

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, DECEMBER 14, 2020 AT 5:30 P.M.

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

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.

Administrative Assistant to the County Administrator Brandy Whitten conducted a roll call of the Board members. Supervisors Lewis and Lyons attended in-person, while Supervisors Ayers, Day, and McDaniel attended virtually.

Supervisor Lyons offered an invocation for anyone who wished to participate.

The Board then led in the Pledge of Allegiance.

Chairman Lyons advised of the following announcements:

"While the room will be open to the public, due to the size of the meeting room and social distancing requirements, no more than 10 attendees in addition to County staff will be allowed into the room at one time. Per the Governor of the Commonwealth of Virginia Executive Order 63, all persons over the age of five, that do not have a precluding medical condition, are asked to wear a face covering.

We will hold citizens comments near the beginning of the meeting.

We will do our best to take citizen comment remotely. There are two options for citizens to offer comment:

- 1) To join by Telephone, you may 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, also available on the County website.
- 2) If you wish to make a citizen comment as a Zoom meeting participant, you will use the "Raise your Hand" feature. You can press the "Raise Hand" button on the bottom of your Zoom window, or press *9 if you are calling in by telephone."

Changes to the Agenda:

There were none.

Recognitions and Presentations:

Employee Milestone Recognition:

Human Resources Manager Heidi Hoke briefly reviewed the agenda item which included the following information:

"Last year, the Board of Supervisors adopted a Years of Service program that is intended to recognize and reward dedication of staff.

The program provides for recognition of staff longevity milestones each December at a regular meeting of the Board of Supervisors. Staff reaching a 5-year milestone will be presented a certificate of achievement/appreciation and an award of \$50 for their first 5-year milestone and an additional \$25 for each 5 years of service. For example, an employee reaching the 5-year milestone would receive the base of \$50. An employee reaching the 15-year milestone would receive \$100 (\$50 + \$25 + \$25). Awards are calculated in gross amounts to account for any taxes taken out. In this way, employees would receive the full, round number of the award.

Most importantly however, the recognition includes a certificate memorializing the dedicated service each staff member has provided to the citizens of Rockbridge County.

Typically, staff would attend the Board meeting to receive their certificates and personal gratitude from the Board of Supervisors, but as a precaution during the pandemic, certificates will be distributed on an individual basis by the County Administrator. The following employees reached a service milestone in 2020:

Lisa Conner, Recycling Department-5 Years of Service

Heidi Hoke- Human Resources Department-5 Years of Service

Steve Johnson, Recycling Department-5 Years of Service

Earl Tyler, Recycling Department-5 Years of Service

Ruby Moore, Fleet Services-10 Years of Service

John Martin, Parks and Recreation-20 Years of Service

Wayne Nicely, Parks and Recreation-30 Years of Service.”

The Board recognized these staff members for their dedicated service to the County and directed the County Administrator to remit certificates of milestones and appreciation to staff.

Citizens Comments:

There were none.

Approval of the November 19, 2020 Joint School Board Meeting Minutes and the November 23, 2020 Regular Meeting Minutes:

Supervisor Lewis moved to approve the Minutes. 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

Consideration of School Appropriation Resolution:

Fiscal Services Director Steven Bolster presented the resolution as shown, below.

Supervisor Lewis moved to approve the resolution as presented. 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

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, DECEMBER 14, 2020 AT 5:30 P.M.

On motion by Supervisor Lewis, seconded by Supervisor McDaniel, the Board, by record vote adopted the following appropriation resolutions:

APPROPRIATION RESOLUTION

BE IT RESOLVED: By the Board of Supervisors of Rockbridge County, Virginia, that the following appropriations are, and the same hereby are made, for the period ending **June 30, 2021** in **FUND 50, SCHOOL FUND** and expended as follows:

