

February 20, 2018

Clarke County Board of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, February 20, 2018.

Board Members

Present Afternoon Session February 20: Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District; Absent Afternoon: None

Present Morning Session February 21: Mary L.C. Daniel – Berryville District; David S. Weiss - Buckmarsh / Blue Ridge District; Terri T. Catlett - Millwood / Pine Grove District; Barbara J. Byrd – Russell District; Bev B. McKay – White Post District; Absent Afternoon: None

County Staff Present

David Ash, Brian Lichty, Brandon Stidham, Brianna R. Taylor, Alison Teetor, Lora B. Walburn

Constitutional / State Offices / Other Agencies

Travis Sumption; Clif Balderson, Ed Carter, Charlie Monroe; Tom Judge

Press

Cathy Kuehner - The Winchester Star

Others Present

Robina Rich Bouffault, Pete Maynard, Frazer Watkins, and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:00 p.m.

2) Adoption of Agenda

- Add to Miscellaneous: Discussion of Finance Committee's request to recess the evening budget work session to conduct a recessed meeting of the Budget Finance Committee to complete line-item review of the FY2019 budget.

Vice Chair McKay moved to adopt the agenda as amended. The motion carried by the following vote:

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

3) Citizens Comment Period

Wendy Clatterbuck, Boyce: spoke in opposition to the proposed hydroponic greenhouse on Senseny Road. She stated that she had attended Pete Maynard's presentation because their farm was located approximately half a mile away. She informed the Board that she had moved from Loudoun County to for the peace and tranquility. She expressed fear and concern for the impact of the ten-acre greenhouse on the neighborhood and the aquifer. She put forth that according to USGS statistics the average person uses 100 gallons of water per day; so, opined that if the facility used 40,000 gallons per day, it would equate to the daily water usage of 400 people. She continued that during summer months the amount used could be greater than that used by 1,200 persons – greater than the population of the Town of Boyce. Ms. Clatterbuck noted that the Town of Berryville charges \$8.40 per thousand gallons. She concluded her comments stating that she found the project horrifying.

Pete Maynard, Berryville: distributed his written comments to the Board.

Dear Board Members,

I am writing to request that pursuant to the Code of Virginia, § 62.1-257 the Clarke County Board of Supervisors promptly petition the State Water Commission to conduct a "Ground Water Management Area Proceeding" to evaluate the potential impact on the aquifer and on the wells of surrounding properties of the proposed hydroponic growing facility on the property identified as Clarke County tax map parcels 12-A-33 and 12-A-331.

The code referenced above states in part, "the continued, unrestricted usage of ground water is contributing and will contribute to pollution and shortage of ground water. thereby jeopardizing the public welfare. safety and health. It is the purpose of this Act to recognize and declare that the right to reasonable control of all ground water resources within this Commonwealth belongs to the public and that in order to conserve. protect and beneficially utilize 'the ground water of this Commonwealth and to ensure the public welfare, safety and health, provision for management and control of ground water resources is essential."

Clearly, the intent of the act is to preserve and protect the health, safety and welfare of the citizens. That is the responsibility of the Board of Supervisors as well.

The proposed hydroponic growing facility will require between 111,000 and 200,000 gallons per day of new water from the aquifer (depending on what equipment, processes and water conservation methods are utilized) in the summer and slightly over half of that per day during the winter months. With the wells of surrounding residential properties already producing marginal amounts of water (+/- five gallons per minute) the proposed facility has significant potential for interfering with those residential wells. Further, there are indications that the ground water levels in the area are already declining and there are no indications to indicate a reversal of this trend. Given the above conditions, it is reasonably foreseeable that the water demand of the proposed hydroponic growing facility will overdraw the available ground water supply.

A ground water study conducted by competent and qualified professionals will assist the Clarke County Board of Supervisors to effectively evaluate the impacts of the proposed hydroponic growing facility. With this knowledge, and ONLY with this knowledge, will the Board be able to objectively evaluate the impacts of the proposed facility and fulfill its legally required oversight responsibilities.

I urge you to initiate the petition for the "Ground Water Management Area Proceeding" at the earliest opportunity.

*Respectfully,
// Digitally Signed//
Peter C. Maynard*

§ 62. I -254. Findings and purpose.

The General Assembly hereby determines and finds that, pursuant to the Groundwater Act of 1973, the continued, unrestricted usage of ground water is contributing and will contribute to pollution and shortage of ground water, thereby jeopardizing the public welfare, safety and health. It is the purpose of this Act to recognize and declare that the right to reasonable control of all ground water resources within this Commonwealth belongs to the public and that in order to conserve, protect and beneficially utilize the ground water of this Commonwealth and to ensure the public welfare. safety and

health, provision for management and control of ground water resources is essential. 1992, c. 812.

§62.1-257. When Board may initiate a ground water management area study proceeding; hearing required.

A. The Board upon its own motion or, in its discretion, upon receipt of a petition by any county, city or town within the area in question. may initiate a ground water management area proceeding, whenever in its judgment there may be reason to believe that:

- 1. Ground water levels in the area are declining or are expected to decline excessively;*
- 2. The wells of two or more ground water users within the area are interfering or may reasonably be expected to interfere substantially with one another;*
- 3. The available ground water supply has been or may be overdrawn; or*
- 4. The ground water in the area has been or may become polluted. Such pollution includes any alteration of the physical, chemical or biological properties of ground water which has a harmful or detrimental effect on the quality or quantity of such waters.*

B. If the Board finds that any one of the conditions required above exists, and further finds that the public welfare, safety and health require that regulatory efforts be initiated, the Board shall by regulation declare the area in question to be a ground water management area. The Board shall include in its regulation a definition of the boundaries of the ground water management area. The Board shall mail a copy of the regulation to the mayor or chairman of the governing body of each county, city or town within which any part of the area lies. 1992. c. 812.

