

Press:

(Afternoon Session) Mickey Powell, the Winchester Star

Others Present:

(Afternoon Session) Jeff Hinson

(Evening Session) Randy Buckley

1) *Call to Order*

Vice Chair Catlett called the meeting to order at 1:00 pm.

Supervisor Bass offered condolences to the community for the recent loss of Coach Emmart.

2) *Adoption of Agenda*

- Remove Item 18, Resolution of Recognition of the Clarke County High School Varsity Girls Basketball Team as State Champions, which is postponed to April.

Supervisor Bass moved to adopt the agenda as amended. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

3) *Citizen's Comment Period*

No persons appeared to address the Board.

4) VDOT Update

Residency Administrator Ed Carter provided the following update on VDOT maintenance activities this month:

- Conducted litter pickup on primary routes.
- Performed shoulder repairs on Route 7; will continue shoulder repairs on Route 50.
- Completed some pipe clean-outs on Morgan Mill Road.
- Began full grading cycle on all stabilized roads and continuing full grading cycle, applying stone where necessary.
- Will complete ditching operations on Featherbed Road this month.
- Performed debris clean up after storms; there is still considerable clean up to do on Route 601 and additional equipment will be brought in to assist.
- Repaired potholes on various routes and will continue as needed.
- Mobilized for several weather events; mobilization costs the district around \$1 million each time.

Ed Carter provided the following update on Board issues:

- Traffic Engineering is still evaluating citizen input on traffic issues in Millwood. They hope finalize recommendations in April and will schedule another public meeting then.
- Still waiting on a permit from the railroad to excavate the broken pipe in the Town of Boyce. In the interim, VDOT agreed to clean out the existing storm water basin behind the fire department to help with mitigation and determine capacity. VDOT is waiting on approvals and permissions from the town and the fire department, as it is private property.
- Met with the Boyce Town Council, the District Traffic Engineer, Brian Davis with the Virginia State Police, and Chief Deputy Sumption on February 28 to hear concerns on traffic issues. After analyzing the latest data, Traffic Engineering is leaning towards recommending a signalized intersection at Route 340 and Route 723. Enough of the warrants were met or close enough to justify moving forward.
- This signalization will be a lengthy process, as the recommendation has to advance through several layers of approval. Part of the process is to consider alternative intersections, which VDOT does not believe are feasible for this location and will need to demonstrate. After getting the required approvals, the next step is securing the necessary funding for design and construction of the signal, which estimated to be about \$600k. This signalization will include pedestrian-controlled flashing lights for the crosswalks. Additionally, VDOT will install an Opticon controller for emergency services, so fire and rescue can

control that light when responding to calls. First responders will be responsible for equipping their own vehicles to use the controller.

Supervisor McKay

- Inquired about the cost of that equipment for the fire companies.
 - Ed Carter replied he does not know because VDOT does not furnish that equipment.

Ed Carter continued the update:

- The Town of Boyce requested that VDOT remove the blinking light at the intersection because it causes confusion. The blinking light is outdated and does not meet current standards. Until the signalization project is complete, VDOT can remove the old blinking light and install diode-equipped stop signs at Route 723.
- The paint crew is scheduled to begin their work in Clarke County as soon as the weather breaks. This includes the pedestrian crossings in Boyce, in Millwood, and several areas in the Town of Berryville.
- Multiple roads in the county are scheduled for Johnson grass treatment this year; each of these routes will be treated twice.

Supervisor McKay

- Questioned what VDOT uses for Johnson grass treatment. During the last treatment, citizens reported that the treatments killed a fair amount of their crops on the roadside.
 - Ed Carter responded that he does not know the specific name; VDOT cannot use anything that is not approved by the EPA for this specific application.

Vice Chair Catlett

- Asked where funding for the signal light in Boyce will come from.
 - Ed Carter answered that they are not sure yet. VDOT will take care of the flashing stop signs when the blinking light is removed, but the signalization will need to be done under a project.
- Further advised that the stop signs in Millwood have been damaged.
 - Ed Carter acknowledged and added that VDOT will replace them if necessary.

Supervisor Lawrence

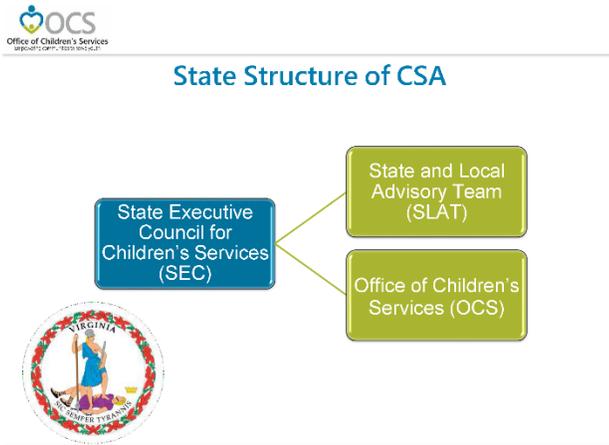
- Inquired if VDOT had looked at the possibility of a three-way stop at that location.
 - Ed Carter rejoined that it does not meet the criteria. There is a tight turning radius there and the traffic volume and accident history do not warrant a three-way stop. VDOT installs stop signs for safety purposes and not for traffic calming; stop signs increase the potential for rear-end collisions.

Supervisor Bass

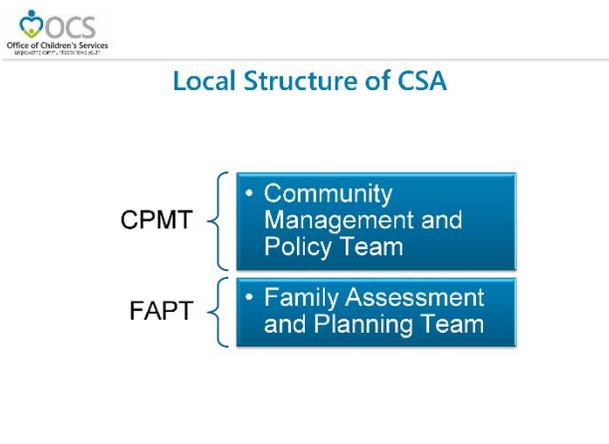
- Shared that he is glad VDOT is addressing the traffic situation in Boyce; that intersection is especially difficult in the afternoon during school dismissal.
 - o Ed Carter added that the Boyce intersection has been evaluated several times and only recently met the warrants for signalization. VDOT hesitates to add signals that impede the flow of traffic and prefers to use alternatives such as roundabouts and green-T intersections.

