

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY BOARD OF SUPERVISORS
HELD IN THE ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICE BUILDING
AT 150 SOUTH MAIN STREET, LEXINGTON, VIRGINIA
ON MONDAY, MAY 11, 2020 AT 5:30 P.M.

MEMBERS OF THE BOARD PARTICIPATED REMOTELY

BOARD MEMBERS PRESENT: D. E. LYONS
R. W. DAY
L.E. AYERS
D.B. MCDANIEL
A.J. "JAY" LEWIS, II.

COUNTY ADMINISTRATOR: SPENCER H. SUTER

COUNTY ATTORNEY: VICKIE L. HUFFMAN

CALLED TO ORDER:

Chairman Lyons called the meeting to order at 5:30 p.m. and offered an invocation for anyone who wished to participate.

The Board then led in the Pledge of Allegiance.

Chairman Lyons conducted a roll call of the Board members present. All Board members were present via electronic media. He then advised of the following important notices: "This meeting is being held by electronic means pursuant to the Continuity of Government Ordinance adopted by the Board on April 6, 2020, due to the threats posed by the COVID-19 pandemic to the health, safety, and welfare of the public, and in accordance with the recommendations, guidelines and requirements of federal, state and local authorities. Board members will be participating remotely. Staff will be presenting as normal in the Board of Supervisors meeting room at 150 S. Main Street, Lexington and while the room will be open to the public, no more than 10 persons, including staff, will be allowed into the

room at one time, as per the Board's COVID19 meeting policy. We will hold citizen comment near the beginning of the meeting. Also, there is a Public Hearing this evening. We will do our best to take citizen comment remotely. There are two options for citizens to offer comment remotely:

1) Join the Rockbridge County Board of Supervisor Zoom webinar. The link is available on the County website to copy into the address line on your browser.

2) Join by Telephone: Dial in to one of the numbers listed on the County Website. Webinar ID and Password are there for your convenience. Citizens wishing to simply view the meeting live or after the fact can do so on the Rockbridge County Board of Supervisors YouTube Channel which is also available on the County website. At this time we will proceed with the meeting."

Changes to the Agenda:

Chairman Lyons called for changes to the Agenda. There were none.

Recognitions and Presentations:

National EMS Week and Police Week Proclamations:

Chairman Lyons advised of the following: "Annually the Board recognizes the work and sacrifices of our dedicated emergency responders. Both National EMS week and National Police week occur in the month of May. Firefighters are recognized in the month of October. Before us, we have proclamations recognizing our local EMS and Law Enforcement Heroes. I would entertain a motion to adopt these proclamations."

Supervisor Day moved to adopt the proclamations. Supervisor McDaniel provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Day, McDaniel, Ayers, Lewis, Lyons
Nays: None
Absent: None
Abstain: None

Chairman Lyons then asked the County Administrator Spencer Suter to prominently post the proclamations to the County website, provide to local media outlets, and provide copies to all our EMS and law enforcement agencies with the compliments and gratitude of the Rockbridge County Board of Supervisors.

**PROCLAMATION EXPRESSING THE APPRECIATION OF THE
BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY TO
LOCAL EMERGENCY MEDICAL SERVICE (EMS) AGENCIES AND PROVIDERS**

WHEREAS, The Congress and President of the United States have designated May 17th through May 23rd as National Emergency Medical Services (EMS) Week; and,

WHEREAS, the men and women of the EMS agencies serving Rockbridge County, the City of Lexington, and the City of Buena Vista provide a vital public service by responding to the EMS needs of our residents and visitors; and,

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their local EMS providers; and,

WHEREAS, safety of our citizens is a primary goal of local, state, and national government; and,

WHEREAS, EMS providers are often among the first to arrive upon the scene of emergencies and disasters, be they medical, natural or manmade, to provide immediate and often life-saving assistance while fulfilling their mission to provide the best pre-hospital care; and

WHEREAS, EMS providers participate in numerous hours of rigorous training and continuing education in order to enhance their life-saving skills and thereby dramatically improve the survival and recovery rate of their patients; and,

WHEREAS, EMS providers and agencies demonstrate a high level of commitment and dedication to their communities and fellow citizens by providing training, health screenings and other life-safety awareness programs in their respective localities.

NOW, THEREFORE, We, the Rockbridge County Board of Supervisors, call upon all citizens of Rockbridge County to observe the week of May 17th through May 23rd, 2020, as Emergency Medical Services week, during which all of our residents may join in celebrating the dedication of our local EMS Providers, past and present, and their families, whose support allows them to serve our community.

