burnout exhibitions. They are also requesting approval for a flea & farmers market to be conducted on the first Saturday of each month in 2025 starting in May. The property is located at 2035 James Monroe Highway.

Mr. McCormack noted that the owner reached out to him after the original motion was passed due to the term concrete padding being used, they currently have asphalt and other revisions he would like to address regarding safety.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Ingram with Mr. Ingram vote- aye, Mr. Trivett vote – aye, Mr. Hynson vote- nay, Mr. McCormack vote – aye and Chairman Fisher vote – aye. The motion passed 4-1 to approve the agenda with the noted amendment.

3. COMMENT PERIOD

A. Chairman and Board Member Comments

Let the record show that there were no comments from the Chairman or the other Board members.

B. County Administrator Comments

Mr. Taylor gave some updates from the last meeting and other information.

- i. The Household Hazardous Waste Collection Event is scheduled for Saturday, May 17, 2025, from 9:00 a.m. to 2:00 p.m. at the A. T Johnson building. He noted that it is a great opportunity to dispose of light bulbs, cleaners, oil-based paints, engine oil, and more.
- ii. For the Board of Supervisors meeting for May-August they will not be a need to have work sessions at the end of each month. Administration is recommending canceling the May 28<sup>th</sup> meeting and consider canceling the June, July and August work sessions as they get closer.
- iii. Mr. Taylor recognized Chairman Fisher who was recently elected Chairman of the Northern Neck Planning District Commission and they are fortunate to have his leadership.
- iv. Administration hopes to have the Board adopt the FY 25-26 budget this evening and Mr. Taylor expressed his appreciation to the employees for their work on the budget these past five (5) months. He noted that it has been a pleasure working with the department heads, constitutional officers, finance department, Ms. Cogswell, and all board members to position the County toward a bright future, while maintaining the tax rate. They still have work to do with the capital needs and he will bring more information to the Board in the future.

The Chairman thanked Mr. Taylor for his kind words as they relate to the NNPDC. He noted that the Northern Neck Planning District Commission makes up four counties in the Northern Neck, and they do a lot of regional work, including partnership grants. He stated that Jerry Davis and his office have done a tremendous job with the community development block grant and other programs. There is a county rotation for the chairman position, and its Chairman Fishers 3<sup>rd</sup> rotation as Chairman and he is grateful.

#### 4. ACTION ITEMS

##### A. Westmoreland County Budget for FY25-26, Garhett Adams, Budget Manager

##### i. Adoption of Proposed Budget FY25-26

Mr. Adams was present and gave a presentation on the budget adoption and went over the changes from the last meeting. He went through the presentation slide by slide. He stated that since the meeting on April 14, 2025, they advertised the Machinery & Tools tax rate at \$2.00, and based on additional information the proposed tax for FY25-26 is \$1.00 without having to re-advertise. He noted that one of the county's major employers invested in significant machinery and tools thus bringing more tax revenue into the county. The employer asked them if they would consider a reprieve on that tax rate. He stated that even though they dropped it to \$1.00 they are coming out ahead by \$111,824.00, based on the tax that will be coming in from the purchase. Mr. Adams stated on the expenditure side, last meeting the Board heard from the Westmoreland Youth Football Association and they were hoping to garner some support from the county. He noted that Administration has been very adamant about having constructive avenues for the youth. Since April 14, 2025, the County was able to budget \$8,000 for the Westmoreland County Football Association, which is consistent with what is given to the Little League organization.

There was a request by Mr. Ingram for Mr. Adams to show the other contribution partners that they give funds to and Mr. Adams pulled up on the screen the requested list. He noted that most of them received what they asked for but some were reduced due to what they received in previous years. He noted that they have boosted all free health clinics to \$10,000.00 He stated that the museum has its own line items within the General Ledger.

**\*\* LIST OF CONTRIBUTION PARTNERS BELOW\*\***

** NONDEPARTMENTAL **								
CONTRIBUTION/RAPP OFFICE ON	37,590	33,960	35,658	35,658	35,658		40,065	40,065
CONTRIBUTION/ST. PETERS EPI			14,500					
CONTRIBUTION/LEGAL AID WORK	8,964	8,964	8,964	8,964	6,723		8,964	8,964
CONTRIBUTION/THE HAVEN	7,000	7,000	7,700	7,700			8,470	8,470
CONTRIBUTION/NN FREE HEALTH	5,334	5,334	5,334	5,334	5,334		45,340	10,000
CONTRIB. COL. BEACH HUMANE	500	500	500	500			500	500
CONTRIBUTION/BAY AGING	12,980	13,240	13,640	13,640	13,640		14,049	14,049
CONTRIB. WESTMORELAND YMCA	115,000	115,000	115,000	115,000	86,250		115,000	115,000
WESTMORELAND LITTLE LEAGUE	6,000	6,000	7,125	7,789	7,789		8,000	8,000
PROF.SERV/NEW COURTHOUSE								
CONTRIB LEWIS B. FULLER CEN								
CONTRIB/WESTMORELAND YOUTH								
CONTRIB. COL BCH CHAMBER OF	1,500	1,500	1,500	1,500			1,500	1,500
CONTRIB-HEALTHY HARVEST (NN	5,000	5,000	5,000	5,000	5,000		7,000	7,000
CONTRIB-GUADALUPE FREE CLIN	5,500	5,334	5,500	5,500			5,500	10,000
CONTRIBUTION/LEDWITH LEWIS	5,334	5,334	5,500	5,500			5,334	10,000
CONTRIB-REMOTE AREA MEDICAL								
BURN BLDG RENO/COUNTY SHARE								
MFHNCB-RURAL INFANT SER PR								
BAY CONSORTIUM WORKFORCE DE			4,683	4,678	4,678		4,753	4,753
WESTMORELAND BOYS & GIRLS C							36,000	36,000
	210,702	207,166	230,604	216,763	165,072		300,475	274,301

After Mr. Adams went through the list above he then stated that the minor adjustments that were made changed the overall budget to \$46,967,618.00. His next slide was the advertised tax rates and the only change was the Machinery & Tools tax rate change. Mr. Adam's next slide was the all-fund budget and he went over each fund and for a total al funds budget of \$87,328,511.00 Mr. Adams asked Chairman Fisher if it would be agreeable for him to read each motion that he has prepared and then the Board can decide what they would like to do.

The Chairman stated that before they did that he asked the Board members if they had any questions.

Mr. Trivett asked Mr. Adams to repeat the all funds budget total.

Mr. Adams answered \$87,328,511.00.

Mr. Trivett then asked how much of those funds an increase for the school was.

Mr. Adams stated the school went up around \$300,000.00-\$400,000.00, not as much as last year.

Mr. Ingram thanked the staff and fellow supervisors for looking in and seeing where the money deserves to go the football association has been overlooked

for some time now and he was glad they were able to get it done for them and the money that will be going to the Boys and Girls Club of Westmoreland County.

Mr. McCormack thanked everyone involved with the budget and stated that the budget is a hard season for them and they did a great job without raising taxes and to be able to support organizations like the youth football.

Mr. Hynson thanked everyone for their hard work on the budget.

The Chairman stated that it is a great budget and they have met the needs of the county and through their hard work and planning they didn't increase taxes, which is always good news.

Chairman Fisher stated that Mr. Adams can read the motions he prepared but one of the Board members has to make the motion.

Mr. Adams then read the motion from the presentation and after that, the chairman asked with the pleasure of the Board.

Mr. Trivett thanked the Board members, County Administrator, and Assistant County Administrator for the effort that was made to help the employees. He noted in this budget they will be getting a raise and will be put on a fair scale and he hoped they don't get so far behind in the future. He stated that it was a lot of hard work for the people that were on the salary study committee and he felt that everyone would be pleased, especially the retirement aspect.

Chairman Fisher thanked Mr. Trivett for bringing it to their attention and he thanked all of the employees and constitutional officers for their patience it has been needed for a while and it hadn't fallen on deaf ears, they haven't been positioned to implement this or to gather the information needed. He thanked the personnel for being patient due to it being a big ask to have people work and not have the compensation they believed they should have. The timing is right and it is reflected in this budget. The Chairman stated that when they vote on this budget, he hoped it would show their appreciation to them for the great job they have done under tough circumstances.

With no further discussion, upon motion by Mr. Trivett, second by Mr. Ingram, with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the motion to adopt the County's Proposed Budget presented on April 14, 2025, with the budget amendments as presented on April 28, 2025, in the amount of \$87,328,511.00.

Mr. Adams stated the employees, the Board, and the County Administrator should be grateful for the Assistant County Administrator, Ms. Cogswell, and all of the work she has done saving the county money in waste disposal area allowed the County to fund the salary increases.

Mr. Adams stated that the next motion is wrapped in the budget and he read the motion from the presentation and then the Chairman asked what the pleasure of the Board was.

With no further discussion, upon motion by Mr. Trivett, second by Mr. McCormack with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved Westmoreland County's participation in the Local Choice Health Benefits Program for the period of July 1, 2025, through June 30, 2026, based on the following renewal rates (see packet)

ii. Adoption of Proposed County Tax Rates

Mr. Adams read the motion from the presentation and after that, the Chairman asked if there were any questions, and with the pleasure of the Board, if not he asked for a motion to approve.

With no further discussion, upon motion by Mr. Ingram, second Mr. Trivett with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the motion to adopt the County's Tax Rates as shown below for FY 25-26.

FY 2025-2026 Proposed		FY 2025-2026 Proposed		Combined	
*School District Tax Rates		General Government Tax Rates		FY 2025-2026 Tax Rates	
Personal Property	1.60	Personal Property	2.15	Personal Property	3.75
Mobile Homes	.46	Mobile Homes	.22	Mobile Homes	.68
Farm Machinery	1.46	Farm Machinery	.29	Farm Machinery	1.75
Machinery & Tools	1.00	Machinery & Tools	.00	Machinery & Tools	1.00
Merchant's Capital	.72	Merchant's Capital	.24	Merchant's Capital	.96
Real Estate	.26	Real Estate	.42	Real Estate	.68
Public Utilities	.46	Public Utilities	.22	Public Utilities	.68

DARRYL E. FISHER, CHAIRMAN  
ELECTION DISTRICT NO. 1  
HAGUE, VIRGINIA 22469

TIMOTHY J. TRIVETT, VICE CHAIRMAN  
ELECTION DISTRICT NO. 5  
COLONIAL BEACH, VIRGINIA 22443

JEFFREY A. MCCORMACK  
ELECTION DISTRICT NO. 2  
MONTROSS, VIRGINIA 22520

MATTHEW D. INGRAM  
ELECTION DISTRICT NO. 3  
MONTROSS, VIRGINIA 22520

W. W. HYNSON  
ELECTION DISTRICT NO. 4  
COLONIAL BEACH, VIRGINIA 22443



WESTMORELAND COUNTY, VIRGINIA

*Board of Supervisors*

MONTROSS, VIRGINIA 22520-1000

WESTMORELAND COUNTY TAX RATES

FY 2025-2026

JAMES P. TAYLOR  
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DONNA L. COGSWELL  
Assistant County Administrator  
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	FY 2025-26 *School District Tax Rates (per \$100)	FY 2025-26 General Government Tax Rates (per \$100)	Combined FY 2025-26 Tax Rates (per \$100)
Personal Property	\$1.60	\$2.15	\$3.75
Mobile Homes	\$0.46	\$0.22	\$0.68
Farm Machinery	\$1.46	\$0.29	\$1.75
Machinery & Tools	\$1.00	\$0.00	\$1.00
Merchant's Capital	\$0.72	\$0.24	\$0.96
Real Estate	\$0.26	\$0.42	\$0.68
Public Utilities	\$0.46	\$0.22	\$0.68
Tax Relief for Handicapped Equipped Motor Vehicles – \$0.001 on every one hundred dollars (\$100.00) of assessed value			
* School District Rates are not applicable in the Town of Colonial Beach			

Placid Bay Sanitary District Tax Rates FY 2025-2026	
Real Estate Tax Rate	\$0.06/\$100
Personal Property Tax Rate	\$0.001/\$100
Road Improvement User Fee	\$144.00/lot
Glebe Harbor-Cabin Point Sanitary District Tax Rate FY 2025-2026	
Recreation User Fee	\$245.00/lot

FY 2025-2026 Sewer Residential Rates		FY 2025-2026 Sewer Commercial Rates	
Coles Point Phase I	\$42.00	Coles Point Phase I	\$45.00
Coles Point Phase II	\$42.00	Coles Point Phase II	\$45.00
Washington District Phase I	\$42.00	Washington District Phase I	\$45.00
Washington District Phase II	\$42.00	Washington District Phase II	\$45.00
Glebe Harbor/Cabin Point/Drum Bay & Tidwells	\$42.00	Glebe Harbor/Cabin Point/Drum Bay & Tidwells	\$45.00
*Montross Westmoreland	\$37.00	*Montross Westmoreland	\$68.00
*1 <sup>st</sup> 6,000 gallons/per 1,000 gallons \$6.25		*1 <sup>st</sup> 6,000 gallons/per 1,000 gallons \$11.50	

iii. Adoption of Placid Bay District User Fee

Mr. Adams read the motion from the presentation and after that, the Chairman asked if there were any questions, if not he asked for a motion to approve.

With no further discussion, upon motion by Mr. Hynson, second by Mr. Ingram, with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the motion to adopt by resolution, Placid Bay Sanitary District User Fees as shown below for FY25-26.

<b>FY 2025-2026 Proposed Tax Rates &amp; User Fee Placid Bay Sanitary District</b>	
<b>Real Estate</b>	<b>.06</b>
<b>Personal Property</b>	<b>0.001</b>
<b>Road Improvement User Fee Per Lot</b>	<b>144.00</b>

iv. Adoption of Glebe Harbor- Cabin Point Recreation User Fee

Mr. Adams read the motion from the presentation and after that the Chairman asked if there were any questions, if not he asked for a motion to approve.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Ingram, with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the Glebe Harbor – Cabin Point Recreation User Fee as shown below for FY25-26.

