

February 19, 2019

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 19, 2019.

Board Members

Present Afternoon / Evening Session: 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 / Evening Session: None

County Staff Present

David L. Ash, Barbara Bosserman, Len Capelli, Cathy Kuehner, Brian Lichty, Brandon Stidham, Alison Teetor, Lora B. Walburn

Constitutional / State Offices / Other Agencies

Tony Roper, Tom Judge

Press

Mickey Powell – The Winchester Star

Others Present

Scott Alexander, Robina Rich Bouffault, Randy Buckley, Robert Chambers, Jeff Hinson, Matt Hoff, Suni Mackall, Gwen Malone, Glen Poe, John Staelin

Zara Ryan, Chip Schutte, Monica Singh-Smith, Jon Turkel; Chuck Bishop, Rick Catlett

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:01 pm.

2) Adoption of Agenda

Supervisor Catlett moved to adopt the agenda 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

3) Citizens Comment Period

No citizens appeared to address the Board.

4) Virginia Department of Transportation [VDOT]

Scott Alexander, Assistant Residency Administrator, provided the following update:

Maintenance:

- Preparing for snow, ice event forecast for February 20 and 21.
- The past month has been consumed with weather events both snow removal and the recent ice storm.
- Spent considerable resources keeping Rt. 601 open from falling trees and limbs.
- Were able to do some brush cutting on Rt. 255 and pothole repairs on routes 635, 645 and 659.
- Will continue with pothole repairs as they are reported.
- Our non-hard surfaced roads are in unsatisfactory shape. The wet weather and saturated ground has prevented us from performing maintenance on many of them. We plan to grade all of them and add stone as soon as we can get the equipment on them. We have soft spots on routes 604 and 605 that are going to require digging out and built back up.
- Have massive amounts of clean up from the ice storm.

Board Issues:

- The Rt. 7 safety audit is scheduled to start on March 6. State and Local Law Enforcement will be participating.

- VDOT will study the entire length of Route 7 in Clarke looking at entrances, obstacles to sight line, speeding, accident history, etc. Improvements will be made as deemed appropriate.
- Appalachian Trail Head Rt. 605 - We have met with trail officials, county officials and Mt. Weather personnel and plan to assist with providing entranceway on power line.

Supervisor Comments:

- Supervisor Catlett:
 - Ebenezer Road Route 604: Road shows buckling in places.”
- Vice Chair McKay:
 - Route 50 side of creek in Millwood on Bob Holmes’ property: Water backed up in yard. Culvert may be blocked. VDOT agreed to set up meeting to survey with Vice Chair McKay.
 - Panhandlers: County working on ordinance.
 - Route 522 Survey sticks in triangle and in median by Double Tollgate and Lake Frederick: Many reasons for these sticks. VDOT was not aware of any activity.
- Chairman Weiss:
 - Route 608 and Route 7 intersection: Large puddle on westbound side in the shoulder right of way.
 - Litter Removal: Normally pick up two times per year usually right before VDOT mows. Working with the detention center to secure inmate assistance; and, VDOT is considering an adopt-a-highway one-time pick up on secondary roads, not Route 7. Issue is known to VDOT; however, road crews that would normally perform litter pick up are busy responding to weather events or repairing highways due to damage from weather events.

5) Conservation Easement Authority Report

Alison Teetor, Natural Resources Planner, presented the five-year summary of conservation easement activity as set forth in County Code. Highlights include:

- Established in 2002
- Accepted first easement in 2003
- Current easement holdings through December 2018: 8,019 acres
- Acres per year: approximately 500 acres
- Dwelling Unit Rights retired: 268

- Easements: 121, approximately 136 parcels
- Options: donation [primary option], appraisal purchases; dwelling-unit-right purchase – option added in 2010
- Funding sources:
 - Local appropriation: average \$120,000 annually
 - Rollback tax
 - Grant purchases: land owner contributes 25% of appraised value
 - Grant fund sources:
 - Natural Resource Conservation Service Program [NRCS]
 - Virginia Department of Agriculture and Consumer Sciences [VDACS]
 - Virginia Land Conservation Fund [VLCF]
 - Virginia Outdoors Foundation [VOF]
 - Piedmont Environmental Council [PEC]
 - Private Donations
 - Transfer tax: 1% of sales tax; approximately \$5,000 to \$6,000 raised in this way
- Easement Purchases last five years: 45 easements; 3,291 acres, 113 DUR's retired
- Raised more than \$4.4 million in 15 years
- County contributed \$1.8 million in 15 years
 - VDACS involved in most matching local dollars dollar for dollar
 - State money can be used to leverage federal grants
 - Largest share of grant sources are the federal grants providing up to 50% of appraised value
 - Examples:
 - Cool Spring Farm: appraised value \$716,500, less 25% land-owner donation, County contributed \$27,750 because of the ability to leverage VDACS and federal grants
 - Edgewood Farm: appraised value \$648,500, less 25% land-owner donation, County contributed \$8,000
- Monitoring and inspection required by state law
 - Funds from Virginia Land Conservation Foundation for stewardship of easements. Clarke has received \$149,522 over the past 10 years
 - Summer interns hired for this purpose for past five years at \$1,000 stipend plus mileage

- Cost / Benefits
 - Cost of community services: For every tax dollar received open space / agricultural land takes \$0.50 in services; commercial \$0.23; residential \$1.24
 - Composite index: increases State contribution saving \$131,000 to \$147,000 annually
- Outreach campaign:
 - Quarterly newsletter; direct mailings, community outreach
 - Raised nearly \$400,000 over 12 years averaging \$29,000 per year
 - Funds raised used for surveys, appraisals, legal fees, and easement purchases
- 12 years of outreach campaign, raised \$376,300; done surveys, appraisals, legal fees, and easement purchase

Supervisor Catlett thanked Ms. Teetor telling her that many of her constituents say that she [Alison] is good at walking people through the process and answering questions.

Vice Chair McKay commented that the program was fantastic.

Alison Teetor responded that Board support and a strong Easement Authority makes a huge difference.

Supervisor Byrd praised Alison Teetor for an excellent job.

Chairman Weiss opined that Ms. Teetor had done a wonderful job over the years and the way she leveraged funds was great. He also thanked the Conservation Easement Authority for its work on this program.

6) Economic Development and Tourism Director Update with 2018 Year-end Summary by Len Capelli

Len Capelli, Director of Economic Development and Tourism, provided his annual update. Highlights include:

- Twenty-three percent [23%] of Clarke is in land conservation.
- From an economic development point of view, the strong conservation program takes many things out of play, which Clarke's intent.
- Clarke is the second smallest county in Virginia and has the second most acres in conservation.
- Meetings last week included discussions on development potential in Clarke, as well as the former detention center on Route 522.

- Property on the corner of Route 522 and Route 340 is under contract and should close by April 2019. Considering using property as a short-term parking lot for trucks from the inland port.
- Virginia Economic Development Partnership [VEDP] is looking for creative ways to work with area businesses to support the inland port.
- Will be meeting with realtors next week to discuss two pieces of property for sale off South Church Street and Route 340.
- VEDP is interested in pursuing something larger than five acres and creation of a shell building.
- Due to inclement weather, postponed to March a VEDP business group meeting in Clarke scheduled for February 20. Group will meet with members of the EDAC and IDA.
- Apple storage warehouse on First Street purchased by C2 Management [C2M], a business specializing in disposition of business assets including electronic recycling and data destruction currently housed in the old American Woodmark building.
- Tourism:
 - Continuing to work with different organizations such as Shenandoah Valley Tourism Partnership [SVTP], Appalachian Trail, Artisan Trail, Spirits Trails, etc.
 - SVTP's public relation firm is generating interest.
 - Grants provided:
 - Hire and retention of public relations firms
 - Website development
 - Marketing strategists
 - Work with online travel applications
 - Clarke benefits from the grants by the increase in public relations and increased exposure.
- Examples of support businesses for Amazon once it locates in northern Virginia:
 - Short- and long-term consultants
 - Logistics
 - Office supplies
 - May expand companies currently located in the area or bring in specialty companies to meet its needs.
- GoVirginia:
 - Complicated organization so economic development directors in the area have formed an ad hoc group to bring matters back down to the local communities.

- Recently received a grant for a study to help the area understand attraction and retention of workforce.
 - Clarke's Economic Development Director was able to negotiate its contribution to a level that was fair.
 - Known drawbacks for Clarke include affordable housing and walkable downtown areas
 - Need to have a better understanding of how Clarke loses workforce after high school, college, and how can it attract other people.
 - Need to have a better understanding of what can be done in Clarke to support local businesses.
 - Job training is not part of this particular grant, but, Clarke does work closely with the Lord Fairfax Community College Small Business Development Center.