WE FURTHER CALL UPON THE CITIZENS OF ROCKBRIDGE COUNTY, to honor those on the frontline of the Covid-19 pandemic, recognizing their selfless efforts during the current crises, while continuing to respond to everyday emergencies. Their efforts will forever be recognized, remembered, and appreciated.

Adopted this 11th day of May, 2020.

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**PROCLAMATION EXPRESSING THE APPRECIATION OF THE
BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY TO
LOCAL LAW ENFORCEMENT OFFICERS AND SUPPORT STAFF**

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police week; and,

WHEREAS, the men and women of the law enforcement agencies serving Rockbridge County, the City of Lexington, the Town of Glasgow, and the City of Buena Vista provide a vital public service by safeguarding the rights and freedoms of citizens in the Rockbridge area; and,

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our local law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and,

WHEREAS, safety of our citizens is a primary goal of local, state, and national government; and,

WHEREAS, Law Enforcement is one of the few chosen professions that require the willingness to lay down one's life to protect others; and,

WHEREAS, the daily performance of a Law Enforcement Officer's normal duty is dangerous, stress filled, often unappreciated and requires a special person with a supportive family; and,

WHEREAS, the Rockbridge County Sheriff's Department, Lexington Police Department, Buena Vista Police Department, Buena Vista Sheriff's Department, Glasgow Police Department, Rockbridge Regional Jail, Virginia State Police, Virginia Military Institute Police, Virginia Department of Conservation and Recreation Police, and Federal Law Enforcement Offices are comprised of the finest officers, supervisors, administrative and support staff that can be found.

NOW, THEREFORE, We, the Rockbridge County Board of Supervisors, call upon all citizens of Rockbridge County, especially during the unprecedented challenges posed by the COVID19 pandemic, to observe the week of May 10 – May 16, 2020, as Police Week during which all of our residents may join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens and we urge all citizens to take the time to thank those in law enforcement for the important service they provide to all of us.

WE FURTHER CALL UPON ALL CITIZENS OF ROCKBRIDGE COUNTY, to observe Friday, May 15th, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice to their community or have become disabled in the performance of duty, and let us recognize and pay respects to the survivors of our fallen heroes; and cause flags to be flown at half-mast in remembrance.

Adopted this 11th day of May, 2020.

Citizens Comments:

Chairman Lyons advised of the following: "I'll remind everyone that, in addition to participating by Zoom or telephone, written Citizens Comments have been solicited for receipt via email, U.S. Mail and the dropbox located at the front entrance to the County Administration building. We will take comments in the following order:

Comments received from residents via email, letter or dropbox will be read aloud. Please be aware that the County has received numerous comments related to the Atlantic Coast Pipeline site plan review at an upcoming meeting of the Planning Commission. Although this item is not on the Board of Supervisor's agenda, these comments have been provided to members of the Board of Supervisors as well.

For in-person participants, if any:

The moderator will ask if there are any participants present to comment. If there are, they will be invited to approach the podium and address the Board.

For Zoom participants:

a. Participants who do not have a microphone on their computer can click on the Q & A button and submit their comment via typing. The moderator will read the comment aloud during public comment. When typing a comment, please begin with your name and magisterial district.

b. Participants with a microphone on their computer can click on "Raise Hand" button. The moderator will unmute participants one at a time to receive verbal comment.

For Phone Participants:

Citizens participating by phone will also be allowed to speak. The moderator and Board can only see your phone number on our screen, so the moderator will go down the list of numbers and unmute each line, one at a time. Prior to unmuting a line the moderator will announce the last three (3) numbers of your phone number. You will then hear a recording indicating your phone is now unmuted. At that point you can indicate whether or not you wish to comment. If stating yes, you will be asked to state your name and magisterial district for the record.

In any case, citizen comments will follow the same rules as normal.

- Please state your name and magisterial district
- Please limit comments to 3 minutes

At this time, I will open the citizens comment period. Please note that the Board is interested in hearing your comments and that staff has done their best to make public comment possible during this challenging time. This period is to take comments unrelated to the 6:00 p.m. public hearing, at which time we will take comments related to that matter."

Chairman Lyons asked Mr. Suter if there was anyone physically present to speak.

Mr. Suter replied, no.