<b>FY 2025-2026 Proposed Tax Rates &amp; User Fee Glebe Harbor Cabin Point Sanitary District</b>	
<b>Recreational User Fee Per Lot</b>	<b>245.00</b>

v. Approval of FY25-26 Appropriation Resolution

Mr. Adams read the Appropriation Resolution below.



The Chairman stated that it is their usual practice and custom to adopt an appropriation resolution for the proposed budget. He then asked if there were any questions or comments, if not, he asked for a motion to approve.

With no further discussion, upon motion by Mr. Trivett, second by Mr.

McCormack with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the appropriation resolution for the FY 2025-2026 budget, as presented.

**\*\*APPROPRIATION RESOLUTION ON NEXT PAGE\*\***



**Westmoreland County, Virginia  
Appropriation Resolution  
Fiscal Year 2025-2026**

**A Resolution to Appropriate Designated Funds and Accounts from Designated Estimated Revenues for Fiscal Year 2025-26 for the General Operating Fund, VPA Fund, School Operating Fund, School Food Service Fund, Alternative Education Fund, Placid Bay Sanitary District Fund, Placid Bay Sanitary District Dam Fund, Glebe Harbor-Cabin Point Sanitary District Fund, Federal Drug Seizure Fund, Electronic Summons Fund, Capital Projects/Industrial Park Fund, Westmoreland VRS Asset Fund and Westmoreland Water & Sewer Fund.**

**Whereas,** the Westmoreland County Board of Supervisors has heretofore prepared a budget for information and fiscal planning purposes only; and

**Whereas,** it is now necessary to appropriate sufficient funds for the contemplated expenditures as are contained in the budget; therefore, be it

**RESOLVED,** by the Westmoreland County Board of Supervisors that the budget for fiscal year 2025-26 is approved and appropriations for aforementioned funds are made as follows, subject to terms and conditions outlined within this appropriation resolution:

**FUND #100 - GENERAL OPERATING FUND**

Board of Supervisors	\$ 132,563
County Administration	678,706
Legal Services	127,000
Independent Auditor	79,500
Commissioner of the Revenue	521,883
Assessor	40,000
Treasurer	514,554
Accounting/Utilities	582,920
Data Processing	861,678
Information Technology	212,235
Risk Management/Insurance	589,988
Dues for Local Government	5,450
Electoral Board & Officials	93,683
Registrar	174,041
Circuit Court	2,400
Circuit Court Judge	28,240
General District Court	2,082
Juvenile & Domestic Relations Court	1,910
Clerk of the Circuit Court	483,352

Other Court Costs	8,000
Victim Witness Assistant Grant	156,256
New Courthouse Debt Service	323,050
Commonwealth's Attorney	769,695
Sheriff-Law Enforcement	3,847,249
E-911 Dispatch Center	697,159
E-911 Dispatch Center-Colonial Beach	332,754
School Resource Officer Grant/COPS	95,373
School Resource Officer Grant/DCJS	86,803
SRO – New	215,818
Opioid Expenditures	6,000
Volunteer Fire Departments	99,235
Westmoreland Volunteer Fire Dept.	200,000
Westmoreland Volunteer Fire Substation Company No. 5	61,436
Cople Volunteer Fire Dept.	200,000
Cople Volunteer Fire Substation Company No. 6	61,436
Oak Grove Volunteer Fire Dept.	200,000
Colonial Beach Volunteer Fire Dept.	200,000
Ambulance & Rescue Services	3,947
Colonial Beach Volunteer Rescue Squad	54,075
Forestry	7,810
Rescue Recovery	55,000
Westmoreland County EMS Department	5,433,016
Mobile Integrated Healthcare	159,100
Juvenile & Domestic Court Service Unit	78,670
VA Juvenile Comm. Crime Control Act/Rapp. Office on Youth	142,000
Inspections	368,813
Animal Control/Sheriff	380,843
Medical Examiner	300
Street Lights	13,000
Refuse Collection	870,515
Refuse Disposal	1,276,000
Household Hazardous Waste	15,000
General Properties	1,534,878
County Health Department	298,993
Mental Health	107,757
Children's Services Act	2,334,718
Community College	12,098
Recreational Complex	19,762
Westmoreland Museum/Library	50,000
Rappahannock Regional Library	586,856
Planning	432,355
Economic Director	168,646
Community Development	69,570
Northern Neck Planning District Commission	17,000
Planning Commission	8,850
Board of Zoning Appeals	3,300
Wetlands Board	6,300
Tourism/Travel Council	6,230
Soil & Water Conservation	16,000
VPI Extension Service	70,851

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Non-departmental	282,301
Transfers	14,952,777
Contingency	500,000
Salary Market Adjustment	1,164,680
Undesignated Reserve	146,476
Capital Projects	10
Industrial Development Authority	3,000
Debt Service/School Debt Service	2,680,296
<b>TOTAL GENERAL OPERATING FUND</b>	<b>46,967,618</b>

**FUND #105 - VPA FUND**

Welfare Administration	2,513,569
Assistances	258,429
Purchase of Services	81,593
<b>TOTAL VPA FUND</b>	<b>2,853,591</b>

**FUND #205 - SCHOOL OPERATING FUND**

Instruction	21,226,260
Administration, Attendance & Health	1,823,610
Pupil Transportation	3,217,577
Operation & Maintenance	2,829,533
Facilities	0
Technology	1,265,478
Federal Grants	1,267,825
Transfers	101,220
Contingency	427,092
<b>TOTAL SCHOOL OPERATING FUND</b>	<b>32,158,595</b>

**FUND #207 - SCHOOL FOOD SERVICE FUND**

School Food Service Fund	1,426,815
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**FUND #214 - ALTERNATIVE EDUCATION FUND**

Alternative Education Fund	461,620
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**FUND #225 – PLACID BAY SANITARY DISTRICT FUND**

Placid Bay Sanitary District Fund	233,000
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**FUND #226 – PLACID BAY SANITARY DISTRICT DAM FUND**

Placid Bay Sanitary District Dam Fund	79,357
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**FUND #227 – GLEBE HARBOR-CABIN POINT SANITARY DISTRICT FUND**

Glebe Harbor-Cabin Point Sanitary District Fund	326,535
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**FUND # 240 - FEDERAL DRUG SEIZURE FUND**

Federal Drug Seizure Fund	50
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**FUND # 250 – ELECTRONIC SUMMONS FUND**

Electronic Summons Fund	9,000
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**FUND #310 – CAPITAL PROJECTS/INDUSTRIAL PARK FUND**

Capital Projects/Industrial Park Fund 5,000

**FUND #525 – WESTMORELAND WATER & SEWER FUND**

Westmoreland Water & Sewer Fund 2,807,330

- 1) All appropriations are declared to be maximum, conditional and proportionate appropriations. This makes the appropriations payable in full in the amounts named herein, if the aggregate revenues collected and other resources available during the year ending June 30, 2025, for which appropriations are made, are sufficient to pay all of the appropriations in full; otherwise, the said appropriations shall be deemed to be payable in such proportion as the sum of all realized revenue is to the total amount of revenues estimated by the Board of Supervisors to be available for appropriation in the year ending June 30, 2025.
- 2) No department, agency, or individual receiving appropriations under the provisions of this resolution shall exceed the line items approved for that department, agency, or individual by the Westmoreland County Board of Supervisors.
- 3) The Board of Supervisors reserves the right to change at any time during the fiscal year ending June 30, 2024, compensation provided to any officer or employee and to abolish any office or position, except for such office or position as it may be prohibited by law from abolishing.
- 4) The County Administrator is authorized to establish purchasing policies and procedures to assure that expenditures are made within the appropriations defined within this resolution, and shall initiate emergency spending reductions to decrease expenditures in light of decreased actual revenues.
- 5) The amount appropriated to fund contemplated expenditures for the Westmoreland County School Board is by major category total. As permitted by state statute, the School Board is authorized to transfer funds between line items within such approved categories. The School Board shall seek prior approval to transfer funds between major category totals from the Board of Supervisors; this shall be done with an Internal Budget Revision Request Form.
- 6) No expenditures shall exceed the initial appropriation established by the Westmoreland County Board of Supervisors unless a supplemental appropriation is approved in advance of the expenditure.
- 7) The County Administrator may authorize the Director of Finance to transfer any unencumbered balance or portion thereof from one classification of expenditure (line item) to another within the same department, agency or expenditure categorical group, and the contingency line item within the fund as defined by the Uniform Financial Chart of Accounts. This procedure must be initiated by the requesting department or agency on an Internal Budget Revision Request Form and signed by the authorized department or agency head. The County Administrator may approve or disapprove such requests.

Any request to increase the overall appropriation to any department, agency or organization as appropriated by this resolution must be made to the Board of Supervisors on a Supplemental Appropriation Request Form.

- 8) The County Administrator may increase appropriations for the following items of non-budgeted revenue that may occur during the fiscal year:
- a) Insurance recoveries received for damage to County vehicles or other property for which County funds have been expended to make repairs or medical services.
  - b) Refunds or reimbursements made to the County for which the County has expended funds directly related to that refund or reimbursement.
- 9) The Director of Finance is authorized to reappropriate all outstanding encumbrances to the following fiscal year to the same department and account for which they are encumbered in the previous year. The County Administrator shall review and approve the final encumbrance list for transfer to the following fiscal year budget.
- The Director Finance is further authorized to appropriate water and sewer connection fee or "tap fee" revenues to their respective funds as those fees are paid throughout the year.
- 10) All appropriations that are not encumbered, committed, or expended prior to June 30, 2023 will lapse and the balance shall become part of the General Operating Fund Balance.
- 11) The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to the amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.
- 12) The County Administrator may increase or reduce revenue and expenditure appropriations related to programs funded in whole or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.
- 13) The County Administrator may appropriate both revenue and expenditure for donations by citizens or citizen groups in support of County programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be reappropriated into the subsequent fiscal year. The County Administrator may appropriate the bond proceeds approved by the Board of Supervisors to fund the approved capital project expenditures.
- 14) The County Administrator may appropriate revenues and expenditures for funds received by the County from asset forfeitures for operating expenditures directly related to drug enforcement. The outstanding balance of these funds shall not lapse but be carried forward into the next fiscal year.
- 15) The adoption of this resolution hereby implements the provisions of Senate Bill 483 which was passed by the General Assembly of the Commonwealth of Virginia during the 2000 regular session, and approved by the Governor of Virginia on April 8, 2000, as well as the provisions of the Resolution and Ordinance for Establishment of a Special Tax District, adopted by the Board of Supervisors as a resolution on April 18, 2000, and adopted as an ordinance after proper advertisement and a public hearing on August 14, 2000. The Board of Supervisors hereby declares as part of this Appropriation Resolution that the following non-levy funds are designated for support of the Westmoreland County Public Schools as follows:

Motor Vehicle Licenses  
County Share of Local 1% Sales Tax  
Payment in Lieu of Tax

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Auto Rental Tax  
Mobile Home Titling Tax  
Gross Receipts Tax  
State Car Tax Reimbursement  
Communications Tax  
Utility Tax  
Tax Penalties & Interest  
Interest Earnings  
Business Permit Fee  
Prior Year Excess Non-levy Revenues

The designation of these specific revenue sources shall in no way restrict the Board of Supervisors from utilizing additional non-levy designated funds in future appropriations. Moreover, it is expressly understood that reappropriations of prior year funds to the Westmoreland County Schools will not be considered as part of the current year appropriation. The appropriation of additional state or federal revenue is specifically excluded from the formula since they are not local revenues. School debt service funds shall be paid from the General Fund.

- 16) All departments under the supervision of the Westmoreland County Board of Supervisors must certify on or before July 1, 2025 the employees who will be employed by that department during the fiscal year and their annual salaries. No department under the jurisdiction of the Board may increase the number of employees or change the approved salary of its employees without prior authorization of the Board of Supervisors. Constitutional Officers and their respective employees who accept supplemental funding for salaries and or positions shall comply with the salary classification plan adopted by the Board of Supervisors.
- 17) Funds appropriated for capital projects will not lapse at the end of the fiscal year, but shall remain appropriated for the life of that project, until completion, or until the Board of Supervisors eliminates the appropriation.
- 18) The County Administrator or his appointed representative shall reserve the right to review the financial records of county-funded outside agencies who do not obtain annual audits. Said agencies shall provide a financial statement to the County Administrator at least annually.
- 19) Funds approved for any fire substation shall be required to be expended on the operation and maintenance for said facility. Such funds may pay for a prorated share of reasonable department costs. These expenses shall be accounted for in a separate account per the agreement with the citizen fundraising committees.

Adopted this 28<sup>th</sup> day of April 2025.

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Darryl E. Fisher, Chairman  
Board of Supervisors  
Westmoreland County



vi. Approval of Revised Utilities Fee Schedule

Mr. Adams read the motion from the presentation, the Chairman asked if there were any questions, if not he asked for a motion to approve.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Trivett, with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack and the Chairman voted "aye". The Board approved the County's revised Utilities Fee Schedule for FY25-26.