5) *Children’s Services Act Update*

Katherine Webster, CSA Coordinator, presented the following:



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Review: FAPT Roles & Responsibilities



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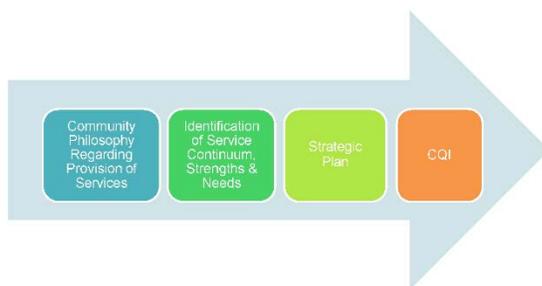
CPMT: Major Areas of Responsibility



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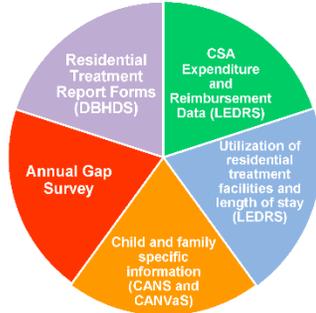
Strategic Planning



5



Data Collection and Reporting



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CSA Team Membership List 2023

FAPT

Name	Role
Michael "Toby" Austin	DSS Representative
Katie McComas	CSU Representative
Brad Williams, Timber Ridge	Private Provider Representative
Lauren Smith	Northwestern CSB Representative
Kerry Desjardins	CCPS Representative
Tracy Smith	Parent Representative

CPMT

Name	Role
Jennifer Parker	DSS Representative
Jerry Stollings <i>*vice chairperson</i>	CSU Representative
Tavan Mair, Connected Communities	Private Provider Representative
Denise Acker	Northwestern CSB Representative
Frank Moore <i>*chairperson</i>	CCPS Representative
VACANT	Parent Representative
Terri Catlett	BOS Representative
Leea Shirley	VDH Representative

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Clarke County CSA Coordinator: Roles & Responsibilities

- * Facilitate FAPT and CPMT meetings for 2-6 hours per meeting 3x per month
- * Prepare agendas, packets, minutes, and other relevant documentation for 3 monthly meetings
- * Manage contracts with 45 vendors
- * Provide CSA specific case management for approximately 30 families including regular utilization management and records review, communication with providers, and data analysis
- * Complete monthly payment cycle in 3 software systems for 15-30 invoices totaling approximately \$40,000 per month
- * Communicate with vendors, case managers, CSA team members, community partners, families via phone, text, email, and in-person
- * Review relevant federal and state legislation and policy and disseminate to appropriate audiences
- * Participate in yearly, quarterly, and monthly meetings and training sessions from OCS and state and local partners

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Clarke CSA: Statistics

	FY19	FY20	FY21	FY22	FYTD23
Total Child Count	19	19	12	19	30
Total Expenditures	\$139,199	\$217,315	\$105,331	\$266,300	\$275,194
State Funds	\$72,384	\$104,311	\$50,558	\$159,081	\$143,184
Local Match	\$66,815	\$113,004	\$54,773	\$108,219	\$132,010

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CSA Trends and Statistics: FY20 – FY23

Category	Child Count FY20	Child Count FY21	Child Count FY22	Child Count FY23 – to date
Foster Care (Family Based and Treatment)	5	1	6	6
Residential (Education only)	6	3	1	2
Community-Based Services	8	8	6	13
Special Education – Private Day Placement	0	0	2	1
Special Education – Wrap Around Services	0	0	4	6
Non-Mandated Services	0	0	0	2
TOTALS:	19	12	19	30

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CSA Trends and Statistics: FY20 – FY23

Category	Spending FY20	Spending FY21	Spending FY22	Spending FY23: to date
Foster Care (Family Based and Treatment)	\$23,109	\$4,420	\$71,071	\$77,538
Residential Education	\$118,550	\$66,774	\$19,716	\$48,417
Community-Based Services *23.99%	\$70,388	\$34,136	\$81,423	\$93,565
Special Education – Private Day Placement	\$0	\$0	\$59,194	\$25,651
Special Education – Wrap Around Services	\$0	\$0	\$36,280	\$29,593
Non-Mandated Services	\$0	\$0	\$0	\$430

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- The Children’s Services Act program provides behavioral health services to children and families. Every locality in Virginia has a CSA program, which is state funded and locally administered.
- Recent focus has been on building relationships with community partners, with the intent of helping youth and families access more services.
- As a result, the last year has been extremely busy and challenging to manage on a part-time basis. The caseload has increased substantially and many of the cases are very complicated and time-consuming.
- Building relationships and networks of service providers in the region is important because clients typically have to look outside of the county for services.
- Increases in children/families served and in dollars spent are attributable to the renewed relationship with the school system, the community services board, and parental referrals.
- There has been a decrease in residential care, which is a positive change because it means fewer children are going in to residential care facilities.
- Community services has increased, which is in line with the overall CSA mission to provide local services to keep kids in their home community.
- Foster care and residential placements are extremely expensive, but spending in community-based services, which has a lower local match rate, diverts those youth from out-of-home placements.

Supervisor Lawrence

- Asked what age groups the program serves.
 - Katherine Webster answered that children are eligible from birth until their 18th birthday, or through the school year of their 22nd birthday if they are on an IEP.
- Suggested using some funds from the opioid settlements within the CSA program.
 - Katherine Webster replied that there are certainly parents and/or caregivers within the CSA caseload who struggle with opioid-related issues, so it is worth exploring.

Jennifer Parker

- Advised the Board that Katherine Webster has submitted her resignation and praised Ms. Webster for all she has done for the children and families of Clarke County during her tenure with the CSA program.

Vice Chair Catlett

- Offered the Board’s thanks and best wishes to Ms. Webster.

6) *Approval of Minutes*

- Book 26, Page 47, remove “(266 people)” from 4th bullet.