Mr. Maynard made the following points.

- 1) Expert opinion on groundwater usage was sought; and, using known facility specifications, he provided an 111,000-gallon-per-day estimate for new water usage during summer months.
- 2) The Virginia Department of Health uses the estimate of 75 gallons of water per day per person – 300 gallons per day for a family of four.
- 3) The proposed buyers did drill a 6-inch, 400-foot-deep well on the property that yields 46 gallons per minute or 66,000 gallons per day. He opined that if the well does not provide enough for operations, other than meeting set back requirements, there is nothing to prevent the owners from drilling more wells.
- 4) Asked the Board to petition the State Water Control Board for a groundwater study.
- 5) Asked the Board to consider continuing monthly meetings of the Economic Development Advisory Committee meetings instead of bi-monthly as recently proposed by Len Capelli.

Chairman Weiss clarified *"Mr. Capelli is not doing anything on his own without direction from the Board. There is no collusion: We have been through this Mr. Maynard. We have explained it to you many, many times. You continue to impugn the integrity of the people who work for us. We don't appreciate that. It is not necessary. You have valid points. We've agreed that you have valid points. Personalization of it is not helpful for you. It is, frankly, annoying. So, thank you."*

Mr. Maynard responded that he would take that under advisement.

Timothy Johnson, Bluemont: spoke in opposition to the proposed hydroponic lettuce facility. He informed the Board that he recently submitted a piece to the Winchester Star addressing the proposed facility from an economic perspective and not environmental. He put forth that he had done a significant amount of research on the developer and had concerns. He strongly encouraged Board members to look at the depositions from Cuyahoga County involving the developer. He opined that it was apparent from the depositions, taken three years ago, that VFT Global played a shell game openly admitting that there were no assets in its companies. He asked the Board to do as much research as they could on this developing. Mr. Johnson concluded by expressing concern as a resident and business owner about the potentially adverse effect on taxes.

Richard Taylor, Opequon Road: spoke in opposition to the proposed hydroponic lettuce facility. He told the Board that he owns 66 acres with two homes and an outbuilding on the property and two wells, 495-feet deep and 285-feet deep. He expressed concern regarding the potential negative impact of the hydroponic greenhouse on groundwater, the economy, and property values. He wondered if there were any studies on the impact of such facilities on property values. He encouraged the Board to take a good hard look at this proposed use and urged it not to change the Clarke's character.

Chairman Weiss responded to comments stating, *"Ladies and gentlemen, I have been debating as to when to give a partial lecture; and, today is just as good as any day. Sliding scale zoning is, I believe, the second most restrictive zoning in the nation. We certainly have the most restrictive zoning in Virginia. Because it has been here so long, people have forgotten the legal basis for sliding scale zoning. The legal basis is production agriculture. Right to farm also falls in on this; but, sliding scale is based on production agriculture. That can be a very small production farm or a very large production farm."*

My statement today is not in favor of this facility; but, I am concerned that emails that I see and statements that I see that Clarke County mustn't change. Clarke County is going to change. It is a managed growth system that we have here. It is not a preventative growth system. That is in housing, agriculture, and industry; and, agriculture is an industry. I farm. I think you all know that. I farm a large farm. It is basically conventional but it does not have to be. If it is necessary for farmers to do

different things in different ways to make money in agriculture that is what they do. That is what Clarke County provides them a basis to do.

You can have the debate, if you wish, whether this is agriculture or not; but, if it produces food, according to the State, it is agriculture. This may or may not come and it has issues. But, that 85 acres, if you want to put in a poultry house, it takes about 15 acres of land; so, you could put 5 poultry houses on that. You could put a dairy on that. You can put large scale agriculture on smaller properties and they will have the effect that they have large uses in agriculture. That is how you all get food. That is how you have leather on your shoes to walk into the building with. That is how you have fuel to put in your car. So, while I appreciate the emotional aspect of this and the concern, this thing that we don't know what this is, has caused us all.

Let us not lose track of the fact that we are here as an agricultural community. The reason that folks live in relative isolation out in their houses, even if it happens to be a cluster of homes, is because we have a defensible sliding scale zoning based on production agriculture that can be a vineyard or whatever you want it to be. But, I repeat, agriculture uses resources.

So, we should all be very careful as a community, as a Board, that we do not let this type of structure and this new idea derail and put in jeopardy what we have done here for 30 years and what we hope to continue to do. The reason people move here is because of the people that came here before us that created this system. So, be careful as you go through this; be careful not to jeopardize the system.

Most importantly, we are all here for very little reimbursement to work with you and for you; and, the people that work for this County, the employees of this County, are dedicated people who could make more money elsewhere. But, they have chosen to stay here and live here. I repeat, there is no collusion. There is no desire to side step the public witnesses or authority that you have given us to represent you. As you can see, I find it rather irritating that our people are being accused of malfeasance; and, it is not happening. Encase someone wants to say that I protest too loudly, that is not the case. So, I will back myself down now; and, I appreciate you all being here. You are most welcome to come every month and we will continue to work through this process. But, those are my thoughts. The Board may or may not share them; but, they are on the record now. I hope that I have at least explained myself well. Thank you all.

Michelle Timberlake, Summerville farm: Stated that she had a production farm and produced cattle and she was concerned about well water usage. She put forth that an expert that had spoken in regard to the lettuce production facility made comment that in his expertise it would be 111,000 gallons of water usage per day during summer months and 40,000 gallons in winter months. She expressed concern for the production of her farm and asked who will be concerned about the production of their farm when, if, their wells go dry. She did note the land had not yet been purchased; but, that citizen's concerns were coming from the possible purchase and stated

purpose and did not want to get behind it wanting their concerns to be acknowledged and recognized not just for property values but for farm production. She stated that she wanted to continue to farm and was concerned about production too.