Carryover Grant

Title I 2019

4-50-61100-1120-220-100-902	Teacher Salaries.....	\$15,110.00
4-50-61100-1120-240-100-902	Teacher Salaries.....	\$15,110.00
4-50-61100-1120-260-100-902	Teacher Salaries.....	\$6,476.00
4-50-61100-1120-270-100-902	Teacher Salaries.....	\$15,110.00
4-50-61100-6030-220-100-902	Materials & Supplies.....	\$449.00
4-50-61100-6030-240-100-902	Materials & Supplies.....	\$449.00
4-50-61100-6030-260-100-902	Materials & Supplies.....	\$75.00
4-50-61100-6030-270-100-902	Materials & Supplies.....	<u>\$449.00</u>
Total		\$53,228.00

Coronavirus Relief Fund (CRF)

CRF

4-50-64200-3670-904-000-919	Purchased Services Maint.	\$397,000.00
4-50-64200-6005-904-000-919	Supplies.....	\$18,155.00
4-56-65100-6007-905-000-919	Materials.....	<u>\$22,870.00</u>
Total		\$438,025.00

TOTAL FUND 50 APPROPRIATIONS

\$491,253.00

County Financial Package:

Fiscal Services Director Steven Bolster reviewed his monthly memorandum followed by an update on the FY 2022-2026 CIP which included the following information:

"The following changes were made to the draft CIP since last meetings presentation. Each of the three remote site projects were adjusted out one year. Site 2 (SR area) is now in 2023; Site 1 (Forge Road area) is in 2024; and Site 3 (WC-RB area) is in 2025. In addition, Fleet Services submitted a CIP request to purchase vehicle A/C recharge and recovery machine in FY 2022. This is listed on page 16. The new charging system is requested to be compatible with the newer vehicles purchased since late 2018. The funding source is a transfer from the General Fund. Staff is available to answer questions on the draft CIP. Should questions or inputs arise over the next three weeks, please direct to Mr. Suter for follow-up. Staff will bring the draft CIP to the Board at the January 11, 2021 meeting with a request for provisional adoption. The final approval is scheduled for the budget adoption meeting scheduled for April 26, 2021."

During his review of the County's Appropriation Resolution, Mr. Bolster made the request to walk on a PSA payment of \$237,784.27 for the Route 60E project cost not funded by 2018 revenue bond stating that this would allow their payment to the contractor and the County funding support to occur in the same month. He added that the County also recently received a \$34.41 credit on the Newegg invoice listed on the current bills list under the Combined Courthouse budget.

Supervisor Lewis shared that he recognized a new expenditure at the Goshen collection. Ultimately, the expenditure was for a roof replacement of the main office building and funds were used to cover the cost from the new container line item.

Mr. Bolster asked for the Boards permission to proceed with the line item entitled "CARES Act Fast Track Fund (Broadband): 4-203-51903-5601 Grant-BARC Projects \$770,000.00 for State funding received in November to source approved projects."

The Board unanimously approved.

Mr. Bolster then recommended approval of the revised County Appropriation Resolution.

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

Ayes: Day, Ayers, McDaniel, Lewis, 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, DECEMBER 14, 2020 AT 5:30 P.M.

On motion by Supervisor Day, seconded by Supervisor Ayers, 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:

4-11-21010-5402 Technology Trust Fund.....	\$6,358.00
4-11-82010-5609 Cont-Rt 60 Corridor Ph 1 Proj.....	\$1,283,916.00
4-11-91010-3006 Revenue Sharing Pmt-Lexington.....	<u>\$43,154.00</u>
Total General Fund Appropriations	\$1,333,428.00

CARES ACT FAST TRACK FUND (Broadband):

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 **CARES ACT FAST TRACK FUND** and expended as follows:

4-203-51903-5601 Grant-BARC Projects.....	<u>\$770,000.00</u>
Total CARES Act Fast Track Fund Appropriations	\$770,000.00

Total Appropriations **\$2,103,428.00**

Current County

11 - General Fund	\$998,805.99
94 - Central Stores	\$8,492.19
202 - COVID-19 Response Fund	\$75,111.82
376 - Capital Purchases Fund	<u>\$447.22</u>