Supervisor Lawrence moved to approve the minutes of the February 21, 2023 Regular Meeting as amended. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

7) *Consent Agenda*

Supervisor Bass moved to adopt the consent agenda as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

- Supplemental Communications Rights Easement Agreement (Rappahannock Electric Cooperative)

**Supplementary Communication Rights Easement Agreement
OVERHEAD AND/OR UNDERGROUND**

Tax Map Parcels:
13-A-62

**THIS DEED IS EXEMPT FROM RECORDATION TAXES
PURSUANT TO VIRGINIA CODE § 58.1-809**

Prepared by Rappahannock Electric Cooperative
P.O. Box 7388
Fredericksburg, VA 22404

This Supplementary Communication Rights Easement Agreement (this "Agreement") is made and entered into as of _____, by and between COUNTY OF CLARKE, hereinafter referred to as "Grantor" or "Owner" and RAPPAHANNOCK ELECTRIC COOPERATIVE, a Virginia public utility service corporation, "Grantee", hereinafter called "Cooperative".

WITNESSETH:

WHEREAS, Grantee has an existing electric easement on the lands of Grantor recorded in Clarke County Liber No. 144, folio 600 and,

WHEREAS, Grantee desires to acquire from Grantor, and Grantor desires to grant to Grantee, additional rights in the easement to allow Grantor to attach or install additional communications cables within the easement for additional communications uses.

NOW, THEREFORE, for and in consideration of the benefits accruing with the additional communication uses and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged:

Grantor grants and conveys unto Grantee the perpetual right, privilege and exclusive easement on the property of Grantor within the existing electric easement for the delivery of communications services which shall include the right to (i) attach or install either overhead or underground, operate, and maintain fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires, all for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties (the "Communications Rights"), (ii) apportion, lease, or license such Communication Rights in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to apportion, lease, or license surplus communications capacity to third parties for the exercise of Communication Rights; and (iii) install such additional pole, guys, and anchors on said property as may be necessary for purposes of the safety and stability of the communications facilities.

The facilities erected hereunder shall remain the property of the Cooperative. The Cooperative shall have at any time the right to inspect, upgrade, rebuild, improve, remove, repair, relocate on the existing easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as Cooperative may from time to time deem advisable at its sole discretion.

The Owner does further grant and convey to the Cooperative, for the purpose of the Cooperative constructing, reconstructing, inspecting, replacing, upgrading, maintaining and/or operating its facilities, the right of ingress to and egress from the existing easement over Grantor's property and such right to be exercised in a manner as shall cause the least practicable damage and inconvenience to Owner.

Cooperative shall at all times have the right to trim, cut, remove, control, and keep clear by machinery or otherwise, all trees, limbs, undergrowth and other obstructions inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees cut by the Cooperative at any time shall remain the property of the Owner.

Cooperative shall repair damage to roads, fences, structures, or other improvements of Owner caused by the Cooperative, and shall repair or pay the Owner for such damages, including any damages to crops, in the process of the construction, inspection, or maintenance of Cooperative's facilities, or in the exercise of its right of ingress and egress; provided Owner gives written notice thereof to Cooperative within thirty (30) days after such damage occurs and all alleged damages were caused by the Cooperative.

Cooperative shall have the right to assign or transfer all or any part of this supplementary easement and any other rights granted under this Agreement.

"NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. **You have the right to negotiate compensation for any rights that you are voluntarily conveying.**"

IN WITNESS WHEREOF the following signature(s) of the Owner or his duly authorized agent:

EXHIBIT A
Legal Description of Owner's Property

PROPERTY

Parcel Information

Parcel Record Number (PRN) 1056 Town/District LONGMARSH

Account Name BOARD OF SUPERVISORS

Account Name2

Care Of

Address1 CLARKE COUNTY

Address2

City, State Zip BERRYVILLE, VA 22611

Business Name

Location Address(es)
225 AL SMITH CIR
370 AL SMITH CIR

Map Number

Map Number	Sheet	Insert	DoubleCircle	Block	Lot	Sublot
13 - A - 62	13		A		62	

Total Acres 107.64

Deed D-271-192

Additional Deed

Will NONE

Plat NONE

Additional Plat

Route

Legal Desc 1 RAMSBURG FARM ON RT 7

Legal Desc 2 107.64 AC REC PARK

Zoning AGRICULTURAL/OPEN SPACE/CONSERVATION

State Class LOCAL GOVT

Topology RCLLING /SLOPING

Utilities NONE

SKETCH AND RIGHT-OF-WAY EASEMENT DATA



8) *Board of Supervisors Personnel Committee Items from March 13, 2023*

A. Expiration of Term for Appointments Expiring through May 2023

2023-03-13 Summary: Following review, the Personnel Committee recommended the following:

- Appoint Jenny Irwin to the Board of Septic & Well Appeals to fill the unexpired term of Joe Blatz, which will expire February 15, 2024.
- Appoint Ann Judge to the Library Advisory Council to fill the unexpired term of Walker Thomas, which will expire April 15, 2025.
- Appoint Mitch Hoff to the Parks & Recreation Advisory Board to fill the unexpired term of Daniel Sheetz, which will expire December 31, 2025.
- Reappoint Kathy Smart to the Berryville Area Development Authority for a three-year term, which will expire March 31, 2026.
- Recommend the appointment of Stephanie Gray as the Career Representative on the Lord Fairfax Emergency Medical Services Council for a one-year term expiring June 30, 2024
- Recommend the reappointment of Carolyn Trent as the Medical Professional on the Lord Fairfax Emergency Medical Services Council for a new one-year term expiring June 30, 2024.
- Recommend the reappointment of Bryan Conrad as the Volunteer Representative on the Lord Fairfax Emergency Medical Services Council for a new one-year term expiring June 30, 2024.
- Reappoint George Ohrstrom II to the Conservation Easement Authority for a three-year term, which will expire on April 30, 2026.
- Reappoint Robert Glover to the Planning Commission for a four-year term, which will expire on April 30, 2027.
- Reappoint George Ohrstrom II to the Planning Commission for a four-year term, which will expire on April 30, 2027.

2023-03-21 Action: Chris Boies reviewed the above summary.

