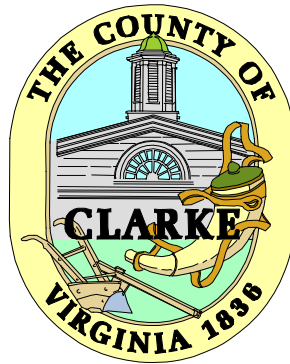


# Board of Supervisors Committee Meeting Packet



## Thursday, November 9, 2017

|                            |                 |
|----------------------------|-----------------|
| <b>Personnel Committee</b> | <b>9:30 am</b>  |
| <b>Work Session</b>        | <b>10:00 am</b> |
| <b>Finance Committee</b>   | <b>Canceled</b> |



# Personnel Committee Items

Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611

Thursday, November 9, 2017 9:30 am

| <i>Item No.</i> | <i>Description</i>  |
|-----------------|---|
| A.              | Expiration of Term for appointments expiring through January 2018 |
| B.              | FLSA Exemption Update   |

# Appointments by Expiration Through January 2018

|  |           |                       | <i>Appt Date</i> | <i>Exp Date</i> | <i>Orig Appt Date:</i> |
|--|-----------|-----------------------|------------------|-----------------|------------------------|
| <i>May 2017</i>  |           |                       |                  |                 |                        |
| Board of Zoning Appeals  |           |                       | 5 Yr             |                 |                        |
| McKelvy  | Pat       | Alternate At Large    | 2/6/2014         | 5/5/2017        | 12/17/2013             |
| Alternate position added 12/17/2013; Resigned 05/05/2017 expires 2/15/2019   |           |                       |                  |                 |                        |
| Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."  |           |                       |                  |                 |                        |
| <i>June 2017</i>   |           |                       |                  |                 |                        |
| Clarke County Historic Preservation Commission   |           |                       | 4 Yr             |                 |                        |
| Joyce  | Jon       | Buckmarsh District    | 6/16/2015        | 6/28/2017       | 6/16/2015              |
| Resigned 6/28/2017 Term Expires 5/31/2019  |           |                       |                  |                 |                        |
| Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."   |           |                       |                  |                 |                        |
| <i>September 2017</i>  |           |                       |                  |                 |                        |
| Community Policy and Management Team   |           |                       |                  |                 |                        |
| Brown  | Audrey    | Parent Representative | 7/18/2017        | 9/18/2017       | 6/12/2017              |
| Resigned 09-18-2017 Term expires 12-31-2020  |           |                       |                  |                 |                        |
| 2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, & the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, & the local school div. The team shall also include a repre of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality, & a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent & Private - SOEI file at time of original appointment only |           |                       |                  |                 |                        |
| <i>October 2017</i>  |           |                       |                  |                 |                        |
| Clarke County Library Advisory Council   |           |                       | 4 Yr             |                 |                        |
| Maggio   | Christina |                       | 2/21/2017        | 10/27/2017      | 2/21/2017              |
| Resigned 10/27/2017 - term expires 4/15/2021   |           |                       |                  |                 |                        |
| 10 Members and 1 BOS liaison   |           |                       |                  |                 |                        |
| <i>November 2017</i>   |           |                       |                  |                 |                        |
| Handley Regional Library Board   |           |                       | 4 Yr             |                 |                        |
| Leahy  | Cindy     |                       | 12/20/2016       | 11/30/2017      | 12/20/2016             |
| 1 Clarke County Member; 2 Term Limit   |           |                       |                  |                 |                        |
| <i>December 2017</i>   |           |                       |                  |                 |                        |

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|   |           |                                     | <i>Appt Date</i> | <i>Exp Date</i> | <i>Orig Appt Date:</i> |
|---|-----------|-------------------------------------|------------------|-----------------|------------------------|
| Economic Development Advisory Committee |           |                                     | 4 Yr             |                 |                        |
| Kraybill                                | Christina | Berryville District, Business Owner | 11/18/2014       | 12/31/2017      | 11/18/2014             |

Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

|      |     |                                 |            |            |            |
|------|-----|---------------------------------|------------|------------|------------|
| Barb | Jim | Real Estate Rep, Business Owner | 11/29/2013 | 12/31/2017 | 12/19/2000 |
|------|-----|---------------------------------|------------|------------|------------|

Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

**Northwestern Community Services Board**

|       |        |                     |            |            |            |
|-------|--------|---------------------|------------|------------|------------|
| Brown | Audrey | White Post District | 11/17/2015 | 12/31/2017 | 11/17/2015 |
|-------|--------|---------------------|------------|------------|------------|

2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]

**Parks & Recreation Advisory Board**

|       |       |                   |           |            |           |
|-------|-------|-------------------|-----------|------------|-----------|
| Smith | Tracy | Millwood District | 3/15/2016 | 12/31/2017 | 1/17/2012 |
|-------|-------|-------------------|-----------|------------|-----------|

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

|        |           |                     |            |            |           |
|--------|-----------|---------------------|------------|------------|-----------|
| Sheetz | Daniel A. | Berryville District | 11/19/2013 | 12/31/2017 | 3/18/2003 |
|--------|-----------|---------------------|------------|------------|-----------|

Fills unexpired term of Leah Robinson

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

|            |       |                            |           |            |            |
|------------|-------|----------------------------|-----------|------------|------------|
| Wisecarver | Steve | Appointed by Town of Boyce | 11/5/2013 | 12/31/2017 | 12/31/2001 |
|------------|-------|----------------------------|-----------|------------|------------|

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

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*January 2018*

**Clarke County Sanitary Authority** 4 Yr

|              |      |   |            |          |           |
|--------------|------|---|------------|----------|-----------|
| Dunning, Jr. | A.R. | White Post District,<br>Treasurer/Secretary | 11/19/2013 | 1/5/2018 | 2/15/2005 |
|--------------|------|---|------------|----------|-----------|

The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

**Clarke County****lwalburn@clarkecounty.gov**

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**Fwd: CSA parent representative**

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**From :** Lora Walburn <lwalburn@clarkecounty.gov>

Tue, Oct 24, 2017 12:39 PM

**Subject :** Fwd: CSA parent representative**To :** Weiss, David <dweiss@clarkecounty.gov>, McKay, Bev  
<bmckay@clarkecounty.gov>, Ash, David  
<dash@clarkecounty.gov>

FYI Personnel Committee:

**From:** "Angie Jones" <Angie.Jones@dss.virginia.gov>**To:** "Lora Walburn" <lwalburn@clarkecounty.gov>**Sent:** Wednesday, October 18, 2017 4:58:32 PM**Subject:** CSA parent representative

Lora,

I would like to submit Lisa Goshen's name for consideration as the parent representative for CSA. Since Audrey Brown has resigned we are need of a parent rep. Lisa is a long time member of the community [REDACTED]

She has said that she would be willing to serve. Her address is Lisa Goshen, [REDACTED]

[REDACTED] Thanks.

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Clarke County

lwalburn@clarkecounty.gov

**RE: Prospective new member of Library Advisory Council**

**From :** Laurine Kennedy <lkenedy@handleyregional.org>  
**Subject :** RE: Prospective new member of Library Advisory Council  
**To :** Lora Walburn <lwalburn@clarkecounty.gov>

Fri, Oct 27, 2017 12:57 PM

Yes I should have told you! Christina Maggio has to resign because we hired her here, so that is the opening.

Thanks!  
 Laurine

**From:** Lora Walburn [mailto:lwalburn@clarkecounty.gov]  
**Sent:** Friday, October 27, 2017 11:12 AM  
**To:** Laurine Kennedy  
**Cc:** Mary Daniel; John Huddy  
**Subject:** Re: Prospective new member of Library Advisory Council

Good Morning Laurine: Is Ms. Graves proposed to replace an existing member for there are no expirations until April 15, 2018. Please let me know.

## Committee Listing - All Entries

| Committee Listing - All Entries        |             |             |           |            |                 |            |            |            |  |
|--|-------------|-------------|-----------|------------|-----------------|------------|------------|------------|--|
| Committee/Board                        | Name        | First Name  | Appt Date | Exp Date   | Address 1       | City       | State      | Zip        | Email  |
| Clarke County Library Advisory Council | Al-Khalili  | Adeela      | 3/17/2015 | 4/15/2019  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Bogert      | Aubrey      | 9/20/2016 | 4/15/2018  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Brondstater | Bette       | 2/21/2017 | 4/15/2019  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Curran      | Christopher | 2/21/2017 | 4/15/2021  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Daisley     | Shelley     | 5/17/2016 | 4/15/2020  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Daniel      | Mary L.C.   | 1/9/2017  | 12/31/2017 | 108 Tyson Drive | Berryville | VA         | 22611      | <a href="mailto:mdaniel@clarkecounty.gov">mdaniel@clarkecounty.gov</a> |
| Clarke County Library Advisory Council | Foster      | Nancy       | 4/19/2016 | 4/15/2020  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Holscher    | Dirck       | 2/21/2017 | 4/15/2021  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Kalbian     | Maral       | 2/17/2015 | 4/15/2019  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |
| Clarke County Library Advisory Council | Maggio      | Christina   | 2/21/2017 | 4/15/2021  | [REDACTED]      | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]   |

Lora B. Walburn  
Deputy Clerk to the Board Supervisors  
Executive Assistant - County Administration  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
[540] 955-5175  
[lwalburn@clarkecounty.gov](mailto:lwalburn@clarkecounty.gov)

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**From:** "Laurine Kennedy" <[lkennedy@handleyregional.org](mailto:lkennedy@handleyregional.org)>  
**To:** "Lora Walburn" <[lwalburn@clarkecounty.gov](mailto:lwalburn@clarkecounty.gov)>  
**Cc:** "Mary Daniel" <[berryvillesown@gmail.com](mailto:berryvillesown@gmail.com)>, "John Huddy" <[jhuddy@handleyregional.org](mailto:jhuddy@handleyregional.org)>  
**Sent:** Friday, October 27, 2017 10:24:11 AM  
**Subject:** Prospective new member of Library Advisory Council

Hi Lora,

Here is a brief Bio of Suzette Graves, a Berryville resident. She attended our last meeting as a guest and was recommended by Mary Daniel. We feel she would be an excellent addition to our board.