Chairman Weiss thanked Mr. Capelli for the update stating that he appreciated all his work.

By consensus, the Board requested economic development and tourism updates bi-monthly during its regular meetings.

7) Approval of Minutes

Supervisor Daniel moved to accept the minutes for January 15, 2019, 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

8) Board of Supervisors Personnel Item

A. Expiration of Term for appointments expiring through March 2019

2019-02-11 Summary: The Personnel Committee made the following recommendations:

- Reappoint Celie Harris to the Northwestern Community Services Board to serve a three-year term expiring December 30, 2021.
- Erin Casarotti to the Family Assessment and Planning Team to fill the unexpired term of Courtney Phillips. Term expires December 31, 2019.

2019-02-19 Action: David Ash summarized the Committee's recommendation.

Supervisor Byrd moved to approve the Personnel Committee recommendations. 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

David Ash put forward that the Economic Development Advisory Committee at its January 23, 2019, endorsed the recommendation of Eric Myer to recommend appointment of Chris Bates to the EDAC filling the position previously held by Bryan Conrad from December 2000 to December 2018.

Supervisor Byrd moved to appoint Chris Bates to the Economic Development Advisory Committee to a term expiring December 31, 2022. 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

Supervisor Daniel moved to appoint Isreal Preston to the Board of Directors Industrial Development Authority of the Clarke County Virginia to fill the unexpired term of David Juday term expiring October 30, 2022. 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

Chairman Weiss instructed staff to write letters of appreciation and further thanked all those agreeing to serve.

B. 2019 Conflict of Interest Compliance Report to Anne Williams, Clarke County Commonwealth's Attorney

2019-02-11 Summary: David Ash notified the Board that the Commonwealth Attorney was pursuing disclosure compliance.

2019-02-19 Action: David Ash informed the Board that two of three compliance issues had been resolved since the matter was referred to the Commonwealth Attorney.

9) Board of Supervisors Work Session Items

Board of Supervisors Work Session
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
February 11, 2019 10:00 AM
Present: Barbara Byrd, Terri Catlett, Mary Daniel, Bev McKay, David Weiss

A. Veteran of the Year Plaque Cost Estimate Review

2019-02-11 Summary: The County Administrator provided cost estimates of \$1,700 for a 12" x 24" metal plaque with a cost of \$120 per year to add additional names and a \$1,300 granite monument of a cost of \$200 each year to add additional names. The Board recommended the County Administrator forward the information to the Town Manager with a recommendation that it be further discussed at the next BCCGC Joint Building Committee meeting.

2019-02-19 Action: David Ash summarized Board review advising that it would be reviewed at the March 6, 2019, Joint Building Committee meeting.

B. 106 North Church Street Lease Agreement

2019-02-11 Summary: The Board authorized the County Administrator to offer a one-year lease with a one-year extension to Dunn Land Surveys Incorporated at the current lease rate.

2019-02-19 Action: David Ash informed the Board that he had sent the agreement to Mr. Dunn for him review and action; and, upon return of the executed document, he would execute on behalf of the Board.

C. Review Wordmark Designs

2019-02-11 Summary: Cathy Kuehner, Public Information Officer, presented draft wordmark designs for the Board's consideration. Subsequent to a thorough discussion, the Board selected elements of alternatives A and B for further development and presentation in March.

2019-02-19 Action: Cathy Kuehner informed the Board that she met with the designer, who is polishing the designs. Supervisor Byrd added that she had provided suggestions. This item is set for further review at the March Work Session.

- D. Closed Session Pursuant to §2.2-3711-A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

2019-02-11 Summary: At 11:30 am, Supervisor Daniel moved that the Clarke County Board of Supervisors enter Closed Session pursuant to 2.2-3711 A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. 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 approximately 12:15 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 was taken following Closed Session.

2019-02-19 Action: David Ash summarized. No action taken.

A. FY2020 Budget Status by Tom Judge

Please find attached several documents related to the FY2020 Budget. These documents will be presented at the Work Session and discussed in the coming weeks.

2019-02-11 Summary: Tom Judge updated the Board on the below listed budget documents. No action was taken.

1. FY2020 Budget by Fund [Net Tax Funding]
2. FY2020 Draft Budget Document
3. FY2020 Major Capital Requests
4. FY2020 Personnel Requests
5. FY2020 Minor Capital Requests

2019-02-19 Action: David Weiss stated that Tom Judge would review these items later in the session.

10) Board of Supervisors Finance Committee Items

A. Social Services Budget Request

2019-02-11 Summary: The Social Services Director presented her budget request to the Committee.

2019-02-19 Action: Tom Judge summarized. No action taken.

B. FY 19 Supplemental Appropriations.

2019-02-11 Summary: The Finance Committee recommends the following:

a. *Medicaid Position.*

"Be it resolved that Social Services fund expenditure and appropriation be increased \$63,136, and revenue from the Commonwealth recognized in the same amount, all for the purpose of hiring a Human Services Assistant II to handle increased workload related to Medicaid expansion."

2019-02-19 Action: Tom Judge summarized. **Supervisor Byrd moved to approve 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

b. *Social Services Office.*

"Be it resolved that Maintenance function budgeted expenditure and appropriation be increased \$4,179, and that the designation for government savings be reduced in the same amount, all for the purpose of creating a new office at Social Services."

2019-02-19 Action: Tom Judge summarized. **Supervisor Byrd moved to approve. 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. School Supplemental.

2019-02-11 Summary: There will be a public hearing this evening on the following matter:
"Be it resolved that FY 19 School Capital Projects budgeted expenditure and appropriation be increased \$287,758, and be it further resolved that the designation of general fund balance for School Operating carryover be decreased in the same amount, all for the purpose' of funding the capital projects request approved by the School Board at their December meeting. "

2019-02-19 Action: See public hearing PH 19-03.

D. Bills and Claims

2019-02-11 Summary: The Finance Committee recommends approval of the January 2019 Invoice History Report.

2019-02-19 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

E. Standing Reports

FYI: Reconciliation of Appropriation, Capital Budget

FY2020 Budget Finance Committee Direction

Chairman Weiss informed the Supervisors that the FY2020 Budget Finance Committee required some direction from the full body. Highlights of review include:

- Last week held two budget meetings for department budget presentations.
- Thursday, February 14, the Committee began capital project review.
- Review of personnel requests and minor capital set for February 21.
- With respect to capital budget, the Finance Committee tentatively:
 - o Sheriff Office Vehicles: reduced from 4 to 3; -\$53,000
 - o Sheriff's Office Radio Upgrade: reduce FY2020 request from \$562,000 to \$522,000; -\$40,000; using existing allocation against the request for FY2020
 - o Sheriff's Office Handsets: Eliminated replacement handsets but added to general fund contingency for FY2020 sufficient funding to replace one handset should one break; -\$25,000
 - o Volunteer Fire Company Equipment: Requested County cover 10% of equipment costs. Opted to fund through fund balance designation rather than an appropriation; -\$82,000
 - o Assessment: Current fiscal year funding \$112,000; IT Director does not feel that this funding is necessary; therefore, the Finance Committee moved that figure out using the current appropriation of \$112,000 to cover some over extended projects in FY2019.
 - o Maintenance: Maintenance requested \$130,000 for GDC HVAC. It was determined that a study is needed first; so, the \$130,000 was eliminated; and \$60,000 was added for a study in FY2019.
 - o The changes resulted in a surplus of net pay-as-you-go \$172,000 funding.
- Health Insurance: \$53,000 savings

Supervisor Byrd asked about the age of the oldest vehicle in use by the Sheriff's Department. Sheriff Roper assured that the reduction of one vehicle would not adversely affect his department.

Chairman Weiss informed Supervisor Byrd that the Sheriff was replacing two to three vehicles per year at a cost of \$53,000 per vehicle.

Sheriff Roper added that operating older vehicles causes the maintenance budget to increase so he prefers to remain proactive and replace on a regular schedule, every five years. He also informed the Supervisors that his office maintains a fleet of approximately twenty to twenty-one vehicles with a vehicle for each deputy with some spares. In response to queries, he assured that vehicles drive by road deputies typically last 120,000 to 130,000 miles.

Supervisor Byrd asked about teacher salary increases.

Chairman Weiss responded that the FY2020 budget currently estimated a 3% salary increase and the Budget Finance Committee has not discussed salary increases. He confirmed that historically Clarke County General Government matches Clarke County Public Schools raises.

