WESTMORELAND COUNTY BOARD OF SUPERVISORS
MINUTES – APRIL 27, 2026

A work session of the Westmoreland County Board of Supervisors was held on Monday, April 27, 2026, in the public meeting room of the George D. English, Sr. Memorial Building, located at 111 Polk Street, Montross, Virginia.

Present: Board of Supervisors
Timothy J. Trivett, Chairman
Jeffrey McCormack, Vice Chairman
Darryl Fisher
Matthew Ingram
Woody Hynson

Staff
Donna Cogswell, Interim County Administrator
Richard Stuart, County Attorney

1. CALL TO ORDER

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

2. CONSIDERATION OF AMENDMENTS TO THE AGENDA

Chairman Trivett asked whether any Board member had any changes to the agenda.

Let the record show that there were no amendments.

With no further discussion, upon motion by Mr. Fisher, seconded by Mr. McCormack, and with Mr. Ingram voting "aye", Mr. Fisher voting "aye", Mr. Hynson voting "aye", Mr. McCormack voting "aye", and the Chairman voting "aye". The Board approved the agenda as presented.

3. COMMENT PERIOD

A. Chairman and Board Member Comments

Chairman Trivett asked if there were any comments from any board members.

Mr. Fisher stated that VDOT has been able to keep the beavers at bay and letting the water flow.

4. ACTION ITEMS

A. AT Johnson Building Remediation

i. Accept & Approve Bay Restoration Contract

Ms. Cogswell stated that at the March 23, 2026, board meeting, the Board authorized the county attorney and herself to draft a contract with Bay Restoration for the remediation of the A.T Johnson Building. Ms. Cogswell met with the representative from Bay Restoration to discuss the project and expectations and received a draft contract from them. She has reviewed it, forwarded it to the county attorney for legal review, received comments from his office, implemented revisions, and sent it back to Bay Restoration. She noted that the changes in the contract were related to making sure that any changes , whether financial or project based would have to come back to the Board and be able to hold them accountable as much as possible. She noted that the county attorney's office felt that the proposal was very detailed in what will happen.

Mr. Stuart wanted to bring the Board's attention to paragraph 17, which discusses binding arbitration. He mentioned that he isn't a big fan of it but isn't opposed. He just wanted to make the Board aware that in the event there is something that can't be resolved, they would agree to binding arbitration, as opposed to court or mediation.

Chairman Trivett asked if the administration is recommending for approval of the Bay Restoration contract for $216,583.36 subject to approval as to form by the County Attorney.

Ms. Cogswell answered yes.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. Hynson, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved to award the contract for the remediation of the A. T Johnson Building to Bay Restoration and is subject to approval as to form by the county attorney in the amount of $216,583.36.

ii. Approve transfer of funds from Industrial Development Initiative line to A.T. Johnson Building Remediation Project line.

Ms. Cogswell stated that they do not need board approval; they are transferring funds internally from the Capital Projects Budget. They are moving $125,000 from the Industrial Development Initiative line to a new line within that same budget. She mentioned that Mr. Risavi told her to inform the Board that there will be an internal transfer of funds to get them through this budget year, with the remainder in the next budget year, because each phase is broken into smaller sections and they do not have to pay until those particular portions are due.

Chairman Trivett asked the Board if they had any questions.

Mr. Ingram thanked Ms. Cogswell for the transparency and for making the residents aware of what is going on.

B. Approval of School Funding Formula for FY 2025–2026

Ms. Cogswell stated that she and Mr. Risavi have been reviewing the current budget. It was determined that the budget calculation had not been completed. They consulted with the county auditors, who advised completing the calculation at the late stage of the fiscal year to ensure compliance. Historically, the calculation is completed and the board approves it during the budget approval process, but it was not completed this fiscal year. She stated that the calculations satisfy the statutory and ordinance requirements and identify revenue sources that support the school system. She mentioned that a tax increase isn't feasible at this point but could have been an option, relying on QSCB interest subsidy payments received from the state, which were an Obama-era school financing, applied to the school projects. That debt will be retired at the end of the current fiscal year, and the subsidy will cease. She also stated that they used prior-year excess nonliving revenue and prior-year excess personal property and machinery and tools to meet the required funding level. Ms. Cogswell stated that they are asking the board to approve the completed calculations for the current fiscal year 2025-2026, and she will then forward copies to the Town of Colonial Beach and Westmoreland County Public Schools.