Jim Lamb, Moose Road: spoke in opposition to the proposed hydroponic greenhouse. He opined that the Board of Supervisor's task was the County as a whole. He furthered opined that he believed the community was asking the Board to ask the State to conduct a water study on the aquifer, the water system, to ensure that fifteen to twenty wells don't go dry if this facility is opened because it was going to use an astronomical amount of water. He put forth that 1,666 beef cattle, a very large-scale operation, would consume the same amount of water daily as proposed for this facility. He informed the Board that he raises beef on property close by the proposed facility and is concerned about the water.

4) VDOT Update

Ed Carter, Assistant Residency Administrator, provided the following update:

Maintenance

- Weather has limited VDOT's scope of operations to primarily brush cutting and boom axing.
- VDOT has been cutting brush on routes 617, 619, 653, and plan to continue on 653 and 672 this month.
- VDOT operated the boom ax on Rt. 601 and will continue on this route.
- VDOT plans to address low shoulders on primary's as weather permits.
- VDOT has mobilized for several weather events and even though they were small it still required significant preparation for each event. VDOT anticipates these same scenarios for the next several weeks.
- VDOT will be repairing potholes as they are reported.

Projects:

- Rt. 671 Bridge Replacement – Board discussion:
 - VDOT's Environmental group advised that the study would take two years; however, the funds are in a pot that expires in 2020. VDOT has determined to replace the bridge in its current alignment. The bridge will continue to flood but less often.

- Morgan Ford Bridge replacement – Road is now open but project is not yet complete. Remainder of work will be done under traffic with lane closures. Motorist can expect delays at certain times. Final completion date is scheduled for June of this year.

Board Issues:

- Rt. 638 Howellsville Road speed limits – Awaiting sign placement. Ready to go up as soon as Mr. Carter receives professional engineer's written approval.
- Parking improvements Rt. 7 Appalachian Trail:
 - VDOT still owns the R/W.
 - VDOT sent Alison Teetor the renewed permit to proceed with the project.
 - Six No Parking Between Signs placed on a half mile stretch on each side and at the entranceway will be erected before the end of the month if received.
- Tree trimming on Rt. 7 – Board discussion
 - VDOT reviewed today and did not find a sight-distance issue.
 - Trees are located on VDOT right of way and trimmed sides two years ago. Mr. Carter noted that removal of the trees would exhaust the entire tree-trimming budget for the year. He reminded that there were literally thousands of dead ash trees that need to be removed.
 - Chairman Weiss asked if VDOT could trim and maybe take down the first two trees.
 - Because mailboxes sit out from the trees, they present a greater sighting hazard.

Supervisor Comments:

- Supervisor Byrd:
 - Old Charlestown Road Bridge Replacement:
 - Last month the property owner informed the Board that VDOT had not spoken with him about the replacement and was against the Board's preferred option.
 - Mr. Carter advised that VDOT forwarded to David Ash and David Weiss an email which showed that the property owner was for that option.
 - VDOT met with the owner twice on site before the email was received from the property owner's engineer.
 - It was determined that there was a miscommunication between VDOT and the property owner; however, regardless of the property owner's position, VDOT, to preserve the funding, cannot pursue that option.

- Road Pre-treatment: VDOT has done a nice job of treating roads. Mr. Carter stated that it is brine solution with sodium chloride added below a certain temperature.

 - Supervisor Catlett
 - 723 Bridge: Is still on the schedule and close to going out for advertisement.

 - Supervisor Daniel
 - Proposed Hydroponic Greenhouse on Senseny Road:
 - No written request has been presented to VDOT; and without this, there is insufficient information to comment.
 - There have been some preliminary discussions.
 - VDOT recommendation for entranceway requirements depends on the amount of traffic generated by the facility, speed limit of the road, and sight distance.
- 5) Blue Ridge Food Bank Presentation by Kim Johnson

Kim Johnson, Blue Ridge Food Bank, appeared before the Supervisors to review service area, services provided, and activities. Highlights of her presentation include:

- Last year, provided food to persons in an area south from Lynchburg on both sides of the Blue Ridge, 25 towns, 8 cities, and 4 regions, including Clarke, in the Lord Fairfax District:
 - Average of 105,000 people per month.
 - 25.3 million pounds per year.
- Clarke County partners in food distribution include:
 - FISH on Main Street in Berryville – distributes food every Wednesday and Saturday.
 - Clarke County Distribution at Duncan Memorial Church – a coalition of 12 local churches – third Saturday of each month.
 - Christ Church Cares Millwood – monthly distribution on the first Saturday with the first Friday designated for seniors.
- Want to reach more of the food insecure population in Clarke County. Food insecure means a person that is not getting enough food and/or is uncertain about how they will secure their next meal.

- Feeding America’s annual survey estimates that last year there were 1,200 persons in Clarke County.
- Current distribution in the County reaches approximately 400 persons.
- An outreach effort is being planned that will include posters, letters, and identifying impediments to access with seniors in particular.
- Requesting the Board’s help in getting the word out to constituents.
- Working toward distributing more food including perishables. Perishables do present storage issues.
- Contact Information:
 - Angie Jones, Clarke County Department of Social Services
 - Wendy Clatterbuck, Christ Church Cares
 - Anne Cushman, FISH
- In response to Supervisor Byrd’s inquiry about the food stamp program, Ms. Johnson responded,
 - Foods stamps is a separate program administered by the federal government.
 - In her experience, only a relatively small percentage abuse the program.
 - Food insecurity and poverty are not synonymous and many that use the foods banks are have jobs, are working, and are not in the food stamp program.
- Transportation Issues:
 - Exploring options for those who cannot get to the pantries through delivery or shuttle service.
 - There are opportunities to do food delivery.
 - REACH program in Clarke delivers 20 bags of food through the Senior Center.
 - These programs relay heavily on volunteers.