Chairman Lyons then welcomed comments from the public by electronic means.

Mr. Suter advised that there were no requests to comment by Zoom or by phone.

With no further comments, Chairman Lyons closed the citizens comment period.

Approval of the April 27, 2020 Minutes:

Supervisor McDaniel moved to adopt the minutes. Supervisor Lewis provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: McDaniel, Lewis, Ayers, Day, Lyons
Nays: None
Absent: None
Abstain: None

Consideration of the County's Appropriation Resolution:

Fiscal Services Director Steven Bolster reviewed the Monthly Memorandum and Revenues Verses Expenditures Chart.

Mr. Suter reviewed the following:

"Local 1% Sales Tax for April totaled \$204,540; this is up +\$16,943 or +9.03% over last year. The YTD total = \$2,609,141, up \$232,183 or 9.77% over same time last year. These revenue result from February 2020 activities. May's receipts will reflect the initial impact from COVID-19 safety measures.

- Meals tax receipts for the month of April = \$96,661. This is down \$29,085 or -23.13% versus April 2019. The YTD total = \$1,236,174, lower by -\$28,405 or 2.25%. Receipts result from March transactions. May and June 2019's revenues totaled \$138,866 and \$149,062 respectively. A 23% reduction on these totals represents \$31,939 and \$34,284. Available balance to collect is \$273,826. Potential FY shortfall of \$52,121.

- Occupancy taxes in April totaled \$56,083, lower by \$46,014 or 45.07% compared to April 2019. YTD occupancy revenues total \$1,381,715 which is up \$50,374, or 3.78%, compared to last year. Revenue represent March collections by lodging properties. May and June 2019's revenues totaled \$155,589 and \$148,267 respectively. A 45% reduction on these totals represents \$70,015 and \$66,720. Available balance to collect is \$280,786. Potential FY shortfall of \$113,665.

- County decal April revenues = 112,586. This is down -\$130,035 or -47.79% compared to last April. The YTD total is \$299,902 which is -\$210,668 lower than the prior April, down 58.74%. Due date "extended" to June 15, 2020.

- County YTD revenues are up \$845,505 versus same time last year.

He then advised that Lake Robertson's campground remains closed and noted that the Parks and Recreation charges remain just over \$11,000 since last year.

Mr. Bolster presented the County's Appropriation Resolution while noting that the total of all the bills (\$996,266.79) was down approximately \$332,000 compared to last year.

Supervisor Lewis moved to approve the resolution. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Lewis, Ayers, McDaniel, Day, Lyons
Nays: None
Absent: None
Abstain: None

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY,
VIRGINIA, HELD AT THE COUNTY ADMINISTRATIVE BUILDING,
150 SOUTH MAIN STREET, LEXINGTON, VIRGINIA,
ON MONDAY, MAY 11, 2020 AT 5:30 P.M.

On motion by Supervisor _____, seconded by Supervisor _____, the

Board, by record vote, adopted the following appropriation resolution and payment of bills for the month as follows:

APPROPRIATION RESOLUTION

GENERAL FUND:

BE IT RESOLVED: By the Board of Supervisors of Rockbridge County, Virginia, that the following appropriations are, and the same hereby is made, for the period ending **June 30, 2020**, from the UNAPPROPRIATED SURPLUS of the **GENERAL FUND** and expended as follows:

4-11-22010-3015 Contracted Services.....	\$5,175.00
4-11-32020-3006 CERT.....	\$1,000.00
4-11-32020-5404 Purchase of Foam.....	\$7,050.00
4-11-81090-5601 Contribution-RC EDA.....	<u>\$100,000.00</u>
Total General Fund Appropriations	\$113,225.00
Total Appropriations	\$113,225.00
Current County	
11 - General Fund	\$720,327.30
94 - Central Stores	\$8,324.28
202 - 2020 COVID-19 Pandemic Response Fund	\$1,181.26
372 - Construction Project Fund	\$26,917.50
376 - Capital Purchases Fund	<u>\$1,757.80</u>
Total County Bills	\$758,508.14
Current Fiscal Agent	
80 - Regional Jail	\$235,970.88
241 - E-Summons Fees	<u>\$1,787.77</u>
Total Fiscal Agent	\$237,758.65
TOTAL ALL BILLS	\$996,266.79

Resolution Supporting the Natural Bridge State Park's Dark Sky

Application:

Mr. Suter advised the following: "Natural Bridge State Park Manager Jim Jones is applying for Silver Tier Dark Sky Park recognition by the International Dark Sky Association, and has asked the Board for a resolution of support. The resolution in your package is in alignment with the County's Land Development Regulations and Comprehensive plan."