**\*\* UTILITIES FEE SCHEDULE NEXT PAGE\*\***



**WESTMORELAND COUNTY, VIRGINIA  
UTILITIES FEE SCHEDULE**

**WATER CHARGES**

**I. Route 3 Water Project/Monroe Hall (other than CDBG area)**

Residential and Commercial Water Service shall be based upon the following fee schedule:

<u>Per Bi-Monthly Bill</u>	<u>Volume</u>	<u>Charge</u>
Base rate	First 6,000 gallons	\$45.00
Above base of 6,000 gallons	Per 1,000 gallons	\$5.70
Water Connection Fee		\$5000.00 (minimum) or actual cost
Monroe Hall CDBG area	First 6,000 gallons Each subsequent 1,000 gallons	\$20.00 \$5.70

<u>Meter Size</u>	<u>Volume</u>	<u>Bi-monthly Charge</u>
1" meter	15,650 gallons	\$100
1 ½" meter	33,200 gallons	\$200
2" meter	50,750 gallons	\$300
3" meter	85,800 gallons	\$500
4" meter	138,450 gallons	\$800
6" meter	261,300 gallons	\$1,500
8" meter	454,250 gallons	\$2,600

**WASTEWATER CHARGES**

**I. Coles Point Sewer Projects – Phase I & II:**

Residential Wastewater Service	\$42.00 per month flat rate
Commercial Wastewater Service	\$45.00 per EDU* monthly flat rate

**II. Washington District Sewer Projects – Phase I & II:**

Residential Wastewater Service	\$42.00 per month flat rate
Commercial Wastewater Service	\$45.00 per EDU** monthly flat rate

**III. Montross-Westmoreland Sewer Project:**

	<u>Volume</u>	<u>Charge</u>
Residential Wastewater Service	First 6,000 gallons Per 1,000 gallons	\$37.00 \$ 6.25
Commercial Wastewater Service	First 6,000 gallons Per 1,000 gallons	\$68.00 \$11.50

Revised 4/28/2025

**IV. Glebe Harbor/Tidwells/Drum Bay/ Cabin Point Sewer Project:**

Residential Wastewater Service	\$42.00 per month flat rate
Commercial Wastewater Service	\$45.00 per EDU**** monthly flat rate

**WASTEWATER SERVICE CONNECTION FEE**

*A cost estimate is required for all applications for service to determine feasibility. Applicant is required to cover 100% of the actual cost for connecting to the system.*

**I. Coles Point Sewer Project – Phase I & II:**

Residential	<del>\$11,688</del> <b>13,094</b> per connection (minimum) or actual cost
Commercial	<del>\$11,688</del> <b>13,094</b> per EDU* (minimum) or actual cost

**II. Glebe Harbor/Tidwells/Drum Bay/Cabin Point Sewer**

Residential	<del>\$11,688</del> <b>13,094</b> per connection (minimum) or actual cost
Commercial	<del>\$11,688</del> <b>13,094</b> per EDU**** (minimum) or actual cost

**III. Washington District Sewer Project – Phase I and Phase II**

Grinder Stations	
Residential	<del>\$10,022</del> <b>12,801</b> per connection (minimum) or actual cost
Commercial	<del>\$10,022</del> <b>12,801</b> per EDU** (minimum) or actual cost

Air Vacuum Stations

**IV. Washington District Sewer Project – Phase I and Phase II**

Residential	<del>\$10,022</del> <b>10,331</b> per connection (minimum) or actual cost
Commercial	<del>\$10,022</del> <b>10,331</b> per EDU** (minimum) or actual cost

**V. Montross-Westmoreland Sewer Project**

Residential	\$4,995 per connection (minimum) or actual cost
Commercial	\$5,679 per EDU*** (minimum) or actual cost

*Effective June 8, 2009, the Montross-Westmoreland Wastewater System is governed by the Westmoreland County Utility Service Regulations and Design Standards.*

**NOTE:** *The developer of any new subdivision intended for residential, commercial or industrial use or any combination thereof, or the developer of any commercial or industrial site shall construct all Utility facilities as required in accordance with the Westmoreland County Utility Service Regulations & Standards.*

**UTILITIES RECONNECTION FEE**

\$500 plus arrearage

- \* EDU = 260 gallons per day – Coles Point Sewer (Phase I & II)
- \*\* EDU = 260 gallons per day – Washington District Sewer (Phase I & II)
- \*\*\* EDU = 260 gallons per day – Montross-Westmoreland Sewer
- \*\*\*\* EDU = 260 gallons per day – Glebe Harbor/Tidwells/Drum Bay/Cabin Point Sewer

2  
Revised 4/28/2025

The Chairman thanked Mr. Adams for the budget presentation and for having the motions for each item already written out because normally they have to figure out the correct wording for the motions and then a Board member will make the motion.

He noted that Ms. Foxwell was also present and had worked hard on the budget. Mr. Taylor thanked the students, parents, and Board members from the Youth Football Association for attending the meeting. He stated that they are welcome to stay for the whole meeting but they don't have to.

The Chairman stated that he was looking at a news broadcast with Gail King and there was an 8-year-old who had written a letter to then President William Jefferson Clinton for an interview for class and was granted that interview at 8 years old. He met with the president and the staffer kept in contact with the 8-year-old who has a great career. Years later he went to the name of the staffer who initially gave him the interview and requested the two names of the staffers' children to set up college funds for them. He wanted to repay the person who helped him fulfill his dreams. Chairman Fisher stated that young people may not know what they want to do as adults but when he was younger and in this exact room he wanted to sit up there and be chairman one day and that came true. He noted to reach for your dreams and if there is anything the Board can do to let them know, he then gave professional athletes that played youth football such as Jarmon Bushrod and Torey Smith.

Shante Plumber, Fundraising Chair of the Youth Football Association came to the podium and read a letter to the Board from the president and Vice President of the association below:

**Dear Members of the Westmoreland County Board of Supervisors and our beloved community,**

**On behalf of the Westmoreland Youth Association Football and Cheer Program, I would like to extend our heartfelt gratitude for including our program in the new budget. Your support comes at an incredibly opportune time, and we are sincerely thankful for the funding, which will directly address our urgent equipment needs and help with season-related expenses.**

**With this generous allocation, we will be able to provide our young athletes with the resources they deserve, ensuring that they have the necessary equipment to practice and compete effectively. Your commitment to youth sports in our community is truly commendable and will have a lasting impact on our players and cheerleaders.**

**As an organization, we pledge to uphold the values of integrity, professionalism, and consistency in all aspects of our program. We are dedicated to fostering a positive and supportive environment for our athletes, and we aim to make the most of the resources made available to us.**

**Today, we have some of our board members present, along with grateful parents and their young athletes, who are all excited and thankful for your support. We truly appreciate your commitment to investing in the youth of Westmoreland, and we look forward to making a meaningful contribution to our community through our program.**

**Thank you once again for your support. Together, we are making a difference in the lives of our youth.**

**Warm regards,**

**WYA**

**George Hunter  
PRESIDENT**

**Brad Jones  
VICE PRESIDENT**

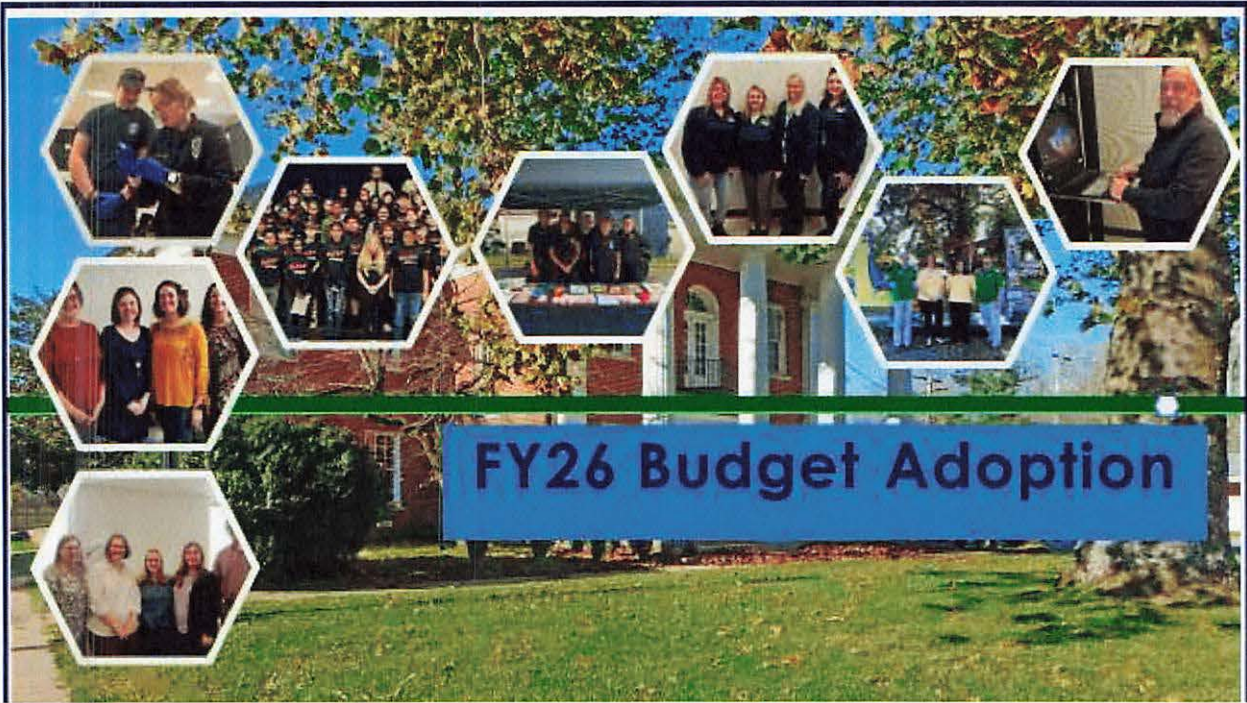
After Ms. Plumber read the letter she thanked the parents, children, and board members who were in attendance and thanked the board for making it possible for them to be included in the budget and that they were grateful.

The Chairman asked for a picture with everyone in attendance and asked Mr. Ingram to be in the picture due to him bringing it to their attention and working hard to make something happen for the youth.

Larry Thompson, owner of Custom T's Motorsports Park came to the podium and stated that he purchased the uniforms for the association 3 years ago, and on the



back of them is his foundation that gave money towards the program and he was glad the board is allowing them to do more things at the racetrack so they can raise more money for the kids. He also thanked the Board for their support as well. Chairman Fisher stated that two of the parents present tonight were in a group called the Little Angels when the Chairman was a youth pastor at Zion Baptist Church. He stated that he was touched because you have hopes and desires for the kids as they get older and seeing them mentoring their kids is a great thing to see.



# Changes Since April 14, 2025

FY 2025-2026

## Revenues

- Machinery & Tools Tax lowered to \$1.00
- Machinery & Tools Tax Revenue increased by \$111,824

## Expenditures

- Westmoreland Youth Football League - \$8000

## Expenditures By Department

FY2025-2026

Department	FY2024-2025	FY2025-2026 Requested	Year-Over-Year Difference	County Admin Recommendation	Department	FY2024-2025	FY2025-2026 Requested	Year-Over-Year Difference	County Admin Recommendation
Board of Supervisors	\$125,555	\$131,563	\$7,008	\$131,563	Street Lights	\$13,000	\$13,000	\$0	\$13,000
County Administration	\$524,199	\$678,206	\$154,007	\$678,206	Refuse Collection/Waste	\$3,195,406	\$1,191,315	(\$1,993,891)	\$2,161,315
Legal Services	\$127,000	\$127,000	\$0	\$127,000	General Properties	\$1,499,195	\$1,534,878	\$35,683	\$1,534,878
Independent Auditor	\$79,500	\$79,500	\$0	\$79,500	County Health Department	\$284,755	\$295,993	\$11,238	\$295,993
Commissioner of Revenue	\$503,814	\$521,883	\$18,069	\$521,883	Mental Health Services	\$97,189	\$107,757	\$10,468	\$107,757
Assessor	\$40,000	\$40,000	\$0	\$40,000	Children's Services Act	\$1,359,331	\$1,354,718	(\$4,613)	\$1,354,718
Treasurer	\$461,197	\$514,354	\$53,157	\$514,354	Community Colleges	\$12,098	\$12,098	\$0	\$12,098
Accounting/Utilities	\$598,570	\$581,910	(\$16,660)	\$581,910	Recreational Complex	\$19,130	\$19,261	\$131	\$19,261
Data Processing	\$655,186	\$861,678	\$206,492	\$861,678	Westmoreland Museum	\$40,000	\$50,000	\$10,000	\$50,000
Information Technology	\$435,033	\$212,235	(\$222,798)	\$212,235	Rappahannock Regional Library	\$248,439	\$256,850	\$8,411	\$256,850
Risk Management/Insurance	\$553,550	\$589,988	\$36,438	\$589,988	Planning	\$505,905	\$543,005	\$37,100	\$543,005
Dues For Local Government	\$5,450	\$5,450	\$0	\$5,450	Soil & Water Conservation	\$16,000	\$16,000	\$0	\$16,000
Economic Development	\$168,152	\$168,646	\$494	\$168,646	VPI Extension	\$68,694	\$70,851	\$2,157	\$70,851
Electoral Board & Officials	\$265,450	\$267,204	\$1,754	\$267,204	Non-Departmental	\$216,103	\$274,301	\$57,398	\$274,301
Circuit Court	\$1,001,685	\$1,005,200	\$3,515	\$1,005,200	Transfers	\$14,956,188	\$14,952,777	(\$3,411)	\$14,952,777
Commonwealth Attorney	\$696,448	\$769,695	\$73,247	\$769,695	Contingency Funds	\$50,000	\$50,000	\$0	\$50,000
Sheriff-LE	\$5,007,872	\$5,181,156	\$173,284	\$5,181,156	Salary Market Adjustment	\$0	\$1,164,680	\$1,164,680	\$1,164,680
Volunteer Fire Departments	\$1,136,355	\$1,159,484	\$23,129	\$1,159,484	Undesignated Reserve	\$0	\$42,052	\$42,052	\$42,052
Westmoreland EMS	\$5,204,686	\$5,592,116	\$387,430	\$5,592,116	Debt Service	\$1,732,374	\$1,680,296	(\$52,078)	\$1,680,296
Court Services	\$234,478	\$220,670	(\$13,808)	\$220,670					
Inspections	\$368,307	\$368,813	\$506	\$368,813					
Animal Shelter	\$358,687	\$381,143	\$22,456	\$381,143					
					<b>Total</b>	<b>\$44,711,325</b>	<b>\$46,855,794</b>	<b>\$2,144,469</b>	<b>\$46,855,794</b>