Chairman Weiss stated that if the County could be of further assistance to let the Board know. He also thanked Ms. Johnson for her presentation and the good work she was doing in Clarke County and the region.

6) Special Event Permit Application Watermelon Park Fest, River & Roots, and Single-day Event Large Event Years 2018, 2019, 2020

To: Clarke County Board of Supervisors

Date: February 12, 2018

Special Event Permit Application:

- Watermelon Park Fest; Date: 9/20-22/2018; 2019 and 2020 – 4th Weekend in September; Estimated Attendance 3,500

- River and Roots Festival; Date: 6/29-30/2018; 2019 and 2020 – 4th Weekend in June; Estimated Attendance 1,500
- Single-day Event; Date TBD: Estimated Attendance 3,500

Applicant / Event Director: Frazer Watkins, Shepherds Ford Productions, LLC

History:

March 16, 2010 Public Hearing: no persons spoke. The BoS approved a five-year application.

County Administration received no complaints for permitted events at this location for the five-years application period.

January 20, 2015 Public Hearing: Piedmont Environmental Council spoke in support of the application particularly the River and Roots Festival opining that the event was well-managed, orderly, clean, and encouraged recreation and appreciation of the river. Frazer Watkins provided clarification and background information.

County Administration has received no complaints for permitted events at this location for the three-year application period.

Staff Recommendation:

Board of Supervisors waive public hearing requirement and approve the special event permit application subject to the following conditions:

Provide notice to County Administration 90 days in advance of the "To Be Determined" single-day event providing name, date, times and particulars as set forth in Code of Clarke County Chapter 57 Special Events.

Annual submission for each event insurance endorsement naming county as additional insured.

Applicant provide annual notification of event date[s] to County Administration.

Frazer Watkins joined the Supervisors to answer questions. Highlights include:

- Event has never reached the applied for 3,500. For several years, the number of attendees has stayed at 3,200 to 3,300.
- Event is popular.
- Chairman Weiss noted that this event is held in his district and he has never received a complaint. He stated that he did not see a need to conduct public hearing on this long-established event.
- Supervisor Byrd opined that the event had a good track record and was an asset to County.
- In 2019, Watermelon Park will be celebrating its 75th year and arrangements have been made to receive recognition from the County Music Hall of Fame.

Vice Chair McKay moved to approve the large Special Event Permit Application for 2018, 2019, and 2020. The motion carried by the following vote:

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|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

7) Approval of Minutes

Vice Chair McKay moved to approve the minutes as presented. The motion carried by the following vote:

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|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

8) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through April 2018

02-12-2018 Summary: The Personnel Committee recommends:

- Appoint Martia Myers-DePina to Family Assessment and Planning Team serving the unexpired term of Vicki Normoyle. Term expires December 31, 2018.
- Recommend to the Clarke County Circuit Court Reappointment of Charles Kackley to the Board of Zoning Appeals for five-year term expiring February 15, 2023.

02-20-2018 Summary: David Ash presented the Personnel Committee's recommendations.

Supervisor Byrd moved to approve the recommendations for appointment. The motion carried by the following vote:

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

B. Closed Session Pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board - Individual Compensation and Leave Balance Review

February 12, 2018 Summary: **Supervisor McKay moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

Beverly B. McKay - Aye
David S. Weiss – Aye

The members of the Board of Supervisors Personnel Committee being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor McKay moved to reconvene in open session. The motion carried as follows:**

Beverly B. McKay - Aye
David S. Weiss - Aye

Supervisor McKay further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, Personnel Committee has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia Personnel Committee that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, Personnel Committee hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Beverly B. McKay - Aye
David S. Weiss – Aye

No action was taken.

February 20, 2018 Action: See Closed Session Item 16.

9) Board of Supervisors Work Session Items

A. Chapter 165 Taxation Article III Vehicle License Tax Amendment CC-2018-02

February 12, 2018 Summary: The Board directed that this matter be placed on the February 20 agenda to set public hearing.

February 20, 2018 Action: David Ash reviewed the requested action advising that the proposed change was with the Town of Berryville and other local jurisdictions.

Supervisor Daniel moved to set the matter for public hearing at 6:30 pm, Tuesday, February 20, 2018. The motion carried by the following vote:

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

B. Blue Ridge Volunteer Fire and Rescue Staffing Request

February 12, 2018 Summary: The Board discussed the staff options presented by Director Lichty and referred the matter to the EMS Commission for comment and advise. The Board also referred the Fire and Rescue Association request to the EMS Commission for comment and advise as the matters are inextricably related.

February 20, 2018 Action: David Ash provide a brief overview.

10) Board of Supervisors Finance Committee Items

A. Registrar Credit Card

February 12, 2018 Summary: The Finance Committee recommends approval.

February 20, 2018 Action: Tom Judge briefly reviewed.

Supervisor Catlett moved to approve the Registrar's request for a credit card. The motion carried by the following vote:

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

B. Fire and EMS Grant.

February 12, 2018 Summary: Action: The Finance Committee recommends approval of the RSAF Grant: *"Be it resolved that Capital Projects Fund budgeted expenditure and appropriation be increased \$27,241, that \$13,595 revenue from the Commonwealth be recognized, and that \$13,646 revenue from Volunteer Fire Companies be recognized, all for the purpose of purchasing intubation devices for distribution to Volunteer Fire Companies."*

February 20, 2018 Action: Tom Judge summarized the requested action. Brian Lichty informed the Supervisors that Wade Wilson, jurisdiction coordinator, made the funding application.