Chairman Weiss called for Board input on priorities.

- Supervisor Byrd stated that her priority was funding for fire, safety, emergency medical.
- Supervisor Catlett commented that some localities are not funding some of the smaller agencies such as Blue Ridge Legal Aid and Shenandoah Area Agency on Aging.
 - Supervisor Daniel opined that such action is irresponsible for these agencies, such as SAAA, FISH, food bank, legal aid, provide services, which will add cost to localities if these agencies do not provide these critical services.
 - Vice Chair McKay opined that each agency should be reviewed annually for stewardship and the benefit / assistance provided to the locality.

Chairman Weiss clarified that the County was committed to helping emergency medical services by some capital balance to assist with large purchase.

11) Joint Administrative Services Board

Highlights of the update by Tom Judge include:

- Reviewed FY2020 JAS budget.
- ERP implementation complete.
- Reported on actuarial study from the auditor. Should have audit report to the Board by March.

12) Government Projects Update

David Ash provided the monthly project update.

- Berryville-Clarke County Government Center: School roof repair placed on hold to facilitate gutter repair.
- Convenience Center: Now open Saturday through Monday..
- Kohn Property: Weather has prevented property tour.

- Parks and Recreation: FY2020 Budget Finance Committee asked to explore storage options other than shed construction.
- Reassessment: In process.
- Traffic Study: NSVRC has provided responses to questions.

13) Miscellaneous Items

No miscellaneous items identified.

14) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Process and post approved minutes.	Lora B. Walburn
2.	Letters of appreciation to Bryan Conrad and David Juday.	Lora B. Walburn
3.	Update appointments database, draft notice of appointment, and notify staff representatives.	Lora B. Walburn
4.	Execute letters of appointment and appreciation.	David S. Weiss
5.	Add bi-monthly Economic Development and Tourism updates to Board's regular meeting agenda.	Lora B. Walburn

15) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Clarke County Humane Foundation:
 - Working on development of a volunteer program to help keep animals socialized.
 - Had expert evaluate some of the back row dogs to identify ways to aid in their adoption.
 - Clarke is, basically, a no-kill shelter; however, if some animals are too aggressive or unhealthy, it is believed kinder to put them down.
 - Received over \$50,000 in contributions during the holiday fund drive.
 - Wendy Wright manages the Foundations finances and provides an excellent report.
- Northwest Regional Adult Drug Treatment Court Advisory Committee: Attended meeting
- Northwestern Regional Jail Authority: Attended meeting; Director back
- Northwestern Regional Juvenile Detention Center Commission: No update

- Town of Berryville:
 - Long meeting
 - Agencies presenting budget requests
 - Berryville Main Street has hired a new director.
 - The Boyds Nest Restaurant raised over \$4,000 to feed school children.
 - Discussed TreeCity.
 - Discussed fact that after March it can no longer recycle glass
 - Discussed tipping fees
 - Main Street VDOT Study: Did not have sufficient qualifying events to qualify for traffic calming
 - Discussed employee safety improvements at water treatment plant
 - Discussed stormwater issues on Jackson Drive
- Board of Social Services: Meeting Friday, February 22

Supervisor Terri T. Catlett

- School Board:
 - Did not attend January meeting
 - School Board discussed the budget with some members expressing a desire to look at teacher salaries in comparison to neighboring jurisdictions.
- Career and Technical:
 - Teachers gave presentations.
 - High School continues to partner well with LFCC.
- Historic Preservation Commission:
 - Planning a get together with various organizations, such as Long Branch and Clermont, to discuss mission and collaboration.
 - Roof finished on Josephine School Museum.
 - Lockes Mill is now on the Historic Register.
- Parks and Recreation Advisory Committee: Did not meet
- Village of Millwood:
 - Received update from Association listing charities and organizations it supports.
 - Looking into preserving and maintaining public well as an historic site.

Supervisor Mary L.C. Daniel

- Planning Commission: Will meet March 1 for regular meeting; no meetings held in February
- Broadband Implementation Committee: Did not meet
 - Chairman Weiss responded to comments that some would like this to be a subcommittee of the Planning Commission that the Supervisors created the Broadband Implementation Committee to operate in the current manner.
- Sheriff's Department:
 - Quarterly meeting on February 1
 - Several new employees
 - Turnover is expensive
 - Constant cycle of recruitment, training, retention
 - State Police are no longer responding to vehicle accidents in the County
- Clarke County Library:
 - Plan to redecorate to reflect a more modern, friendly environment
 - No Clarke tax dollars to be used on the redecoration project
 - Working with the Barns of Rose Hill on projects
- Legislative Liaison / Coalition for High Growth:
 - Reviewing proffers and impact fees
 - Weddings in agriculture as by right use failed
 - Check status: allow localities to develop regulations in karst areas
 - Check status: Camp 7 property
 - Chairman Weiss noted that the State changed nurse practitioner licensure requirements. Supervisor Catlett opined this would help underserved communities.

Vice Chair Bev B. McKay

- Economic Development Advisory Committee: No update given
- Sanitary Authority:
 - Meet February 19 at 9 am
 - Elected Rod DeArment Chair, Dan Mackay-Smith Vice Chair, and A.R. "Pete" Dunning, Jr. Treasurer
 - Discussed budget
 - Must change membranes this year

- Sold old backhoe.
 - Voted for rate increase
- Alternate water source: Resistivity tests have not been conducted on the two properties of interest. Other properties are still under consideration.
- Northern Shenandoah Valley Regional Commission: Meets next week

Chairman David S. Weiss

- Fire & EMS Commission: Did not attend meeting.
- School Finance:
 - Attended meeting with Supervisor Catlett
 - Discussed 4% salary increase
 - School board concerned keeping salaries up with other jurisdictions
 - Staff was instructed to develop a mid-point of Winchester and Frederick
 - Using the mid-point as base, some will get more than 4% on the calculated mid-point
 - Did not discuss stipends
 - School Board plans to use health insurance savings to fund an higher pay increase
- Industrial Development Authority:
 - Mark Cochran Chair
 - Reviewed investment accounts
 - Bond payments received for year
 - Fiscal functioning well
 - Hotel feasibility study discussed further and RFQ procurement is proceeding.

16) Closed Session

No closed session conducted.

At 3:08 pm, Chairman Weiss recessed the meeting.

At 6:31 pm, Chairman Weiss reconvened the meeting.

17) Citizens Comment Period

No citizens appeared to address the Board.

18) PH 19-02: TA-18-01, Antenna Support Structures

TA-18-01, Antenna Support Structures Proposed text amendment to amend §§3-A-1-a-2, 3-A-2-a-2, 3-A-3-a-2, 3-A-12-a-2, and 3-A-13-a-2 (Accessory Uses and Structures -- AOC, FOC, RR, CN, and CH Districts); §3-C-2-u (Wireless Communication Facilities (WCFs)); §6-H-12 (Design Standards for Wireless Communication Facilities (WCFs)); and §9-B (Definitions) of the Zoning Ordinance. The purpose is to establish new regulations for structures designed for the express purpose of accommodating wireless internet service provider (WISP) equipment, television antennas, satellite dishes, or other communications equipment to a maximum height of 100 feet.

Brandon Stidham provide a PowerPoint presentation. Highlights of his review include:

- Update two sections dealing with wireless facilities.
- Developed by Planning Commision Policy and Transportation Committee and staff.
- Met with wireless interenet providers in June.
- WISP representatives indcated that regulations were a barrier to providing service to rural customers.
- Zoning regulations do not contemplate smaller scale towers for commerical purposes.
- WISP wanted to cosntruct small-scale towers up to 120-feet. Towers up to 80 feet with zoning permit instead of special use permit.
- WISP representatives expressed general support for concepts contained in the proposed text amendment.
- Staff has no outstanding conerns with the adoption of this text amendment.

At 6:40 pm, Chairman Weiss opened the public comment portion of the public hearing. Being no persons present wishing to address the Board he closed the public hearing.