Supervisor Bass moved to accept the recommendations of the Personnel Committee as presented. The motion carried by the following vote:

Matthew E. Bass - Aye

Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

9) *Board of Supervisors Work Session Items from March 6, 2023*

Board of Supervisors FY24 Budget Work Session Items
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
March 6, 2023, 6:30 pm, Main Meeting Room

Board Members Present: Matthew E. Bass, Terri T. Catlett, Doug M. Lawrence, David S. Weiss, Beverly B. McKay (arrived late)

Board Members Absent: None

Officer / Staff Present: Chris Boies, Catherine Marsten, Wayne Whetsell, Brenda Bennett

School Board Members Present: Monica Singh-Smith, Katie Kerr-Hobert, Chip Schutte, Jonathan Turkel

Others Present: Chuck Bishop

Press Present: Mickey Powell, Winchester Star

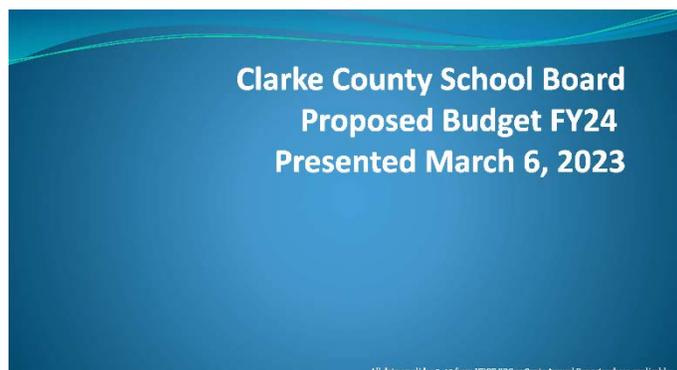
2023-03-06 Summary: At 6:30 pm, Chairman Weiss called the meeting to order.

A. School Board FY24 Budget Presentation

- School Board Chair Monica Singh-Smith opened the presentation by summarizing the School Board’s budget process and provided some context for the FY24 budget request.

Supervisor McKay entered the meeting at 6:33 pm.

- Dr. Chuck Bishop presented the Clarke County School Board Proposed FY24 Budget:

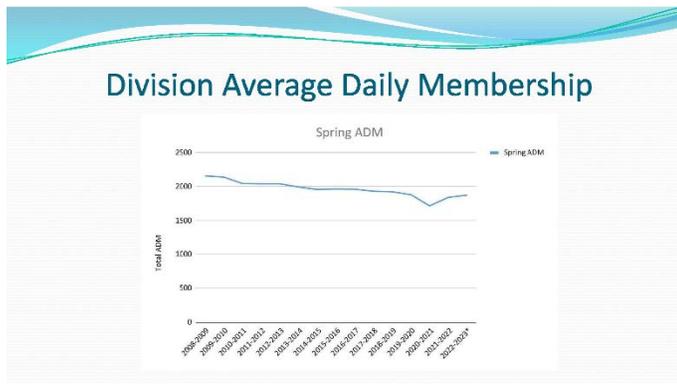


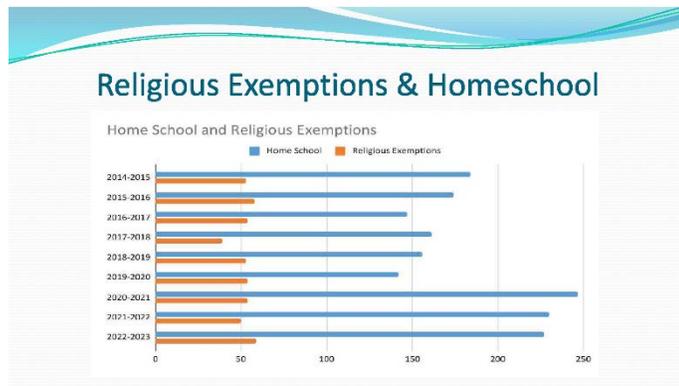
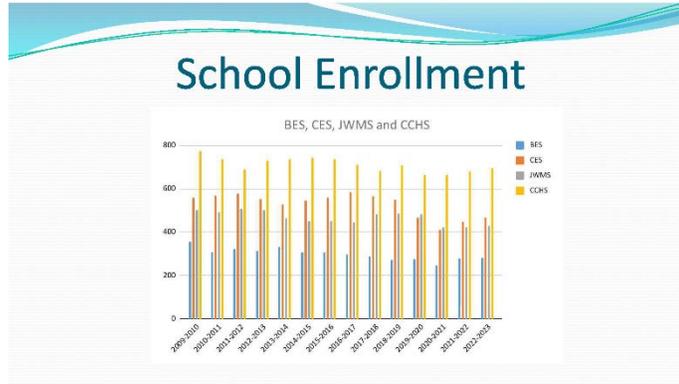
State Budget Update

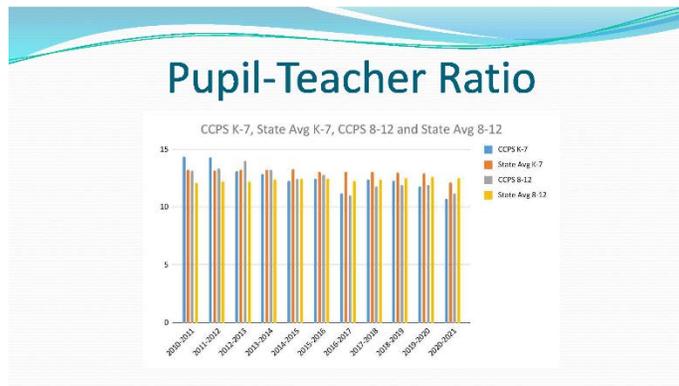
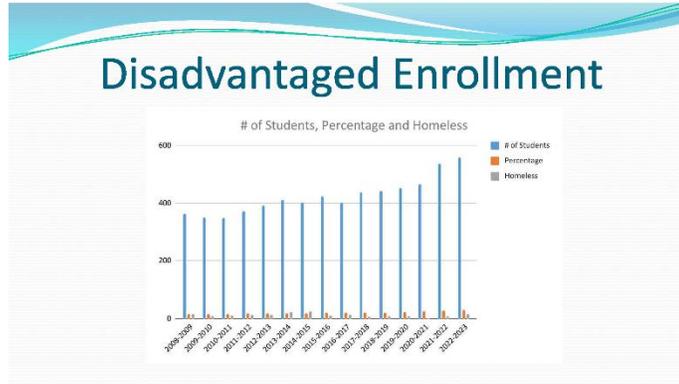
- FY24 anticipated revenue based on Governor’s proposed budget
 - House +\$89,695/Senate +\$688,118
- General Assembly failed to adopt a revised FY24 budget
- Adopted a “skinny budget” as a stopgap
 - No less than what was released in June 2022 after accounting for sales tax and enrollment revisions
 - Hold harmless for the DOE calculation error in FY23 only
 - Budget Committees will continue to work on a revised FY24 budget