## FY26 Tax Rates

FY 2025-2026 Proposed *School District Tax Rates		FY 2025-2026 Proposed General Government Tax Rates		Combined FY 2025-2026 Tax Rates	
Personal Property	1.60	Personal Property	2.15	Personal Property	3.75
Mobile Homes	.46	Mobile Homes	.22	Mobile Homes	.68
Farm Machinery	1.46	Farm Machinery	.29	Farm Machinery	1.75
Machinery & Tools	1.00	Machinery & Tools	.09	Machinery & Tools	1.09
Merchant's Capital	.72	Merchant's Capital	.24	Merchant's Capital	.96
Real Estate	.26	Real Estate	.42	Real Estate	.68
Public Utilities	.46	Public Utilities	.22	Public Utilities	.68

FY 2025-2026 Proposed Tax Rates & User Fee		FY 2025-2026 Proposed Tax Rates & User Fee	
Placid Bay Sanitary District		Placid Bay Sanitary District	
Real Estate	.06	Real Estate	.06
Personal Property	0.001	Personal Property	0.001
Road Improvement User Fee Per Lot	144.00	Road Improvement User Fee Per Lot	144.00

FY 2025-2026 Proposed Tax Rates & User Fee		FY 2025-2026 Proposed Tax Rates & User Fee	
Glebe Harbor Cabin Point Sanitary District		Glebe Harbor Cabin Point Sanitary District	
Recreational User Fee Per Lot	245.00	Recreational User Fee Per Lot	245.00

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## All Funds Budget

Fund Name	FY25-26 Proposed Budget	Amendments	FY25-26 Adopted Budget
Fund 100 - General Fund	\$46,855,794	\$111,824	\$46,967,618
Fund 105 - VPA Fund	\$2,853,591		\$2,853,591
Fund 205 - School Operating Fund	\$32,158,595		\$32,158,595
Fund 207 - School Fund Service Fund	\$1,426,815		\$1,426,815
Fund 214 - Alternative Education Fund	\$461,620		\$461,620
Fund 225 - Placid Bay Sanitary District Fund	\$233,000		\$233,000
Fund 226 - Placid Bay Sanitary District Dam Fund	\$79,357		\$79,357
Fund 227 - Glebe Harbor-Cabin Point Sanitary District Fund	\$326,535		\$326,535
Fund 240 - Federal Drug Seizure Fund	\$50		\$50
Fund 250 - Electronic Summons Fund	\$9,000		\$9,000
Fund 310 - Capital Projects/Industrial Park Fund	\$5,000		\$5,000
Fund 525 - Westmoreland Water & Sewer Fund	\$2,807,330		\$2,807,330
<b>All Funds Budget</b>	<b>\$87,216,687</b>	<b>\$111,824</b>	<b>\$87,328,511</b>

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**Motion #1**  
**Adoption of Proposed**  
**Budget FY25-26**

I move that the Board adopt, by resolution, the County Administrator's Proposed Budget presented on April 14, 2025, with the proposed amendments as presented on April 28, 2025 in the amount of \$87,328,511.

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**Motion #2**  
**Approval of Participation**  
**in Health Insurance**  
**FY25-26**

I move that the Westmoreland County Board of Supervisors hereby approve Westmoreland County's participation in the Local Choice Health Benefits Program for the period of July 1, 2025 through June 30, 2026, based on the following renewal rates. (See Packet)

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**Motion #3**  
**Adoption of Proposed**  
**County Tax Rates**  
**FY25-26**

I move that the Board adopt, by resolution, the County's Tax Rates as shown below for FY25-26.

FY 2025-2026 Proposed		FY 2025-2026 Proposed		Combined	
*School District Tax Rates		General Government Tax Rates		FY 2025-2026 Tax Rates	
Personal Property	1.60	Personal Property	2.15	Personal Property	3.75
Mobile Homes	.46	Mobile Homes	.22	Mobile Homes	.68
Farm Machinery	1.46	Farm Machinery	.29	Farm Machinery	1.75
Machinery & Tools	1.00	Machinery & Tools	.00	Machinery & Tools	1.00
Merchant's Capital	.72	Merchant's Capital	.24	Merchant's Capital	.96
Real Estate	.26	Real Estate	.42	Real Estate	.68
Public Utilities	.46	Public Utilities	.22	Public Utilities	.68

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**Motion #4**  
**Adoption of Placid Bay**  
**Sanitary District User**  
**Fees**  
**FY25-26**

I move that the Board adopt, by resolution, Placid Bay Sanitary District User Fees as shown below for FY25-26.

FY 2025-2026 Proposed	
Tax Rates & User Fee	
Placid Bay Sanitary District	
Real Estate	.06
Personal Property	0.001
Road Improvement User Fee Per Lot	144.00

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**Motion #5  
Adoption of Glebe  
Harbor-Cabin Point  
Recreation User Fee  
FY25-26**

I move that the Board adopt, by resolution, the Glebe Harbor-Cabin Point Recreation User Fee as shown below for FY25-26.

FY 2025-2026 Proposed Tax Rates & User Fee	
Glebe Harbor Cabin Point Sanitary District	
Recreational User Fee Per Lot	245.00

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**Motion #6  
Approval of FY25-26  
Appropriation  
Resolution**

Whereas, the Westmoreland County Board of Supervisors has heretofore prepared a budget for information and fiscal planning purposes only; and

Whereas, it is now necessary to appropriate sufficient funds for the contemplated expenditures as are contained in the budget; therefore, be it

RESOLVED, by the Westmoreland County Board of Supervisors that the budget for fiscal year 2025-26 is approved and appropriations for aforementioned funds are made as follows, subject to terms and conditions outlined within this appropriation resolution. (See Packets)

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**Motion #7**  
**Approval of Revised**  
**Utility Fee Schedule**  
**FY25-26**

I move that the Board approve the County's revised Utilities Fee Schedule for FY25-26. (See Packets)

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- vii. CASE # 2504-MSE-01-Request approval of special events to be held at Custom T's Motorsports Park, also known as Colonial Beach Dragstrip, to include music, food, and burnout exhibitions on April 19-20 2025, June 15, 2025, July 13, 2025, August 10, 2025, October 31 2025, and November 1, 2025, as well as an event on May 31 2025 with live entertainment, food, and burnout exhibitions. They are also requesting approval for a flea & farmers market to be conducted on the first Saturday of each month in 2025 starting in May. The property is located at 2035 James Monroe Highway.

Mr. McCormack stated there have been some issues regarding the wording of the original motion approved on April 14, 2025, especially the first bullet regarding ..... the pit must be no less than 120x120 concrete pad ..... the intent was any hard top surface. In order to provide clarification on the motion the first motion must be rescinded, which was approved on April 14<sup>th</sup>. With no discussion, a motion made by Mr. McCormack, second Mr. Ingram with Mr. McCormack "aye", Mr. Hynson "nay", Mr. Trivett "aye", Mr. Ingram "aye" and

the Chairman voted “aye”, the Board approved (4-1) to rescind the prior approved motion for Case #2504-MSE-01.

Mr. McCormack proposed a new motion as it pertains to Drift Pits:

- Must be no less than 120x120 concrete, asphalt, or hard top pad.
- The interior must be surrounded by a guard rail.
- The area outside of the guard rail must be fully surrounded by concrete jersey barriers with chain link fencing, with the exception of an entrance/exit no wider than 12 feet
- The concrete barriers and fencing must be no less than 12 feet away from the guard rails. The intent of these guard rails is to prevent anyone from entering the drift pit area with the exception of the driver.
- No more than one car and one driver authorized in the pit per burnout/drift with seatbelt on and wearing a DOT approved helmet.
- No burn pit, drifting, or racing is authorized while conditions are wet.
- Only the driver is authorized in the burn out/drift pit. Drivers must not be under the influence of alcohol or drugs.
- All events must have at least one contracted state certified EMS unit per 2,500 people.
- Owner must provide event ticket sale numbers to WCSO nlt 5 business days prior to the event.
- Owner must reimburse all expenses to WCSO and EMS for all debt incurred due to the events, to include regular and overtime pay, fuel costs, and any other costs deemed appropriate by the WC Sheriff and EMS Director.
- All Land Use documents required for all permits must be submitted prior to authorization of any permit.
- A licensed security contractor with no less than 1 Security Guard per 250 people must be on site.
- No firearms authorized on the property during any event.
- No illicit drugs or drug use on the property.
- No camping

- Well lit signs at all entrances and exits.
- While drag racing, all cars must start at the starting point closest to the tower.
- No alcohol, illicit drugs, or any person under the influence of either are authorized in all pit areas.
- Only one lane safety per lane, and one safety at the drag race starting area are authorized.
- Absolutely no music or racing past 10pm.
- Lights must be off by 11pm.
- All trash must be cleaned up within 24 hours of all events.
- No cars authorized on any private property surrounding the track.
- Rules must be posted at entrance, near all burnout areas, restrooms, and concession stands, with font visible to the naked eye.
- Westmoreland County Officials must be authorized full access to events for inspection at any time. This includes the County Administrator, Assistant County Administrator, BoS Members, Planning Commission Members, Land Use Officials, Westmoreland County EMS and Sheriff's Office.
- Any violation of these rules must be reported immediately to the WC Administrator.
- The Westmoreland County Sheriff's Office can terminate any event, at any time, for any violation of this motion.

With no further discussion, a motion made by Mr. McCormack, second Mr. Ingram with Mr. Trivett "aye", Mr. Ingram "aye", Mr. McCormack "aye", Mr. Hynson "nay" and the Chairman voted "aye", the Board approved (4-1) to approve the amended motion, along with staff recommendations for Case #2504-MSE-01, as presented.

B. Approval of Northern Neck Regional Jail Budget 2025, Jim Taylor, County Administrator

Mr. Adams read the motion from the presentation and after that, the Chairman asked if there were any questions, and with the pleasure of the Board, if not he asked for a motion to approve.

Mr. Taylor stated that this doesn't include any local funds due to the way that it is structured. However, each locality is required to adopt the total budget for the jail. With no further discussion, upon Motion by Mr. Trivett, seconded by Mr. Ingram with Mr. Trivett, Mr. Ingram, Mr. Hynson, Mr. McCormack, and the Chairman vote aye. The Board approved the Northern Neck Regional Jail Budget for FY25-26 in the amount of \$13,846,630.00

The Chairman stated that they will let the Northern Neck Regional Jail know that they did a great job and they continue to strive to present a budget each year without asking for any local contribution, which is no small budget.

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**Motion #8**  
**Approval of Northern**  
**Neck Regional Jail**  
**Budget**  
**FY25-26**

I move that the Board approve the Northern Neck Regional Jail Budget for FY25-26 in the amount of \$13,846,630. (See Packets)

**Northern Neck Regional Jail  
FY 25/26 Budget Narrative**

**Significant Points**

**Approximately 12% Increase in Overall Expenditures**

**8% increase to salaries sworn/non-sworn personnel**

- a. This reflects the Compensation Board anticipated 3% increase in FY26 and 1.5% state comp board bonus for all staff
- b. Additional Classification Officer
- c. Additional Medical Position(s)

**Notable Operational Expenses**

Expenditure increases to operational budget to include, Salaries, Overtime, Employee Benefits, Medical services and Legal Services

Food and Food Supplies and Equipment reflect 3.4% CPI and increase to supplies for replacement of items due to normal wear and tear

Trusty Work Crew, Vehicle Powered supplies and Inmate Clothing and supplies increased to be aligned with past three years

Uniform and wearing apparel increased based on need to replace ballistic vest

Computer supplies and software expenditure increases with recent expansion to monthly subscription for software services

MAT Grant Other line item -reflected significant decrease in supplies and increase reflected in salaries

Communication and Equipment increase with anticipation of need to replace radios and accessories

Motor Vehicle and Equipment Increase on updated pricing to purchase and outfit a van

EDP Equipment increased significantly for updates/upgrades necessary that are anticipated to be supported by revenue through the VITA Grant

Capital Improvements increased based on projects outlined below



**Capital Improvements**

HVAC needs - Replace Two Air Handler Coils

Refabricating part of the kitchen with stainless steel

Replace flooring

Repave parking lot

Repairs to Pump house and Rail system

Cameras

Roof Repair

**Contribution to Fund Balance****Notable Revenue Increase/Decreases**

Compensation board projected salary increases for sworn/non-sworn funded positions and bonus

Budget reflects Increase to Bed Rental Revenue by 21% from 229 Federal inmates ADP at a rate of \$65 per day to 221 ADP at a rate of \$86 per day for Federal inmates. Average daily population (ADP) for current FY25 is 234 inmates.

Inmate Phones – negotiated contract with phone vendor and revenue shows decrease due to deferred revenue over a multi-year contract.