"My name is Suzette Graves and I have lived in Berryville since July 2009. I received a bachelor of science from University of Maryland. Upon graduation, I worked sales for the Limited Corporation and in management supporting NationsBank. I earned a teaching certificate for the state of Maryland and subsequently taught fourth grade in both public and private school systems. [REDACTED]

[REDACTED] Handley Library System supports our needs in various aspects. We check out books for leisure reading and in support of our homeschool curriculum. I would enjoy the opportunity to work alongside the current team and provide a homeschool perspective."

Her contact info is:

Suzette Graves  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Please let me know if you need additional information.

Laurine Kennedy  
Branch Manager  
Clarke County Library  
101 Chalmers Court  
Berryville, VA 22611

540-955-5190

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# Clarke County Committee Listing

|  |            |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--|------------|--|------------------|-----------------|
| <i>Agricultural &amp; Forestal District Advisory Committee</i>                       |            |  |                  | <i>6 Yr</i>     |
| Buckley  | Samuel     | Landowner/Producer   | 8/18/2015        | 7/15/2021       |
| Childs   | Corey      | Landowner  | 8/18/2015        | 7/15/2021       |
| Day  | Emily      | Landowner/Producer   | 8/18/2015        | 7/15/2021       |
| Dorsey   | Tupper     | Landowner/Producer   | 8/18/2015        | 7/15/2021       |
| Gordon   | Carolyn    | Landowner  | 8/18/2015        | 7/15/2021       |
| Haynes   | Carole     | Landowner  | 9/15/2015        | 7/15/2021       |
| McKay  | Beverly B. | BoS - Appointed Member   | 8/18/2015        | 7/15/2021       |
| Peake  | Donna      | Commissioner of the Revenue                                    | 8/18/2015        | 7/15/2021       |
| Shenk  | Philip     | Landowner/Producer   | 8/18/2015        | 7/15/2021       |
| <i>Barns of Rose Hill Board of Directors</i>   |            |  |                  | <i>3 Yr</i>     |
| Cammack  | Thomas     |  | 1/19/2016        | 12/31/2018      |
| <i>BCCGC Joint Building Committee</i>  |            |  |                  | <i>Open-End</i> |
| Ash  | David L.   | County Administrator   |                  |                 |
| Dalton   | Keith      | Berryville Town Manager  |                  |                 |
| Kitselman  | Allen      | Berryville Town Council Representative                         |                  |                 |
| McKay  | Beverly B. | BoS - Appointed Member   | 1/11/2016        | 12/31/2017      |
| <i>Berryville Area Development Authority</i>   |            |  |                  | <i>4 Yr</i>     |
| McFillen   | Thomas     | Berryville District  | 10/18/2016       | 3/31/2018       |
| Ohrstrom, II   | George     | Russell District   | 3/15/2016        | 3/31/2019       |
| Smart  | Kathy      | White Post District  | 2/21/2017        | 3/31/2020       |
| <i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i> |            |  |                  | <i>Ongoing</i>  |
| Arnold, Jr.  | Harry Lee  | BTC - Appointed Member   |                  |                 |
| Ash  | David L.   | County Administrator   | 1/9/2017         | 12/31/2017      |
| Capelli  | Len        | Director of Economic Development                               | 4/14/2015        |                 |
| Dunkle   | Christy    | Staff Representative - Town                                    |                  |                 |
| Weiss  | David S.   | BoS - Appointed Member   | 1/9/2017         | 12/31/2017      |
| <i>Board of Septic &amp; Well Appeals</i>  |            |  |                  | <i>4 Yr</i>     |
| Blatz  | Joseph     | White Post District; Citizen Member                            | 1/19/2016        | 2/15/2020       |
| Caldwell   | Anne       | Millwood District; Planning Commission; Vice Chair - Alternate | 1/8/2016         | 12/31/2017      |
| Daniel   | Mary L.C.  | BoS - Alternate  | 1/9/2017         | 12/31/2017      |
| McKay  | Beverly B. | BoS - Vice Chair Appointed Member                              | 1/9/2017         | 12/31/2017      |
| Ohrstrom, II   | George     | Russell District; Planning Commission Chair                    | 1/8/2015         | 12/31/2017      |

Tuesday, October 31, 2017

Page 1 of 8



|   |             |                                       | <i>Appt Date</i> | <i>Exp Date</i> |
|---|-------------|---------------------------------------|------------------|-----------------|
| <i>Board of Social Services</i>                 |             |                                       |                  | 1 Yr            |
| Byrd  | Barbara J.  | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| Dodson  | Gerald      | Berryville District                   | 10/18/2016       | 7/15/2020       |
| Gray  | Lynn        | Berryville District                   | 6/17/2014        | 7/15/2018       |
| Melusen   | Alan        | 2010 Chair                            | 9/19/2017        | 7/15/2018       |
| Smith   | James       | Berryville District                   | 8/15/2017        | 7/15/2021       |
| <i>Board of Supervisors</i>                     |             |                                       |                  | 4 Yr            |
| Byrd  | Barbara J.  | Russell District                      | 1/9/2017         | 12/31/2019      |
| Catlett   | Terri T.    | Millwood/Pinegrove Districts          | 1/1/2016         | 12/31/2019      |
| Daniel  | Mary L.C.   | Berryville District                   | 1/1/2016         | 12/31/2019      |
| McKay   | Beverly B.  | White Post District, Vice Chair       | 1/1/2016         | 12/31/2019      |
| Weiss   | David S.    | Buckmarsh/Blue Ridge Districts; Chair | 1/1/2016         | 12/31/2019      |
| <i>Board of Supervisors Finance Committee</i>   |             |                                       |                  | 1 Yr            |
| Byrd  | Barbara J.  | BoS - Alternate                       | 1/9/2017         | 12/31/2017      |
| Catlett   | Terri T.    | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| McKay   | Beverly B.  | BoS - Alternate                       | 1/9/2017         | 12/31/2017      |
| Weiss   | David S.    | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| <i>Board of Supervisors Personnel Committee</i> |             |                                       |                  | 1 Yr            |
| Byrd  | Barbara J.  | BoS - Alternate                       | 1/9/2017         | 12/31/2017      |
| McKay   | Beverly B.  | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| Weiss   | David S.    | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| <i>Board of Zoning Appeals</i>                  |             |                                       |                  | 5 Yr            |
| Borel   | Alain F.    | White Post District                   | 1/23/2014        | 2/15/2019       |
| Caldwell  | Anne        | Millwood District                     | 2/25/2015        | 2/15/2020       |
| Kackley   | Charles     | Russell District                      | 2/12/2008        | 2/15/2018       |
| McKelvy   | Pat         | Alternate At Large                    | 2/6/2014         | 5/5/2017        |
| Means   | Howard      | Millwood District                     | 2/15/2016        | 2/15/2021       |
| Volk  | Laurie      | White Post District                   | 2/18/2014        | 2/15/2019       |
| <i>Broadband Implementation Committee</i>       |             |                                       |                  |                 |
| Bouffault                                       | Robina Rich | White Post District                   | 2/21/2017        |                 |
| Daniel  | Mary L.C.   | Berryville District                   | 2/21/2017        |                 |
| Kreider   | Scott       | Buckmarsh / Battletown District       | 2/21/2017        |                 |
| McKay   | Beverly B.  | White Post District                   | 2/21/2017        |                 |
| <i>Building and Grounds</i>                     |             |                                       |                  | 1 Yr            |
| McKay   | Beverly B.  | BoS - Appointed Member                | 1/9/2017         | 12/31/2017      |
| Weiss   | David S.    | BoS - Alternate                       | 1/9/2017         | 12/31/2017      |