Vice Chair McKay moved *"Be it resolved that Capital Projects Fund budgeted expenditure and appropriation be increased \$27,241, that \$13,595 revenue from the Commonwealth be recognized, and that \$13,646 revenue from Volunteer Fire Companies be recognized, all for the purpose of purchasing intubation devices for distribution to Volunteer Fire Companies."* The motion carried by the following vote:

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

C. Conservation Easement Purchase Dillon

February 12, 2018 Summary: *"Be it resolved that FY 18 budgeted expenditure and appropriations for the Conservation Easement Fund be increased \$22,500, that revenue from the Commonwealth be increased \$11,250, and that fund balance in the conservation easement fund be utilized in the amount of \$11,250, all for the purpose of purchasing a conservation easement on the Dillon property."*

February 20, 2018 Action: Tom Judge reviewed the request funding request recommended by the Conservation Easement Authority and the Supervisor's Finance Committee.

Supervisor Byrd moved *"Be it resolved that FY 18 budgeted expenditure and appropriations for the Conservation Easement Fund be increased \$22,500, that revenue from the Commonwealth be increased \$11,250, and that fund balance in the conservation easement fund be utilized in the amount of \$11,250, all for the purpose of purchasing a conservation easement on the Dillon property."* The motion carried by the following vote:

| | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

D. FY2019 Draft Budget Document

February 12, 2018 Summary: New documents will be provided for review on February 20.

February 20, 2018 Action: Tom Judge informed the full Board that the FY2019 Budget Finance Committee had reviewed a number of documents, which were to be discussed later this evening. Highlights of review include:

- Schools:
 - o The School Superintendent has proposed a budget.
 - o The School Board has not yet adopted its budget.
 - o CCPS \$793,000 operating increase includes:
 - 2.5% across-the-board salary increase for full-time, regular staff.
 - General Government Employee Salary Increase:
 - The Supervisors generally match General Government salary increases to School employee increase.
 - 2.5% salary increase is approximately \$55,000, which has not yet been included in the FY2019 budget.
 - The Budget Finance Committee will discuss further this evening, as well as new position requests.
 - 14% health insurance increase.
 - Addition of a new position called Competent Learner Model Coach.
- The Commissioner of the Revenue is finalizing personal property estimates.
- Waiting for final changes from the General Assembly.
- This evening the Budget Finance Committee will review requests on a line-item basis and make adjustments as necessary.
- New documents will be available tonight reflecting:
 - o Changes from the Commissioner of the Revenue with regard to real estate taxes.
 - o Other changes general government capital projects.

- o Schools new request.
- o Regional organization requests.
- o Departmental line items.

E. Bills and Claims

February 12, 2018 Summary: The Finance Committee recommends approval of the January 2018 Invoice History Report

February 20, 2018 Action: **Supervisor Catlett moved to accept the January invoice history report as presented. The motion carried by the following vote:**

| | |
|------------------|-------|
| Barbara J. Byrd | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss | - Aye |

F. Standing Reports

FYI: Reconciliation of Appropriation, General Fund Balance, Capital Projects, YTD Budget Report

11) Joint Administrative Services Board

Tom Judge provided update. Highlights include:

- Main task is to get new taxation program implemented.
- Health insurance was discussed. If transfer to a new plan and decrease from three to two options, may realize a 7% reduction.
- Will discuss progress on taxation at the next regularly-scheduled meeting.
- Looking at April for implementation of taxation program.
- Senses that the Commissioner of the Revenue and Treasurer are gaining confidence.
- Munis be a better system than the one currently in use.

12) Government Projects Update

David Ash provided the monthly project update.

- Pavilion at Park:
 - Plans have been approved.
 - Waiting on contractor to fix a start-work date.
- Convenience Center:
 - Received approximately seven bids, which have been opened.
 - Bid has not yet been awarded.
 - Negotiating with the low bidder.
 - Expect to meet with the procurement officer this week to determine if it is with the total project budget.
 - Buying from national contracts and direct purchase of some of the equipment will be up to the County.
 - Still anticipate opening at the beginning of the fiscal year.
- Benches and Signs:
 - Budget Finance Committee is discussing.
 - Supervisor Byrd would like to have input and would like to make improvements on some the existing signs.
 - Signet Signs has worked up a sign that will be easier to read with better illustration.
 - John Staelin, Budget Finance Committee members, has interesting ideas on bench donation.

13) Miscellaneous Items

FY2019 Budget

- Currently, the deficit is down to a \$305,000.
- Pay Increase:
 - General government pay increase is not yet included.
 - County typically matches Schools' pay increase.
 - Pay raise is necessary to cover increased health insurance, which could result in overall reduction in pay for some even with the proposed 2.5% increase.
 - By consensus, the Supervisors agreed to a 2.5% pay increase.
- Broadband \$6,000 request:
 - Committee would like to create an operating budget.

- Want to continue utilizing outreach and consultant services.
- Committee has requested a \$10,000 set aside in the economic development budget for future infrastructure projects.
- County cannot demand that a provider bring service to a particular location.
- Historic Preservation Committee is requesting funds.
- Personal property revenues should be available by the end of next week.
- Funds:
 - Small surplus was included when the Supervisors' adopted the current budget.
 - Renovated the primary school using cash that reduced the fund.
 - Rainy Day Fund for unexpected events is 3% or \$857,000.
 - 12% liquidity is \$3.4 million.
 - Undesignated fund balance is between \$400,000 and \$500,000.
- Taxes:
 - Supervisors are sensitive to not raising taxes but are aware that there are needs that must be met.
 - If a tax increase is necessary, it should be an absolute minimum.
- Debt:
 - School debt has been falling off for the past several years.
 - Next year, school debt will drop by \$400,000.
 - Drop in school debt will not cover the consultant's estimate of \$536,000, for phase 2 upgrade the communication system.
- Facility Repair Projects:
 - Sheriff's Office building needs brickwork.
 - Railing issues at Circuit Courthouse.
 - May be able to address using FY2018 budget.
- Recess Board of Supervisors Regular Meeting:
 - Will recess the meeting following the afternoon session to allow more time for the Budget Finance Committee to review the FY2019 budget.
 - By consensus, the Board agreed to reconvene the meeting at 8:30 am, Wednesday, February 21, 2018, in Meeting Room C.
 - Budget Finance Committee will meet at 6:30 pm this evening for further budget review.