Total County Bills **\$1,082,857.22**

Current Fiscal Agent

80 - Regional Jail Fund	\$237,955.04
202 - COVID-19 Response Fund (Schools)	<u>\$87,922.57</u>

Total Fiscal Agent **\$325,877.61**

TOTAL ALL BILLS **\$1,408,734.83**

Overview of US Route 11 Pedestrian Study:

Director of Community Development Chris Slaydon briefly reviewed the agenda item which included the following information:

"Ms. Ann Cundy, Director of Transportation with the Central Shenandoah Planning District Commission (CSPDC) and Mr. Zach Beard, Transportation Planner with the CSPDC are attending the meeting to present an overview of the US Route 11 Pedestrian Study. The need for additional pedestrian access was discussed at the last joint Planning Commission

Meeting (11-13-2019) with the Rockbridge County Planning Commission and the City of Lexington Planning Commission. The two areas that were discussed were the East Midland Trail area and the North Lee Highway area. On North Lee Highway, the current the sidewalk terminates at the College Square Shopping Center. The study will explore the pedestrian travel demands, identify the origins and the destinations and give recommendations for improvements to the area. The study will also identify the cost associated with the improvements. This project was chosen for the Rural Transportation Small Area Study for FY 2021. The cost associated with the Route 11 Pedestrian Small Area Study is paid for by VDOT Rural Transportation Planning Assistance funds."

Together, Ms. Cundy and Mr. Beard reviewed the following information:

SCOPE OF WORK:

ROUTE 11 PEDESTRIAN SMALL AREA PLAN

1. BACKGROUND

The Central Shenandoah Planning District Commission (PDC), at the request of Rockbridge County, and in cooperation with the County, the City of Lexington, and the Virginia Department of Transportation (VDOT), will evaluate pedestrian infrastructure improvements along the Route 11 (Lee Highway) commercial corridor from Lexington Crossing Shopping Center, across the Interstate-64 (I-64) Exit 55 interchange, to College Square Shopping Center.

The Study will consider improvements such as sidewalks, shared use paths, and crosswalks, and the recommendations may inform future transportation project grant applications and local comprehensive plans.

STUDY PURPOSE

The Route 11 segment near I-64 Exit 55 is an important local and regional commercial corridor with businesses fronting the roadway, and multiple side roads connecting to other points of interest and residential areas. Based on observations from Rockbridge County and City of Lexington staff, the study area experiences regular pedestrian demand. There is very limited pedestrian infrastructure to support walking, with no sidewalk along or crosswalks across Route 11 north of the College Square Shopping Center.

The Study will characterize pedestrian travel demand, origins, and destinations, and provide recommendations to address pedestrian connectivity along the study area for residents in Rockbridge County, the City of Lexington, and college communities at Virginia Military Institute (VMI) and Washington and Lee University (W&L) by developing the following:

- • Collect pedestrian count information and identify areas with the heaviest demand
- • Analyze pedestrian origins and destinations, and identify the best pedestrian routes
- • Determine the best pedestrian crossing locations on Route 11
- • Prioritize a list of projects and provide detailed cost estimates

STUDY AREA

The .08-mile study area extends along Route 11 from Lexington Crossing Shopping Center to College Square Shopping Center. Pedestrian trips typically originate from the City of Lexington, Greenhouse Road, Maury River Road, and end at commercial destinations along Route 11. This segment of Route 11 is a divided 4-lane road with a high volume of commercial entrances that includes hotels, restaurants, and gas stations. Nearby points of interest include Rockbridge County High School, the Rockbridge Regional Jail, Rockbridge Area Community Services, the National Guard Armory, and a VMI multi-use trail.

2. STUDY TASKS

The study process includes the four main tasks outlined below. The report will be complete in May 2021, and CSPDC staff will present the final report to the County Board of Supervisors (BOS) and the City of Lexington in June 2021.