Substance Use Expansion Grant – applied and awarded three year grant that compliments the MAT and Substance Use Program

MAT Grant - Reapplication

VITA Grant (Virginia IT Agency) – anticipate receiving a state grant to assist with purchasing and updating computer equipment to include Host Servers that house fileserver, e-mail server, profiles and app server

Transport Reimbursement – reflects increase based on per hour reimbursable transport rate from IGA negotiation

		FY 25/26
Northern Neck Regional Jail		Budget
Revenue		
Compensation Board		
23080-00	Salaries & Other Operating Expenses	\$ 3,084,896.00
24040-18	Per Diem/Prisoner Days	\$ 475,000.00
	SUB-TOTAL, COMPENSATION BOARD	\$ 3,539,896.00
Local Share		
18990-14	Westmoreland County	
18990-13	Richmond County	
	Town of Warsaw	
	Northumberland County	
19020-04	Gloucester County	\$ 684,053.00
	SUB-TOTAL, LOCAL SHARE	\$ 684,053.00
Other Income		
19020-01	Rental Beds	\$ 6,919,502.00
19020-05	Drug Court-Essex County	\$ 6,000.00
19020-06	Drug Court-Lancaster County	\$ 6,000.00
19020-07	Drug Court-Northumberland County	\$ 6,000.00
19020-08	Drug Court-Richmond County	\$ 6,000.00
19020-09	Drug Court-Westmoreland County	\$ 6,000.00
18990-15	Inmate Phones	\$ 250,000.00
18990-17	Electronic Monitoring	\$ 8,000.00
18990-18	Miscellaneous	\$ 5,000.00
18990-19	Inmate Commissary	\$ 300,000.00
18990-20	SSA - Reimbursement	\$ 13,000.00
18990-21	Video Visitation	
24040-19	CCCA Grant	\$ 357,666.00
24040-20	PAPIS Grant	\$ 160,828.00
33301-15	Drug Court Grant	\$ -
24040-28	State Drug Court Grant	\$ 65,000.00
24040-21	CCCA Supervision Fees	\$ 9,000.00
24040-25	Drug Court Fee	\$ 1,500.00

24040-26	CESF Grant	\$ -
24040-27	Substance Use Expansion Grant	\$ 50,000.00
24040-29	ARPA Regional Jail Grant	\$ -
24040-30	MAT Grant	\$ 215,485.00
24040-31	MAT Grant - Gloucester	\$ 10,000.00
24040-32	VITA Grant	\$ 140,000.00
16030-01	Work Release	\$ 2,500.00
15010-01	Interest	\$ 200.00
15010-02	Investment Acct.	\$ 25,000.00
15010-04	Gain on Sale of Investments	
15010-07	Market Value Change	
33011-02	U.S Marshal - Jail Addition	
33011-03	Transport Reimbursement	\$ 550,000.00
33011-23	Guard Hire Reimbursement	\$ 60,000.00
18030-05	Expenditure Refunds	\$ 100,000.00
16010-05	Inmate Medical Fees	\$ -
16010-06	Federal Medical Reimbursement	\$ -
10000-0300-0	Fund Balance Appropriation	\$ 350,000.00
	SUB-TOTAL, OTHER INCOME	\$ 9,622,681.00
	TOTAL REVENUE	\$ 13,846,630.00

Northern Neck Regional Jail Budget	FY 25/26
Expenditures	Budget
<b>1000 Personnel Services</b>	
1100 Salaries & Wages - Reg	\$ 6,402,579.00
1111 Board Members Comp.	\$ 15,600.00
1112 Adm. Salaries	\$ 174,726.00
1200 Salaries & Wages - O.T.	\$ 300,000.00
1300 Salaries & Wages Part-time	\$ 70,000.00
1701 Holiday Pay	\$ 150,000.00
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 7,112,905.00</b>
<b>2000 Employee Benefits</b>	
2100 FICA	\$ 489,797.00
2210 VRS Retirement	\$ 447,246.00
2300 Hospital/Medical - Local Choice	\$ 963,084.00
2400 Group Life Insurance	\$ 73,824.00
2600 Unemployment Insurance	\$ 10,000.00
2700 Workers Comp. Insurance	\$ 70,000.00
2830 LODA	\$ 19,800.00
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>\$2,073,751.00</b>
<b>3000 Purchased Services</b>	
3110 Medical Doctor (In-House)	\$ 120,000.00
3111 Medical, Dental, Hospital/Psych	\$ 300,000.00
3120 Accounting/Auditing Services	\$ 30,000.00
3150 Legal Services	\$ 60,000.00
3160 Management fees	\$ 25,000.00
3161 Trusty Work Crew	\$ 40,000.00
3310 Repair & Main. Services	\$ 150,000.00
3320 Maintenance Contracts	\$ 110,000.00
3500 Printing & Binding	\$ 4,000.00
3600 Advertising/Branding	\$ 15,000.00
3810 Tuition Paid - RRCJT Acad.	\$ 29,000.00
3812 CSB Contract Services	
3822 Payroll Services	\$ 14,000.00
<b>PURCHASED SERVICES TOTAL</b>	<b>\$897,000.00</b>

BUDGET- Expenditures	FY 25/26 Budget
<b>5000 Other Charges</b>	
5110 Electrical Services	\$ 165,000.00
5120 Heating Services (Natural Gas)	\$ 150,000.00
5130 Water	\$ 65,000.00
5131 Sewer	\$ 260,000.00
5140 Refuse Collection	\$ 30,000.00
OTHER CHARGES TOTAL	\$ 670,000.00
<b>5200 Communications</b>	
5210 Postal Services	\$ 9,000.00
5220 Messenger Services	
5230 Telecommunications	\$ 40,000.00
5231 Telecommunications- Debit Calling	
COMMUNICATIONS TOTAL	\$49,000.00
<b>5300 Insurance</b>	
5301 Boiler Insurance	\$ 1,050.00
5302 Fire Insurance	\$ 11,302.00
5305 Motor Vehicle Insurance	\$ 6,259.00
5307 Liability Insurance	\$ 7,673.00
TOTAL INSURANCE	\$ 26,284.00
<b>5400 Lease &amp; Rentals</b>	
5410 Lease/Rent of Equipment	\$ 30,000.00
TOTAL LEASE & RENTALS	\$ 30,000.00
<b>5500 Travel</b>	
5510 Mileage - Private Vehicle	\$4,000.00
5530 Subsistence & Lodging	\$17,000.00
5540 Convention & Education	\$25,000.00
TOTAL TRAVEL	\$46,000.00



BUDGET-Expenditures	FY 25/26 Budget
TOTAL CONTRIBUTIONS OTHER	\$0.00
<b>5800 Miscellaneous</b>	
5810 Dues & Assoc. Membership	\$ 7,000.00
5811 PAPIS	\$ 840.00
5812 CCA	\$ 9,000.00
TOTAL MISCELLANEOUS	\$ 16,840.00
<b>6000 Materials &amp; Supplies</b>	
6001 Office Supplies	\$ 15,000.00
6002 Food	\$ 548,550.00
6003 Agricultural/Landscaping Supplies	\$ 2,500.00
6004 Medical & Pharmaceutical Supplies	\$ 350,000.00
6005 Laundry, Housekeeping & Jan	\$ 85,000.00
6006 Linen Supplies	\$ 15,000.00
6007 Repair & Maint. Supplies	\$ 80,000.00
6008 Vehicle & Powered Fuels	\$ 80,000.00
6009 Vehicle & Powered Supplies	\$ 40,000.00
6010 Police Supplies	\$ 20,000.00
6011 Uniform & Wearing Apparel	\$ 45,000.00
6012 Books and Subscriptions	\$ 300.00
6014 Other Operating Supplies	\$ 15,000.00
6021 Computer Supplies & Software	\$ 45,000.00
6022 Food Service Supplies and Equipment	\$ 12,000.00
6023 Inmate Clothing & Supplies	\$ 50,000.00
6024 MAT GRANT Other	\$ 30,000.00
TOTAL MATERIALS & SUPPLIES	\$1,433,350.00

BUDGET-Expenditures	FY 25/26 Budget
<b>7000 Payment to Joint Operations</b>	
7001 Fiscal Agent	
TOTAL PAYMENT TO JOINT OP	\$0.00
<b>8000 Capital Outlay</b>	
8201 Machinery & Equipment	\$ 5,000.00
8202 Furniture & Fixtures	\$ 10,000.00
8203 Communications Equipment	\$ 20,000.00
8205 Motor Vehicle & Equipment	\$ 85,000.00
8207 EDP Equipment	\$ 240,000.00
8213 Capital Improvements	\$ 450,000.00
TOTAL CAPITAL OUTLAY	\$ 810,000.00
OPERATIONAL BUDGET	\$13,165,130.00
<b>9000 Other Uses of Funds</b>	
9100 Contribution to fund balance	\$ 300,000.00
9212 Emergency Preparedness	
91400-5800 Contingency	\$ 350,000.00
TOTAL OTHER	\$650,000.00
<b>33301 Drug Court Grant</b>	
3111 Medical, Dental Hospital Services	\$20,000.00
3500 Printing & Binding	\$500.00
5510 Travel Mileage	\$625.00
5812 Drug Court Fee	\$1,500.00
6014 Other Operating Supplies	\$8,875.00
TOTAL DRUG COURT GRANT	\$31,500.00
<b>TOTAL OPERATIONAL BUDGET</b>	<b>\$13,846,630.00</b>

C. Compensation and Salary Adjustments, Jim Taylor County Administrator

i. Proposed Salary Adjustments effective May 1, 2025

Mr. Taylor gave a presentation on the proposed salary study and went through the presentation slide by slide and after his presentation, he asked if the Board had any questions.

The Chairman asked if there were any questions for Mr. Taylor, if not he asked for a motion to approve.

With no further discussion upon motion by Mr. McCormack, seconded by Mr. Trivett with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson and

Chairman Fisher vote aye". The Board approved the motion to implement the market-based salary adjustments effective May 1, 2025 and authorized the transfer from Contingency in the amount of \$167,000.00.

## Board of Supervisors

Proposed Salary  
Adjustments  
April 28, 2025



---

## **Implementation of Compensation Study**

- Results of the County's compensation study were presented to the Board of Supervisors on February 24, 2025
  - New salary range minimums
  - Equity adjustments based on years of service
- Interest in making the market-based salary adjustments effective prior to July 1
- With FY26 budget being adopted, recommendation to implement the salary adjustments effective May 1, 2025 (May 31 paychecks)



## **Implementation of Compensation Study**

- The FY25 cost for two months is approximately \$167,000
  - Budget transfer from Reserves for Contingency (\$104,330 remaining after transfer)
- 

## **Motion**

- To implement the market-based salary adjustments effective May 1, 2025 and authorize the transfer from Reserves for Contingency in the amount of \$167,000

ii. Proposed Changes to Personnel Policy- Section 3-2 and 3-3

Mr. Taylor gave a presentation on the proposed changes to the Personnel Policy and went through the presentation slide by slide. He stated that the change has to do with prorating salary increases for new hires. Currently when they have a new hire they have to wait 12 months to receive a salary increase. He stated they are proposing a change so that all employees would be eligible for an increase on July 1<sup>st</sup>, however, if they were hired within that year they would be prorated the number of months they have been in the position. He noted that the change would make it simpler for the finance staff such as budgeting so they can treat these items at the same time.

After Mr. Taylor's presentation, he asked if the Board had any questions. The Chairman asked if the Board had any questions if noted, he would entertain a motion to approve.

With no further discussion upon motion by Mr. McCormack, seconded by Mr. Ingram with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson and Chairman Fisher vote aye". The Board approved the changes to the Personnel Policies for prorating increases of new hires as presented.

## **Proposed Changes to Personnel Policy**

### ➤ Section 3-2: Definitions

- Performance Review Date (PRD). The PRD for all employees is July 1<sup>st</sup>. **prorated for new hires**. The annual PRD is always the first of the month. For employees with GEDs before the 15<sup>th</sup> of any month, the PRD shall be **based on** the first day of that month. For employees with GEDs after the 15<sup>th</sup> day of any month, the PRD shall be **based on** the first day of the following month.

### ➤ Section 3-5: Methods of Salary Increase

- Employees are eligible for a **salary** increase on **July 1 (prorated for new hires)** until they reach the maximum salary for their position. **Salary** increases are contingent upon an approved appropriation from the Board of Supervisors.
- 

## **Motion**

- To approve changes to the Personnel Policies for prorating salary increases of new hires as presented
-



Adopted by the Board of Supervisors  
January 11, 2021

Amended  
~~March 10, 2025~~  
April 28, 2025



## Westmoreland County

### Personnel Policy



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## Chapter 3: Pay Plan

### Section 3-1: General

This chapter sets forth the manner in which the pay plan operates and how various types of expected transactions should affect an employee.

- (a) These policies shall apply to all employees who enter, serve in, and leave classified positions.
- (b) Exceptions and deviations from these policies shall be handled on a case-by-case basis through the appropriate Department Head and the County Administrator and shall, when necessary, be the subject of supplements to this policy.
- (c) It shall be the responsibility of the County Administrator to administer these policies and to resolve problems and issues that may arise from time to time.

### Section 3-2: Definitions

- (a) Date of Employment (DOE). The month, day, and year on which an employee began working for the County.
- (b) Grade Entry Date (GED). The month, day, and year that employees enter their current grade. This date may be the same as the date of employment or another date as a result of promotion, demotion, or other action set forth in this policy.
- (c) Performance Review Date (PRD). The PRD for all employees is July 1<sup>st</sup>, prorated for new hires. The annual PRD is always the first of the month. For employees with GEDs before the 15<sup>th</sup> of any month, the PRD shall be based on the first day of that month. For employees with GEDs after the 15<sup>th</sup> day of any month, the PRD shall be based on the first day of the following month.

### Section 3-3: Pay Structure

The pay plan for the authorized positions of the County shall consist of:

- (a) The assigned pay grades; and
- (b) Rules providing for application of the scales and fixing the rates of pay for individual employees within the pay grades.
- (c) Persons employed in an authorized position on a part-time basis will be paid at an hourly rate equal to a full-time employee in the same classification. Progression through the assigned pay grade shall be as set forth in this chapter.
- (d) Employees are paid once a month, on the last work day of the month.