|  |             |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--|-------------|--|------------------|-----------------|
| <i>Career and Technical Education Advisory Committee</i> |             |  |                  | 1 Yr            |
| Catlett  | Terri T.    | BoS - Appointed Member                 | 1/9/2017         | 12/31/2017      |
| <i>Clarke County Historic Preservation Commission</i>    |             |  |                  | 4 Yr            |
| Arnett   | Betsy       | Berryville District                    | 4/19/2016        | 5/31/2020       |
| Caldwell   | Anne        | Millwood District                      | 4/18/2017        | 5/31/2021       |
| Carter   | Paige       | White Post District                    | 4/19/2016        | 5/31/2020       |
| Joyce  | Jon         | Buckmarsh District                     | 6/16/2015        | 6/28/2017       |
| Kruhm  | Doug        | Planning Commission Representative     | 1/6/2017         | 12/31/2017      |
| Stieg, Jr.   | Robert      | Millwood District                      | 6/17/2014        | 5/31/2018       |
| Teetor   | Alison      | Staff Representative                   |                  |                 |
| York   | Robert      | White Post District                    | 4/18/2017        | 5/31/2021       |
| <i>Clarke County Humane Foundation</i>                   |             |  |                  | 1 Yr            |
| Byrd   | Barbara J.  | BoS - Liaison                          | 1/9/2017         | 12/31/2017      |
| <i>Clarke County Library Advisory Council</i>            |             |  |                  | 4 Yr            |
| Al-Khalili   | Adeela      | Buckmarsh District                     | 3/17/2015        | 4/15/2019       |
| Bogert   | Aubrey      | White Post District                    | 9/20/2016        | 4/15/2018       |
| Brondstater  | Bette       | Buckmarsh District                     | 2/21/2017        | 4/15/2019       |
| Curran   | Christopher | Buckmarsh District                     | 2/21/2017        | 4/15/2021       |
| Daisley  | Shelley     | Russell District                       | 5/17/2016        | 4/15/2020       |
| Daniel   | Mary L.C.   | BoS - Liaison                          | 1/9/2017         | 12/31/2017      |
| Foster   | Nancy       | Russell District                       | 4/19/2016        | 4/15/2020       |
| Holscher   | Dirck       | Russell District                       | 2/21/2017        | 4/15/2021       |
| Kalbian  | Maral       | Millwood District                      | 2/17/2015        | 4/15/2019       |
| Maggio   | Christina   |  | 2/21/2017        | 10/27/2017      |
| <i>Clarke County Litter Committee</i>                    |             |  |                  | 1 Yr            |
| Byrd   | Barbara J.  | BoS - Liaison                          | 1/9/2017         | 12/31/2017      |
| <i>Clarke County Planning Commission</i>                 |             |  |                  | 4 Yr            |
| Bouffault  | Robina Rich | White Post / Greenway District         | 3/15/2016        | 4/30/2020       |
| Buckley  | Randy       | White Post District                    | 1/23/2014        | 4/30/2018       |
| Byrd   | Barbara J.  | BoS - Alternate                        | 1/9/2017         | 12/31/2017      |
| Caldwell   | Anne        | Millwood / Chapel District; Vice Chair | 3/21/2017        | 4/30/2021       |
| Daniel   | Mary L.C.   | BoS - Appointed Member                 | 1/9/2017         | 12/31/2017      |
| Kreider  | Scott       | Buckmarsh / Battletown District        | 3/15/2016        | 4/30/2020       |
| Kruhm  | Doug        | Buckmarsh / Battletown District        | 3/18/2014        | 4/30/2018       |
| Lee  | Francis     | Berryville District                    | 5/20/2014        | 4/30/2018       |
| Malone   | Gwendolyn   | Berryville District                    | 3/15/2016        | 4/30/2020       |
| Nelson   | Clifford    | Russell / Longmarsh District           | 3/21/2017        | 4/30/2021       |

|   |            |  | <i>Appt Date</i> | <i>Exp Date</i> |
|---|------------|--|------------------|-----------------|
| Ohrstrom, II                                | George     | Russell District; Chair                              | 3/17/2015        | 4/30/2019       |
| Stidham                                     | Brandon    | Staff Representative                                 | 4/30/2012        |                 |
| Turkel                                      | Jon        | Millwood / Chapel District                           | 3/17/2015        | 4/30/2019       |
| <i>Clarke County Sanitary Authority</i>     |            |  |                  | <i>4 Yr</i>     |
| DeArment                                    | Roderick   | White Post District, Chair                           | 1/17/2017        | 1/5/2021        |
| Dunning, Jr.                                | A.R.       | White Post District, Treasurer/Secretary             | 11/19/2013       | 1/5/2018        |
| Legge                                       | Michael    | Staff Representative                                 |                  |                 |
| Mackay-Smith, Jr.                           | Alexander  | White Post District, Vice Chair                      | 1/17/2017        | 1/5/2021        |
| McKay                                       | Beverly B. | BoS - Liaison  | 1/9/2017         | 12/31/2017      |
| Myer  | Joseph     | Town of Boyce  | 11/17/2015       | 1/5/2020        |
| Welliver                                    | Ralph      | Berryville District                                  | 7/19/2016        | 6/30/2020       |
| <i>Community Policy and Management Team</i> |            |  |                  |                 |
| Acker                                       | Denise     | Northwestern Community Services                      | 7/18/2017        | 12/31/2018      |
| Bauserman                                   | Ellen      | CCPS Director Pupil Svcs                             | 7/18/2017        | 12/31/2019      |
| Brown                                       | Audrey     | Parent Representative                                | 7/18/2017        | 9/18/2017       |
| Byrd  | Barbara J. | BoS - Appointed Member                               | 6/12/2017        | 12/31/2017      |
| Jenkins                                     | April      | Lord Fairfax Health District                         | 7/18/2017        | 12/31/2018      |
| Jones                                       | Angie      | Director Clarke County DSS                           | 7/18/2017        | 12/31/2019      |
| Legrys                                      | Mark       | Court Services Unit Supervisor                       | 7/18/2017        | 12/31/2019      |
| Obradovic                                   | Laura      | Private Provider - Grafton School                    | 7/18/2017        | 12/31/2020      |
| <i>Conservation Easement Authority</i>      |            |  |                  | <i>3 Yr</i>     |
| Bacon                                       | Rives      | Berryville District                                  | 8/15/2017        | 12/31/2019      |
| Buckley                                     | Randy      | White Post District                                  | 12/20/2016       | 12/31/2019      |
| Byrd  | Barbara J. | BoS - Appointed Member                               | 1/9/2017         | 12/31/2017      |
| Engel                                       | Peter      | White Post District                                  | 11/17/2015       | 12/31/2018      |
| Jones                                       | Michelle   | Millwood / Pine Grove District                       | 12/20/2016       | 12/31/2019      |
| Ohrstrom, II                                | George     | Russell District; Planning Commission Representative | 3/15/2016        | 4/30/2019       |
| Teetor                                      | Alison     | Staff Representative                                 |                  |                 |
| Thomas                                      | Walker     | Buckmarsh District                                   | 11/17/2015       | 12/31/2018      |
| <i>Constitutional Officer</i>               |            |  |                  |                 |
| Butts                                       | Helen      | Clerk of the Circuit Court                           | 1/1/2016         | 12/31/2023      |
| Keeler                                      | Sharon     | Treasurer  | 1/1/2016         | 12/31/2019      |
| Peake                                       | Donna      | Commissioner of the Revenue                          | 1/1/2016         | 12/31/2019      |
| Roper                                       | Anthony    | Sheriff  | 1/1/2016         | 12/31/2019      |
| Williams                                    | Anne       | Commonwealth Attorney                                | 4/1/2017         | 11/7/2017       |
| <i>County Administrator</i>                 |            |  |                  |                 |
| Ash   | David L.   | County Administrator                                 | 3/19/1991        |                 |