TASK 1 - DATA COLLECTION

The following data sets characterizing the study area will be summarized. Rockbridge County staff is responsible for providing to CSPDC staff items noted with (RC):

- • Collect pedestrian counts and qualitative data from local businesses on pedestrian activity
- • Identify pedestrian origins and destinations, including Streetlight pedestrian trip analysis

- • Presence and condition of pedestrian facilities (sidewalks, crosswalks, and ramps)
- • Roadway characteristics (functional classification, traffic counts, speed limit)
- • Operation of traffic control devices at intersections (observations only)
- • 2014-2019 crash data
- • Environmental considerations (wetlands, endangered species)
- • Right of Way (ROW) (RC)
- • Location of utilities (RC)
- • Stormwater facilities (RC)
- • Planned future development/redevelopment (RC)
- • Details of planned and programmed improvements (RC)

TASK 2 - ANALYSIS

Based on the data collected in Task 1, this step evaluates the best locations for pedestrian improvements. The Study Group (outlined in Task 4) will establish a project evaluation methodology for evaluating the best pedestrian facility types and locations. Considerations could include pedestrian activity, crashes, traffic volume, cost, etc., as well as qualitative factors. Overall, this task will:

- Analyze pedestrian origins and destinations, points of interest, and location of utilities to establish the best routing paths and locations for pedestrian facilities along Route 11 and adjacent roadways
- Determine the best non-motorized crossing locations along Route 11

TASK 3 - RECOMMENDATIONS

The main recommendations will focus on developing a list of prioritized projects and planning-level cost estimates based on the outcome of Task 2. At the request of the localities and pending staff time, additional recommendations may be considered, such as evaluating how to accommodate and enhance transit and mobility services.

TASK 4 - PROJECT COORDINATION

The project Study Team will at a minimum include County and City staff, the PDC, and VDOT. Other members for the Study Team will be identified by the County, and ideally include:

- City Council and County BOS
- Schools and universities
- Law enforcement
- Citizen advocates
- Business associations
- Neighborhood associations

The CSPDC will provide regular updates on the Plan's development to the Study Team. PDC staff will present the proposed Scope of Work prior to beginning the planning process to the County Board of Supervisors (BOS), and also present the final draft of the study to the City of Lexington upon completion. Interim updates on the process will be provided to the County BOS and City Council by each localities' respective staff.

PDC staff will coordinate the Study Kick-off. The Study Team will have an opportunity to provide input during the Kick-off Meeting, and review the first draft and final draft before it is presented to the County BOS and City Council."

Supervisor Day inquired about continuing the sidewalks from the City of Lexington down east on Route 60 to the Stonewall Square Shopping Center.

Ms. Cundy stated that they would be happy to evaluate that as another project with the County. She added that it was her understanding from staff and the VDOT residency that this other project was a more pressing need. She noted that adding the new project would lengthen their timeline to have to review both corridors in one study.

Supervisor Lewis noted that the project at-hand is an "opportunity zone" for the community development area.

Mr. Slaydon concurred.

Supervisor Lewis asked if the City was contributing funds to this project.

Mr. Suter replied that the City had contributed funds to similar projects in the Central Shenandoah Planning District, such as one in Elkton, Virginia.

Ms. Cundy clarified that, although this was a County project, there would be no additional funding request, as it was already funded by the local match of the VDOT grant.

In regard to Supervisor Day's inquiry involving extending sidewalks from the City to the shopping center, Mr. Suter advised that a previous study had been conducted on that potential project several years ago, and he would share that study with the Board.

Supervisor Ayers asked if another study would be needed if looking into this project again.

Mr. Suter replied that the old study could be modified.

Mr. Slaydon noted that the previous 60 East Corridor Study was primarily geared toward vehicle access and not pedestrian traffic.

The Board unanimously agreed to proceed with the Route 11 Pedestrian Study.

Supervisor McDaniel asked for clarification that there were no financial responsibility on the County at this time during the study.

Chairman Lyons concurred.