Vice Chairman McKay moved to approve TA-18-01 Antennae Support Structures 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

Ordinance Amendment Text (changes shown in bold italics with strikethroughs where necessary):

ANTENNA SUPPORT STRUCTURES

9-B DEFINITIONS

Antenna support structure – *A structure that is designed for the express purpose of accommodating wireless internet service provider (WISP) equipment, television antennas, satellite dishes, or other communications equipment at a desired height. Antenna support structures may be attached to or mounted on a structure or may be freestanding, and shall not include Class 1-4 wireless communication facilities (WCFs) or Class 5 amateur radio antennas.*

Co-location -- The shared use of ~~an antenna support~~ **a** structure by two or more wireless service providers or other entities that operate antennas. Co-location may occur on structures other than wireless communication facilities (WCFs) including but not limited to water tanks, lattice towers, rooftops, utility poles, silos, and similar structures. The use of a non-WCF structure by one wireless service provider or other entity that operates antennas shall also be considered co-location.

Wireless Communication Facility (WCF) -- All infrastructures and equipment including, but not limited to, ~~antenna support~~ structures, antennas, transmission cables, equipment shelters, equipment cabinets, utility pedestals, ground equipment, fencing, signage, and other ancillary equipment associated with the transmission or reception of wireless communications.

3-A-1-a-2 Accessory Uses and Structures (AOC District)

h. ~~Co-location of antennas on existing approved antenna support structures~~

3-A-2-a-2 Accessory Uses and Structures (FOC District)

h. ~~Co-location of antennas on existing approved antenna support structures~~

3-A-3-a-2 Accessory Uses and Structures (RR District)

d. ~~Co-location of antennas on existing approved antenna support structures~~

3-A-12-a-2 Accessory Uses and Structures (CN District)

f. ~~Co-location of antennas on existing approved antenna support structures~~

3-A-13-a-2 Accessory Uses and Structures (CH District)

f. ~~Co-location of antennas on existing approved antenna support structures~~

3-C-2-u Wireless Communication Facilities (WCFs):

2. Classes of Wireless Communication Facilities. WCFs shall be divided into the following classes:

*f. **Class 6. Freestanding antenna support structures with a height not to exceed one hundred (100) feet above ground level, and building or structure mounted antenna support structures with a height not to exceed eighty (80) feet above ground level.***

4. By-right uses. The uses listed in this subsection are deemed to be by-right uses subject to review and approval of a site development plan demonstrating compliance with this section, §6-H-12, and other applicable sections of the Zoning Ordinance:

*d. **Class 6 antenna support structures.***

*(1) **Freestanding.** A zoning permit issued by the Zoning Administrator shall be required for freestanding antenna support structures.*

*(2) **Building or structure mounted.** A zoning permit issued by the Zoning Administrator shall be required for an antenna support structure that is installed in the ground and attached to a building or structure for additional support. No zoning permit shall be required for an antenna support structure that is mounted on a building or structure.*

ZONING DISTRICTS FOR WIRELESS COMMUNICATION FACILITIES

Class	AOC	FOC	CH	CN	RR	Historic Overlay*	Historic Access Overlay*
Co-Location	A	A	A	A	A	A	A
1 (max 50')	P	P	P	P	P	X	P
2 (max 80')	P	P	P	P	P	X	P
3 (max 120')	S	S	S	X	X	X	S
4 (max 199')	S	S	S	X	X	X	S
5 (am. radio)	P	P	P	P	P	P	P
6 (antenna support structure)	P	P	P	P	P	X	P

P - Permitted/by-right S - Special Use
A - Accessory use X - Prohibited use

* - Subject to the underlying zoning district regulations and compliance with overlay district review criteria.

**SUMMARY OF WIRELESS COMMUNICATION
FACILITY CLASSES**

Class	Max Height	Approval Authority	Special Use Permit Required?	Site Plan Required?	Engineering Review Required?	Design
1	50 feet	Zoning Administrator	No - by right use	Yes*	Zoning Administrator's discretion	Monopole or stealth w/surface mounted antennas
2	80 feet	Planning Commission	No - by right use	Yes	Yes	Monopole or stealth w/surface mounted antennas
3	120 feet	BOS with PC review	Yes	Yes	Yes	Monopole
4	199 feet	BOS with PC review	Yes	Yes	Yes	Monopole
5	Per State Law	Zoning Administrator	No - by right use	Yes*	Zoning Administrator's discretion	Amateur radio antenna per State law
6	<i>80 or 100 feet</i>	<i>Zoning Administrator</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>Monopole or lattice</i>

* Depending on the nature and design of the Class 1 or Class 5 WCF, the Zoning Administrator has the discretion to waive certain site development plan requirements per §6-C.

NOTE – Co-location of new antennas and equipment on existing WCFs and other structures are approved administratively by the Zoning Administrator.

6-H-12-a Design Standards

3. Height requirements.

- e. *The maximum height of a freestanding Class 6 antenna support structure shall be one hundred (100) feet above ground level (AGL). The maximum height of a building or structure mounted antenna support structure shall be eighty (80) feet above ground level (AGL) including the height of the building or structure. Antenna support structures shall not exceed the maximum height of the tree canopy on the topographic crest of the Blue Ridge Mountains.*

7. Siting and design requirements for Class 6 antenna support structures. The following regulations shall apply to the siting of antenna support structures:

- a. Size. The maximum width of the antenna support structure and foundation shall not exceed eight (8) feet, excluding wires and anchors if the structure is guyed.
- b. Design. Freestanding antenna support structures may be a monopole or lattice design and may be guyed. There are no design requirements for building or structure mounted antenna support structures.
- c. Building or structure mounted. Antenna support structures may be mounted on or attached to a building or structure at a maximum height of 80 feet above ground level (AGL) including the height of the building or structure. No zoning permit is required for a building or structure mounted antenna support structure.
- d. Freestanding. Antenna support structures that are freestanding or that are attached to a building or structure shall be set back a minimum of 100 feet from any property line, public right of way, and private access easement. All wires, anchors, and other structures associated with a guyed antenna support structure shall be set back a minimum of 50 feet from any property line, public right of way, and private access easement.

6-H-12-b Application Requirements

4. Requirements for Class 6 antenna support structures.

- (a) Permit requirements. A zoning permit shall be required for an antenna support structures that are freestanding or that is installed in the ground and attached to a building or structure for additional support. No zoning permit shall be required for an antenna support structure that is mounted on a building or structure.

REVIEW PROCEDURES BY CLASS

Class	Approval Authority	Review Process
Co-location*	Zoning Administrator/ By-right	1. Pre-application meeting held with Zoning Administrator, who determines whether engineering review will be required as well as whether any Article 6 requirements may be waived. 2. Site Development Plan application filed with Zoning Administrator. 3. Zoning Administrator acts on application within 60 days.
1 (50' max)	Zoning Administrator/ By-right	1. Pre-application meeting held with Zoning Administrator, who determines whether engineering review will be required as well as whether any Article 6 requirements may be waived. 2. Site Development Plan application filed with Zoning Administrator. 3. Zoning Administrator acts on application within 60 days.

2 (80' max)	Planning Commission/ By-right	<ol style="list-style-type: none"> 1. Site Development Plan application filed with Zoning Administrator following required pre-application meeting. 2. Application is routed to Planning Commission's Plans Review Committee, engineering consultant, Karst engineer, and other applicable agencies for review. 3. Application forwarded to Planning Commission to schedule/hold public hearing once all reviewers have commented. 4. Planning Commission acts on application within 60 days.
3 (120' max)	Board of Supervisors with Planning Commission review/ Special Use	<ol style="list-style-type: none"> 1. Special use permit and site development plan applications filed with Zoning Administrator following required pre-application meeting. 2. Application is routed to the engineering consultant, to the Planning Commission's Plans Review Committee, Karst engineer, and other applicable agencies for review. 3. Application forwarded to Planning Commission to schedule/hold public hearing once all reviewers have commented. 4. Planning Commission makes formal recommendation on application. 5. Application forwarded to Board of Supervisors to schedule/hold public hearing. 6. Board of Supervisors takes formal action on special use permit/site plan application.
4 (199' max)	Board of Supervisors with Planning Commission review/ Special Use	<ol style="list-style-type: none"> 1. Special use permit and site development plan applications filed with Zoning Administrator following required pre-application meeting. 2. Application is routed to the engineering consultant, to the Planning Commission's Plans Review Committee, Karst engineer, and other applicable agencies for review. 3. Application forwarded to Planning Commission to schedule/hold public hearing once all reviewers have commented. 4. Planning Commission makes formal recommendation on application. 5. Application forwarded to Board of Supervisors to schedule/hold public hearing. 6. Board of Supervisors takes formal action on special use permit/site plan application.
5 (amateur radio)	Zoning Administrator/ By-right	<ol style="list-style-type: none"> 1. Pre-application meeting held with Zoning Administrator, who determines whether engineering review will be required as well as whether any Article 6 requirements may be waived. 2. Site Development Plan application filed with Zoning Administrator. 3. Zoning Administrator acts on application within 60 days.
6 (antenna support structure)	Zoning Administrator/ By-right	<ol style="list-style-type: none"> 1. Zoning Permit application is filed with the Zoning Administrator. 2. Zoning Administrator reviews the application for compliance with setback, maximum height, and maximum width requirements; acts on application following completion of administrative review.