*Tuesday, October 31, 2017*

*Page 4 of 8*

|  |           |   | <i>Appt Date</i> | <i>Exp Date</i> |
|--|-----------|---|------------------|-----------------|
| <i>Economic Development Advisory Committee</i>                         |           |   |                  | 4 Yr            |
| Barb   | Jim       | Real Estate Rep, Business Owner                         | 11/29/2013       | 12/31/2017      |
| Conrad   | Bryan H.  | Agriculture, Fire & Rescue                              | 12/16/2014       | 12/31/2018      |
| Dunkle   | Christy   | Town of Berryville Representative                       | 1/1/2016         | 12/31/2019      |
| Kraybill   | Christina | Berryville District, Business Owner                     | 11/18/2014       | 12/31/2017      |
| Milleson   | John R.   | Banking, Finance  | 12/16/2014       | 12/31/2018      |
| Myer   | Dr. Eric  | Agriculture Rep, Business Owner                         | 12/16/2014       | 12/31/2018      |
| Pritchard  | Elizabeth | Hospitality Industry                                    | 8/16/2016        | 8/31/2020       |
| Weiss  | David S.  | BoS - Appointed Member                                  | 1/9/2017         | 12/31/2017      |
| <i>Family Assessment and Planning Team</i>                             |           |   |                  |                 |
| Allen  | Gay       | DSS - Foster Care Worker                                | 7/18/2017        | 12/31/2018      |
| Davis  | Sara      | Parent Representative                                   | 8/15/2017        | 12/31/2020      |
| Normoyle   | Vicki     | Northwestern Community Svcs                             | 7/18/2017        | 12/31/2018      |
| Phillips   | Courtney  | 26th District Court Svcs Unit                           | 10/17/2017       | 12/31/2019      |
| Rousseau   | Christian | Private Provider - Intensive Supervisor<br>& Counseling | 6/12/2017        | 12/31/2020      |
| Thompson   | Christine | CCPS - Social Worker                                    | 7/18/2017        | 12/31/2019      |
| <i>Fire &amp; EMS Commission</i>                                       |           |   |                  |                 |
| Armacost, Jr.  | Van       | John H. Enders VFRC Rep                                 | 8/15/2017        | 8/30/2018       |
| Conrad   | Bryan H.  | Citizen-at-large  | 9/1/2015         | 8/31/2019       |
| Harrison   | Diane     | Citizen-at-large  | 6/20/2017        | 8/31/2021       |
| Hoff   | Matt      | Boyce VFRC Rep  | 8/15/2017        | 8/31/2018       |
| Lichty   | Brian     | Staff Representative                                    | 11/14/2016       |                 |
| Nicholson  | Andrew    | Citizen-at-large  | 10/17/2017       | 8/31/2020       |
| Roper  | Anthony   | Sheriff   | 1/1/2016         | 12/31/2019      |
| Weiss  | David S.  | BoS - Representative                                    | 1/9/2017         | 12/31/2017      |
| White  | Jacob     | Blue Ridge VFRC Rep                                     | 8/15/2017        | 8/31/2018       |
| <i>Handley Regional Library Board</i>                                  |           |   |                  | 4 Yr            |
| Leahy  | Cindy     |   | 12/20/2016       | 11/30/2017      |
| <i>Industrial Development Authority of the Clarke County, Virginia</i> |           |   |                  | 4 Yr            |
| Cochran  | Mark      | Buckmarsh District                                      | 10/17/2017       | 10/30/2021      |
| Ferrell  | Brian     | Buckmarsh District; Secretary 2017                      | 6/21/2016        | 10/30/2019      |
| Jones  | Paul      | Russell District  | 3/15/2016        | 10/30/2019      |
| Juday  | David     | Russell District; Chair 2011 -2017                      | 10/21/2014       | 10/30/2018      |
| Koontz   | English   | Buckmarsh District; Vice Chair 2017                     | 6/16/2015        | 10/30/2018      |
| Pierce   | Rodney    | Buckmarsh District                                      | 10/18/2016       | 10/30/2020      |
| Waite  | William   | Millwood District; Interim Treasurer 10-31-2017         | 10/31/2017       | 10/30/2021      |
| Weiss  | David S.  | BoS - Liaison   | 1/9/2017         | 12/31/2017      |

*Tuesday, October 31, 2017*

*Page 5 of 8*

|   |            |   | <i>Appt Date</i> | <i>Exp Date</i> |
|---|------------|---|------------------|-----------------|
| <i>Joint Administrative Services Board</i>                              |            |   |                  | Open-End        |
| Ash   | David L.   | County Administrator                          | 12/22/1993       |                 |
| Bishop  | Chuck      | School Superintendent                         | 7/1/2014         |                 |
| Judge   | Tom        | Staff Representative                          | 2/14/1994        |                 |
| Keeler  | Sharon     | Treasurer                                     | 3/12/2005        |                 |
| McKay   | Beverly B. | BoS - Alternate                               | 1/9/2017         | 12/31/2017      |
| Schutte   | Charles    | School Board Representative                   | 1/8/2012         |                 |
| Weiss   | David S.   | BoS - Appointed Member                        | 1/9/2017         | 12/31/2017      |
| <i>Legislative Liaison and High Growth Coalition</i>                    |            |   |                  | 1 Yr            |
| Daniel  | Mary L.C.  | BoS - Liaison                                 | 1/9/2017         | 12/31/2017      |
| <i>Lord Fairfax Community College Board</i>                             |            |   |                  | 4 Yr            |
| Daniel  | William    | Berryville District                           | 7/19/2016        | 6/30/2020       |
| <i>Lord Fairfax Emergency Medical Services Council</i>                  |            |   |                  | 3 Yr            |
| Burns   | Jason      | Career Representative; Buckmarsh District     | 4/21/2015        | 6/30/2018       |
| Conrad  | Bryan H.   | Volunteer Representative; White Post District | 5/16/2017        | 6/30/2020       |
| Stidham   | Angela     | Medical Professional; White Post District     | 7/19/2016        | 6/30/2019       |
| <i>Northern Shenandoah Valley Regional Commission</i>                   |            |   |                  | 1 Yr            |
| Daniel  | Mary L.C.  | BoS - Alternate                               | 1/9/2017         | 12/31/2017      |
| McKay   | Beverly B. | BoS - Appointed Member                        | 1/9/2017         | 12/31/2017      |
| Stidham   | Brandon    | Citizen Representative [Planning Director]    | 4/19/2016        | 1/31/2019       |
| <i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i> |            |   |                  | Open End        |
| Byrd  | Barbara J. | Russell District                              | 1/9/2017         | 12/31/2017      |
| <i>Northwestern Community Services Board</i>                            |            |   |                  | 4 Yr            |
| Brown   | Audrey     | White Post District                           | 11/17/2015       | 12/31/2017      |
| Harris  | Celie      | Millwood District                             | 11/17/2015       | 12/31/2018      |
| <i>Northwestern Regional Jail Authority</i>                             |            |   |                  | 1 Yr            |
| Ash   | David L.   | BoS - Appointed Member                        | 1/9/2017         | 12/31/2017      |
| Byrd  | Barbara J. | BoS - Liaison - Alternate                     | 1/9/2017         | 12/31/2017      |
| Roper   | Anthony    | Sheriff                                       | 1/1/2016         | 12/31/2019      |
| Wyatt   | Jimmy      | Millwood District                             | 11/17/2015       | 12/31/2019      |
| <i>Northwestern Regional Juvenile Detention Center Commission</i>       |            |   |                  | 1 Yr            |
| Byrd  | Barbara J. | BoS - Liaison                                 | 1/9/2017         | 12/31/2017      |
| Wyatt   | Jimmy      | Millwood District                             | 12/20/2016       | 12/20/2020      |

*Tuesday, October 31, 2017*

*Page 6 of 8*

|   |             |   | <i>Appt Date</i> | <i>Exp Date</i> |
|---|-------------|---|------------------|-----------------|
| <i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i> |             |   |                  | 3 Yr            |
| Roper   | Anthony     | Sheriff                                 | 12/20/2016       | 12/31/2019      |
| <i>Old Dominion Community Criminal Justice Board</i>                                    |             |   |                  | 3 Yr            |
| Roper   | Anthony     | Sheriff                                 | 12/20/2016       | 12/31/2019      |
| <i>Our Health</i>   |             |   |                  | 3 Yr            |
| Shipe   | Diane       | Buckmarsh District                      | 7/19/2016        | 3/15/2019       |
| <i>Parks &amp; Recreation Advisory Board</i>  |             |   |                  | 1 Yr            |
| Catlett   | Terri T.    | BoS - Liaison                           | 1/9/2017         | 12/31/2017      |
| Heflin  | Dennis      | White Post District                     | 12/20/2016       | 12/31/2019      |
| Huff  | Ronnie      | Town of Berryville Representative       | 1/1/2016         | 12/31/2019      |
| Jones   | Paul        | Russell District; At Large              | 12/16/2014       | 12/31/2018      |
| Lichliter   | Gary        | Russell District                        | 12/20/2016       | 12/31/2019      |
| Rhodes  | Emily       | Buckmarsh District                      | 11/17/2015       | 12/31/2019      |
| Sheetz  | Daniel A.   | Berryville District                     | 11/19/2013       | 12/31/2017      |
| Smith   | Tracy       | Millwood District                       | 3/15/2016        | 12/31/2017      |
| Trenary   | Randy       | School Superintendent Designee          | 10/24/2013       |                 |
| Wisecarver  | Steve       | Appointed by Town of Boyce              | 11/5/2013        | 12/31/2017      |
| <i>People Inc. of Virginia</i>  |             |   |                  | 3 Yr            |
| Hillerson   | Coleen      | Clarke County Rep Board of Directors    | 8/16/2016        | 7/31/2019       |
| <i>Regional Airport Authority</i>   |             |   |                  | 1 Yr            |
| Ash   | David L.    | BoS - Alternate                         | 1/9/2017         | 12/31/2017      |
| Crawford  | John        | Buckmarsh District                      | 7/19/2016        | 6/30/2020       |
| McKay   | Beverly B.  | BoS - Alternate                         | 1/9/2017         | 12/31/2017      |
| <i>Shenandoah Area Agency on Aging, Inc.</i>  |             |   |                  | 4 Yr            |
| Bouffault   | Robina Rich | White Post District                     | 10/21/2014       | 9/30/2018       |
| <i>Shenandoah Valley Chief Local Elected Officials Consortium</i>                       |             |   |                  |                 |
| Ash   | David L.    | BoS Designee for Chief Elected Official |                  |                 |
| <i>Shenandoah Valley Workforce Investment Board</i>                                     |             |   |                  | 4 Yr            |
| James   | Patricia    | Buckmarsh District                      | 5/16/2017        | 6/30/2021       |
| <i>Strategic Planning Committee</i>   |             |   |                  | 1 Yr            |
| Catlett   | Terri T.    | BoS - Appointed Member                  | 8/15/2017        | 12/31/2017      |
| <i>Towns and Villages: Berryville</i>   |             |   |                  | 1 Yr            |
| Byrd  | Barbara J.  | BoS - Liaison                           | 1/9/2017         | 12/31/2017      |
| Daniel  | Mary L.C.   | BoS - Liaison - Alternate               | 1/9/2017         | 12/31/2017      |