Update on Rockbridge Area Department of Social Services Office Space

Study:

Mr. Suter briefly reviewed the agenda item which included the following information:

"As you are aware, for the past several years, the RADSS has been studying options for office space. The current lease for space in the Woody building was extended for two years last March. Since then, the RADSS Board contracted with Baskerville, a Lynchburg based company, to conduct a space needs assessment and to receive proposals for office space options. The Board evaluated and recently shared several options with me and the City Managers of Lexington and Buena Vista. At the November Mayors and Chairs meeting, the topic was discussed and Buena Vista expressed a desire for the localities to consider, as an additional option, constructing a publicly-owned facility to house RADSS.

We subsequently met with RADSS Executive Director Dinah Clark and Board Chair Mike Gilmore to consider that option as well. After discussion, the RADSS Board remitted the attached letter to the localities. The purpose of this Board report is to provide that update and to request reformation of an ad hoc committee to meet with members of Lexington and Buena Vista Council and staff and RADSS representatives to definitively chart a collaborative path forward to address this longstanding need."

Chairman Lyons shared that the fiscal impact remains unknown and asked Mr. Suter if the study shares any of that information.

Mr. Suter advised that the fiscal impact remains unknown; however, noted that the State does in fact contribute toward the debt service.

Chairman Lyons nominated himself to join an ad hoc committee to work with staff and regional counterparts to bring back a recommendation to the Board.

Supervisor Ayers requested that she join the committee as well.

Chairman Lyons and Supervisor Ayers were appointed to the committee by no objection by the Board.

Consideration of Rabies Clinic at Goshen Raphine, and South River Volunteer Fire Departments:

Mr. Suter briefly reviewed the agenda item which included the following information:

"The Code of Virginia requires that Counties in the Commonwealth ensure that a rabies clinic is held for residents at least once every two years. We are fortunate to have proactive residents, veterinarians, and Volunteer Fire Departments, who advocate for, administer and host such clinics.

Currently, rabies clinics have been scheduled for 2021 at Raphine, South River and Goshen Volunteer Fire Departments. Firm dates have not yet been set, but will be advertised prior to the events."

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

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

Consideration of Additional Staffing Request for Fire/Rescue Volunteer

Positions:

Chief of Fire and Rescue Nathan Ramsey briefly reviewed the agenda item which included the following information:

"As you may recall, during the FY2021 budget process, staff requested two floater positions. Due to financial predictions for the year at that time, the positions were not approved. While we understand the challenges of essentially a mid-year request, the need for these positions remains critical to ensure that staffing levels remain achievable as the pandemic continues.

To recap, the Fire-Rescue department is currently staffing three stations: Fairfield Rescue, Glasgow Rescue, and Kerrs Creek Fire (primarily for EMS). We staff each station 6am-6pm, seven days a week. With our current staffing model, the department is always operating at minimum staffing levels; meaning, if for some reason an employee cannot work his/her regular shift, we attempt to call in a part-time employee, or utilize one of the administrative staff to cover the shift. For planned vacations or training days, it is typically not as challenging to secure part-time, however it is difficult to secure part-time or over-time coverage at the last minute, i.e. call off the night prior to the shift. Since January 2020, there have been 45 call outs, with 32 of these call outs covered by administrative staff. These numbers translate to over 70%

percent station coverage from Captain Moore, Lt. Andrews, or myself.

Although staffing ambulances is our first priority, at times it presents a struggle to keep up with normal administrative and instructional duties as well as the added emergency management requirements related to the pandemic.

With that, a concern we as administrators have while staff combats this pandemic, should one of our operational staff contract COVID-19, they are immediately unable to work for 10-14 days. Although our crews, when together, follow all guidelines, there is a chance that one may be in quarantine awaiting test results. This could potentially result in having to fill multiple complete shifts within a short time period. That does not take into account the normal time off requests for vacation, illness, family illness or any other reason we have to utilize part-time staff or pay overtime to another staff member to fill the shift.