*Review procedure is the same for new distributed antenna systems (DAS) and upgrades/equipment maintenance on an existing WCF

19) PH 19-03: FY2019 School Capital Projects

FY2019 School Capital Projects budgeted expenditure and appropriation be increased \$287,758 and that the designation of general fund balance for School Operating carryover be decreased in the same amount, all for the purpose of funding the capital projects request approved by the School Board at their December meeting.

Tom Judge addressed the Board concerning the Schools' request for \$287,758 in carryover / unspent local funds. Highlights of his review include:

- Delays in closing Fiscal 2018
- Unspent local appropriation in the Schools' operating fund: \$392,979
- School Board is requesting re-appropriation of \$287,758 to capital budget in FY2019 for various projects including:

**School Carryover Request
Carryover from FY18 to FY19**

Account Number	Re-allocation Amount from FY18 Fund Balance	Notes
30201110/Furniture	\$25,000	Furniture replacements and additions in each building.
30201140/Athletics	\$18,758	Equipment reconditioning, stadium improvements
30203500/Bus	\$49,000	Replacement bus
30203700/Vehicles	\$25,000	Purchase of a van for daily transportation needs and an equipment trailer
30205100/Food Service	\$15,000	Repair and replacement of equipment when needed
30206223/Fencing	\$25,000	Repair and replace fencing as needed
30206250/Fields and Playgrounds	\$50,000	Feltner stadium field work and playground equipment
30206616/HVAC	\$60,000	Continuing to repair HVAC equipment throughout the division. Begin planning for building automation system implementation.
30206645/Security	\$20,000	Funds to purchase crisis management equipment, repair and replace cameras, radio replacements
\$287,758		

Chuck Bishop, School Superintendent, distributed documents dated February 19, 2019, members of the Board. Highlights of review include:

- End-of-year fund balance for FY2018 was approximately \$392,000.
- In reviewing capital needs for the coming year, the requested carry over funds are for planned and unplanned expenses:
 - o Water source heat pumps at Johnson Williams Middle School are at the end of their useful life.
 - Replacement cost is \$21,000
 - Over the last year to sixteen months, have replaced six to eight
- Approximately a year and a half ago, the School Board asked to set aside approximately \$500,000 on the renovation of the primary school.
- CCPS tries to maintain the building envelop including roof repairs, masonry.
- HVAC has been a large expense even at the high school, a relatively new building, where CCPS is retrofitting equipment.
- Additional expense to install a dehumidification system in the locker rooms to prevent mold growth.
- Retrofit equipment even at High School;

Vice Chair McKay asked questions about the boiler at Boyce Elementary School.

Chuck Bishop responded that he had provided two documents, one a technology plan and the second a capital plan.

- Developed a plan in FY2016
- Randy Trenary, Joe Braithwaite, and Chuck Bishop meet regularly to discuss kinds of projects and what the Schools need to accomplish.
- Color coding on hand out: yellow completed; green in progress; orange out for bid

FY	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Infrastructure											
CCHS		\$140,000.00						\$140,000.00			
JWMS					\$140,000.00						\$140,000.00
CUC											
CLC				\$95,000.00						\$95,000.00	
Boyce			\$55,600.00						\$55,600.00		
SBO/District Wide	Reno Coat TBD			PowerEdge servers			\$100,000.00				
Student Devices											
CCHS	\$50,000.00			\$164,500.00			\$10,000.00		\$10,000.00		\$10,000.00
JWMS		(\$80,000 from SBO Carryover)		\$117,500.00				\$10,000.00		\$10,000.00	
CUC											
CLC		\$30,000.00					\$30,000.00				\$30,000.00
Boyce			\$30,000.00					\$30,000.00			
SBO											
Staff Devices											
CCHS		\$15,000.00					\$15,000.00				
JWMS	\$12,000.00				\$12,000.00						\$20,800.00
CUC			\$4,000.00					\$20,000.00			
CLC			\$16,000.00							\$12,000.00	
Boyce					\$12,000.00						
SBO			\$5,000.00						\$5,000.00		
Classroom Displays											
CCHS			\$20,800.00					\$29,000.00			
JWMS		\$5,200.00						\$29,000.00			
CUC											
CLC					\$29,000.00						\$29,000.00
Boyce				\$20,800.00					\$29,000.00		
SBO											

Project	Year	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Future TBD	Comments
Roof Replacement										
Boyer						\$315,000				Roof Shingles/other 2027
Cooley Lower										\$26,000 in FY15/other 2023
Cooley Upper						\$250,000				All but the gym. Per Joey's email in Jan 2018
Primary										None until 2027
J-WMS			\$247,000		\$404,000					Completed summer 2016
Heating and Cooling										
Boilers at J-WMS (2)			200,000							Within next 5 years. Current boilers are 40+ years old. Completed summer 2016
Boiler at Boyce (North Wing)					\$10,566					20+ years old - Update the burners - completed Summer 2018
Water source heat pump @ Boyce		\$52,000								cafeteria. Old and not repairable. Completed summer 2016.
Cooling tower Cooley Lower								\$125,000		20+ years old. 6-10 years before replacement needed. Completed summer 2016
RTU 1 Section D - Cooley Lower				\$20,000						Working with RBI and engineers
Band Room - JWMS				\$9,329						completed Winter 2018
Cooling tower J-WMS					\$36,000			\$125,000		30+ years old. 6-10 years before replacement needed - refurbish of current tower is underway. Completed Spring 2013
Cafeteria Unit - Cooley Lower								\$100,000		Replace RTU on Cafeteria - on hold
CCHS-Aaon Compressors (2)					\$5,000					Need 3 units
Mini Split for Boyce Saferoom					\$5,000					HVAC saferoom - Summer 2019
Condenser Flush/new water strainers - JWMS				\$15,000						Flush the system and replace strainers - Completed June 2018
Gym Unit - Cooley Lower								\$200,000		(Possible Summer 2022)
Locker Rooms - Cooley Lower								\$125,000		(Possible Summer 2022)
JWMS - Building Automation					\$60,000					Scaled down model. (Summer 2019)
Building Automation								\$665,000+		CU, BES, J-WMS- Provides remote access to building controls for HVAC. Includes demolition and new equipment. Estimated cost is upper end as of 2015, but costs will rise with inflation.
Technology Infrastructure										

Cooley Upper	\$35,000						Completed summer 2016
CCHS		\$140,000					Completed Summer 2017
Boyce			\$57,000				
Cooley Lower				\$95,000			Summer 2018
J-WMS					\$140,000		
Athletic							
Baseball & Softball Scoreboards		\$24,946					Baseball and softball ASAP, JWMS gym scoreboards in future budgets. Completed 2017
JWMS Gym Floor Sand/Refinish		\$16,000					Total refurbishment of floor- striping, repainting, etc. Completed Summer 2017
Track - JWMS				\$29,900			Mill/Resurface track. Blacktop only. Repaint lines. Estimate is resurface only - no paint estimate. Completed summer 2018
Fencing for Softball Field			\$18,300				Black vinyl coated, top and bottom bar, industrial hardware, 2 drive thru gates. Completed Winter 17-18
High Jump pit			6,295.00				Navy/orange pit, 2" top pad, anti shift fastening system, 2 standards, 1 crossbar. Completed Winter 17-18
Exterior Trash Cans			\$10,845				Heavy duty exterior cans. Completed Winter 17-18
Foul Poles (baseball & softball)			3,156.81				completed in Spring 2018
Feltner Stadium Pressbox				\$3,000			Vinyl wrap exterior, retile floor, and fix windows. Spring 2019
Netting backstop for Baseball				50,000			Backstop & Netting / knee wall for Summer 2019
CCHS Gym Floor Sand/Refinish				\$17,975			Sand/repaint/refinish gym floor. Completed summer 2018.
Wall pads -JWMS gym -need timeline			\$5,500				Wall pads- custom per Andre. Completed Spring Break 2018
Field Lights (softball/baseball)						\$675,000	Lights for both baseball and softball fields
Feltner Stadium Scoreboard				\$30,000			New LED stadium scoreboard/sound Summer 2019
Tennis Courts - JWMS						\$45,000	Resurface courts. Order of magnitude cost based on quote with several options. Most expensive option to totally rebuild \$96,000.
Baseball/Softball bleachers						\$75,000	Elevated and handicap accessible bleachers for 2020 season
2nd Long Jump runway/pit				10,000			extend the current apron on 2 sides to make a longjump runway, paint lines, add pit. Summer 2019
Gym Bleachers at JWMS (New)						\$50,000	Possible Summer 2020
Feltner Stadium -bathroom stall upgrade				>\$6500			In-house project -Summer 2019
Feltner Stadium - bathroom sink upgrade				\$600			In-house project -Summer 2019
Feltner Stadium - concession building painting				\$5			In-house project -Summer 2019
Feltner - Laser level field/Bermuda Sprigging				\$17,331			Project would start June 1, 2019 to insure the field is playable by the first game.
Feltner Stadium - Bleacher/Pressbox fencing				\$5			Estimates coming
Feltner Stadium - Shingles on bell tower				\$750			In-house project - Summer 2019
Gravel Dust - in Feltner Stadium				\$5			Estimates coming
Other							
JWMS - Hall Locker Replacement				\$74,545			Replace current lockers with 450- 12" wx12"dx60"h single tier (no legs). Includes removal and disposal of 560 existing lockers. Includes built in combination locks. Completed Summer 2018
Boyce - Bathroom partitions			\$30,000				Ball park estimate. Stalls are Phenolic material. Boys bathrooms. Completed Summer 2018
Boyce - Re-key building Time line needed			\$42,703				Change the building over to the Schlage series currently in other buildings. (Completed Spring Break 2018) \$48,219.00 original quote