Supervisor McDaniel moved to approve the resolution. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: McDaniel, Ayers, Day, Lewis, Lyons
Nays: None
Absent: None
Abstain: None

Resolution Supporting Natural Bridge State Park's Dark Sky Application

WHEREAS, Natural Bridge State Park's mission is to ensure the protection of the Bridge for the Commonwealth's natural, historic, recreational, scenic, and cultural resources, and,

WHEREAS, the night sky, like forests, wildlife, soils, and water, is a natural resource that should be protected for future generations to experience and enjoy, and,

WHEREAS, the park enjoys a nighttime environment that is minimally impacted by light pollution and has exemplary nighttime lightscapes, and,

WHEREAS, the park offers ample opportunities for public observation of our night skies, including supervised activities such as stargazing events put on by local astronomy groups and astronomy and dark sky-related interpretive programming throughout the year, and,

WHEREAS, Natural Bridge State Park is applying for Silver Tier Dark Sky Park recognition by the International Dark Sky Association, and,

WHEREAS, the park has drafted a lightscape management plan that will serve as the guideline for current and future outdoor lighting management practices at the park, and,

WHEREAS, the park has adopted a plan to reach 90% compliance with their lightscape management plan by 2021, and,

WHEREAS, Natural Bridge State Park is requesting letters of support demonstrating community support from local government; and,

WHEREAS, in support of the Rockbridge County Comprehensive Plan, section 1307.01 of the Rockbridge County Land Development Regulations seeks to curtail the degradation of the nighttime visual environment.

NOW, THEREFORE, BE IT RESOLVED, that the Natural Bridge State Park, by this resolution, formally requests a demonstration of community support from local government officials. Adoption of this resolution demonstrates your support for Natural Bridge State Park's effort to obtain Silver Tier Dark Sky Park recognition by the International Dark Sky Association.

BE IT FURTHER RESOLVED, that the Board of Supervisors of Rockbridge County will support whenever possible the protection of the night sky of Natural Bridge State Park and the community in which we serve.

Adopted this 11th day of May, 2020.

Review of VDOT Six-Year Plan:

Mr. Suter advised of the following: "As you are aware, the VDOT Six Year Highway Improvement plan is reviewed, advertised for public hearing and approved by the Board each year by June 30. Typically, the plan is reviewed and amended as requested by the Board and advertised for the next regularly scheduled meeting. The public hearing is conducted jointly by the Board and VDOT, to satisfy VDOT requirements. This year, due to the uncertainty of state revenues, VDOT has not yet provided local residencies with guidance on holding public hearings. As such, Residency Administrator Susan Hammond does not yet have authorization to hold the hearing. However, she and I agreed that it would be best to go ahead and provide the Board with an overview of the document, so that the Board may have some time to consider and requested amendments. She has also alerted me to the fact that, based on escalation in stone costs, budget estimates for near-term projects are low, leaving no surplus in the FY2021 6-year plan budget. Thus, the only realistic way to add a road to the plan would be to remove one that is already on the list. Ms. Hammond is present this evening to review the draft 6-year plan. Again, no action is requested."

Ms. Hammond reviewed the draft Six-Year Plan, during which, there was a power outage and the Board Meeting needed to be reconvened.

Chairman Lyons reconvened the meeting offering another roll call of the Board Members participating. All members were present via electronic media.

Ms. Hammond continued her review of the Six-Year Plan.

Supervisor Lewis asked Ms. Hammond if VDOT had anything to do with "Children at Play" road signs.

Ms. Hammond explained that requests are given to the County and then VDOT works with the County to determine if the location qualifies. She added that VDOT keeps a log of those qualified areas.

Supervisor Ayers asked Ms. Hammond if a sign would be used for a "blind driveway."

Ms. Hammond explained that VDOT does not put up those signs for a couple of reasons, one of which is because when someone applies for an entrance permit, whether private or commercial, VDOT facilitates the best location for an entrance with the best sight distance.

Supervisor Ayers asked what one does if their driveway is already in place.

Ms. Hammond asked Supervisor Ayers if there were a specific location she was referring to.

Supervisor Ayers replied, yes, and the two agreed to look into the inquiry at another time.