14) Summary of Required Action

| <u>Item</u> | <u>Description</u> | <u>Responsibility</u> |
|-------------|--|-----------------------|
| 1. | Process approved minutes. | Lora B. Walburn |
| 2. | Compile notice of appointment and update database. | Lora B. Walburn |
| 3. | Execute notice of appointment. | David Weiss |
| 4. | Develop and process public hearing notice for CC 2018-02 | Lora B. Walburn |
| 5. | Send notice of approval Watermelon ParkFest, etc. to applicant and adjoining property owners. | Lora B. Walburn |
| 6. | Update website calendar to show evening session recessed until 8:30 am, Wednesday, February 21, in Meeting Room C. | Lora B. Walburn |

15) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Berryville Town Council:
 - Long meeting going until almost 11 pm. Supervisor Byrd left at 9:45 pm.
 - Working on leases for property on Main Street and house behind the Barns of Rose Hill.
 - Discussed use of a dumpster to replace individual trash cans.
 - Resident, again, made comment about truck traffic on Route 340 and the speed.
 - Hiring freeze in place.
- Humane Foundation:
 - Meets tomorrow.
 - Will discuss shelter repairs.
 - Facility was built by Shockey and is now 14 years old.
- Northwest Regional Adult Drug Treatment Court Advisory Committee: Attended meeting.
- Northwestern Regional Jail Authority:
 - Discussed facility repairs, security upgrades, and rise in mental health issues in jail population.
 - Soliciting applications for a deputy superintendent.

- Finance Committee:
 - Approved the search for the deputy superintendent.
 - Discussed establishing fiscal policy regarding fund balance and how it is to be used.
- Northwestern Regional Juvenile Detention Center Commission: Did not meet.
- Social Services:
 - Will miss the meeting this month.
 - Last month, discussed benches.
 - Ensure Social Services, FISH, Habitat for Humanity, and Shenandoah Area Agency on Aging have sufficient funding in the proposed budget.
 - Angie Jones, Director of Social Services, is retiring in July 2018. This position is filled by the Board of Social Services.

Supervisor Terri T. Catlett

- Clarke County Historic Preservation Commission:
 - Attended her first meeting, a portion of which was conducted at Lockes Store in Millwood.
 - Discussed separate building behind the tannery that will house a restroom.
 - Working on Historic Resources Plan.
- Clarke County School Board:
 - Attended January 29 meeting that included the budget presentation.
 - Competent Learner Model position included in the presentation.
 - Monica Singh-Smith is the 2018 Chair.
 - School Board is adding to its meeting calendar a work session monthly / as needed.
- Financial Planning for Seniors:
 - Set up a meeting with the County Extension Agent, Karen Pouff.
 - Previous seminars have not been well attended.
 - Suggested holding a seminar at the Cooperative Extension offices after it moves to the 524 Westwood Road office.
 - Supervisor Byrd suggested conducting the seminar at the Senior Center.
- Parks and Recreation: Did not meet.

Supervisor Mary L.C. Daniel

- Planning Commission:
 - New appointee, Bob Glover, attended the meeting.
 - Continued delays with subdivision plan.
 - Zoning and subdivision ordinance project update is included in the Board packet this month.
 - March meeting will include a certificate of appropriateness for approval for re-facing the McDonalds in Waterloo.
- Broadband Implementation Committee:
 - Met Monday, January 22.
 - George Condyles and Kevin Manavich, NextGen Broadband, attended the meeting.
 - NextGen:
 - Will be laying backbone fiber through Clarke County.
 - Project started in Ashburn, Virginia and should be coming this way in April or May.
 - NextGen focuses on residential and home-based businesses.
 - NextGen does have a website with forms for interested parties to complete.
- Library Advisory Council:
 - Wi-Fi hot spots are available for a one-week check out per household.
 - Volunteers are needed particularly in the evenings.
 - Children’s Room is being updated.
 - New scanner and fax machine is available at no charge.
- Josephine Community School Museum:
 - Held a retreat to plan its calendar.
 - Received a list of questions about maintenance and improvements that are needed around the property. David Ash and David Weiss will review.
 - Developed list of books for the Book Club, as well as a series of events.
 - Will be included in the Clarke County Public Schools fourth-grade student field day.
- CCSO Liaison: Chief Deputy Sumption is managing day-to-day operations during Sheriff Roper’s medical leave.

Vice Chair Bev B. McKay

- Sanitary Authority:
 - o Attended the meeting.
 - o Continue to work on State's mandate for alternate water source.
 - o New Finance Administrative Technician will assist Mike Legge, Purchasing Manager, with CCSA matters including billing.
 - o Chairman Weiss asked Mr. McKay to coordinate a Sanitary Authority presentation at the May Work Session.

Chairman David S. Weiss

- IDA:
 - o Mark Cochran elected Chair.
 - o William "Bill" Waite elected Secretary Treasurer.
 - o Reviewed investment policy.
 - o Christy Dunkle, Town of Berryville Planner, will make a formal request for funding of an updated hotel study.
- Fire & EMS Commission:
 - o Continues to work through issues and procedures.
 - o Making progress on the budget.
 - o Will review Blue Ridge Volunteer Fire and Rescue Company's staffing request.

16) Closed Session Pursuant to §2.2-3711-A1, §2.2-3711-A7

At 3:12 pm, Supervisor Daniel moved that the Clarke County Board of Supervisors enter Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board *re Individual Compensation and Leave Balance Review*. §2.2-3711-A7 Consultation with legal counsel and briefings by staff members or consultants 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; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel *re Hazardous Structure on Private Property*. The motion carried by the following vote:

| | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

At 4:07 pm, the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Daniel moved to reconvene in open session. The motion carried as follows:

| | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

Supervisor Daniel further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

| | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

No action taken following Closed Session.