Mr. McCormack asked who is responsible for ensuring the formula is done aside from the county administrator prior to the budget coming before the board.

Ms. Cogswell answered the county administrator and budget manager.

Mr. Ingram stated that this county has a unique situation because there are two localities in Virginia that have both a county school system and a township. He noted that the formula refers to the Code of Virginia, Chapter 6-19, and urged citizens to look it up and read it to understand how the 2 separate school systems are funded in this county.

Chairman Trivett stated that the Town of Colonial Beach isn't paying Westmoreland County Public Schools; it pays only for the town's school system through that formula.

Mr. Fisher stated that it took a lot to get the formula in place and that it works reasonably well when applied, but unfortunately, with the changes that took place, it was overlooked. He agreed with Mr. Ingram on the citizens' right to look up the formula and understand it, given the many misconceptions about the funding between the 2 entities. He stated that the previous county administrator was part of the architect in that, and it would never be missed because it was something he routinely did.

Mr. Hynson agreed with Mr. Fisher and Mr. Ingram that the citizens should look up the formula to be familiar with it so there is no misunderstanding about how the funds are spent and generated in the county and the town. He felt that if they didn't have the formula and operated as one, it would cut down on duplicative jobs and paperwork, and state funding would increase.

With no further discussion, upon motion by Mr. Ingram seconded by Mr. Hynson, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the School Funding Formula for FY 2025–2026, as presented.

C. Memorandum of Understanding between Westmoreland County and Westmoreland County School Board

Ms. Cogswell stated that, as part of the review of issues affecting the 2025-2026 and beyond budget, Mr. Risavi had many questions about the MOU, funding, and loans. The MOU between the county and the school was examined, and after several meetings with Davenport, the bond council, and representatives from the school to clarify Mr. Risavi' s questions, the MOU was reviewed. She stated that Mr. Risavi identified several concerns regarding the process, including the MOU itself. In prior board meetings, the MOU was described as "A Capital funding framework to support the priority capital improvements for both the county and the school." Ms. Cogswell believed that many people thought it was necessary to move forward with the loans, but neither the MOU nor the joint funding was needed. She stated that the MOU puts the county at a disadvantage; in one meeting, the county attorney indicated that it was not in the county' s best interest. The joint capital reserve fund, where you combine the funding with the school and the county, is something that should not be done because they have to differentiate the debt service with the loans from the county and the school and should never be combined. She stated that under the MOU, it appeared that the board would be removed from responsibility for approving projects currently in the CIP and would retain authority only if a change were made. Additionally, the proposed change in the disbursement frequency for the school operating funds would reduce revenue. She stated that they are interest-bearing accounts, and Mr. Risavi stated that this would reduce revenue, which could affect future revenues. She asked the Board to rescind the existing MOU, authorize the Treasurer and Director of Finance to void the joint capital reserve fund, and then authorize the Treasurer to reinstate the funds to their original accounts. She noted that the school would get its $ 1.7 million and the county would get its $900,000, and any interest would be figured out to determine the amount. Ms. Cogswell stated that Mr. Risavi spoke with Alexes Chatham, Finance Director of the school board, Cathy Rice, Superintendent of Westmoreland County Public Schools and Ralph Fallon, Chairman of the School Board; about his concerns and how to rectify them. Mr. Stuart stated that Mr. Risavi told him that the school board agreed with this, and he then asked Mr. Fallon if that was accurate.

Mr. Fallon stated that the school board hasn't met and discussed it yet.

Mr. McCormack asked about the projects already underway, moving forward with the bonds that were issued.