Supervisor McDaniel asked Ms. Hammond, when repairing and resurfacing roads, does VDOT ever widen those roads as some of the rural roads in the County seem narrow and vehicles are getting bigger.

Ms. Hammond replied, the paving program is a maintenance program meaning maintaining the existing surface. She noted that, widening a roadway usually falls under a construction project. She added that the smart scale program then comes into play in these instances.

Supervisor McDaniel asked if the same applied to widening shoulders.

Ms. Hammond explained that not all the County roads have the same right-of-way widths. She added that the right-of-way for gravel roads is typically 30 feet of which 15 feet is from the center of the road.

Supervisor McDaniel shared his concern about the GPS systems directing large tractor trailers off Interstate 81 in Natural Bridge, across Route 11 and down Tinkerville Road which later becomes Forge Road, and off on Sallings Mountain Road to get to Mohawk. He asked if signage could assist in the confusion to keep truckers from being stuck multiple times along that route.

Ms. Hammond responded that GPS issues are a good way for VDOT to address the issue. She added that she believes there is currently signage at both ends of that specific route to provide warning to truckers. Ms. Hammond stated that VDOT could put restrictions on those roads with the Board's assistance in providing an alternative route that would not hinder the truckers in any way. She noted that the restriction would not prohibit any delivery drivers. Ms. Hammond advised that the Board would need to pass a resolution for such restriction.

There were no additional questions from the Board.

FY2021 Budget Public Hearing:

Mr. Suter shared the following information: "First, I'd like to thank Steve, the Finance Committee and the Board for enduring many meetings as we worked through this, the most difficult budget I've ever been involved with. When we started the process, the budget was already presenting significant challenges, with a gap between anticipated revenue and requested expenditures of more than \$3.1M. Then, in March, the COVID19

pandemic changed all our worlds and the budget as well. Since then we have collectively been able to trim the budgets, while simultaneously reducing anticipated revenues for FY2021. The advertised budget includes a 1 cent increase in real estate tax, \$0.25 cent increase in personal property tax and use of more than \$400,000 in reserves. To date, staff received only one comment, via email, which I will share during the public hearing. While we have made intensive cuts, I feel it prudent to share that this is going to be a long-term challenge. We will not know the full impact of revenue loss until later in FY21. I can foresee significant challenges in the FY22 budget as well. He added that, since the last presentation, the County's cost share for RARO has been reduced by \$24,000, and the PSA's Lexington to Raphine's Debt Service has increased \$114,617."

Chairman Lyons opened the public hearing noting that the Board would be following the same procedure as the citizens comment period, and take comments in the following order: first, comments received by US Mail, email, or dropbox.

Mr. Suter advised that one comment via phone call was received from Kathleen Ball of the Kerrs Creek Magisterial District. He stated that he forwarded the Board that comment via email and advised that she is asking the County to fully fund the Talking Books FY 2021 funding request (\$6,435) as she is a patron of Talking Books and benefits from the services they provide. He noted that the draft budget reflects local funding at \$5,792, a difference of \$643.

Chairman Lyons asked for comments via in-person, Zoom, and phone while reminding speakers to begin with their name and magisterial district and to limit their comment to three minutes.

There were no comments. Chairman Lyons closed the public hearing.

Supervisor McDaniel moved to set the Budget adoption meeting to Monday, May 18, 2020 at 6:00 p.m. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: McDaniel, Ayers, Lewis, Day, Lyons
Nays: None
Absent: None
Abstain: None

Set Public Hearing on Vacation of Streets and Alleys for Buena Vista Dog Park:

Mr. Suter reviewed the following: "We have a request from the City of Buena Vista to rezone some of their land in the County from Residential General District (R-1) to the Conservation District (C-1) for a dog park per Section 601.02-3 of the Regulations. Parks are a permitted use in C-1 and this designation would allow for additional park type uses in the future. Under the current R-1 designation, a Park would be a use by special exception. The property is located directly across 10th Street from the Glen Maury Park entrance and is 100% flood plain. The property was platted during the late 1800's and, as with other properties in the area, is laced with old paper streets and alleys. Before we can consider rezoning this property for the City's intended use, the paper streets and alleys need to be vacated. A plat provided by Green Forest Surveys is included in the Board packet and the request is to schedule a public hearing for May 26th to consider vacation of these streets and alleys."

Supervisor Lewis moved to set the public hearing on May 26, 2020.