Tuesday, October 31, 2017

Page 7 of 8

|                                       |            |               | <i>Appt Date</i> | <i>Exp Date</i> |
|---------------------------------------|------------|---------------|------------------|-----------------|
| <i>Towns and Villages: Boyce</i>      |            |               |                  | 1 Yr            |
| Catlett                               | Terri T.   | BoS - Liaison | 1/9/2017         | 12/31/2017      |
| McKay                                 | Beverly B. | BoS - Liaison | 1/9/2017         | 12/31/2017      |
| <i>Towns and Villages: Millwood</i>   |            |               |                  | 1 Yr            |
| Catlett                               | Terri T.   | BoS - Liaison | 1/9/2017         | 12/31/2017      |
| <i>Towns and Villages: Pine Grove</i> |            |               |                  | 1 Yr            |
| Catlett                               | Terri T.   | Bos - Liaison | 1/9/2017         | 12/31/2017      |
| Weiss                                 | David S.   | BoS - Liaison | 1/9/2017         | 12/31/2017      |
| <i>Towns and Villages: White Post</i> |            |               |                  | 1 Yr            |
| McKay                                 | Beverly B. | Bos - Liaison | 1/9/2017         | 12/31/2017      |



**Board of Supervisors Work Session Agenda**  
Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611

**November 9, 2017 10:00 AM**

Item

No. Description

- A. USGS Update by David Nelms
  
- B. Parking Area – Appalachian Trail
  
- C. Legislative Priorities 2018 Review
  
- D. Finance Committee FY2017 Recommended Actions



Briefing Paper

Appalachian Trail Parking Lot Expansion Project  
Clarke County, Virginia

The Appalachian Trail is a popular hiking destination for locals and persons living outside of Clarke County. A particularly popular hike is the Appalachian Trail north from Rt 7 to Raven Rocks. The parking at the trail head is just off Route 7 on Pine Grove Road (Rt 679) see attached map and photo. The current parking area holds approximately 8-10 cars. In recent years demand for parking, particularly on the weekends has exceeded the space at the lot causing motorists to park along Pine Grove Road or along Route 7. Illegal parking is hazardous and vehicles have been towed. The County Sheriff's office has been proactive at having no parking signs placed along the road in addition to information for motorists to park at Snickers Gap. However the need for additional parking persists.

The Town of Berryville and Clarke County were designated an Appalachian Trail Community in 2015. In addition, the County's Recreation Plan, a component of the Comprehensive Plan, states as a primary strategy to "Facilitate more effective public use of the Appalachian Trail while simultaneously protecting it as a critical resource."

In an effort to provide additional parking, staff met with personnel from law enforcement, the Appalachian Trail Conservancy and the Virginia Department of Transportation (VDOT) to determine if there is potential to enlarge the current parking area. The property is owned by VDOT as it was the original roadbed of Route 7. The site has been reviewed by VDOT personnel and permits have been approved for the expansion to accommodate between 30-40 passenger vehicle parking spaces.

Current efforts are to seek funding for the expansion. Initial work involves brush clearing and tree removal. Jerry McDonald has given an estimate of \$3,800 to clear and chip brush and small trees. A quote was obtained from Pittman, a VDOT contractor, 2 remove 2 large ash trees for \$3,400. Once the area of expansion has been cleared Mr. McDonald will give us an estimate to conduct the grading and gravel.