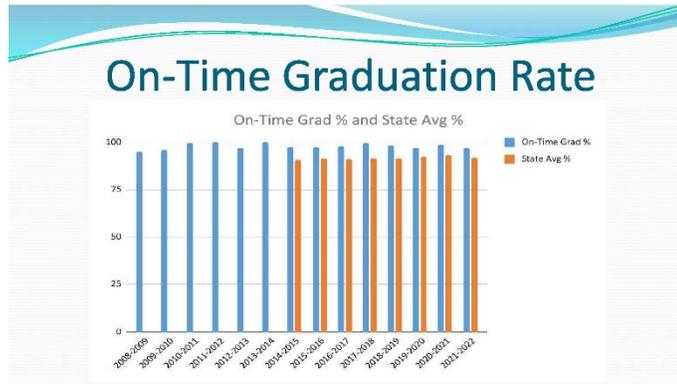
Enrollment Data

Membership Trends









Composite Index

- Determines local ability to pay for education
- 2022-2024 Biennium based on 2019 data

Clarke County **.5728**
 Frederick County from .4141
 Loudoun County from .5450
 Winchester City from .4172

Code of Virginia

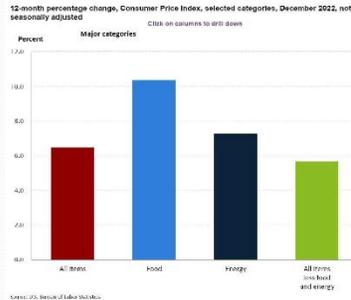
§ 22.1-92. Estimate of moneys needed for public schools; notice of costs to be distributed.

"A. It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in § 15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division..."

CCPS Strategic Plan

Five Primary Goals:

- We will continue to improve student achievement to prepare students for post-secondary education, career readiness, and opportunities to realize their fullest potential in life.
- We will enact a safe and nurturing climate for learning and working that maximizes student achievement and promotes human development.
- We will employ personnel who share the vision, mission and core values of the school division and demonstrate foundational skills in critical thinking, collaboration, creative thinking, communication and citizenship.
- We will increase the integration of technology use and application to enhance and transform the learning of all students and all personnel.
- We will implement effective and efficient operational practices throughout the school division.



Budget Priorities

- Ongoing Covid Recovery
- Closing the Achievement Gap
- Instructional Programming for Students
- Mental Health & Behavioral Services
- Teacher Recruitment and Retention
- Staffing
- Space Utilization

Budget Development Data

- Based on ADM of 1,870 students plus 35 PK students
 CES- 472 (477) BES- 280 (282) PK- 35(non-ADM) (39)
 JWMS- 409 (428) CCHS- 709 (689) *(Red indicates enrollment as of 2/1/23)*
- All line items have been reviewed for accuracy in predicting FY24 expenses (actual FY23 vs anticipated FY23 vs projected FY24)

Budget Development Factors

- Conducted salary comparison between Winchester, Frederick, Clarke, Warren, Shenandoah and Loudoun
- Budget recommendations are in alignment with the current CCPS Strategic Plan
- School-based funding has been adjusted to account for anticipated ADM in each building

School-Based Allocation Methodology

Office of the Principal		\$11/student projected ADM
Instructional Materials	Elementary	\$3500 per school+\$28/student projected ADM
	Middle/High	\$3500 per school+\$33/student projected ADM
Instructional Supplies		\$3500 per school + \$10/student projected ADM
Classroom Instruction Tech	Elementary	\$13/student projected ADM
	Middle/High	\$16/student projected ADM

School-Based Allocation Methodology

Guidance		\$3/student projected ADM for supplies \$2/student projected ADM for materials
Media Materials	Elementary	\$2400 per school + \$12/student projected ADM
	Middle/High	\$2400 per school + \$10/student projected ADM
Media Supplies	Elementary	\$7/student projected ADM
	Middle/High	\$5/student projected ADM

Operating Budget Factors FY15-FY23

Fiscal Year	Salary Increase/\$ Amount	Health Ins Increase/\$ Amount	Local Transfer Increase
FY23	10% / \$1.6 million	No Increase for employees	\$686,346
FY22	Step Increase + 5% & 5% for all others/\$869,715	No Increase for employees	\$471,859
FY21	Step Increase/December Bonus	No Increase for employees	(\$263,644)
FY20	4%/3% / -\$650,000	3.4% / \$119,716	\$215,306
FY19	2.5% / \$442,172	14% / \$224,710	\$690,018
FY18	3.0% / \$479,421	-3.0% / (\$57,723)	\$135,167
FY17	3.0% / \$395,763	8.1% / \$122,981	\$550,397
FY16	1.5% / \$237,679	10% / \$133,362	\$28,006
FY15	2.0% / \$300,000	6.3% / \$127,008	\$811,881

- ### Teacher Salary Notes
- VA ranks 18th in starting teacher pay at an average of \$42,251
 - VA ranked 25th in average teacher salary in 2020-2021 at \$58,506 compared to a national average of \$65,293
 - In 2021, VA ranked 15th in median household income
 - FY23 all CCPS employees received a 10% salary increase.