Transportation/Purchasing Building Re-Key			\$6,262						Completed Spring Break 2018
Boyce - Backboard - TJ Distributors (410)638-6358			\$6,000						One goal in the gym is non functional - up and down.
Boyce - Intercom/Clock system				\$94,611					Remove and replace intercom and clock system in Boyce. LSS is the contractor for this project. Completed Summer 2018
Maintenance - Shop parking lot			\$10,000						Mill/repave the maintenance yard. Completed Spring 2018
Boyce - Repave front loop/loading dock area						\$40,000			Mill/repave the front loop area and loading dock side of building. (Summer 2020)
JWMS - Re-Key building				\$22,000					Spring break 2019
JWMS - Freezer and Fridge Box									Summer 2021
Transportation - Cargo Van			\$18,950						Replace the covered pickup (blown motor) with a cargo van. Received Fall 2017
Transportation - School bus (2)				\$170,000	\$175,000	\$180,000	\$185,000		2 New 77 passenger buses. Received 1 77 passenger Bus 12/30/18, 2 new for Summer 2018
Transportation - Mini Van				\$19,500	\$21,000		\$21,000		Mini vans for the fleet. 10 passenger van purchased 12/7/18
Transportation - Pickup Truck w/ snow plow						\$35,000			Pick up with snowplow & lift gate
Metal bulkhead for Cargo Van				\$1,000					2018-19 School year
Maintenance - Skidsteer				\$28,463.00				\$37,500	New Skid steer w/ C&I 62" bucket
4 Ton Trailer to haul skid steer				\$3,800					Took delivery on 12/4/18
JWMS - Cafe tables/chairs				\$23,513					Round tables with stackable chairs (200 capacity) Summer 2018 -Rep ordered late - Received October 2018
Cooley Lower - Cafe tables							\$30,000		20 Rectangle tables with bench seats (200 capacity) Summer 2021
Boyce - Cafe tables						\$30,000			20 Rectangle tables with bench seats (200 capacity) Summer 2020

Water Testing (all buildings)								15,000	
EVAC- Chairs			\$6,160.00						Install the Summer of 2018- Completed Summer 2018
Proximity Acces System					\$80,000.00				CCHS, JWMS, Boyce, Cooley Lower - Summer 2019 -- Bid going out after March 1, 2019
Boyce - steps/handicap access for front of building				17,000.00					Summer 2019
Boyce secure vestibule/Front doors				42,000.00					Summer 2019
Handheld radios				10,500.00					Spring 2019
JWMS - Radio Repeater				7,193.00					In progress
Security cameras (Repairs / New Additions)				25,000.00					Spring/Summer 2019
Cooley Lower - New door frame - Main door Entrance A				\$11,000					Summer 2019
JWMS - Band room entrance doors				\$32,000					Spring Break 2019
Access control for Rally Point locations				\$796.00 per site					Rally Points - Ruritan building, Enders Fire Hall, Stone Church on Main Street - Will install once all MOU's have been signed
Security Window film for designated areas				Quote coming					
AT&T First Net connection				Ed has cost					Completed in Fall 2018
Emergency boxes/ starter materials				\$15,000					
ALICE - Online training				Estimate coming					
Boyce Pre-K/K blacktop play area				Estimate coming					Summer 2019
Fencing for Boyce Pre-K/K play area				Estimate coming					Summer 2019
New Pre-K / K playground equipment				Estimate coming					Summer 2019

Water fountain/Hydration Station				\$1,100						Multiple stations for different schools - Possible Summer 2019
Cooley upper - Re-key building				\$62,047						Change the building over to the Schlage series currently in other buildings. (Summer 2018)
Cooley Upper - Bathroom partitions			\$30,000							Ball Park estimate. Stalls are Phenolic material.
indicates completed projects										
indicates items in progress										
Gathering quotes/Bids										

Supervisor Catlett noted re-keying the middle school building and asked if other buildings had been re-keyed.

Chuck Bishop responded that this was part of the Schools' security program with the high school, Boyce, Cooley lower campus, and school administrative office all operate with the same keying system. Goal is to have Johnson Williams Middle School and Cooley upper campus added with all master keyed to the same system.

Supervisor Catlett remarked on plans to renovate rest rooms at Feltner Stadium.

Chuck Bishop commented that, to his knowledge, the rest rooms have never been renovated.

Chairman Weiss asked Dr. Bishop to explain the methodology used to prioritize projects and determining how to use leftover funds.

Chuck Bishop provided the following in response:

- Building envelop
- Heating and air conditioning
- Security
- Aesthetics
- Food service equipment. While CCPS contracts with Sodexo, CCPS owns the food service equipment such as, ovens, freezers, slicers, etc.
- Buses

Vice Chair McKay asked the age of the buses being replaced.

Chuck Bishop responded that CCPS is currently replacing mid-2000 model, about 2008. He also noted that warranties were not purchased with the vehicles so all repairs are paid out of pocket.

At 6:53 pm, Chairman Weiss opened the citizen comment portion of the public hearing.

Robina Rich Bouffault, White Post District, former School Board member 2008 thru 2011:

Good evening.

My name is Robina Rich Bouffault of Boyce.

(It is unfortunate that I was not given the opportunity to see these last-minute numbers, however, (Chairman interruption saying I had seen the numbers the public hearing was on), I am intimately familiar with all of the numbers,...)

You will all have received my emails, and already know of my concerns about giving the school board an additional \$237,758 for this current year, which was added to the \$1.7 million they have already had given to them, for their so-called "capital projects" fund, and let's not forget that last April, their initial adopted capital budget was \$842,000, so you have \$840,000, plus \$1.7 million, and now they want a further almost \$300,000 for items which I believe are not capital projects. They are scheduled maintenance and repairs. I am intimately familiar with our capital projects and the five-year spread. You have to have scheduled roof repairs, scheduled HVAC repairs – all of these are already in the adopted budget for \$842,000, which now have been added making over \$2 million.

This was because in the past, there was a county tradition when the schools' pupil population was increasing, school capacity was insufficient to meet demand, and "learning cottages" were multiplying.

That was the past. This is now.

The pupil population has been dropping for the last 12 years, with almost 13% fewer students than in 2007. Over \$50 million has been spent increasing school capacity, with a renovated middle school, a new high school, a renovated and expanded old high school for elementary use, and a spanking new Primary building with new furnishings and state-of-the art equipment comfortably housing our school administration.

What "capital projects" is the \$1.7 million supposed to be used for prior to June 30th? There are no projects left, and the schools' normal maintenance and repairs items have already been built into their approved and adopted budget of last April, including that \$1.7 million carryover.

For this reason, not only do I encourage you to vote NO on this carry-over, I also encourage you to take a very close look at the increasing needs of the remainder of our growing community for future carry-overs.

The past policy of automatically carrying over, year after year after year, all school money left over from both operating and capital, needs a serious review and adaptation to this county's current needs.