### Section 3-4: Entry Rate of Pay

The entry rate of pay for any position shall be the lowest or minimum rate in the pay grade for the position, unless education, training, or experience would qualify the employee for a higher entry rate and the higher rate is approved by the County Administrator. Employees who are re-entering County employment after resignation or discharge normally enter the grade for their position at the lowest or



minimum rate in the pay grade for the position. The County Administrator may allow an employee reentering County employment to re-enter at a higher than minimum rate in the pay scale based on particular circumstances.

#### Section 3-5: Methods of Salary Increases

- (a) Employees are eligible for a salary step increase on July 1 (prorated for new hires) ~~their performance review date (PRD)~~ until they reach the maximum salary for their position. Salary Step increases are contingent upon an approved appropriation from the Board of Supervisors.
- (b) Salary increases provided for by movement within a pay grade shall not accrue solely as a result of the completion of a required period of service, but shall be based on factors contained in the established performance appraisal document.
- (c) Employees may receive a salary increase calculated as a percentage of actual salary. The average payment percentage increase and the range of allowable percentage increases are established annually by the Board of Supervisors as part of the budget approval process.
- (d) The established salary scale for employees who work a 40-hour week is computed on 2080 work hours per year, except for Law Enforcement employees. All rates in the pay scale are those authorized for full-time employment for a period of twelve months and include compensation for holidays, unless otherwise noted herein.
- (e) Salary increases are effective on the first day of the County's Fiscal Year or July 1<sup>st</sup>. An employee shall not be eligible for a salary increase until the performance review form has been completely processed and no increases will be given until the forms are properly completed, signed, and received by the County Administrator.

#### Section 3-6: Reclassification

Reclassification is defined as a change to the class, title, or grade assigned to a particular class title. Reclassification is not a promotion or demotion. When an employee's position is reclassified, the duties have not changed substantially.

If an employee is changed from one classification to a classification carrying a higher pay grade as a result of reclassification, the employee's rate of pay will not change unless the minimum of the higher classification is above the present rate of pay in which case the employee will be placed at the minimum of the higher pay grade. The PRD will remain unchanged.

If an employee is changed from one classification to a classification carrying a lower pay grade, the employee's rate of pay will not change unless the maximum of the lower classification is lower than the present rate of pay in which case the employee shall be placed at the maximum of the lower pay grade. The PRD will remain unchanged.



D. Treasurer's Retirement, Richard Stuart, County Attorney

i. Petition for Order for Writ of Election and Resolution to Consider Order for Writ of Election

The Chairman stated next on the agenda is regarding the retirement of the Treasurer, which they will need to take action on.

Mr. Stuart stated what is before the Board is a petition for an order of writ of a special election. He noted that there was also supposed to be an order as well but it is not in the packet. He stated that the petition outlines the circumstances of Sue Jones retiring and the Chief Deputy taking over and it orders for the special election to be put on the ballot for November 4, 2025 during the general election. Mr. Stuart prepared an order for the judge to sign that states that but it didn't make it in the packet for tonight's meeting. Mr. Stuart stated that there is an accompanying resolution that if the Board is okay with, they can move to adopt the resolution as amended and he would ask that the resolution be amended in the 4<sup>th</sup> paragraph to say Petition and Order for Writ of Election.

Mr. Stuart asked if the Board had any questions.

With no further discussion, upon motion by Mr. Trivett, second by Mr. Hynson with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson, and Chairman Fisher voted "aye". The Board approved the order and petition, as well as, the resolution with the amended in the 4<sup>th</sup> paragraph to say Petition and Order for Writ of Election.

**\*\* PETITION AND RESOLUTION FOR ORDER FOR WRIT OF SPECIAL ELECTION ON NEXT PAGE\*\***

**VIRGINIA:**

**IN THE CIRCUIT COURT OF WESTMORELAND COUNTY**

**IN RE: PETITION FOR WRIT OF  
SPECIAL ELECTION TO FILL  
VACANCY OF WESTMORELAND  
COUNTY TREASURER**

**PETITION FOR ORDER FOR WRIT OF SPECIAL ELECTION**

COMES THIS DAY your petitioner, Westmoreland County Board of Supervisors, by counsel, and petitions this Honorable Court, pursuant to Section 24.2-228.1 of the Code of Virginia, 1950, as amended, to order that a writ of special election be issued for a special election to be conducted on Tuesday, November 4, 2025, to fill the unexpired term of the Treasurer of Westmoreland County, Virginia, which resulted from the resignation as Treasurer of Westmoreland County commencing June 30, 2025. Sue N. Jones was duly elected by the qualified voters of Westmoreland County to serve as Treasurer from January 1, 2024, through December 31, 2027.

Pursuant to Section 24.2-228.1 of the Code of Virginia, 1950, as amended, Bonnie S. Self, Chief Deputy Treasurer for Westmoreland County, became vested with the powers and shall perform all of the duties of the office of Treasurer for Westmoreland County, and shall be entitled to all the privileges and protections afforded by law to elected or appointed constitutional officers, until the qualified voters of Westmoreland County fill the unexpired term by special election pursuant to Section 24.2-228.1, as aforesaid, and the person so elected has qualified.

WHEREFORE, the Westmoreland County Board of Supervisors prays that this Court order that a writ of election be issued for a special election to be held on Tuesday, November 4, 2025,

1 of 2

and that the duly elected Treasurer for Westmoreland County will take office upon the qualification of the person so elected and extending thereafter to and through December 31, 2027.

Respectfully submitted,

By: \_\_\_\_\_  
Richard H. Stuart  
Attorney for Westmoreland County, Virginia

Richard H. Stuart, P.C.  
Attorney and Counselor at Law  
P. O. Box 1146  
Montross, Virginia 22520  
804-493-8892 Telephone  
804-493-8897 Facsimile

DARRYL E. FISHER, CHAIRMAN  
ELECTION DISTRICT NO. 1  
HAGUE, VIRGINIA 22469

TIMOTHY J. TRIVETT, VICE CHAIRMAN  
ELECTION DISTRICT NO. 5  
COLONIAL BEACH, VIRGINIA 22443

JEFFREY A. MCCORMACK  
ELECTION DISTRICT NO. 2  
MONTROSS, VIRGINIA 22520

MATTHEW D. INGRAM  
ELECTION DISTRICT NO. 3  
MONTROSS, VIRGINIA 22520

W. W. HYNSON  
ELECTION DISTRICT NO. 4  
COLONIAL BEACH, VIRGINIA 22443



WESTMORELAND COUNTY, VIRGINIA

*Board of Supervisors*

MONTROSS, VIRGINIA 22520-1000

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County Administrator  
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**WESTMORELAND COUNTY, VIRGINIA  
BOARD OF SUPERVISORS  
RESOLUTION**

At a regular meeting of the Board of Supervisors of Westmoreland County, Virginia, held at the George D. English Building, 111 Polk Street, Montross, Virginia on Monday, April 28, 2025 at 6:00 p.m.

WHEREAS, the Treasurer of Westmoreland County, The Honorable Sue N. Jones, has notified the Board of Supervisors of Westmoreland County of her retirement, effective June 30, 2025; and

WHEREAS, in accordance with §24.2-228.1 C of the Code, "Upon receipt of written notification by an officer or officer-elect of his resignation as of a stated date, the governing body may immediately petition the circuit court to issue a writ of election, and the court may immediately issue the writ to call the election.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Westmoreland County authorizes and directs the Westmoreland County Attorney to present the attached PETITION FOR WRIT OF ELECTION to the Circuit Court of Westmoreland County to fill the vacancy by ordering a special election for the remainder of the resigning Treasurer's term of office on the date of the next general election, which is November 4, 2025.

Adopted this 28th day of April, 2025.

\_\_\_\_\_  
Chairman

A COPY TESTE:

\_\_\_\_\_  
James Taylor, County Administrator  
Westmoreland County Board of Supervisors

E. Appointments to Commissions

i. Planning Commission( District 4)

The Chairman asked Mr. Hynson asked if there was a representative to be nominated from District 4.

Mr. Hynson stated that he does not have a nomination for the Planning Commission for District 4 at this time.

ii. Board of Building Appeals( District 4)

The Chairman asked Mr. Hynson asked if there is a representative to be nominated from District 4.

Mr. Hynson stated that he does not have a nomination for the Board of Appeals for District 4 at this time.

iii. Wetlands Board ( District 4)

The Chairman asked Mr. Hynson if there is a representative to be nominated from District 4.

Mr. Hynson stated that he does have a nomination for the Wetlands Board for District 4 and Elgin Nininger has agreed to continue on the Westland's Board.

Upon motion by Mr. Ingram, second by Mr. Trivett with Mr. Trivett, Mr.

Ingram, Mr. Hynson, Mr. McCormack, and the Chairman voted "aye". The Board approved the nomination of Elgin Nininger to the Wetlands Board for District 4.

iv. Board of Zoning Appeals ( District 3)

Chairman Fisher asked Mr. Ingram if he had a nomination for an appointment for District 3.

Mr. Ingram reached out to Mr. Lonnie Thurston and he is willing to stay on the Board of Zoning Appeals, if the Board is agreeable.

Upon motion by Mr. McCormack, second by Mr. Trivett with Mr. Trivett, Mr.

Ingram, Mr. Hynson, Mr. McCormack, and the Chairman votes "aye". The Board approved the nomination of Lonnie Thurston to the Board of Zoning Appeals for District 3.

**\*\*MEMORANDUM BELOW\*\***

DARRYL E. FISHER, CHAIRMAN  
ELECTION DISTRICT NO. 1  
HAGUE, VIRGINIA 22469

TIMOTHY J. TRIVETT, VICE CHAIRMAN  
ELECTION DISTRICT NO. 5  
COLONIAL BEACH, VIRGINIA 22443

JEFFREY A. MCCORMACK  
ELECTION DISTRICT NO. 2  
MONTROSS, VIRGINIA 22520

MATTHEW D. INGRAM  
ELECTION DISTRICT NO. 3  
MONTROSS, VIRGINIA 22520

W. W. HYNSON  
ELECTION DISTRICT NO. 4  
COLONIAL BEACH, VIRGINIA 22443



WESTMORELAND COUNTY, VIRGINIA

*Board of Supervisors*

MONTROSS, VIRGINIA 22520-1000

**MEMORANDUM**

JAMES P. TAYLOR  
County Administrator  
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DONNA L. COGSWELL  
Assistant County Administrator  
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E-mail: dcogswell@westmoreland-county.org  
Web Page: www.westmoreland-county.org

**TO:** Members, Board of Supervisors  
**FROM:** Donna Cogswell, Assistant County Administrator *DC*  
**DATE:** April 25, 2025  
**SUBJECT:** Upcoming Appointments

The following appointments have been placed on the agenda for the Board's April 28, 2025 meeting:

**Planning Commission**

District 4 – James Coates expired 12/31/2024

**Board of Building Appeals**

District 4 – Gary Inscoe expired 12/31/2024

**Board of Zoning Appeals**

District 3 – Lonnie Thurston expired 07/31/2024

**Wetlands Board**

District 4 – Elgin Nininger Jr. expired 12/31/2024

F. New Transfer Station Hang Tags, Donna Cogswell, Assistant County Administrator

Ms. Cogswell discussed the changes to the tags for the transfer station and convenience centers. She explained that we currently have a “hang tag” we had proposed a large hang tag but in an effort to save money we recommend going with a sticker. She stated that based on a conversation with the Treasurer's office and a third party, she recommends that the Board approve the sticker that she showed and it would go on the upper passenger side windshield, and as mentioned before it would be more cost-effective for the County. She explained an additional change would be to go from a fiscal year July 1 – June 30, to a calendar year January – December. With that said, the first sticker would go into effect July 1, 2025, and be good for 18 months through December 31<sup>st</sup>, 2026. She noted that it is sticky on one side and it would include all of the information that the old hang tag does but smaller in size. The final change recommended is two stickers would be mailed out to each Westmoreland county property owner, if they want additional stickers they can call the Treasurer's Office or come by and get more.

Mr. Ingram stated that they were talking about if a person buys a new car and how to get it off.

Ms. Cogswell stated that it could be peeled off, it isn't like the state sticker, it is more of a cling. She noted during testing, they put the sticker on the windshield and were able to take it off.

Mr. Ingram asked if they could get a sticker at the transfer station.

Ms. Cogswell stated that if you don't have your sticker, you can show your driver's license at the transfer station showing you live in Westmoreland county and they will allow you to dump and direct you to get a sticker from the Treasurer's office. She noted that they will work with the citizens so they are able to dispose of their trash.

Mr. Ingram stated that Ms. Cogswell has put a lot of time and work in this and thanked her and the staff for going above and beyond the call of duty.

Mr. McCormack stated that when he goes to the transfer station he normally backs his truck into the back of the building but this time they stopped him and said that he had to go over the scale. He noted that he had his decal and had a number on the decal that they needed for the transaction receipt. He asked if the proposed



sticker will have a number on it and if the number will be associated with the personal property tax record.

Ms. Cogswell stated that there is a number at the bottom, it will have the number, and dates that it is valid, just in a more condensed form.

Mr. McCormack asked Ms. Cogswell if they would have to know the number when they got to the window.

Ms. Cogswell answered yes.

The Chairman stated when he was down at the transfer station the attendants knew who he was but said he didn't have a hangtag and someone had to come down there and bring him one. He noted that it is a good thing because they want to enforce the rules and he thanked Ms. Cogswell for her work and efforts that have paid off for the County.