FY23 vs FY24 Comparison: Bachelor's Scale

- Master's Degree Stipend
 - WPS- \$4,230
 - FCPS- \$4,109
 - CCPS- \$4,250/\$6,563
- In FY23, 65% of CCPS teachers have an earned master's degree.
- Each 1% increase costs the division \$183,784 at the current staffing levels
- Anticipated salary scales for neighboring divisions are not known at this time

[Salary Scale Comparison](#)

FY24 Proposed Bachelor's Scale

- 5% increase included in the Governor's Budget released in December 2022
- House and Senate versions of the budget includes 7% for teachers
- School Board recommended 7% for teachers
- Scale contains 33 steps
- Starting salary of \$51,000

[FY24 Proposed Teacher Scale](#)

Proposed New Expenses

New Positions

- 2 Elem Teachers \$146,110
- Curriculum Specialist K-12 Literacy \$81,713
- Strength Training Stipends (1/season) \$8,000

Contract/Salary Adjustments

- Extended Contracts \$14,551
 - JWMS Ag, ESL Teacher, WBL Coordinator
- Behavioral Specialist to BCBA- CES \$16,722
- School Nurses \$24,000
- Speech Language Pathologists \$12,000
- Instructional Assistants \$24,000
- Extra Duty Stipends (5%) \$15,000
- Master's Stipend (\$4250 to \$5000) \$38,242

Custodial Contracted Service

- Contracted service for more than a decade
- Considerable turnover in staff regularly
- Consistent understaffing of buildings
- FY23 Budgeted Amount = \$595,950
- FY24 Proposed Contract = \$623,950
- Rebid in Spring or bring services in house

Custodial Services In-house

- 19.5 Positions
 - BES(3), CES (4), JWMS (5), CCHS (6), Supervisor (1), SBO (.5)
 - 200 or 247 day contract
- Estimated salary and benefits \$626,048
- Estimated supplies and equipment \$65,000

Major Operating Budget Changes

Salaries and wages- 7%/5%	\$1,165,302
Health insurance adjustments- 10%	\$ 230,000
New Staff	\$ 235,823
Contract Adjustments/Stipends	\$ 144,515
Custodial Services Adjustment	\$ 89,250
TOTAL	\$1,864,890

Food Service

Food Service Fund

- Stand alone account
- Program managed by Sodexo, LLC
- Line items have been adjusted to account for program expenditures
- Total Expenditures and Revenue- \$1,565,391
 - Increase of \$786,495.37 from FY23
 - Includes additional revenue and expense of \$612,724 from excess fund balance
 - Spending plan submitted to the VDOE on 12/30/22

Capital Projects

Capital Projects Fund

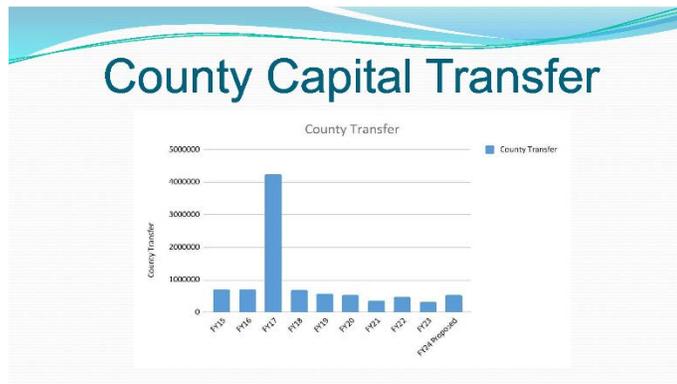
- Allows the school division to address both planned and unplanned capital expenses
- Longstanding precedent to allow year-end fund balance to be requested for capital expenditures
- Operating fund balance was returned from the past two years
- Several FY23 carryover amounts will be considered in the Fall 2023 (ESSER III, HVAC grant, State Construction)

FY24 Capital Projects Fund Revenue

Capital Request-		\$779,256
Capital Revenue-		\$779,256
E-rate	\$93,800	
VPSA Tech Bond	\$154,000	
Shen Crossing Proffers	\$531,456	
Total GF Transfer-		\$531,456*

FY24 Capital Projects Fund Expense

Furniture	\$56,000	JWMS Repairs	\$60,000
Athletic	\$10,000	Signage	\$2,500
Buses	\$112,000	Tech Infrastructure	\$93,800
Asphalt/Sidewalks	\$30,956	Tech Classroom Inst	\$40,000
Fleet Vehicle	\$30,000	VPSA Tech Bond	\$154,000
Painting	\$30,000	Band	\$20,000
Security	\$70,000	Boyce Repairs	\$60,000
Flooring	\$10,000		
Total Anticipated Expense-			
\$779,256			



FY24 Executive Summary

Executive Summary

- Board of Supervisors members asked several questions and thanked Dr. Bishop and the School Board for the presentation.

At 7:05 pm, Chairman Weiss adjourned the meeting.

2023-03-21 Action: Chris Boies reviewed the above summary.

10) Board of Supervisors Work Session Items from March 13, 2023

Board of Supervisors Work Session Items
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

March 13, 2023, 10:00 AM, Meeting Room AB

Board Members Present: David S. Weiss, Matthew E. Bass, Terri T. Catlett, Beverly B. McKay, Doug M. Lawrence

Board Members Absent: None

Officer / Staff Present: Chris Boies, Catherine Marsten, Brenda Bennett, Nancy Warcyzglowa, Cathy Kuehner, Wayne Whetsell, Sheriff Anthony “Tony” Roper

Others Present: None

Press Present: None

2023-03-13 Summary: At 10:00 am, Chairman Weiss called the meeting to order.

A. FY24 Budget Update: Staff presented the Finance/Budget Committee recommended FY 24 budget. This presentation included projected revenues with a tax rate decrease for real estate and personal property, a summary of expenditures recommended and not recommended for approval, and an explanation of personnel, technology, minor capital, and major capital requests. By consensus, the Board agreed to adding the following items to the proposed FY 24 budget:

- Adding \$100,000 in Federal Revenue from the American Rescue Plan Act, which we found out last week the Sheriff’s Office will receive. This change adds \$70,000 in capital expenditure to the capital budget, and the remaining \$30,000 will pay for an item already included in the budget. The net change for the budget is an additional \$30,000 in available funds.
- Adding \$150,000 in State Revenue for the Schools and an additional \$150,000 for School Operating Expenditures. Both the House and Senate budgets include additional funds for Schools not currently included in the proposed budget. This anticipated additional revenue could only be spent if received from the State. The net change for the budget is \$0.
- Adding a full-time position to the Voter Registrar’s office based on a request received late last week from the Electoral Board of Clarke County. The estimated cost for this position is \$66,500 with benefits but \$20,350 was able to be removed from the existing budget by reducing part-time wages and some contractual help in the Registrar’s budget. The net change to the budget is an additional cost of \$46,150.

The net change to the budget based on all of these changes is an additional \$16,150 will be needed from fund balance to fund capital expenditures. According

to the adopted budget schedule, the public hearing on the budget and tax rates would be held on April 10 at 6:30 p.m.