Chairman Weiss recessed the meeting at 4:08 p.m.

Chairman Weiss reconvened the meeting at 8:30 a.m. in Meeting Room C to conduct the FY2019 Budget Work Session portion of the evening session of the Regular Meeting recessed until 8:30 a.m., Wednesday, February 21, 2018.

Chairman Weiss requested the addition of a Closed Session Pursuant to §2.2-3711-A1.

17) Citizens Comment Period

No citizens appeared to address the Board.

18) FY2019 Budget Work Session

Tom Judge provided an overview of the budget document. Highlights of review and discussion include:

- Deficit: \$602,963
- Pay as you go: \$317,000
- Net Deficit: \$285,963
- Salary Increase: 2.5% across the board included
- Personal property tax valuations should be available by late February.
- Personnel Changes:

FY 19 BUDGET
Source: Joint Services

| Title | Department | Current | New | FY 19 | | Notes |
|----------------------------------|-------------------------|---------|--------|---------|------------------|---|
| | | Wage* | Wage | Change* | Approved | |
| Maintenance Technician | Maintenance | - | 40,000 | 40,000 | 2,000 | Reclass |
| Commonwealth's Attorney PT | Commonwealth's Attorney | 12,546 | 15,038 | 2,492 | 2,492 | |
| Parks PT Admin | | 21,340 | 28,140 | 6,800 | 8,000 | |
| Parks PT Rec Center | | 30,783 | 31,783 | 1,000 | 1,000 | |
| Parks PT Programs | | 85,782 | 93,882 | 8,100 | 8,100 | |
| Clerk of the Circuit Court | | - | 28,000 | 28,000 | pending | 40,941 sal and ben; \$26,476 Comp Board; \$14,465 local |
| EMT | | - | 48,000 | 48,000 | 48,000 | |
| EMT | | - | 48,000 | 48,000 | 48,000 | |
| Registrar PT | | 9,017 | 11,450 | 2,433 | 2,433 | |
| Registrar | | 52,831 | 69,473 | 16,642 | pending | |
| BMT OT | | 56,000 | 90,000 | 34,000 | 7,000 | |
| Social Services Director payout | | - | 25,000 | 25,000 | from designation | |
| Social Services Director overlap | | - | 16,000 | 16,000 | no | |
| | | | | 276,467 | | |

*Excludes benefits

| | |
|-------------|---------|
| PT | 31,245 |
| FT | 123,772 |
| 2.5% increa | 137,500 |
| | 292,517 |

- o Circuit Court Position: Holding until receive State funding information.
- o Emergency Medical Technicians:
 - Adding two full-time positions.

- Need to clarify with Director Lichty that \$63,000 will be sufficient for overtime if the two requested positions and schedule changes are funded.
 - Requesting more in part-time salaries.
 - Registrar:
 - Electoral Board is lobbying the General Assembly to equate a Registrar's with a Treasurer's salary.
 - Raise would be an isolated situation outside of the pay and classification plan.
 - Social Services Director:
 - Will use leave liability funds to cover leave pay out.
 - Finance Committee is recommending that the County not budget for overlap.
 - Part-time Funding: \$31,245 added to cover Federal Insurance Contributions Act [FICA]
 - Full-time Funding: \$123,772 added to FICA, Virginia Retirement System, life insurance, health insurance.
 - County contributes \$12,000 per employee for health insurance.
- Minor Capital Requests:

CLARKE COUNTY
MINOR CAPITAL REQUESTS & ACTIONS
FY 19 BUDGET

| Source | Item | Request Amount | FY 19 | | | |
|----------------|--------------------|-------------------|---------|---------------------------|--------------------|--|
| | | | Revenue | System Approved Status | Approved Amount | Status |
| Parks | Trash Cans | 14,431 | | | | From Handicap Door |
| Parks | Floor Cleaner | 9,302 | | | | No |
| Parks | Handicap door | 15,651 | | | | Use for trash cans |
| Maintenance | Courthouse Benches | 3,850 | | | | Included in FY 18 Capital Budget |
| Maintenance | Welcome signs | 4,000 | | | | Transfer from FY 18 contingency to Maintenance |
| Maintenance | Annl Shlr Wtr Htr | 8,500 | | | | From FY 18 Capital Budget HVAC |
| Commissioner | Unknown | 500 | | | | Recommend FY 18 contingency if any |
| Total | | 56,234 | | | | - |
| FY Contingency | Welcome Signs | 15,000 | | | | |
| | | 4,000 | | | | |

- FY2019 not impacted - found ways to fund using existing FY2018 capital budget.
 - Will form a committee to review courthouse benches and welcome signs. Town of Berryville's Architectural Review Board has final approval of the benches.
- Recommended Appropriations from the Budget Finance Committee's February 20 Meeting:
- Total Change: \$152,000
 - Cut \$100,000 from Convenience Center staffing request.
 - Flat funded all outside agencies with a few exceptions:

- Broadband Implementation Committee: A new request from a new group, \$6,000 requested - \$5,000 recommended.
- Farmers Market: A new request, \$5,000 requested – No funding recommended.
- Gave Northwestern Community Services: Requested increase from \$88,000 to \$94,500 – recommend \$92,000
- Laurel Center: \$500 increase
- The Barns of Rose Hill: Requested a basic contribution and funds for endowment. Last year the Board did give a basic contribution to help the Barns take advantage of matching funds.