**G. Audit Consultant Agreement, Jim Taylor County Administrator**

Mr. Taylor stated that they have an opportunity to hire an audit consultant and her name is Anne Shauver and she is a CPA and former Finance Director of the City of Roanoke. Mr. Taylor has worked with her in the past and she was able to assist an organization from being late on the annual audit to being on if the first was completed. She can help with the FY25 year-end close-out process, assist the county with the external auditors regarding the prepared by client list, she can coordinate with the auditors to form a mutually agreed-upon timeline for the audit and for keeping them on track to get the audit on time. Some of her clients include Albemarle Charlottesville Regional Jail, the Town of Ashland, the Town of Blacksburg, Henry County, Roanoke County, and the City of Winchester. Mr. Taylor felt that she would stand as a bridge that's needed to get their annual audit done on time and he asked for a motion to execute a contract with her at the rate she provided in her proposal.

The Chairman asked if any Board members had any questions, if not he was in a position to accept a motion for approval.

With no further discussion, upon motion by Mr. Trivett, second by Ingram with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson, and Chairman Fisher voted "aye". The Board approved the County Administrator and County Attorney to execute a contract with Anne Shauver at the rate she provided in her proposal.

H. Westmoreland County Solar Policy, Jim Taylor, County Administrator

Mr. Taylor gave a presentation on the proposed solar policy and went through the presentation slide by slide. He gave an overview of what a solar policy is and the considerations. He stated that they formed a Solar Policy Committee in February 2025 to draft the policy and he thanked all of the participants involved for their efforts. He showed a list of all of the members of the committee. He then went over the draft policy and siting requirements. He noted that they received feedback regarding the 1,000 feet from primary roads and non-participating residential dwellings which is a large distance and the maximum size of any single solar facility shall not exceed 100 acres. He asked the Board if that was what they wanted. He noted that King George County is considering a project that is a lot larger. His next slide was land quality and environment. He noted that they are aware in some localities that proper erosion and sediment control has been an issue and wanted to make sure they have the expectations in place. He then went over screening and historic preservation, environmental controls, decommissioning, and application requirements.

**\*\* SOLAR POLICY PRESENTATION BELOW \*\***



# Board of Supervisors

## Solar Policy

April 28, 2025



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### **A solar policy**

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- Virginia localities may adopt a policy on solar installations to guide the siting, location, and land use decisions
  - Many Virginia counties have adopted a solar policy
  - Intended to meet the goals of planning and zoning under the Code of Virginia and to provide for the health, safety, and general welfare of our community
  - Can include fiscal policies related to permitting and revenue generation
-

## Considerations

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- A solar policy is not an ordinance (an ordinance could be adopted)
  - A solar policy would provide more guidance to prospective applicants
  - A solar policy could further define:
    - Acreage caps, radius restrictions, and capacity limits
    - Requirements for noise limitations, buffer areas, setbacks, and facility decommissioning
    - Battery storage
- 

## Solar Policy Committee

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- A solar policy committee was formed in February to draft a policy:

Kyle Allwine, Northern Neck Electric  
Willie Barton, Dominion  
Matthew Buckley, Dominion  
Jimmy Coates, Planning Commission  
Donna Cogswell, County Administration  
Reagen Fakhoury, Dominion  
Alan Hickman, Resident  
Woody Hynson, Supervisor

Bill Latane, Resident  
Jeff McCormack, Supervisor  
Beth McDowell, Land Use  
Tim Sanford, Resident  
DJ Saunders, Resident  
Richard Stuart, County Attorney  
Jim Taylor, County Administration

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# Draft Policy

DRAFT



## Solar Energy Policy

### Purpose and Intent

The Solar Energy Policy establishes comprehensive standards for the development of utility-scale solar energy projects in Virginia. The policy aims to balance renewable energy development with the preservation of agricultural lands, natural resources, historic sites, and rural character.

It is the goal of the Commonwealth of Virginia to ensure that solar energy development is consistent with the state's agricultural, historic, and natural resources.

### I. Siting Requirements

A. **Location and Size Restrictions.** The project area, including any solar facility, shall be located in accordance with the following:

1. 1,000 feet from primary roads (measured from center line of road)
2. 500 feet from secondary roads (measured from center line of road)
3. 1,000 feet from historic sites designated on local, state, or national registers
4. 250 feet from property lines of non-participating landowners
5. 1,000 feet from non-participating residential dwellings
6. 0.75 miles (3,960 feet) from tidal waters

B. **Maximum size.** The maximum size of any single solar facility shall not exceed 100 acres.

### C. **Land Quality and Environmental Considerations.**

1. The location of solar facilities shall be consistent with the state's agricultural, historic, and natural resources.
2. Solar facilities shall be sited in areas that are not environmentally sensitive, including wetlands, floodplains, or other areas of ecological significance.
3. Solar facilities shall be sited in areas that are not designated as prime farmland or other areas of high agricultural productivity.
4. Solar facilities shall be sited in areas that are not designated as historic or archaeological resources.

- For Utility Scale (5 megawatt or 50 acres or greater)
- Policy aims to balance renewable energy development with the preservation of agricultural lands, natural resources, historic sites, and rural character
- GOAL: Allow solar facilities where they can't be seen and on less productive soil

## Siting Requirements

- Location and Size
  1. 1,000 feet from primary roads (measured from center line of road)
  2. 500 feet from secondary roads (measured from center line of road)
  3. 1,000 feet from historic sites designated on local, state, or national registers
  4. 250 feet from property lines of non-participating landowners
  5. 1,000 feet from non-participating residential dwellings
  6. 0.75 miles (3,960 feet) from tidal waters
- Maximum size - the maximum size of any single solar facility shall not exceed 100 acres



## Land Quality and Environment

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- Preference given to projects sited on lands with marginal soil productivity as defined by USDA soil classification (websol survey).
  - Projects shall avoid lands with existing slopes exceeding 15% to the extent practicable.
  - Projects shall not be located within floodplains, wetlands, or critical habitat areas with the exception of necessary road and utility crossings and with approval from all appropriate agencies having jurisdiction of these resources.
  - During construction, proper erosion and sediment control barriers shall be maintained to prevent runoff and outflows of sediment to neighboring watersheds.
- 

## Screening

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- Solar facilities shall maintain and preserve existing vegetation and mature trees of at least 6 inches in diameter where possible and establish new vegetation to create an effective visual buffer.
  - A vegetative buffer of at least 50 feet in width shall be established within the setback area and maintained around the perimeter of the facility until decommissioning is complete.
  - Screening shall include a mix of native and other fast-growing trees and shrubs that provide year-round visual screening.
  - Planted vegetation shall comply with Article 6 Landscaping of the Zoning Ordinance, with staggered rows and a mixture of deciduous and evergreen vegetation.
  - Project owners shall post a vegetation maintenance bond for a minimum period of three (3) years following installation. The bond amount shall be sufficient to ensure the replacement of any failed plantings and proper maintenance of the vegetative buffer. The bond shall be renewed if the screening vegetation has not achieved 80% survival rate and the expected height and opacity after three (3) years.
-

## Historic Preservation

---

- Solar facilities shall not be permitted within designated historic districts.
  - Projects must include a historic resources survey conducted by qualified professionals.
  - Projects located within 1 mile or a lesser amount approved by Department of Historic Resources (DHR) of a historic resource shall include a viewshed analysis demonstrating minimal visual impact.
  - The County may require additional setbacks or screening for projects near historic resources it deems to be of particular significance.
- 

## Environmental Controls

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### Lighting

- Lighting shall be limited to that required for safety and operational purposes.
- Motion-sensor lighting is preferred over constant illumination, and all lighting shall be shielded and directed downward to the extent practicable to minimize light pollution.

### Noise

- Inverters and transformers shall be located at least 500 feet from the property line of any non-participating landowner.
  - Operational noise shall not exceed 50 dBA at the property line of any non-participating landowner. Construction noise shall not exceed 65 dBA.
  - Construction activity shall be limited to 7 am to 7 pm Monday through Saturday.
-



## Environmental Controls

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### Vegetation Management

- Native, pollinator-friendly vegetation shall be established around solar arrays where practicable.
  - A vegetation management plan must be submitted and approved that:
    - Minimizes use of herbicides and pesticides
    - Promotes native species diversity
    - Prevents erosion
    - Details mowing schedules and methods
  - Grazing for vegetation management is encouraged where appropriate.
- 

## Decommissioning

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- Prior to construction, the applicant shall provide a detailed decommissioning plan that includes:
    - Removal of all above-ground and below-ground equipment and structures
    - Revegetation with native species or other as requested by the landowner
    - Recycling of materials where possible
  - A surety bond (or other acceptable form of security) in the amount required for full decommissioning of the solar facility shall be provided and is subject to approval by the Westmoreland County Board of Supervisors.
  - The decommissioning cost estimate and surety bond shall be updated every 5 years.
  - Decommissioning shall be required if the facility ceases operation for a continuous period of 12 months.
-

## **Application Requirements**

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- Detailed site plans showing panel locations, buffers, and setbacks
  - Environmental inventory and impact statement regarding:
    - All site and viewshed impacts
    - Impacts to forests, parks, conservation easements, recreational areas, or historic or cultural resources within 1 mile of the proposed project
    - Detailed assessment of flora, fauna, and ecosystems potentially affected
    - Mitigation strategies for identified environmental impacts
  - Historic resources survey
- 

## **Application Requirements**

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- Traffic impact analysis
  - Economic impact analysis including effects on adjacent property values
  - Viewshed analysis from public roads and nearby historic sites
  - Glare analysis
  - Emergency management plan
  - Construction management plan
-

## Motion

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- To approve the Solar Energy Policy to establish comprehensive standards for the development of utility-scale (5 megawatt or 50 acres or greater) as presented (or amended)



**DRAFT**



## **Solar Energy Policy**

### **Purpose and Intent**

This Solar Energy Policy establishes comprehensive standards for the development of utility-scale (5 megawatt or 50 acres or greater) solar energy facilities in Westmoreland County, Virginia. The policy aims to balance renewable energy development with the preservation of the County's agricultural lands, natural resources, historic sites, and rural character.

It is the goal of the County to allow solar facilities where they can't be seen and on soil that is not designated as prime or other important farmland by the United States Department of Agriculture (USDA).

### **I. Siting Requirements**

**A. Location and Size Constraints** - The project area, including perimeter fencing of Solar facilities shall be located at minimum distances of up to:

1. 1,000 feet from primary roads (measured from center line of road)
2. 500 feet from secondary roads (measured from center line of road)
3. 1,000 feet from historic sites designated on local, state, or national registers
4. 250 feet from property lines of non-participating landowners
5. 1,000 feet from non-participating residential dwellings
6. 0.75 miles (3,960 feet) from tidal waters

**B. Maximum size** – the maximum size of any single solar facility shall not exceed 100 acres

**C. Land Quality and Environmental Considerations**

1. Preference given to projects sited on lands with marginal soil productivity as defined by USDA soil classification (websoilsurvey).
2. Projects shall avoid lands with existing slopes exceeding 15% to the extent practicable.
3. Projects shall not be located within floodplains, wetlands, or critical habitat areas with the exception of necessary road and utility crossings and with approval from all appropriate agencies having jurisdiction of these resources.



4. During construction, proper erosion and sediment control barriers shall be maintained to prevent runoff and outflows of sediment to neighboring watersheds.

**D. Screening and Visual Impact**

1. Solar facilities shall maintain and preserve existing vegetation and mature trees of at least 6 inches in diameter where possible and establish new vegetation to create an effective visual buffer.
2. A vegetative buffer of at least 50 feet in width shall be established within the setback area and maintained around the perimeter of the facility until decommissioning is complete.
3. Screening shall include a mix of native and other fast-growing trees and shrubs that provide year-round visual screening.
4. Planted vegetation shall comply with Article 6 Landscaping of the Zoning Ordinance, with staggered rows and a mixture of deciduous and evergreen vegetation.
5. Project owners shall post a vegetation maintenance bond for a minimum period of three (3) years following installation. The bond amount shall be sufficient to ensure the replacement of any failed plantings and proper maintenance of the vegetative buffer. The bond shall be renewed if the screening vegetation has not achieved 80% survival rate and the expected height and opacity after three (3) years.

**E. Historic Preservation**

1. Solar facilities shall not be permitted within designated historic districts.
2. Projects must include a historic resources survey conducted by qualified professionals.
3. Projects located within 1 mile or a lesser amount approved by Department of Historic Resources (DHR) of a historic resource shall include a viewshed analysis demonstrating minimal visual impact.
4. The County may require additional setbacks or screening for projects near historic resources it deems to be of particular significance.

**F. Environmental Controls**

**1. Lighting**

- a. Lighting shall be limited to that required for safety and operational purposes.
- b. Motion-sensor lighting is preferred over constant illumination, and all lighting shall be shielded and directed downward to the extent practicable to minimize light pollution.

**2. Noise**

- a. Inverters and transformers shall be located at least 500 feet from the property line of any non-participating landowner.

- b. Operational noise shall not exceed 50 dBA at the property line of any non-participating landowner. Construction noise shall not exceed 65 dBA.
  - c. Construction activity shall be limited to 7 am to 7 pm Monday through Saturday.
- 3. Vegetation Management**
- a. Native, pollinator-friendly vegetation shall be established around solar arrays where practicable.
  - b. A vegetation management plan must be submitted and approved that:
    - I. Minimizes use of herbicides and pesticides
    - II. Promotes native species diversity
    - III. Prevents erosion
    - IV. Details mowing schedules and methods
  - c. Grazing for vegetation management is encouraged where appropriate.

## **II. Decommissioning**

- A. Prior to construction, the applicant shall provide a detailed decommissioning plan that includes:
  - 1. Removal of all above-ground and below-ground equipment and structures
  - 2. Revegetation with native species or other as requested by the landowner
  - 3. Recycling of materials where possible
- B. A surety bond (or other acceptable form of security) in the amount required for full decommissioning of the solar facility shall be provided and is subject to approval by the Westmoreland County Board of Supervisors.
- C. The decommissioning cost estimate and surety bond shall be updated every 5 years.
- D. Decommissioning shall be required if the facility ceases operation for a continuous period of 12 months.