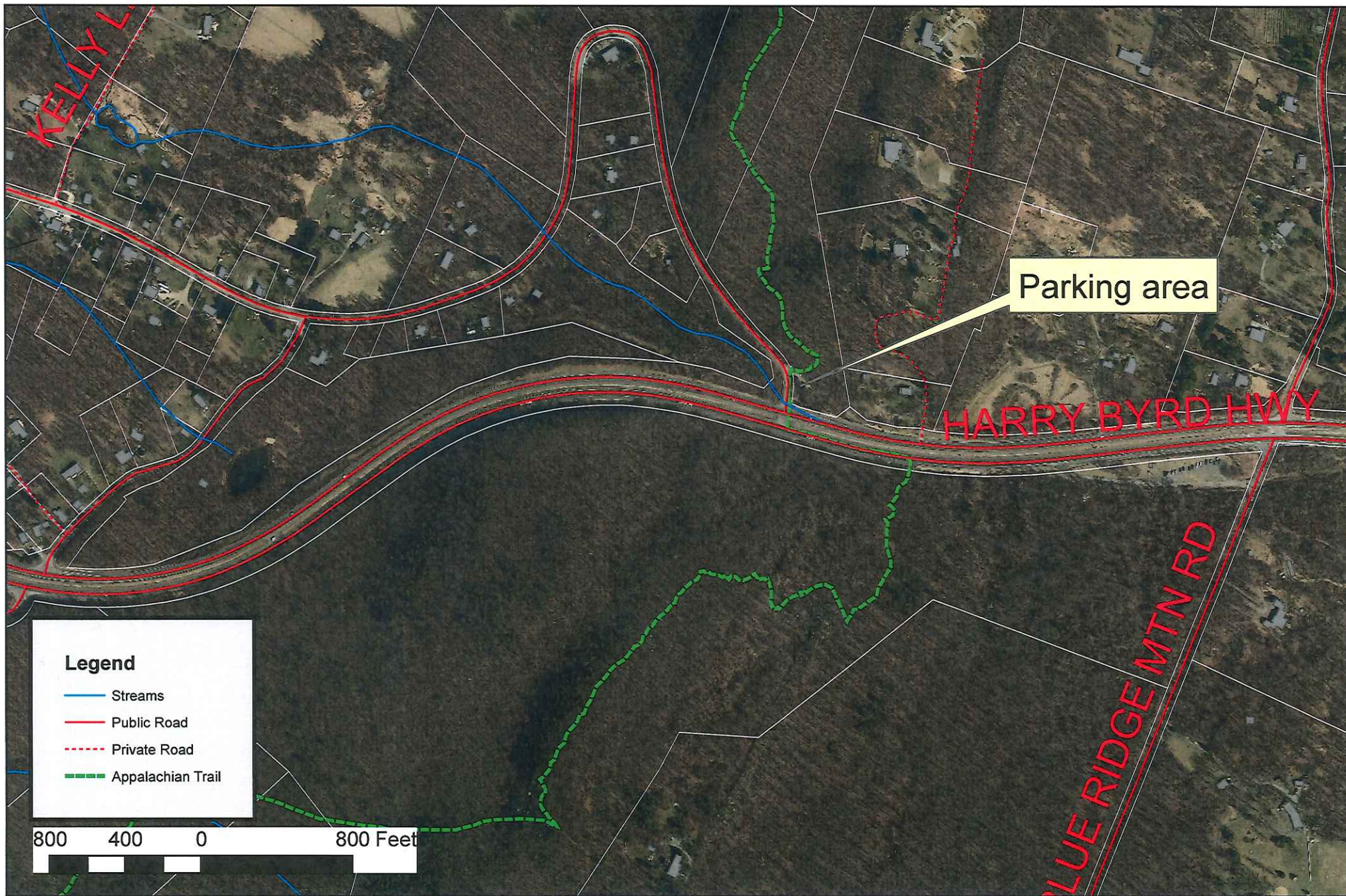
**Project budget:**

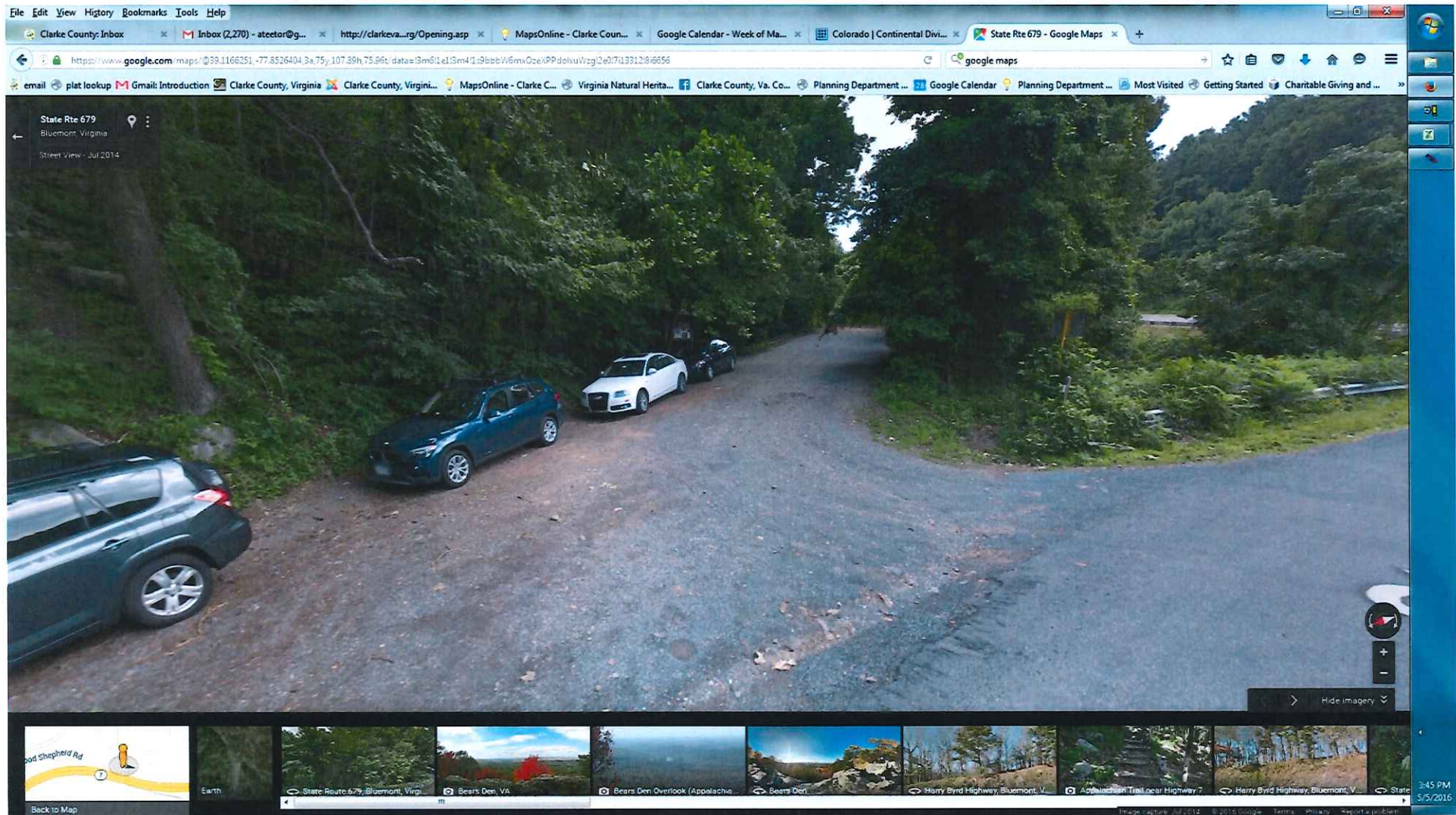
Brush clearing and tree removal           \$ 7,200

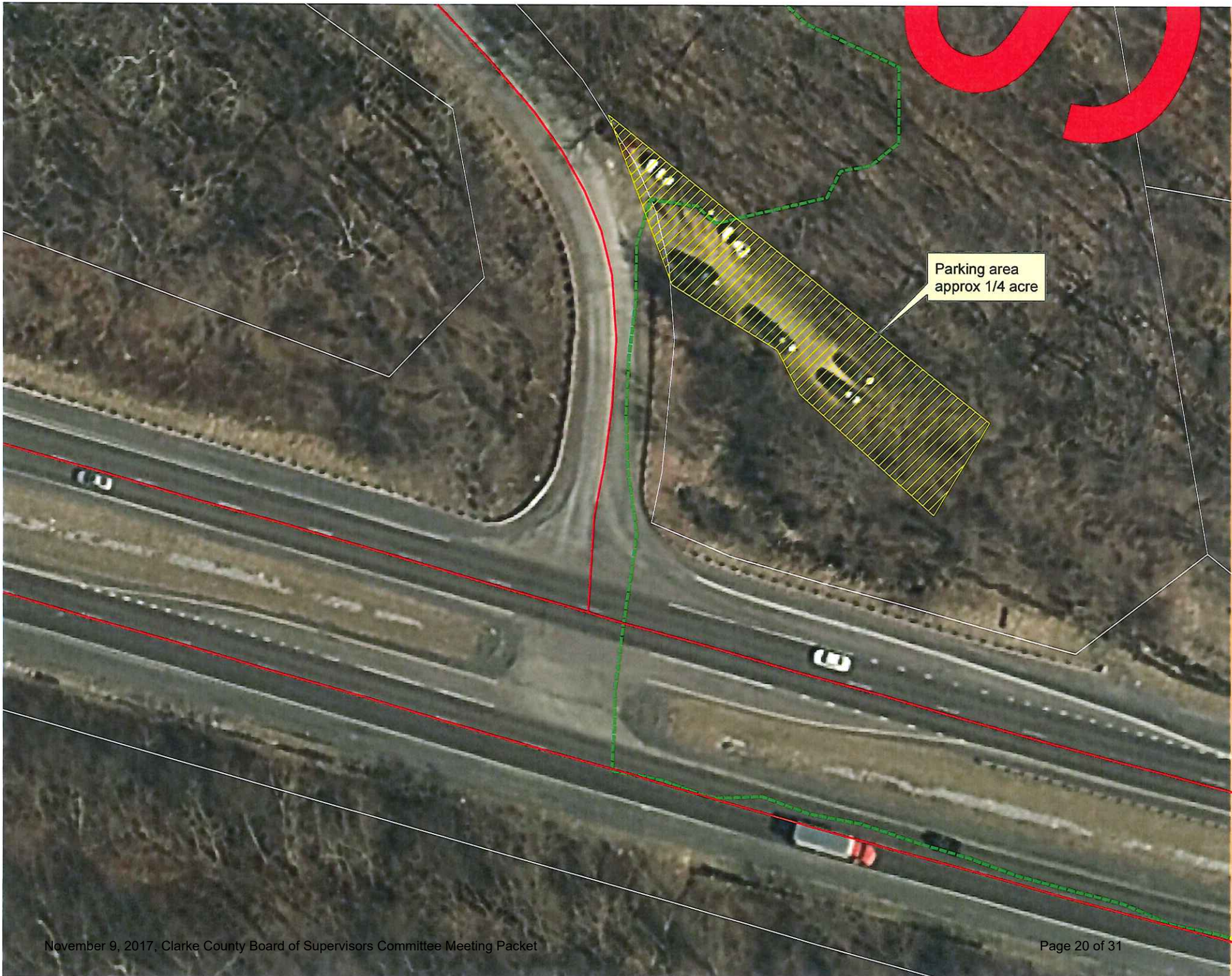
The ideal project timeline is to clear the area this fall and grade and gravel prior to the spring hiking season.

For additional information contact:

Alison Teetor  
Natural Resource Planner  
Clarke County, Virginia  
[ateetor@clarkecounty.gov](mailto:ateetor@clarkecounty.gov)  
540-955-5134







Parking area  
approx 1/4 acre

# 2018 Legislative Priorities and Positions for Clarke County

## 10/31/2017 Draft

### Issue: Broadband Internet and Cellular Telecommunications

Widespread deployment of broadband should be a top priority for the Commonwealth to ensure economic advantages, educational opportunities, the expansion of telemedicine and other modern initiatives. It is clear that Verizon Wireless, AT&T and the other internet, broadband and cellular providers will not provide broadband internet service to rural areas unless they are given incentives or a mandate to do so. Clarke County asks that the Commonwealth take steps to encourage or require rural access to broadband internet and cellular telecommunications to rural areas just as was done years ago when electrical and telephone service became important technologies.

The extremely high response rate in the statewide broadband survey RUOnline demonstrates the extreme need for services in rural areas, making Clarke County an ideal candidate for any demonstration or pilot programs contemplated by the General Assembly.

### Issue: Drug Courts

Clarke County urges the General Assembly to continue and expand the use of Drug Courts and substance abuse assistance in an effort to provide a more complete and less costly alternative to employing only the criminal justice system to resolve the issues surrounding substance abuse.

### Issue: Education

Clarke County supports full funding of Virginia's Standards of Quality as recommended by the Board of Education. The Commonwealth should shoulder its share of the true cost of K-12 public education without reducing other parts of the budget affecting local government or shifting costs from the Commonwealth to localities.

In addition to meeting its obligations to fund fully instructional staff, Clarke County believes the Commonwealth should meet its obligation to fund fully the support side of K-12. Full restoration should be made of the cuts made in since 2009 in areas related to support staff funding including the elimination of the funding cap on support positions, reinstatement of the Cost of Competing funds for support staff, etc.

Clarke County supports legislation to adjust the calculation of the local Composite Index to base its Real Estate value calculations on use-value instead of true value in localities that have adopted use-value taxation.

### Issue: Ethics Rules

Clarke welcomes a review of the Commonwealth's Ethics Rules but believes that the rules that affect local jurisdictions and their Boards, Commissions, Authorities and Committees are strong enough today. Clarke cautions that any increase to the ethics rules affecting localities could prove detrimental to getting

people to serve in local government positions. On the State level, Clarke supports the idea of recording the votes of individual members of the General Assembly at all subcommittee meetings.