Our county agencies serve 100% of that community, and you should not continue to nickel-and-dime them to death, because so much unused money is tied up with the schools. That money is needed elsewhere.

Annual budgets are just that. Annual. ALL unspent monies at the end of each year, whether schools or county, should be available to the board of supervisors for inclusion in the revenues used to address these global needs.

Automatic multi-year carry-overs should be a thing of the past.

Please vote no.

Thank you,

Chairman Weiss called for any other member of the public wishing to address the Board.

John Staelin, Millwood District, member FY2020 Budget Finance Committee, former Millwood / Pine Grove District Supervisor 1998 thru 2015: commented that he had seen the documents for that evening but had not seen the handouts, which he guessed listed all the capital projects. He stated that he would leave those things up to the Board of Supervisors. He said he wanted to comment on the process. Generally speaking, the matter before the Board would be held in October; but, due to things totally unrelated to the Schools, the decisions was delayed making it much more difficult in some ways because it looks like a last-minute thing at year's end. In theory, the way this is supposed to work, and it has always worked, this carry-over money is allocated in the fall, before the budget process gets very public and is easily entered into the budget process. But, now, it is coming all at one time, which has complicated the view of it all. But, I do believe that, in some ways, I'd rather give, in my personal opinion, carry-over money to encourage savings to use in the best ways possible and work with the Schools during the budgeting process instead of trying to cut back what is normally an October decision, which may cause the Schools to pad budgets. He opined that it was a good process that has worked over the years. He encouraged the Board not to change the concept or to set a precedent by not carrying the funds over. Mr. Staelin also noted that the Schools do not always ask for the entire amount, which is even better; but, to take money over, would set a bad precedent.

Chairman Weiss called for any other member of the public wishing to speak. Being none, he closed the public hearing at 7:01 pm and offered the floor to the Board of Supervisors.

Supervisor Byrd said that she thought all had received an email from a county constituent with some very interesting ways of spending school money, which had caused her to question what is really going on. \$58,000 for a STEM festival luncheon? When you do things like this, it is usual to ask for donations not to take it out of educational funds. Water for a family reading night over \$30,000?

Chairman Weiss inserted that Tom Judge, Director of Joint Administrative Services, could answer Supervisor Byrd's questions on the noted expenditures.

Tom Judge, once again, came to the podium. He said that he was sorry to say that the October vendor payments report presented to the School Board was inaccurate. He assured that it was not because the Munis system was inaccurate; but, when the report was put together in a spreadsheet, the dollar figures got misaligned. So, the information shared by the citizen, and I am thankful to that citizen for pointing this out, reflected an error that was made in his department. So, the sums on the report were not spent for the purpose stated in the report. He apologized for the mistake.

Supervisor Byrd asked when the Board would be provided an accurate representation of the expenditures.

Tom Judge responded that he would get it as soon as he could noting he was not exactly sure what the mistake was; but, he was going to recreate the reports and take back to the School Board for approval.

Chairman Weiss thanked Tom Judge for his explanation.

Vice Chair McKay asked if the \$1.7 million in the Schools carry-over from previous years referenced by Robina Rich Bouffault in her email was an accurate number.

Tom Judge asked Chuck Bishop to respond to Vice Chair McKay's question because he did not have the sheet that combines.

Robina Rich Bouffault provided \$1,717,989 as the number cited.

Tom Judge asked Chuck Bishop to respond with the purposes for which the amount would be put.

Chuck Bishop asked Tom Judge if the Supervisors had been provided a copy of the sheet in question to which he replied no.

Chuck Bishop came to the podium. He remarked that Tom Judge provided him a page on Friday after working with Brenda Bennett from Joint Administrative Services. Reading through the list, he provided the following:

- FY2019 available as of 02/15/2019: \$1,453,407
- \$530,000 of that is in instructional technology support for replacement of devices
- In the process of spending some of this money now

Robina Rich Bouffault asked on what.

Chairman Weiss asked her pardon; then, he stated that she had had her time to speak.

Robina Rich Bouffault acknowledged in the affirmative.

Chuck Bishop continued stating that the support items would be for student devices, classroom displays, and those kinds of things.

Vice Chair McKay asked about the notebooks.

Chuck Bishop responded these are chrome books for student or teacher.

- Instructional technology / classroom instruction
 - Virginia Public School Authority annual grant funds \$50,000 division, \$26,000 per school for a total \$154,000
 - Funds are provided to support the testing program to ensure the infrastructure is right.
- Administration technology: currently \$0. But, for next year, looking at replacement items such as servers and things of that nature.
- Building technology security: \$116,000. Just ordered cameras that are not reflected in that number.
- Security cameras: moving to a standardized key entry system so a badge will get employees into all authorized buildings.
- Food service technology: Would be for point-of-sale system at all school cafeterias to include computers, monitors, etc.
- Roof replacements: Had on schedule for School Board office as well as Cooley Upper. Have been able to patch and hope to get another year or two.
- Buses: request offset with \$49,000; bus is about \$77,000.
- School painting: typically done in the summers; funds remaining. No request for new money for painting in the coming fiscal year.
- Furniture: Replace old furniture in renovated buildings including bookshelves, student desks, new tables, and new horseshoe- or kidney-shaped tables for teachers.

- Surfacing: \$16,000
 - Had to replace a sidewalk
 - Redid Johnson Williams track
 - Looking in future to Johnson Williams tennis courts, which are a continuing problem
- Fields and Playgrounds: \$50,000
 - Boyce needs playground equipment.
 - Feltner Stadium field needs work to make it more playable during wet weather.
 - Pre-K playground area needs fencing and hard-surface areas.
- School signs: \$5,800
- Flooring / carpet replacement / tile replacement: \$22,544. No requests tonight.
- Heating and ventilation: \$60,000
 - Area on which most money spent recently
 - Cooling tower at Johnson Williams – almost \$30,000
- Cooley Lower renovation: funds expended
- Cooley Upper repairs FY2019: planned to do repairs included about twelve partitions and things that needed freshened and repaired. These funds will be transferred to another purpose since the Superintendent's proposed budget has the upper campus closing.
- Boyce repairs: \$0
- Passenger vehicles: Purchased a van for daily transportation needs.
- Band: \$16,000.
 - Recently, within the three weeks to a month, purchased new uniforms previous ones used for fifteen to twenty years.
 - Funds could be used for large instrument replacement.
- Quick rundown of the \$1.453 million that remains:
 - Some planned expenditures that correspond with the sheet provided to the Supervisors
 - Some items out for quote
 - Some of the money will be spent down

Supervisor Byrd asked about the \$50,000 for window replacement at Boyce.

Chuck Bishop responded that window replacement is scheduled over spring break. He noted that the item was on the distributed color-coded sheet at approximately \$24,000.

Chairman Weiss called for any other specific questions; being none, he thanked Superintendent Bishop.

Chairman Weiss called for other comments from the Supervisors.

Supervisor Byrd opined that it would difficult for her to explain to her constituents, until a vote was taken one way or another on this matter, because it was such a mess. She asked how she could explain to her constituents in good conscience that she would vote more money that could be used elsewhere when she could see all this disturbance. She opined that it needed to be straightened up and redone. She stated that the Board definitely needed more time to look at the presentation before it made a vote. Supervisor Byrd opined that it was very confusing.

Chairman Weiss asked if there was a specific question that Dr. Bishop could answer that would help her.

Supervisor Byrd responded no adding that it was nice that the Schools did not request the full \$392,979.

Chairman Weiss asked Tom Judge if the Schools capital budget request was also less last year.

Tom Judge responded that he believed that about \$172,000 left from the Primary School renovation was turned back to general fund.

Supervisor Catlett put forth that the timing was different from years past; but, the amounts are typically the same.

Chairman Weiss responded that he could not remember the Schools requesting less carry over than it had.

Vice Chair McKay clarified that what the Board was voting on tonight was the \$287,758.

Chairman Weiss replied that was correct adding with the identified items.

Supervisor Daniel opined that government financing is not like running your household budget. She agreed that it was complicated noting that it takes a long time to follow the numbers and understand. She remarked that you have to get into the process and watch it for a while before you know the direction. Supervisor Daniel expressed appreciation for bringing in an entire list of capital projects and priorities showing how much the Schools planned to spend, when it planned to spend, as well as why. She remarked that the use-it-or-lose-it strategy was something that she did not like about government finance opining that it is a mistake for the reasons Mr. Staelin alluded to in his earlier statement. She added that the County's fiscal policy rewards fiscal responsibility and promotes accountability and planning. She stated that if this were approved there would be \$105,221.71 put back into the general fund from projects

that the School Board has completed essentially under budget in addition to another \$175,000 that came in earlier in the fiscal year. She asked Tom Judge if that were correct.