Ms. Cogswell stated that the loans remain in place, and anything being worked on still goes through the process as dictated by the master agreement, the bond, etc.

i. <u>Rescind existing Memorandum of Understanding</u>

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. McCormack, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the motion to rescind the existing Memorandum of Understanding.

Mr. Fallon asked whether both parties must rescind the MOU.

Mr. Stuart stated that he is not going to advise the school board either way, as they have their own council, but it would be preferable if both parties rescinded the MOU and went a different way.

ii. <u>Authorize Treasurer to void joint investment funds containing money from county and school.</u>

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. McCormack seconded by Mr. Fisher, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the motion to authorize the Treasurer to void joint investment funds containing money from the county and the school.

iii. <u>Authorize Treasurer to reinstate funds to their original accounts.</u>

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. McCormack, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the motion to authorize the Treasurer to reinstate funds to their original accounts.
Mr. Ingram clarified that rescinding the MOU doesn't mean that the county isn't going to support the school system, it's just an action needed to clarify specific information within the MOU.

D. General Reassessment for 2028

Ms. Cogswell stated that the County issued a Request for Proposal (RFP) for the next county general reassessment, effective in 2028. They received 2 proposals: Cowan Services LLC and Vision Government Solutions. She stated that Cowan Services' proposal largely met the RFP requirements, with previous and current projects in Lancaster, Caroline, and Mathews. The Commissioner of Revenue contacted the references, and they were generally accepted. Their total cost, including the performance bond, was $586,211.16. She mentioned that the RFP requested 4 weeks of appeals, and Cowan Services considered it excessive, so their bid covered only 2 weeks. Any additional days would be $800 per day. The other company, Vision Government Solutions, met all RFP requirements, acquired Wampler-Eanes and Pearson Appraisal in December of 2024, and noted that Fred Pearson would oversee the project. They have completed previous projects in Essex, Northumberland, and Appomattox. She noted that Fred Pearson had a long-standing history with the Westmoreland County reassessments and that their base cost without the performance bond was $552,900.00 and with the performance bond was $563,958.00.
Will Hoover, Commissioner of Revenue, came to the podium and stated that after checking references, both companies have solid track records with minor issues such as data entry and communication. He stated that the main difference was the formal appeal section, with a 2-week period instead of 4 weeks.
Chairman Trivett asked Mr. Hoover if there was a recommendation for which one to choose.

Mr. Hoover recommended Vision Government Solutions based on their bid price and on the inclusion of 4 weeks for the formal hearings.

Mr. McCormack asked whether there had been any further discussion about combining assessments with other counties in the future to make them more cost-effective. He also asked whether they were planning to move from 4-year assessments to 6-year assessments.

Mr. Hoover stated that the topic was raised at a previous county administrator meeting held by Mr. Taylor. One county wasn't interested and was waiting to receive the pricing before deciding whether to switch to a 4-year cycle.

Mr. Ingram asked about the scope of the assessments and whether the assessor will get out of the car and walk the property to provide an accurate representation of its condition and value.

Mr. Hoover stated that, per the RFP, they are supposed to check the measurements on the property cards and include pictures of the front and back of major improvements to dwellings, as well as pictures of other improvements that were made.

i. <u>Accept & Approval Reassessment proposal</u>

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. McCormack, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the motion to award the General Reassessment contract to Vision Government Solutions in the amount of $563,958.00

ii. <u>Authorize County Attorney and Interim County Administrator to execute contract for services after proof of performance bond.</u>

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. McCormack seconded by Mr. Fisher, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr.

Hynson, and the Chairman voting "aye". The Board approved the motion to authorize the County Attorney and Interim County Administrator to execute a contract for services after proof of performance bond.

iii. Approve transfer of existing cash reserve balance to Reassessment budget line it to cover services for current fiscal year.

Chairman Trivett asked Ms. Cogswell if it will be the entire amount of the $563,958.00.

Ms. Cogswell stated that part of it is in reserve, part of it is budgeted for this year, and the next budget year will include the remainder of the funds needed to be moved into the reserve account. .