**Issue: Funding for State Mandated Positions and Jails**

Clarke County urges the Commonwealth to meet its full funding obligations for Constitutional Officers and their state mandated positions. In addition, Clarke requests that the FY2015 state budget be amended to fund local and regional jails based on actual costs as determined by the Annual Jail Cost Report, published by the Compensation Board.

**Issue: Land Conservation**

Clarke County supports the Purchase of Development Rights program, the Tax Credit program for the donation of easements, the transferability of tax credits.

**Issue: Sanitary Districts**

Clarke County supports changes to Chapter 21 of the Code of Virginia that would move the authority to create Sanitary Districts from the Circuit Courts to the Board of Supervisors and further establish that any petition to create a sanitary district be subject to minimum standards regarding timeliness, that the petitioning process be opened to the owners of real estate proposed to be within the district and that Boards of Supervisors make a finding of fact that the establishment of a sanitary district is supported by a majority of the real estate owners of land proposed to be included in the district and that such district is necessary, practical, and fiscally responsible.

**Issue: State Tax Reform, Cost and Revenue Shifting and State Year-end Surplus Funds**

Clarke County calls upon the Commonwealth to restructure state income, sales and use taxes to address anachronistic tax policies. Tax reform is required to help buttress the Commonwealth's General Fund that finances most core government functions and must be stabilized to meet current and foreseeable core service demands. Failure to address this need has resulted in the unfair gradual shifting of costs and the outright reduction in aid to localities to balance the state budget. With each passing year Clarke County has been required to raise real estate taxes in order to incrementally subsidize a variety of traditionally state funded (or state shared) costs (Compensation Board, Registrar, Cooperative Extension, Line of Duty, Social Services and the court system for example). This cost shifting places a tremendous burden on a regressive real estate tax system. Cost shifting must stop and the tax system must be reformed to reduce the burden on the real estate tax. Action must be taken to restore "Aid to Localities".

At a minimum tax reform should meet the following criteria:

- Reduction of local dependence on the real estate tax.
- Address fairness in taxing structures and "level the playing field" to eliminate unequal treatment; for example, ensuring the collection of sales tax from internet sales thereby promoting uniformity and fairness in the tax treatment of businesses selling goods in the Commonwealth.

- Offset any change that reduces or eliminates an existing local funding source by a new or expanded source. Clarke County opposes repeal of the machinery and tools tax or the BPOL tax unless such offset is guaranteed.
- Ensure equal taxing authority to towns, cities and counties. Clarke County's support for equal taxing authority is broad and includes requesting and supporting action by the General Assembly for partial measures such as authorizing the imposition of meals tax and cigarette and tobacco tax without need for referendum.
- Protection of the commonwealth's general fund and preservation for core government functions such as public education, health and human services, public safety, natural resources and environmental services. Transportation maintenance and improvements should be paid by user fees.

**Issue: Water Availability**

Clarke County supports proactive state action in reviewing and establishing regulations and programs to ensure that localities water sources are protected and that water quantity, as well as quality be protected.

**Issue: Water Quality**

Clarke County supports cost effective measures aimed at reducing loadings of pollutants in state waters from both point and non-point sources but urges the Commonwealth to consider the impacts of such measures will have on both local governments and agriculture. Further, Clarke believes reliable forms of financial and technical assistance will be required to help localities and agriculture meet the Commonwealth's goals with regard to water quality.

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: November 9, 2017

RE: *November Worksession*

*The Finance Committee met October 24 to consider matters relating to the closing of the FY 17 Fiscal Year:*

1. **FY 17 Supplemental Appropriations.** See the attached actions to cover remaining approval of appropriations for FY 17.

*"Be it resolved that General Fund budget transfer be made between accounts and in the amounts listed on the attached, and be it further resolved that estimated revenue be reduced in the accounts and amounts listed on the attached."*

2. **FY 17 Year End.**

- a. FY 17 Capital Projects Carryover.

*"Be it resolved that FY 18 budgeted expenditure, appropriation, and estimated revenue be adjusted according to the carryforward column on the two attached documents."*

- b. FY 17 Conservation Easement Fund Carryover.

*"Be it resolved that FY 18 budgeted expenditure and appropriation be increased \$30,160, that revenue from the Commonwealth be recognized in the amount of \$15,080, and that existing local funds in the Conservation Easement funds be utilized in the amount of \$15,080, all for the purpose of continuing appropriations for the Johnston easement purchase".*

- c. FY 17 Year End General Fund Balance Designations.

*"Be it resolved that FY 17 year-end fund balance designations be established as presented on the attached document."*

3. **FY 18 Supplemental Appropriations.**

- a. **Social Services.** The Department of Social Services requests to purchase two vehicles. These models are available on State Contract, but do not have vinyl seating as an option. The Department is currently considering what models provide vinyl seating. In the meantime the following action is proposed, which is expected to be sufficient pending the Department's final decision on model:

*"Be it resolved that FY 18 budgeted expenditure and appropriations be increased \$38,000, and the Designation for Government Savings decreased in the same amount, all for the purpose of purchasing two vehicles for the Department of Social Services."*



- b. **Schools.** A list of proposed projects is attached. The setting of a public hearing for the following action is recommended:

*“Be it resolved that FY 18 School Capital Projects budgeted expenditure and appropriation be increased \$682,253, and that the General Fund Designation for School Carryover be decreased in the same amount, all for the purpose of funding certain capital expenditures proposed by the Clarke County School Board.”*

- c. Lord Fairfax Health District. Carry \$25,000 from the FY 2017 fund balance forward into our FY2018 Clarke County operating budget to offset the cost for Environmental Health records scanning project and much-needed phone system and network upgrades.

FY 17 Final Supplementals

| <u>Function</u>           | <u>Budgeted Expenditure</u> | <u>From Contingency</u> | <u>Estimated Revenue</u> | <u>New LTF</u> | <u>Reason</u>   |
|---------------------------|-----------------------------|-------------------------|--------------------------|----------------|---|
| County Admin              | 2,590                       | 2,590                   |                          | -              | New Position Sal&Ben differential                       |
| Legal Services            | 10,995                      | 10,995                  |                          | -              |   |
| Equalization Board        | 3,800                       | 3,800                   |                          | -              | Board meetings  |
| Info Tech                 | 7,738                       | 7,738                   |                          | -              | New Position Sal&Ben differential                       |
| Registrar                 | 1,335                       | 1,335                   | (2,768)                  | 2,768          | Unbudgeted salary increase; state revenue cut           |
| Circuit Court             | 6,052                       | 6,052                   | (1,042)                  | 1,042          | New Copier, Jail Processing revenue less than estimated |
| General District Court    | 129                         | 129                     |                          | -              | Telephone lines   |
| Commonwealth's Attorney   | 1,082                       | 1,082                   | (2,793)                  | 2,793          | PT Salaries; State revenue cut                          |
| Sheriff                   | (1,565)                     |                         |                          |                | Transfer to CJT   |
| Animal Control            |                             |                         | (2,176)                  |                | Budgeted 25K, received 15K                              |
| Criminal Justice Training | 1,565                       |                         |                          |                |   |
| Boyce Volunteer           | (250)                       |                         |                          |                | LODA  |
| Enders Volunteer          | 250                         |                         |                          |                | LODA  |
| Building Inspections      | 10,845                      |                         |                          |                | Allocation of shared position                           |
| Planning Department       | (11,854)                    |                         |                          |                | Allocation of shared position                           |
| Planning Commission       | 1,009                       |                         |                          |                | Legal Services  |
| BioSolids                 | 6                           | 6                       |                          | -              |   |
| Cooperative Extension     | 2,885                       | 2,885                   |                          | -              | Extension Agent, probably intern                        |
| Victim Witness            |                             |                         | (622)                    | 622            | Timing difference between revenue and expenditure       |
| <b>TOTALS</b>             | <b>36,612</b>               | <b>36,612</b>           | <b>(9,401)</b>           | <b>7,225</b>   |   |