Should we be presented with the COVID-19 scenario as mentioned, depending on the day of week or time of year (holidays), we could potentially have to focus on maintaining staff in the area with the higher volume of calls should part-time, overtime or volunteer coverage not be available. Thus, dropping staff levels below minimum for specific time periods.

Staff requests to add two (2) floater positions in order to improve the departments capability to maintain the minimum operational staffing levels in the event of extended time off needs due to COVID-19, sick call outs, planned vacation time, etc.

If approved, one floater will be assigned to each shift. With our current model, minimum staffing is six personnel per day. By adding the floater position, it will create a depth in the model that can allow for one person to be off work for any reason and we can continue business as normal. Should we have crew that is mandated by VDH guidelines to quarantine, we can pair the two floaters together and maintain staffing levels without having a disruption of staffing/service.

Below are points that we are challenged with on a somewhat routine basis. Having the floater positions would assist staff by being able to:

- Automatically fill open shift after a call-out.
- Quickly fill an unexpected job vacancy.
- Provide additional instructor/evaluator for the high school and adult EMT programs when needed.
- Reduce overtime.
- Limit part-time staff employees.
- Allow the shift Lieutenant time for staff training, staff evaluation and scheduling.
- If presented with a COVID-19 positive case, maintain minimum staffing levels at all three stations.

On the rare occasion when not assigned, the floater will be stationed at Kerrs Creek to allow for career staff to assist with fire response in coordination with the volunteer membership.

For the remainder of the FY2021 budget year, the proposal, if approved, is to reprogram funds from the shared services line to full time wages. Lexington expenses for last year were lower than budgeted due to spending freezes/reductions after the onset of COVID. Thus, resulting in a surplus.

This proposal was reviewed and supported by the Fire and Rescue Committee prior to being presented to the Finance Committee, which supported a recommendation to provide to the full Board for consideration."

Chairman Lyons asked if the Finance Committee approved this request.

Supervisor Lewis replied, yes.

Supervisor McDaniel shared a concern about the budget impact of these positions when the budget as it stands for next year is unknown. He also suggested that the Board receive an update from Glasgow Lifesaving and First Aid Crew.

Supervisor Lewis moved to authorize staff to move forward with filling the positions. 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

CARES Act Funding Summary:

Mr. Bolster briefly reviewed the agenda item which included the following information:

"The Board received a review of the County's CARES Act spend plan (\$3,939,841) on November 10th. The attached spreadsheet is updated to show adjustments to the approved plan. While there will continue to be some fluctuation in final totals in some of the categories, the numbers represent the full expenditure of CARES Act funds.

On December 8th, Mr. Suter received an email sent on behalf of the Commonwealth's Secretary of Finance Aubrey L. Layne, Jr. that included a memo the state's guidance on the deadline to execute the local allocation of federal CARES Act funding. The memo also detailed the requirement to return unspent Coronavirus Relief Funds (CRF). These key days are highlighted below:

"...the Governor is going to allow local governments to continue paying qualifying expenses until January 15, 2021. After January 15, 2021, local government are expected to follow the procedures outlined in this memorandum and to complete the return of unspent CRF balances no later than January 22, 2021."

As mentioned initially above, the County's spend plan includes the full expenditure of the CARES Act funding."

The Board unanimously agreed to authorize staff to continue with purchase/fund distribution as provided.

Appointments:

Building Code Board of Appeals- Richard Siler- Term Expired

7/13/2020:

This appointment was carried over to the January meeting.

Community Services Board- Steve Funkhouser, Malcolm Brownlee, Bruce Sigler- Terms Expire 12/31/2020:

Mr. Suter advised that Mr. Funkhouser asked to carry over the appointment of his replacement until the January meeting.

Supervisor Lewis moved to reappoint Mr. Brownlee and Mr. Sigler. 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

Monthly Staff Reports:

Supervisor McDaniel moved to approve the Monthly Staff Reports. 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

Board Comments:

There were none.

Adjournment:

Supervisor Lewis moved to adjourn. Supervisor McDaniel provided the second, and the meeting was adjourned by unanimous vote by the Board.

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