At 11:12 am, Chairman Weiss adjourned the meeting.

2023-03-21 Action: Chris Boies reviewed the above summary:

- Staff proposes adding a master fee schedule to the general budget process, so that fees are reviewed annually.
- Formerly, user fees across the county departments were all published in different documents and formats. Staff has compiled all of these fee documents into one master fee schedule.
- Presenting the fees as a part of the budget public hearing allows the Board to receive public comment and vote on any proposed changes to the fee schedule at the same time as the regular budget.

Supervisor Lawrence

- Suggested adding a Fire/Rescue fee, to be charged to citizens or businesses who have repeated false alarms.
 - o Chris Boies advised that staff will research to see if this is allowable within the state and county codes.

Vice Chair Catlett

- Asked if the fees on the master fee schedule included proposed changes.
 - o Chris Boies answered that all the fees are listed as they currently exist, except for the Planning & Zoning fees. The Planning Director is proposing changes to those fees and has explained the proposed changes in the included memo.

Supervisor Lawrence moved to set a public hearing on the proposed FY24 budget and the CY23 tax rates for April 10, 2023, at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

11) Board of Supervisors Finance Committee Items from March 13, 2023

- A. Clarke County Children’s Services Act Supplemental Revenue and Expenditure Appropriation Requests: The Children’s Services Act Office is requesting supplemental revenue and expenditure appropriation for several of their program budget lines. The CSA FY23 adopted budget amounts were lower than expected due to decreased funding from the State as a result of the pandemic. Each of these CSA’s budgeted program lines qualify for additional revenue from the state, however, most of these line items require a local match of 48%. Therefore, the CSA Office is requesting additional expenditure budget and appropriation of \$290,837.60, with revenue from the state in the amount of \$169,307.80 and a local match of \$121,529.80.

2023-03-13 Summary: Following review, the Finance Committee recommends, “Be it resolved that FY23 Children’s Services Act operating fund budgeted expenditure and appropriation be increased \$290,837.60, revenue budget and appropriation be increased by \$169,307.80, and fund balance designation for CSA be decreased in the amount of \$121,529.80, all for the purpose of receiving additional state funds for the FY23 Children’s Services Act programs budget”.

2023-03-21 Action: Chris Boies reviewed the above summary:

- There is already a \$500,000 fund balance designation for this program for this exact reason.
- Staff has proposed increasing the CSA program budget for FY24 in order to avoid this problem in the future.

Supervisor Lawrence moved, be it resolved, that FY23 Children’s Services Act operating fund budgeted expenditure and appropriation be increased \$290,837.60, revenue budget and appropriation be increased by \$169,307.80, and fund balance designation for CSA be decreased in the amount of \$121,529.80, all for the purpose of receiving additional state funds for the FY23 Children’s Services Act programs budget. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

- B. Local Law Enforcement Block Grant (Byrne Justice Assistance Grant): The Clarke County Sheriff’s Office has received \$819 from the Virginia Department of Criminal Justice Services for the Local Law Enforcement Block Grant Program. These are federal flow-through funds and do not require a local match. The Sheriff’s Office plans to use these funds for restraints for prisoner transport.

2023-03-13 Summary: Following review, the Finance Committee recommends, “Be it resolved that the FY23 Sheriff’s Office operating fund budgeted expenditure and appropriation be increased \$819 and revenue budget and appropriation be increased by the same amount, for the purpose of receiving federal funds from the Byrne Justice Assistance Grant”.

2023-03-21 Action: Chris Boies reviewed the above summary.

Supervisor Bass moved, be it resolved, that the FY23 Sheriff’s Office operating fund budgeted expenditure and appropriation be increased \$819 and revenue budget and appropriation be increased by the same amount, for the purpose of receiving federal funds from the Byrne Justice Assistance Grant. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

- C. Review FY23 YTD through 2nd Quarter Revenue

2023-03-13 Summary: The Finance Committee reviewed the revenue report.

2023-03-21 Action: Chris Boies reviewed the above summary.

- Overall, revenues are very strong and will likely exceed estimates.

- D. Review FY23 YTD through 2nd Quarter Expenses

2023-03-13 Summary: The Finance Committee reviewed the expenditure report.

2023-03-21 Action: Chris Boies reviewed the above summary.

- Expenses across all departments are on-track and there are no areas of concern.

E. Bills and Claims

2023-03-13 Summary: Following review, the Finance Committee recommends approving the February 2023 Invoice History report.

2023-03-21 Action: Chris Boies reviewed the above summary.

Supervisor McKay moved to approve the February 2023 Invoice History Report as presented. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

F. Standing Reports

- a. Year to Date Budget Report
- b. Reconciliation of Appropriations
- c. Capital Projects Report

2023-03-21 Action: Information Only.

12) *Joint Administrative Services Board Update*

Chris Boies provided the following update:

- The Joint Administrative Services Board did not meet in February and will meet next on Monday March 27, the main topic of discussion will be employee health insurance pricing.

13) Government Projects Update

Chris Boies provided the following update:

- We are close to confirming all of the final aspects of the April 20 tree planting at the Milton Valley Cemetery on Josephine Street. We potentially have thirty-four students from the Clarke County High School horticulture program volunteering. The Litter Committee plans to participate, and they might have some participation from Rappahannock Electric Cooperative.
- Project kickoff meetings were held March 6 and 7 with Avenity project managers, IT Director, Treasurer, Commissioner of Revenue and their staff. An initial project timeline was established with a go-live date to new Avenity RevenueOne system set for November 16, 2023. The meetings also involved in-depth documentation of all aspects of work processes within and between Treasurer and Commissioner of Revenue offices. IT discussed the scope of data to be extracted from legacy (Munis) system, and Munis database structure.
- IT is continuing to work with Avenity data specialists in order to fully identify data mapping and conversion details between systems. Early configuration of the RevenueOne system and legacy data extraction/conversion are the next steps in the process, and will take considerable time and effort through the spring and summer. A first look/initial training (for Treasurer/Commissioner of Revenue) in the new system is scheduled for July 25. I appreciate Gordon, Donna, and Sharon (and their staff) for helping move this project forward.
- The installation of the communications equipment on the Westwood Tower has been moved up, according to Chief Deputy Sumption. Equipment is scheduled to arrive on April 26 and installation will begin the first week of May. Installation is expected to take a couple weeks and the equipment could be powered on in late May or June.
- The contractor continues to work on the storm water repairs on Jack Enders Boulevard. There is a section of culvert that has to be dug up and replaced, which is scheduled next week. Hopefully this project will wrap up soon so the paving contractor can complete their work.
- There are six dugouts at the county park that have been replaced at three ballfields. The remaining two fields will get new dugouts this summer. This project has been a collaboration with Little League; the County has helped with the concrete and fencing while Little League has paid for everything else.
- Finally, I would like to thank Supervisor Lawrence who organized a tour of this building and the Barns a couple weeks ago for our volunteer and career firefighters. It is important that these folks are familiar with the building before it is full of smoke or there is some other emergency. I would also like to recognize Nancy for stepping up and helping throughout the budget process.