Clarke County Government Capital Projects  
 FY2017 Proposed Capital Projects Carryforward  
 10/20/2017

| ACCOUNT DESCRIPTION                          | E AVAILABLE<br>N BUDGET | PROPOSED<br>CHANGE | PROPOSED FY17<br>CARRYFORWARD |
|--|-------------------------|--------------------|-------------------------------|
| 94120 Roofing                                | 136,633                 |                    | 136,633                       |
| 94140 Landscaping                            | 15,375                  |                    | 15,375                        |
| 94150 Asphalt, Sidewalk, Path                | 63,868                  |                    | 63,868                        |
| 94180 GenDist Court Bldg Repair              | 66,373                  |                    | 66,373                        |
| 94310 Sheriff's Equipment                    | -365                    | 365                | 0                             |
| 94320 Auto Replacement                       | 4,545                   |                    | 4,545                         |
| 94331 Sheriff's Vehicles                     | 1,515                   | -365               | 1,150                         |
| 94409 Citizen's Convenience Center           | 575,660                 |                    | 575,660                       |
| 94502 Business Park Proceeds for Investment  | 102,434                 |                    | 102,434                       |
| 94506 Greenway Court Preservation            | 2,254                   |                    | 2,254                         |
| 94601 Technology Improvements                | 101,087                 |                    | 101,087                       |
| 94602 Systems Integration                    | 141,574                 |                    | 141,574                       |
| 94603 Mobile Radio System                    | 44,829                  |                    | 44,829                        |
| 94607 E-Ticket Software                      | 7,800                   |                    | 7,800                         |
| 94702 Swimming Pool                          | 78,378                  |                    | 78,378                        |
| 94703 Park Fencing                           | 31,036                  |                    | 31,036                        |
| 94704 Old Park Office                        | 20,313                  |                    | 20,313                        |
| 94708 Park-Kohn Prpty Master Plan            | 20,000                  |                    | 20,000                        |
| 94709 New Park Shelter                       | 41,651                  |                    | 41,651                        |
| <b>Expense Totals</b>                        | <b>1,643,638</b>        | <b>0</b>           | <b>1,454,959</b>              |
| 94310 Sheriff's Equipment                    | 653                     |                    | 653                           |
| <b>Revenue Totals</b>                        | <b>129,107</b>          | <b>0</b>           | <b>654</b>                    |
| <b>Business Park Proceeds for Investment</b> |                         |                    | <b>102,434</b>                |
| <b>Local Transfer</b>                        |                         |                    | <b>1,351,871</b>              |

| ACCOUNT DESCRIPTION                              | AVAILABLE BUDGET | PROPOSED CHANGE | PROPOSED FY17 CARRYFORWARD |
|--|------------------|-----------------|----------------------------|
| 61100 Classroom Instruction (Dorsch Scholarship) | 19,327           |                 | 19,327                     |
| 61110 School Furniture Replace                   | 19,871           |                 | 19,871                     |
| 61130 Uniform Repl & Band Inst                   | 49,942           |                 | 49,942                     |
| 63700 Other Veh & Equip Purchases                | 7,267            |                 | 7,267                      |
| 65100 School Food Services                       | 12,618           |                 | 12,618                     |
| 66223 Fencing                                    | 5,720            |                 | 5,720                      |
| 66233 School Signage                             | 17,871           |                 | 17,871                     |
| 66250 Fields and Playgrounds                     | 13,360           |                 | 13,360                     |
| 66253 Asphalt/Sidewalk/Track/C                   | 50,847           |                 | 50,847                     |
| 66501 Modular Classroom Remova                   | 5,278            | -5,278          | 0                          |
| 66610 Elementary Electrical Upgrade              | 1,600            | -1,600          | 0                          |
| 66612 Painting                                   | 79,928           |                 | 79,928                     |
| 66616 Heating, Ventilation & A                   | 195,590          |                 | 195,590                    |
| 66625 Cooley Lower Campus Reno                   | 23,634           |                 | 23,634                     |
| 66628 Cooley Upper - Landscape                   | 2,263            | -2,263          | 0                          |
| 66629 Berryville Primary Renov                   | 1,766,773        |                 | 1,766,773                  |
| 66636 Roof Replacements                          | 294,920          | 9,141           | 304,061                    |
| 66644 Flooring                                   | 22,060           |                 | 22,060                     |
| 66645 Security Improvements                      | 163,165          |                 | 163,165                    |
| 68200 Technology Inst Support                    | 273,444          |                 | 273,444                    |
| 68301 ERP System                                 | 29,119           |                 | 29,119                     |
| <b><u>115-Technology Bond</u></b>                |                  |                 |                            |
| 68100 Technology Classroom Inst                  | 214,248          |                 | 214,248                    |
| 68300 Technology Administration                  | 17,092           |                 | 17,092                     |
| <b>Expense Totals</b>                            | <b>3,285,939</b> | <b>0.00</b>     | <b>3,285,939</b>           |
| VPSA Technology Bond Proceeds                    | 226,340          |                 | 226,340                    |
| <b>Revenue Totals</b>                            | <b>226,340</b>   | <b>0</b>        | <b>226,340</b>             |
| <b>Local Transfer</b>                            |                  |                 | <b>3,059,600</b>           |

Title: *General Fund Balance FY 17*  
 Source: *Clarke County Joint Administrative Services*

10/25/17

| <u>Prior Titles</u>                              | <u>Prior</u> | <u>Current</u> |
|--|--------------|----------------|
| General Fund Balance Year End FY 15/16 and 16/17 | 13,598,905   | 14,480,729     |
| Expenditure FY 15/16 and 16/17                   | (27,128,596) | (31,043,062)   |
| Revenue FY 15/16 and 16/17                       | 28,010,420   | 28,153,952     |
| General Fund Balance Year End FY 16/17           | 14,480,729   | 11,591,619     |

Designations

|   |               |               |
|---|---------------|---------------|
| Liquidity Designation @ 12% of FY 17/18 Budgeted Operating Revenue    | (\$3,390,324) | (\$3,430,717) |
| Stabilization Designation @ 3% of FY 17/18 Budgeted Operating Revenue | (847,581)     | (857,679)     |
| Continuing Local GF Appropriations for Capital Projects               | (3,087,639)   | (4,411,471)   |
| Conservation Easements from Government Savings                        | (98,231)      | (150,000)     |
| School Operating Transfer   |               | (682,253)     |
| Comprehensive Services Act Shortfall                                  | (166,866)     | (300,000)     |
| Parks Master Plan   | (80,000)      | (100,000)     |
| Emergency Vehicles  | (30,000)      | (50,000)      |
| Government Savings (GenGov, JAS, DSS)*                                | (168,575)     | (500,000)     |
| Data and Communications Technology                                    | (128,000)     | (150,000)     |
| Leave Liability   | (75,000)      | (100,000)     |
| Community Facilities  |               | (300,000)     |
| Economic Development  |               | (100,000)     |
| FY 17/18 Original Budget Surplus (Deficit)                            | (4,573,399)   | 50,762        |
| TOTAL Designations  | (12,645,615)  | (11,081,358)  |
| Undesignated Without FY 18 Supplementals                              | 1,835,114     | 510,261       |
| FY 17/18 Supplemental Expenditure                                     | (1,900,391)   | (130,345)     |
| FY 17/18 Supplemental Revenue   | 887,373       | 65,322        |
| Undesignated With FY 18 Supplementals                                 | 822,096       | 445,238       |

**School Carryover Request  
Carryover from FY17 to FY18**

| <b>Account Number</b>           | <b>Re-allocation Amount<br/>from FY17 Fund<br/>Balance</b> | <b>Notes</b>  |
|---------------------------------|--|---|
| 30201130/Band                   | \$20,000   | Band and music equipment needs and replacement band uniforms (2006)   |
| 30206253/Resurfacing            | \$30,000   | Resurface parking lot at Boyce. Recycling pad at CCHS and sidewalk extension  |
| 30201140/Athletics              | \$20,000   | New high jump pit, wall padding at JWMS   |
| 30203700/Vehicles               | \$15,000   | Purchase of a cargo van to replace equipment truck.   |
| 30205100/Food Service           | \$15,000   | Repair and replacement of equipment when needed   |
| 30206223/Fencing                | \$40,000   | Repair and replace fencing as needed  |
| 30206616/HVAC                   | \$40,000   | Continuing to repair HVAC equipment throughout the division. Begin planning for building automation system implementation.                                      |
| 30206644/Flooring               | \$20,000   | Refinish CCHS gym floor- sand, repaint  |
| 30206645/Security               | \$200,000  | Funds to purchase crisis management equipment, repair and replace cameras, security equipment preventative maintenance contract, Boyce clock and PA system, etc |
| 30208200/Technology Instruction | \$112,253  | Replacement computers and other devices   |
| 30208301/ERP                    | \$50,000   | Munis financial software and training   |
| Boyce Elementary                | \$50,000   | Replace some windows, toilet partitions, painting   |
| JWMS Lockers                    | \$70,000   | Replace JWMS student lockers  |
|                                 | <b>\$682,253</b>   |   |

# Lord Fairfax Health District



Office of Administrative Services  
10 Baker Street  
Winchester, Virginia 22601  
Tel. (540) 722-3470 ~ Fax (540) 722-3476  
www.vdh.virginia.gov



August 11, 2017

David Ash, County Administrator  
Clarke County  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611

Dear Mr. Ash:

The fiscal year-end balance (June 30, 2017) for the Clarke County Health Department budget will be between \$41,000-\$42,000 from cost saving measures and open District Health Director, District Administrator, and Clarke County Health Department Public Health Nurse positions in FY 2017.

I am requesting the County's approval to carry \$25,000 from the FY 2017 fund balance forward into our FY2018 Clarke County operating budget to offset the cost for Environmental Health records scanning project and much-needed phone system and network upgrades.

If this meets with the County's approval, please sign below and return at your earliest convenience and I will carry forward the funding. If not approved for carry over, I will process the year-end balance in accordance with agency requirements and issue the needed documents to process a payment to the County.

Thank you very much in advance for considering our request for the needed funds.

Respectfully submitted,

Chris Petsko, District Administrator  
Lord Fairfax Health District

**Approval:** to carry forward the above stated funds.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Request denied:** to carry forward the above stated funds.

Name: \_\_\_\_\_ Date: \_\_\_\_\_