– Capital Budget:

FY 19 General Government Capital Budget

02/21/18

| Government Projects | FY 2019 <i>Projected</i> | FY 2020 <i>Projected</i> | FY 2021 <i>Projected</i> | FY 2022 <i>Projected</i> | FY 2023 <i>Projected</i> | Notes |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <i>Public Safety</i> | | | | | | |
| Sheriff Vehicles | 135,000 | 116,000 | 116,000 | 116,000 | 116,000 | |
| Sheriff Court Security Electronic Control Arm | | | | | | |
| Sheriff Weapons and Armor | | 10,000 | 10,000 | 10,000 | 10,000 | |
| Communications: Radios System upgrade | | 562,085 | | | | |
| Camera System | 35,000 | | | | | |
| <i>Parks</i> | | | | | | |
| <i>New Projects</i> | | | | | | |
| Athletic Fields | | 200,000 | | | | Master Plan Update needed |
| Parks Westside | 20,000 | | | | | |
| <i>Major Capital Asset Renovation and Repair</i> | | | | | | |
| Parks Replace ballfield and pool fencing | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| | | | - | | | |
| <i>Community Development</i> | | | | | | |
| Real Property Assessment | 200,000 | | | | | |
| Real Property Assessment System | 112,000 | | | | | |
| <i>General</i> | | | | | | |
| <i>Regular Capital Asset Renovation and Repair</i> | | | | | | |
| Technology | 65,000 | 40,000 | 40,000 | 40,000 | 40,000 | +25K FY 19 website upgrade |
| Vehicles | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | FY 19=Maintenance vehicle |
| General | | 50,000 | 50,000 | 50,000 | 50,000 | Sufficient funding in FY 18 |
| Court House Brick and handrail repairs | | | | | | Moved \$41,500 to FY 18 |
| FISH Porch and Boiler | | | | | | Moved \$33,000 to FY 18 |
| Totals | 607,000 | 1,018,085 | 256,000 | 256,000 | 256,000 | |

Sources

| | | | | | |
|--|---------|-----------|---------|---------|---------|
| <i>Total Revenue</i> | - | - | - | - | - |
| <i>Fund Balance for Capital (pay-as-you-go):</i> | | | | | |
| Parks Master Plan | 30000 | | 128,000 | | |
| Data Technology (website/assessment system) | 137000 | | | | |
| Assessment from Gov Savings | 150000 | | | | |
| <i>Total Fund Balance for Capital</i> | 317,000 | - | 128,000 | - | - |
| General Fund Transfer net of Revenue and Pay-as-you go | 290,000 | 1,018,085 | 128,000 | 256,000 | 256,000 |

- Courthouse Security:
 - Removed security electronic control arm.
 - Camera system is under review.
- Assessment:
 - Reassessment included in FY2019 budget.
 - Add \$150,000 to cover cost of real property assessment
 - Software replacement for AS400 system included.
- Technology: \$25,000 to upgrade the website
- Emergency Services:
 - County owns two staff vehicles.
 - Director has been asked to compile an equipment inventory for all fire and rescue locations.
 - \$15,000 added for incentive system.
 - Director Lichty is developing a staffing system to maximize efficiencies.
 - Emergency Services FY2019 Proposed Budget:

| | FY17 Original Budget | FY17 Audited Actual | FY18 Adopted Budget | FY18 Revised Budget | FY19 Proposed Budget | Variance 19 Proposed- 18 Adopted |
|---|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--|
| Fire and Rescue Services | 767,392 | 783,586 | 804,646 | 804,646 | 819,134 | 14,488 |
| Volunteer Fire Companies | 140,485 | 116,341 | 118,153 | 154,593 | 172,200 | 54,047 |
| Blue Ridge Volunteer Fire Company | 51,200 | 51,050 | 51,200 | 51,200 | 66,250 | 15,050 |
| Boyce Volunteer Fire Company | 51,900 | 51,400 | 51,600 | 51,600 | 66,700 | 15,100 |
| Enders Volunteer Fire Company | 77,200 | 77,450 | 77,800 | 77,800 | 93,300 | 15,500 |
| Lord Fairfax Emergency Medical Services | 5,422 | 5,422 | 6,282 | 6,282 | 6,262 | (20) |
| Forestry Service | 2,712 | 2,712 | 2,712 | 2,712 | 2,873 | 161 |

- Requests to be Funded Using FY2018 Budget:
 - New vehicle for Maintenance Department.
 - New vehicle for Building Department vehicle.
 - Repairs: Courthouse brick and railing.
 - Repairs / Replacement: County building currently occupied by FISH - porch and boiler.
- Items for Budget Finance Committee at 02-20-2018 Evening Meeting to Revisit:
 - Camera system
 - Convenience Center
 - Virginia Department of Health
 - Maintenance budget questions
- Animal Shelter reduced by \$7,844 due to changes in staff benefits.

Chairman Weiss put forth that the Budget Finance Committee was making progress and working to meet needs with as little financial impact on citizens as possible.

19) Closed Session Pursuant to §2.2-3711-A1

At 9:25 am, Supervisor Catlett moved that the Clarke County Board of Supervisors enter Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board *re Individual Compensation and Leave Balance Review*. The motion carried by the following vote:

| | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

At 9:50 am, Supervisor Byrd left the Closed Session.

At 10:05 am, the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Daniel moved to reconvene in open session. The motion carried as follows:

| | | |
|------------------|---|--------|
| Barbara J. Byrd | - | Absent |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

Supervisor Daniel further moved to execute the following Certification of Closed Session:

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NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge,

(i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

| | | |
|------------------|---|--------|
| Barbara J. Byrd | - | Absent |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

No action taken following Closed Session.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, March 20, 2018, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

20) Adjournment

At 10:06 am, Wednesday, February 21, being no further business, Chairman Weiss adjourned the meeting.

ATTEST: February 20/21, 2018

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes recorded and transcribed by: Lora B. Walburn, Deputy Clerk to the Board of Supervisors