## **III. Application Requirements**

- A. Applications for solar facilities shall include:
  - 1. Detailed site plans showing panel locations, buffers, and setbacks
  - 2. Environmental inventory and impact statement regarding:
    - a. All site and viewshed impacts
    - b. Impacts to forests, parks, conservation easements, recreational areas, or historic or cultural resources within 1 mile of the proposed project

- c. Detailed assessment of flora, fauna, and ecosystems potentially affected
  - d. Mitigation strategies for identified environmental impacts
- 3. Historic resources survey
- 4. Traffic impact analysis
- 5. Economic impact analysis including effects on adjacent property values
- 6. Viewshed analysis from public roads and nearby historic sites
- 7. Glare analysis
- 8. Emergency management plan
- 9. Construction management plan

#### **IV. Compliance and Enforcement**

- A. Approved projects are subject to annual inspections to ensure compliance with approved plans.
- B. The County reserves the right to require remedial action for non-compliance.
- C. Repeated violations may result in revocation of permits.

This policy shall be effective immediately upon adoption by the Westmoreland County Board of Supervisors.



After Mr. Taylor's presentation, he thanked the committee members and stated that great ideas were presented at the meetings. He then asked the Board if they had any questions.

Chairman Fisher thanked them for their hard work and effort and it was his understanding that if they take action to adopt it becomes effective immediately.

Mr. McCormack thanked Mr. Taylor and everyone involved for getting the committee together and drafting a policy to present. He reminded the Board members that it is a policy and not an ordinance, so the Board still can remain flexible. Mr. McCormack felt that the Board should move forward with the draft policy.

Mr. Trivett also thanked Mr. Taylor for his hard work and it has been long overdue that a policy needed to be in place. He asked if the board adopts the policy will it affect any applicants that currently have an applicant in. He noted that Mr. McCormack did say that it would be taken into consideration if someone has already has a current application on file.

Mr. Taylor stated that there are a few that are working their way through the process and at the last meeting, there was one that was differed for 30 days and it will come up at the May meeting. Mr. Taylor felt that it would be an opportunity for the applicant to look at the draft policy and compare what they presented. They can see the differences, which can be discussed at the next meeting. He noted that just because a project meets all of the conditions doesn't mean that it would be approved or if a project doesn't meet all of the conditions it doesn't mean it won't be approved.

Mr. Trivett was happy that the draft policy is simplistic and not too long and should be easy for someone to look at and see what is expected.

Mr. Taylor asked if the Board is okay regarding the 1,000 feet from primary roads and non-participating residential dwellings.

The Chairman stated that it seemed a long way but felt that it was a good length away.

Mr. McCormack stated that the thought came to mind regarding the distance due to some of the neighboring counties having adopted policies that are more than 1,000 feet away.

Mr. Stuart stated that they still need to work on the screening and visual impact because if you have a 1,000-foot buffer and the screening says there is a 50-foot vegetative buffer, it has to be within the setback. If it's in the middle of the setback, you can still see the panels. He also stated when you see the siting requirements the verbiage is non-participating land owners, they may want to consider 250 feet or 1,000 from non-consenting land owners. Mr. Stuart felt that non-participating is a vague definition. Mr. Stuart hated to see people being in a bad spot due to there being a lot worse than you could do that would be right next to their house.

Mr. Taylor stated they would change the verbiage and he asked Mr. Stuart, in terms of screening, if he would suggest that it would be written in a way that the screening is close to the panels.

Mr. Stuart stated that it should be written to be within so many feet of the panels, that it blocks the view of them, typically in the larger setbacks it may not work given certain topographical conditions.

Chairman Fisher asked what the pleasure of the Board was if they wanted to incorporate the changes now and approve the policy or wait. He noted if they do approve they can put the changes in place and still put it in place tonight. The Chairman stated if there is a 1,000 setback, the vegetative buffer still has to be 50 feet from the project area, they can't just put it anywhere.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Trivett with Mr. Trivett, Mr. Ingram, Mr. McCormack, Mr. Hynson, and Chairman Fisher vote "aye". The Board approved the Solar Energy Policy to establish comprehensive standards for the development of utility-scale projects, as amended using language non-participating to non-consenting land owners and changing language to vegetative buffer 50 feet of the solar panels.

I. Formation of a Committee to review County Animal Ordinances, Jim Taylor, County Administrator

Mr. Taylor asked for approval to form a committee to review the county's animal ordinances in particular some of the ordinances that need to be reviewed about the number of dogs that can be kept in the residential area, ordinances that specify a particular neighborhood and barking dogs. He noted that currently the noise ordinance excludes barking dogs and they will not be reviewing ordinances about the rural areas of the county or anything related to hunting dogs. He asked that the committee be comprised of a couple of members of the Board of Supervisors, Planning Commission, Land Use, Sheriff's Office, Animal Control and Homeowners Association, or Sanitary District presidents.

Chairman Fisher stated that the board had heard the request from Mr. Taylor about forming a committee to review animal ordinances and for the committee to have members of the Board on the committee.

Mr. Hynson and Mr. McCormack have agreed to serve on the committee.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Trivett, carried unanimously by the Board. The Board approved the motion to authorize Mr. Taylor to form a committee to review the county's animal ordinances, to include Mr. Hynson and Mr. McCormack on the committee.

J. Resolution Regarding Local and Regional Water Supply Planning and Application for an FY2025 Water Supply Planning Grant, Jim Taylor, County Administrator

Mr. Taylor stated that it is a resolution submitted by the Planning Commission regarding the county's water supply study and then Mr. Taylor read the resolution below:

DARRYLE E. FISHER, CHAIRMAN  
ELECTION DISTRICT NO. 1  
HAGUE, VIRGINIA 22469

TIMOTHY J. TRIVETT, VICE CHAIRMAN  
ELECTION DISTRICT NO. 5  
COLONIAL BEACH, VIRGINIA 22443

JEFFREY A. MCCORMACK  
ELECTION DISTRICT NO. 2  
MONTROSS, VIRGINIA 22520

MATTHEW D. INGRAM  
ELECTION DISTRICT NO. 3  
MONTROSS, VIRGINIA 22520

W. W. HYNSON  
ELECTION DISTRICT NO. 4  
COLONIAL BEACH, VIRGINIA 22443



WESTMORELAND COUNTY, VIRGINIA

*Board of Supervisors*

MONTROSS, VIRGINIA 22520-1000

JAMES P. TAYLOR  
County Administrator  
P. O. BOX 1000  
MONTROSS, VIRGINIA 22520-1000  
PHONE: 804/493-0130  
FAX: 804/493-0134  
E-mail: jmtaylor@westmoreland-county.org  
Web Page: www.westmoreland-county.org

DONNA L. COGSWELL  
Assistant County Administrator  
P.O. BOX 1000  
MONTROSS, VIRGINIA 22520-1000  
PHONE: 804/493-0130  
FAX: 804/493-0134  
E-mail: dcogswell@westmoreland-county.org  
Web Page: www.westmoreland-county.org

#### RESOLUTION

Regarding Local and Regional Water Supply Planning and  
Application for a FY2025 Water Supply Planning Grant

WHEREAS, the Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and

WHEREAS, based upon these regulations [name of local government] is required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50.A, specifically: "Each locality in a regional planning area shall assist its regional planning unit in developing and submitting a single jointly produced regional water supply plan to the Department within five years from October 9th, 2024; and,

WHEREAS, regional planning areas are designated by 9VAC25-780-45.B, and a local government may request that the Department change its designated regional planning area to an adjoining planning area in accordance with 9VAC25-780-45.C; and,

WHEREAS, the following elements must be included in regional water supply plans in accordance with 9VAC25-780:

- A description of existing water sources in accordance with the requirements of 9VAC25-780-70;
- A description of existing water use in accordance with the requirements of 9VAC25-780-80;
- A description of existing water resource conditions in accordance with the requirements of 9VAC25-780-90;

- An assessment of projected water demand in accordance with the requirements of 9VAC25-780-100;
- A statement of need for the regional planning unit in accordance with the requirements of 9VAC25-780-100;
- An alternatives analysis to address projected deficits in water supplies in accordance with the requirements of 9VAC25-780-100;
- A description of water management actions in accordance with the requirements of 9VAC25-780-110 and 9VAC25-780-120;
- A description of drought response and contingency plans for each local government in the RPU, in accordance with the requirements of 9VAC25-780-120;
- An identification of water supply risks and regional strategies to address identified risks in accordance with the requirements of 9VAC25-780-125; and
- A map identifying important elements discussed in the water supply plan that may include existing environmental resources, existing water sources, significant existing water uses, and proposed new sources.

**WHEREAS, the Virginia Department of Environmental Quality has announced the availability of grant funds to assist Regional Planning Units and offset some of the costs related to the development of these Plans and are encouraging RPUs to submit applications for grant funds;**

**WHEREAS, for purposes of this DEQ water supply grant fund program, WESTMORELAND COUNTY will participate within the Northern Coastal Plain I; and**

**WHEREAS, the Regional Planning Unit, through the Northern Neck Planning District Commission wishes to apply for and secure DEQ grant funds to help offset the cost of regional water supply plan development.**

**NOW, THEREFORE BE IT RESOLVED that WESTMORELAND COUNTY agrees to participate with all local governments and water authorities within the Northern Coastal Plain I in the development of a regional water supply plan that will comply with mandated regulations; and**

**BE IT FURTHER RESOLVED that the Northern Neck Planning District Commission is authorized to develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan;**

**BE IT FURTHER RESOLVED** that the Northern Neck Planning District Commission agrees to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire Regional Planning Unit; and

**BE IT FINALLY RESOLVED** that Jerry W. Davis, AICP, NNPDC Executive Director is authorized to sign the DEQ contract and other appropriate documents related to the water supply planning grant and the regional water supply plan.

With no further discussion, upon Motion by \_\_\_\_\_ and second by \_\_\_\_\_, this RESOLUTION is hereby approved on this the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chairman, Westmoreland County  
Board of Supervisors

After Mr. Taylor read the resolution above, he asked if the Board had any questions. Chairman Fisher stated that the resolution will hopefully be adopted by all of the jurisdictions that make up the Northern Neck Planning District Commission for approval.

Mr. Taylor stated that they learned at the Planning District Commission meeting that in the region the county uses 4 million gallons of water per day and that all water comes from groundwater.

The Chairman stated that drinking water is getting scarce and you would have never thought that would happen and it is something that has been taken for granted for so long.

Mr. Hynson stated that King George County will be out of drinking water in 10 years and they would have to go to the river and it is coming this way. Mr. Hynson stated that it will come to a fight in the end on drinking water and people should start thinking about the wisdom of water and how it is used. He noted that they are predicting a water crisis in 10 years and you can't control how much water is being sucked out of the ground by Southern Maryland and the water that comes from Culpeper underneath King George. Mr. Hynson has been against the trash pile they have and that the water could get contaminated. He stated that they don't want the county to have rifles because they don't have hills and gullies but you can only build reservoirs where there are hills and gullies. Artesian water is more valuable here than anywhere else and Mr. Hynson would like a lot of wisdom to go into any water deal that is made. Mr. Hynson has worked on the water his whole life, trying to use it wisely and when they talk about people sucking water out of the Rappahannock River, it has got him attuned to it. There is a big difference between buying air conditioning with water, and irrigation of fields with water but when you get to drinking water for people then it gets serious due to people not lasting long without drinking water.

Mr. Stuart stated that the resolution is required pursuant to Virginia Law to do the regional planning and there are funds out there to help in the adjustment. He noted it is a mandate but it is partially funded.

With no further discussion, upon motion by Mr. McCormack, second by Mr. Ingram with Mr. Ingram, Mr. Trivett, Mr. McCormack, Mr. Hynson, and Chairman Fisher vote "aye". The Board approved the motion to adopt the resolution, as presented.



5. ADJOURNMENT

Chairman Fisher asked if there was any further business to bring before the Board.

Mr. Ingram stated on May 28, 2025, the Boys and Girls Club of Westmoreland will be having an open house at the old W & L High School from 5: 00 p.m. – 7:00 p.m. and free dinner will be provided. He noted it would be a good way for residents to look at the facility and, hopefully, enroll their child, and summer camp will start in June 2025. Mr. Ingram also stated that he will be absent from the next meeting on May 12, 2025, due to his daughter graduating from Northern Neck Technical Center.

The Chairman thanked Ms. Foxwell and staff again for their hard work and stated that you learn through a process and the procedures that were put in place through the current budget cycle has worked extremely well. He noted that every Board member was in the loop every step of the way and had an opportunity to give input as they progressed along and it gave Mr. Taylor and staff the direction they needed to prepare a good budget and meet all objective the board put before them. You don't have to agree on every point to get things done but you do have to agree to get it done and when you have good people to take care of the tasks, it makes it easier. He noted that they have a good budget that looks out for the taxpayers and it is something to be proud of. Chairman Fisher also stated that on May 3, 2025, at 3:00 p.m. at Westmoreland High School, the school system is having a retirement party and one notable retiree is Ms. Hazel Hickman, she is in food service and has done a great job across the county for years making sure our children are fed. No other Board member or Administrative staff received an invitation, therefore, Chairman Fisher stated that he will make call tomorrow and make sure everyone gets an invitation.

Chairman Fisher asked if there was any further business to bring before the board, and then he asked for a motion to adjourn. With no further business, upon motion by Mr. McCormack, second by Mr. Ingram, carried unanimously. The Board adjourned the meeting at 7:47 p.m.

The next scheduled meeting is Monday, May 12, 2025, at 6:00 p.m. in the George D. English, Sr. Memorial Building.

Chairman, 