Supervisor Day provided the second, and the motion carried by the following roll call vote by the Board, while Supervisor McDaniel was absent briefly:

Ayes: Lewis, Day, Ayers, Lyons
Nays: None
Absent: McDaniel
Abstain: None

Consideration of Proposal Rankings for County Courthouse Elevator

Maintenance Services RFP:

Mr. Bolster reviewed the report which included the following information:

"On March 25, 2020 staff issued RFP # 2020-03-001 - Rockbridge County Courthouse Elevator Maintenance Services. The RFP was posted to the County and eVA websites from March 25th to April 17th. In addition, an advertisement was published in *The News-Gazette* on April 1st. Four firms submitted proposals by 2:00 PM EST on Friday, April 17, 2020 in accordance with the RFP. The evaluation committee members independently ranked each proposal. The chart below reflects the average score each proposal received and the final ranking in the evaluation process:

RANKING	FIRM	AVG. SCORE
1	Otis	99.33
2	ThyssenKrupp	88.67
3	Kone	87.33
4	Oracle	83.00

He recommended that the discuss as necessary, and if in agreement, accept the evaluation committee's ranking. In addition, he advised that, should the board accept the rankings, that the County Administrator be

authorized to enter into negotiations on behalf of the Rockbridge County Board of Supervisors based on the final approved ranking of received proposals, and to return with a contract which is advantageous to the County.”

Supervisor Day moved to approve the recommendation. Supervisor McDaniel provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Day, McDaniel, Ayers, Lewis, Lyons
Nays: None
Absent: None
Abstain: None

Consideration of Proposal Rankings for County Courthouse HVAC Maintenance

Services RFP:

Mr. Bolster reviewed the report which included the following information:

“On March 27, 2020 staff issued RFP # 2020-03-002 - Rockbridge County Courthouse HVAC Maintenance Services. The RFP was posted to the County and eVA websites from March 27th to April 20th. On April 16th, staff issued Addendum #1 to correctly identify the name of the HVAC system monitoring program installed in December 2019. In addition, an advertisement was published in *The News-Gazette* on April 1st. Three firms submitted proposals by 2:00 PM EST on Friday, April 20, 2020 in accordance with the RFP. The evaluation committee members independently ranked each proposal. The chart below reflects the average score each proposal received and the final ranking in the evaluation process:

RANKING	FIRM	AVG. SCORE
1	Riddleberger Brothers	97.67

2	Trane	96.00
3	Southern Air	93.33

He recommended that the discuss as necessary, and if in agreement, accept the evaluation committee's ranking. In addition, he advised that, should the board accept the rankings, that the County Administrator be authorized to enter into negotiations on behalf of the Rockbridge County Board of Supervisors based on the final approved ranking of received proposals, and to return with a contract which is advantageous to the County."

Supervisor McDaniel asked if there were different service agreements for each location and if so, was that efficient.

Mr. Bolster advised that there are separate contracts running on different terms for the Courthouse and the County Administrative Office Building with separate entities.

Mr. Suter noted that the County Administration Building is contracted with the same company which installed its HVAC unit and currently has a maintenance contract on its units.

Supervisor Day moved to approve the recommendation. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Day, Ayers, Lewis, McDaniel, Lyons
Nays: None
Absent: None
Abstain: None

Board Salaries Briefing:

County Attorney Vickie Huffman advised that Ms. Susan Wood had spoken months back to the Board about issues she had with the way Board Salaries were established. Thus, it was requested that during the annual salary review (May 1-June 30) that the Board would be briefed on the authority of Board compensation and the history of its establishment. Ms. Huffman then reviewed the report which included the following information:

"County boards of supervisors have two options for establishing the annual salary of its members. For your reference, copies of the applicable statutes are attached - Va. Code § 15.2-1414.1, 15.2-1414.2, and 15.2-1414.3.

Option 1: Section 15.2-1414.3 was historically the only provision for establishing board member salaries. This statute provides the maximum annual salaries for Board members based upon population brackets, but may be adjusted annually by an inflation factor not to exceed 5%. The maximum for Rockbridge County is \$5,500 per year; the Chairman may receive up to an additional \$1,800 per year, and the Vice-Chairman may receive up to an additional \$1,200 per year. Under this option, the annual salary is established each year by adoption of an ordinance between May 1st and June 30th.