Chairman Trivett asked if there was any further discussion; if not, he asked for the Board's pleasure.

With no further discussion, upon motion by Mr. McCormack seconded by Mr. Hynson, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the motion to transfer the existing cash reserve balance to the Reassessment budget line to cover services for the current fiscal year.

E. Approval of Appropriations

Ms. Cogswell stated that, as part of the review of the 2025-2026 budget, they examined several funds within the Capital Projects Budget, including 2 VEDP grant- related funds in the Industrial Development Initiative line: Carry-On Trailer, Potomac Supply, and HVAC repairs for the Sheriff' s Office and the judicial center. She noted that under the Industrial Development Initiative, they had a $ 250,000 balance representing the County's match for Virginia Economic Development Partnership Grants tied to Potomac Supply or Teal Joes. Unfortunately, the recipient did not meet the requirements necessary to be awarded the funds, so part of it was returned to the state, and the rest was what the county pledged to them if they met the requirements. Ms. Cogswell stated that they were supposed to de-obligate the funds, but that did not happen, so the funds have been sitting there. She mentioned that these are among the lines they are using, as discussed earlier in the meeting, for the A. T Johnson Building remediation. They are going to transfer $ 125,000 from the same budget to a new line. She noted that no approval is needed for that, but the other $ 125, 000 needs to be moved to the fund balance, where it originated in 2018. The grant for the Carry-On Trailer is left at $50,142.00, which is also a VEDP grant. Carry-On met part of the requirements and received half of the funds, with the remaining amount as the County's match. She reiterated that it should have been de-obligated earlier in the year during budget season, but was not. The last is the HVAC repairs under the same capital projects budget, which has $476,544.00, which should have covered the remaining funds needed, given that it was split into 4 projects. The first was the Sheriff's Office, completed in 2023; the other 2 were completed in 2024 and 2025. She stated that most of those were paid from the correct fund, but the last portion was drawn from the fund balance. She mentioned that all of this should help with the General Fund balance amount.

i. <u>Budget supplement: de-obligate Capital Projects funds, including Industrial Development Initiative, VEDP/Grant Carry-On Trailer funds and HVAC funds to General Fund.</u>

Sanita Cox, Finance Director, came to the podium to present the appropriations. She requested a supplemental appropriation to de-obligate funding from the capital projects to put it in the General fund in the amount of $651,686.00

Chairman Trivett asked if there were any questions from any board members, if not, he asked for a motion to approve.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. McCormack, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the budget supplement to de-obligate Capital Projects funds, including Industrial Development Initiative, VEDP/Grant Carry-On Trailer funds, and HVAC funds to the General Fund in the amount of $651,686.00.

Mr. McCormack thanked Ms. Cox for all she has done since becoming Finance Director. He noted that she and Ms. Cogswell have been working hard to get everything straightened out on last year's budget and are doing a great job.

Mr. Ingram also thanked Ms. Cox and Ms. Cogswell for their hard work.

ii. <u>Budget supplement: Transfer from General Fund to Department budgets to cover salary and wages for remainder of fiscal year.</u>
Ms. Cox requested a supplemental increase for various departments to include the Commissioner of Revenue, Finance, Clerk of the Circuit Court, Sheriff's Office and Animal Control from the General Fund to cover the cost of salaries and wages in the amount of $184,566.75.
Chairman Trivett asked if there were any questions from any board members, if not, he asked for a motion to approve.
With no further discussion, upon motion by Mr. McCormack seconded by Mr. Fisher, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The board approved the Budget supplement to Transfer from General Fund to Department budgets to cover salary and wages for the remainder of the fiscal year in the amount of $184,566.75.

iii. <u>Budget supplement: de-obligate SRO grant funds to General Fund.</u>
Ms. Cox requested a supplemental appropriation to de-obligate the SRO grant appropriation line ending in 0041 to the General Fund in the amount of $22,573.00.
Chairman Trivett asked if there were any questions from any board members, if not, he asked for a motion to approve.
With no further discussion, upon motion by Mr. McCormack seconded by Mr. Fisher, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the budget supplement to de-obligate SRO grant fund line ending in 0041 to the General Fund in the amount of $22,573.00

iv. <u>Budget supplement: de-obligate SRO grant funds to General Fund.</u>
Ms. Cox requested a supplemental appropriation to de-obligate the SRO grant appropriation line ending in 0033 to the General Fund in the amount of $40,415.00.Chairman Trivett asked if there were any questions from any board members, if not, he asked for a motion to approve.