14) *Miscellaneous Items*

None presented.

15) *Summary of Required Action*

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Execute REC agreement.	Terri Catlett
2.	Place VDOT Secondary Six-Year Plan on April Work Session.	Chris Boies
3.	Process approved minutes.	Catherine Marsten
4.	Process appointments & thank you letters.	Catherine Marsten
5.	Advertise public hearing, proposed budget, and tax rates.	Catherine Marsten
6.	Reschedule CCHS girls basketball team for April agenda.	Chris Boies
7.	Process approved budget requests and action items.	Brenda Bennett
8.	Process bills and claims.	Brenda Bennett

16) *Board Member Committee Status Reports*

Supervisor Matthew Bass

Board of Septic and Well Appeals

- Nothing to report.

Library Advisory Council

- Nothing to report.

Litter Committee

- Starting a Keep Clarke Clean campaign and art/slogan contest, sent details to the schools. There will be two contest age groups and the winning slogans and artwork will be used on county signage.

Josephine School Community Museum Board

- Nothing to report.

Legislative Updates

- Still waiting on the state budget.

Northwestern Regional Adult Drug Treatment Court Advisory Committee

- Nothing to report.

Northwestern Regional Juvenile Detention Center Commission

- Nothing to report.

Sheriff's Office

- Still facing a shortage of dispatchers, trying to find qualified applicants is challenging.

Town of Berryville

- Nothing to report.

Parks and Recreation Advisory Board

- Nothing to report.

Supervisor Bev McKay

Berryville-Clarke County Joint Building Committee

- Nothing to report.

Northern Shenandoah Valley Regional Commission

- All-Points Broadband is on schedule with fiber to home project.
- Approved a fee increase.

Regional Airport Authority

- Just broke ground on a new terminal, will be able to accommodate larger planes.

Conservation Easement Authority

- Held a photo contest, talking to the joint building committee about using the winning photos to decorate the meeting room.
- Discussed allowable impervious surfaces on easements.

Economic Development Advisory Committee

- Spring Business Tour will be April 19.
- On-going efforts include a county Restaurant Week.

Town of Boyce

- Will be spending ARPA funds on a sidewalk on Old Chapel Blvd.
- Looking to hire a part-time town manager, as Mr. Winsatt is resigning.

Sanitary Authority

- Called a special meeting for April 4 to discuss potential rate increase.
- Recent EPA rule revision regarding lead & copper compliance; required to file an inventory by October 2024.
- Putting out a request for quotes to install the buzzard effigy.

Supervisor Doug Lawrence

Berryville-Clarke County Joint Committee on Economic Development & Tourism

- Nothing to report.

Broadband Implementation Committee

- Has not met, but easement for REC to install fiber is a good step.

Board of Social Services

- Hosting a free family fun day and community resource fair on April 27.

Regional Jail Authority

- Nothing to report.

School Board

- There are five candidates to fill the Russell District vacancy.
- Summer break will start five days earlier, due to a lack of snow days used.

Vice Chair Terri Catlett

Career and Technical Education

- Will meet today.

Historic Preservation Commission

- Maral Kalbian's book released and she gave a presentation at Long Branch.

Clarke County Humane Foundation

- Working on creating a website.

Millwood

- Update on traffic issues given earlier in the meeting.

Planning Commission

- Second public hearing for Carter Hall was well attended; the owners have since changed their proposal.

Community Policy and Management Team

- Program Coordinator already provided update.

At 2:10 pm, Vice Chair Catlett recessed the meeting.

At 6:30 pm, Chairman Weiss reconvened the meeting.

17) *Citizen's Comment Period*

No persons appeared to address the Board.

18) *Special Events Permit Application – Long Branch Easter Egg Hunt*

Randy Buckley of Long Branch Historic House & Farm presented the following:

- This application is for the annual Easter Egg Hunt, to be held April 8, 2023, and again in 2024, 2025, and 2026.
- This event has been held for many years already; organizers did not charge admission to the event the last two years so no permit was necessary.
-

Chris Boies

- Staff recommends approval of the permit with the following conditions:
 1. All paperwork required by the Health Department shall be submitted by the deadlines established by the Health Department.
 2. Event organizers shall notify County Administration 60 days in advance of the event in years 2024, 2025, and 2026.
 3. Food trucks associated with the event are only permitted on the property on the day of the event.

Supervisor Bass

- Asked what would happen if attendance exceeds expectations.
 - o Chris Boies answered that they applied for a small event permit, which has an attendance limit of 499. The organizers are responsible for monitoring attendance and only admitting 499 people.

Chairman Weiss

- Questioned the difference between a small and a medium event.
 - o Chris Boies answered that, under the previous ordinance, the County Administrator approved small event applications and the Board approved applications for medium or large events. Now, the Board reviews all event applications. The differences between a small event and a medium event are the number of attendees, the acreage required, and the permit fee.
- Suggested that the applicant track attendance for this event and, if necessary, request to amend the permit for the following years.

Supervisor McKay

- Shared that he has not received any complaints about this event in the past.

Supervisor McKay moved to approve the proposed special events permit, subject to conditions as recommended by staff. The motion carried by the following vote:

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Absent
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

19) *Adjournment*

Chairman Weiss adjourned the meeting at 6:38 pm.

20) *Next Regular Meeting Date*

The next regular meeting of the Board of Supervisors will be held on Tuesday, April 18, 2023, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: March 21, 2023

David S. Weiss, Chairman

Chris Boies, County Administrator

Recorded and Transcribed by Catherine D. Marsten