Tom Judge responded last fiscal year.

Supervisor Daniel continued that this was \$280,000 returned to the general fund, at the very least, just from the things presented. She stated that she was satisfied, for the purposes of what was in front of the Supervisors that night, that it was appropriate; and, it was not done automatically or by rote but part of the planning. Supervisor Daniel opined that the County does not wait until it needs a new school to decide how to fund that new school; and, if there was any question whether you should, Clarke County, of all places, has figured out that you cannot wait until you need the new school, or past, to decide how to pay for it for that is when it gets really expensive. She said that Clarke was planning and had these things lined up and these were identified capital projects prioritized by the School Board and she would not second guess its priorities. She concluded that she would make the motion unless there were further comments to be made.

Supervisor Byrd remarked that Tom Judge had said that it needed to be reworked with new figures to get the figures proper and correct. She stated that how the money has been spent made her question the whole system.

Supervisor Daniel responded that was about this current year's operating budget and, essentially, one report from October, as far as we know.

Glen Poe, member of the audience, objected to having a public hearing based on numbers called into question and the Schools could not answer the questions. He opined that the County was trying to have a public hearing and justify numbers that Mrs. Byrd has pointed out are confusing.

Chairman Weiss responded that he appreciated Mr. Poe's comments adding that he was comparing apples to oranges. He stated that the numbers for the public hearing were not in question and were accurate. He continued that the numbers to which Supervisor Byrd referred were out of vendor records for October. He assured that the Supervisors wanted those figures clarified and agreed that it was a problem that occurred. Chairman Weiss stated that, in fact, those numbers were not part of the public hearing this evening; and, the Supervisors were not having a public hearing on that issue. He opined that it was a bookkeeping mistake. He further stated that the Board did not have a public hearing on numbers from those reports. He also said that he appreciated that it was a complicated issue. Chairman Weiss added that he understood Ms. Bouffault's views and she had been given an opportunity. He noted that he had given Mr. Poe an opportunity to speak, which he probably should not have because it broke protocol; but, he did because it is confusing. He reminded that the public hearing was closed and it was up to the Board, now, to make a decision.

Supervisor Byrd opined that she believed this was a reflection and it brought many questions to her mind that needed to be cleared before should could vote on the matter. She

commented that she knew that the County had problems with the system and asked if the Board could delay vote for a month until everything was straightened up.

Vice Chair McKay opined that he thought it was important to point out that the amount paid for water was a different issue than what was before the Board for action.

Supervisor Byrd agreed stating, again, it was a reflection

Vice Chair McKay responded that he knew.

Chairman Weiss added that it was actually a reflection on the vendor system not an actual reflection on the School Board's budget request. He stated that he understood that it was confusing and he understood why Supervisor Byrd would think as she did.

Supervisor Byrd stated that someone had put in these numbers.

Chairman Weiss agreed adding that Tom Judge's office is the culprit.

Supervisor Byrd added that Mr. Judge's office was given the numbers.

Chairman Weiss stated that Mr. Judge was not given these numbers.

Tom Judge responded that he could explain the error in greater detail. He stated that the system was accurate. He continued that his office tries to neatly format reports for the boards. The information is exported to Microsoft Excel and there was an error made in the Excel spreadsheet that juxtaposed the incorrect figures with the vendors. So, it was a spreadsheet error that had nothing to do with the system. He continued that it was an operating budget error that had nothing to do with capital and a fiscal 2019 issue that has nothing to do with year-end 2018.

Vice Chair McKay clarified that the \$287,758 is correct and unrelated.

Tom Judge affirmed that the number was correct.

Supervisor Byrd clarified that the \$392,979 came from last year's funds.

Tom Judge confirmed.

Supervisor Byrd asked if it came from the \$1.7 million pot of money.

Tom Judge responded that the \$1.7 million was capital carry over from FY2018 to FY2019 budget; whereas, the \$392,979, which is the requesting \$287,758, is money left over in the School's operating fund, which it is requesting to be appropriated to the FY2019 capital budget and will be added together in FY2019 if the Board approves.

Supervisor Byrd asked if the money had to be spent by June 30.

Tom Judge responded that it had to be spent by June 30, 2019; and, there would be a continuing appropriation for anything left unspent. He explained that the Supervisors, typically, make a continuing appropriation into the next year.

Supervisor Byrd asked if this amount of money asked for at the public hearing had to be spent by June 30, 2019.

Tom Judge responded that the money would be spent if the need is there and can be spent responsibly; otherwise, if it is more prudent to carry over to the following year, the manager's will take that action.

Chairman Weiss interjected that this is what the Supervisors do, and have done, the entire time Supervisor Byrd had been on the Board.

Supervisor Byrd responded that the Supervisors had always put away any money it had left over in a special fund to build schools. She commented that the money was not given to the Schools, or Social Services, or the Sherriff's Department, or Fire and Rescue. She opined that it saved the money responsibly.

Chairman Weiss agreed commenting that what the general government does with its own capital projects is that it tries to get the projects done within the fiscal year approved; but, if the project is not complete or if under budget, then, the funds are carried over to the next fiscal year. He, too, noted fiscal policy that carry over funds from operating or capital must only be used on one-time uses; so, carry over funds that are savings are not placed in operating. So, by policy, carry over funds are placed in capital funds, which is what the Schools are requesting.

Supervisor Byrd clarified that these funds had to be spent once and before the end of the fiscal year.

Chairman Weiss confirmed.

Supervisor Byrd stated that if it is not spent it should be put back in the general fund.

Chairman Weiss responded that it is an option; but, as Tom Judge has said, it is an option of the Board that it has not historically done. He stated that he understood the point being made but was trying to clarify that this was how it had been done during Supervisor Byrd's entire tenure on the Board. He noted that it did not mean that the Board could not change; but, as Mr. Staelin said earlier, it allows the boards to plan for projects, complete projects as they come up in a timely fashion, and prioritize those projects. He opined that the Board was not breaking new ground approving the School Board's request for it was following the principles that have allowed it to save money over time for projects, which has limited tax increases

because it has saved money using the pay-as-you-go system. He concluded that the Board was working through the system.

Supervisor Catlett added that if this had been done in October it would have changed the timeline as to June.

Supervisor Byrd, again, stated that it was all very confusing. She opined that the Board needed to start living in this time and age not how it used to do things. She stated that the Board needed to make things clearer so that the public can understand. She opined that it was time to improve the County's system.

Supervisor Daniel stated that she was satisfied that what was in front of the Board this evening, in the public record since last month or possibly earlier, had numbers in line, reviewed, and checked.

Supervisor Daniel moved to approve FY2019 School Capital Projects budgeted expenditure and appropriation be increased \$287,758 and that the designation of general fund balance for School Operating carryover be decreased in the same amount, all for the purpose of funding the capital projects request approved by the School Board at their December meeting as it appears in our materials.

Chairman Weiss called for further discussion.

Supervisor Byrd commented that she would vote for the request provided that any money unspent by June 30 went back into the general fund and did not go into any other carry over fund.

Chairman Weiss clarified that this would be done after the audit and the decision would come forward to the Supervisors next fall unless an amendment to the motion were accepted that required this.

Supervisor Daniel responded that the regular budget process was coming up for the fiscal year starting July 1; and, if there were questions, they need to be answered in the budget process.

Robina Rich Bouffault asked who seconded the motion.

Chairman Weiss responded that the Supervisors do not require a second.

Supervisor Byrd remarked that the Supervisors were the only organization around that does not second. She restated that she wanted the unspent money to be returned to the general fund.

Vice Chair McKay assured that the Supervisors would have the opportunity to vote on unspent funds.

Supervisor Byrd opined that it should not be an automatic kick back and asked that the reporting error be straightened out.

Chairman Weiss assured that it would.

Supervisor Byrd commented that with those assurances she could look her constituents in the eye and say that she did the right thing.

Chairman Weiss responded that Tom Judge and he had discussed making the reporting clearer. He also noted that the general government has a capital project list.

Chairman Weiss reminded that there was a motion on the floor and called for any further discussion; being none, he called for vote.

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

20) Adjournment

Chairman Weiss adjourned the meeting at 7:35 pm.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, March 19, 2019, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: February 19, 2019

David S. Weiss, Chair

David L. Ash, County Administrator

Recorded and transcribed by Lora B. Walburn, Deputy Clerk to the Board of Supervisors