With no further discussion, upon motion by Mr. Fisher seconded by Mr. McCormack, and carried unanimously, with Mr. McCormack, Mr. Ingram, Mr. Fisher, Mr. Hynson, and the Chairman voting "aye". The Board approved the budget supplement to de-obligate the SRO grant fund line ending in 0033 to the General Fund in the amount of $40,415.00

Mr. Fisher also thanked Ms. Cox for staying with them during this difficult time and appreciated all her hard work so far.

5. <u>CLOSED SESSION under Section 2.2-3711. (A)(1) – Discussion, consideration, assignment, appointment, promotion, performance, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body</u> and under <u>Section 2.2-3711. (A)(7). Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.</u>

Chairman Trivett read the code section into the record and then asked for a motion to go into closed session. Chairman Trivett requested the County Attorney and the Interim County Administrator to be present during those discussions.

With no further discussion, upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried unanimously, the Board moved into closed session.

RECORDING WAS STOPPED, AND THE MEETING MOVED TO CLOSED SESSION

Chairman Trivett asked for a motion to return to the Regular Session from the Closed Session. Upon motion by Mr. McCormack, seconded by Mr. Fisher and carried unanimously, the Board returned to Regular Session from Closed Session.

Chairman Trivett then asked for a Certification Motion stating that nothing other than what was listed on the call under Sec 2.2-3711 (A)(1) and Sec 2.2-3711 (A)(7) was discussed during the Closed Session, and no action was taken.

Upon motion by Mr. Fisher, seconded by Mr. McCormack , and carried unanimously, Mr. Fisher, Mr. McCormack, Mr. Ingram, Mr. Hynson, and the Chairman voted "aye." The Certification Motion was approved.

6. ADJOURNMENT
Chairman Trivett asked whether there was any further business to bring before the board
Mr. Fisher made a motion to increase the Interim County Administrators' compensation by 5% per county policy, retroactive back to March 2026.
Upon motion by Mr. Fisher, seconded by Mr. McCormack, and carried unanimously, Mr. Fisher, Mr. McCormack, Mr. Ingram, Mr. Hynson, and the Chairman voted "aye." The Board approved the motion to increase the Interim County Administrators' compensation by 5% per county policy, retroactive back to March 2026.
Mr. Ingram made a motion to have Chairman Trivet represent the board in the negotiations with Colonial Beach Volunteer Rescue Squad.
Ms. Stuart wanted to make sure that Mr. Ingram's motion included the authority to settle the case, if possible, during the mediation session.
Upon motion by Mr. Ingram, seconded by Mr. McCormack, and carried unanimously, Mr. Fisher, Mr. McCormack, Mr. Ingram, Mr. Hynson, and the Chairman voted "aye." The Board approved the motion to have Chairman Trivett represent the County in the negotiations with Colonial Beach Volunteer Rescue Squad and to have the authority to settle the case if possible during the mediation session.
Chairman Trivett asked if there were any further business to bring before the Board and the next scheduled meeting is May 11, 2026 at 6:00 p.m.
Mr. Ingram stated that he would be late to the next Board meeting due to graduation at Northern Neck Technical Center.

With no further business, upon motion by Mr. McCormack, seconded by Mr. Fisher, carried unanimously. The Board adjourned the meeting at 8:00 p.m.

The next scheduled meeting is Monday, May 11, 2026 at 6:00 p.m.in the George D. English, Sr. Memorial Building.

Chairman, Timothy J. Trivett