Until May of 2019, Board salaries were set at \$5,500 per year, with no increase in compensation since January 1, 1996. The additional annual salary of the Chairman and the Vice-Chairman were set at \$1,800 for the Chairman and \$23 per week for the Vice-Chairman to serve during an extended absence of the Chairman, up to a maximum of \$1,200 per year.

Option 2: Under Va. Code Section 15.2-1414.2, the maximum compensation for board members may exceed the traditional maximums if the

specified procedure is followed. The maximum annual compensation must be set prior to July 1st in any year in which at least two (40%) of the members of the Board are to be elected, and such decision shall be effective as of the following January 1st. An additional amount for the Chairman and/or Vice-Chairman is permissible. There is no inflation factor provided for in this option. A county may provide a member of its board of supervisors, in addition to salary, reimbursement for actual expenses incurred in purchasing, operating, maintaining and using a telephone, including a car telephone or other portable telephone, provided the expenses are attributable directly to the proper performance of the member's official duties.

This option was available in 2019, with 60% of the seats on the Board to be elected for terms beginning January 1, 2020. The compensation established in accordance with this Code section would remain in effect until changed, and would no longer require the annual setting of salaries.

In addition to the salary, members of the Board may receive the same fringe benefits which are given to county employees generally. In the past, as with County employees, the County has covered the cost of health insurance coverage for those Board members who elect to take that coverage.

Under either option, the Board's mileage allowance may be continued.

On May 28, 2019, the Board of Supervisors adopted an Ordinance to continue its previously established salary and benefits from July 1st through December 31st, and then to implement Option 2 as of January 1, 2020. The Ordinance established Board member compensation at \$12,280.00 per year beginning January 1st, with additional annual salaries of

\$1,800.00 for the Chairman and \$600.00 for the Vice-Chairman. The travel reimbursement and/or vehicle allowance for Board members, at \$250.00 per month, was approved to continue. Board members electing to receive County health insurance coverage pay the premiums individually. A copy of the Ordinance currently in effect is attached for reference.

The basis for the adjustment to annual compensation was the reallocation of potential funding for the cost of County health insurance coverage for Board members, at \$6,780.00 per year, to Board compensation. If any Board member elects to obtain County health insurance, that Board member now pays the premiums out of the member's compensation. Except for the reallocation of health insurance funding, there has still been no increase to Board member compensation from the traditional maximum. No action is required, unless the Board determines to make changes to the Ordinance currently in effect, such as reversion to the Option 1 form of annually establishing Board salaries. An increase pursuant to Option 2 is not permissible this year. Any change would require adoption of an ordinance, following public notice and public hearing."

Supervisor Ayers clarified that the health benefits were extended to all in the cash value of that.

Chairman Lyons asked if any members wished to comment. There were no further comments.

Set Public Hearing on Meals Tax Increase:

Mr. Suter reviewed the following: "During budget discussions as a result of COVID-19 impacts, the Board asked staff to research the meals tax. The County's meals tax rate is currently four percent. New

legislation, effective July 1st, allows counties to impose meals tax at a rate up to 6%. The meals tax rates in the Cities of Lexington and Buena Vista are each six percent. The advertised 2021 budget includes a two percent increase, from four percent to six percent. Under normal conditions a two percent increase in the meals tax would generate approximately \$760,000 annually. However, we have reduced that estimate to \$532,000 (30% reduction) based on COVID19 impacts to the local economy. Per state law, a change in the meals tax requires adoption of an ordinance, which requires a public hearing. Ms. Huffman has drafted the required ordinance, which is included in your agenda package. If in agreement, the action would be to schedule the public hearing on this matter for May 26th."

Supervisor Lewis noted that the majority of the increase will be paid for by visitors.

Supervisor Lewis moved to approve the recommendation to schedule a public hearing on this matter on May 26, 2020. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Lewis, Ayers, Day, McDaniel, Lyons
Nays: None
Absent: None
Abstain: None

Monthly Staff Reports:

Supervisor Lewis moved to accept the reports. Supervisor McDaniel provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Lewis, McDaniel, Ayers, Day, Lyons
Nays: None
Absent: None
Abstain: None

Board Comments:

Supervisor McDaniel asked the County Administrator to bring back a report for reopening the County Administrative Offices following the COVIDI-19 outbreak.

Adjournment:

Supervisor Lewis moved to adjourn. Supervisor Ayers provided the second, and the motion carried by the following roll call vote by the Board:

Ayes: Lewis, Ayers, McDaniel, Day, Lyons
Nays: None
Absent: None
Abstain: None