

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY
VIRGINIA, HELD IN THE COUNTY ADMINISTRATION BUILDING,
150 SOUTH MAIN STREET LEXINGTON, VIRGINIA,
ON MONDAY, NOVEMBER 10, 2014, AT 5:30 P.M.

PRESENT: CHAIRMAN J.M.HIGGINS
MEMBERS: R.S.FORD, A.W.LEWIS, JR., R.R.CAMPBELL, D.W.HINTY, JR.
CLERK TO BOARD: SPENCER H. SUTER
COUNTY ATTORNEY: VICKIE L. HUFFMAN
FISCAL DIRECTOR: STEVEN BOLSTER
STAFF: JEREMY GARRETT, KENNY WILSON, JASON DEAN,
BRANDON MITCHELL, SAM CRICKENBERGER,
BRANDY WHITTEN
EDA: J. LINGON JONES, GENE TILLES, JANIE HARRIS,
ROBBIE FAULKNER, B.G. LOCHER, STEPHEN BECK,
JOHN WHITESELL

Call to Order

Chairman Higgins called the meeting to order at 5:31 p.m.

Supervisor Lewis delivered the invocation and led in the Pledge of Allegiance.

Chairman Higgins welcomed members of the Economic Development Authority (EDA). Chairman Jones then called their meeting to order.

Recognitions/Presentations

Resolution honoring Jean Patterson

Supervisor Lewis read aloud the following resolution:

**RESOLUTION HONORING THE LATE, MS. JEAN AREHART PATTERSON, FOR HER 23 YEARS OF DEDICATED SERVICE TO
ROCKBRIDGE COUNTY**

WHEREAS, Jean Arehart Patterson, was hired in October of 1991 as a part-time employee for Rockbridge County assisting with the E911 Project; and,

WHEREAS, Ms. Patterson began working part-time at the Rockbridge County Maintenance Garage assisting with clerical work in January of 1993 until 1997 when she was hired full-time; and,

WHEREAS, In 1999, Ms. Patterson suffered a serious injury while farming leaving County staff under the impression that she would no longer be able to work; and,

WHEREAS, after significant injury and recovery, Ms. Patterson returned to work full time with no complaints, but instead a smile; and,

WHEREAS, July 25, 2014 served as Ms. Patterson's last working day for Rockbridge County; and,

WHEREAS, Ms. Patterson passed away on September 25, 2014, after leading a life of service and friendship to others.

NOW, THEREFORE, BE IT RESOLVED, That the Rockbridge County Board of Supervisors does hereby share its appreciation of the twenty-three years of dedicated service to Rockbridge County.

NOW, THEREFORE, BE IT FURTHER RESOLVED, That the Board of Supervisors of Rockbridge County, promises to never forget the dedication Ms. Patterson gave to her friends, family, and co-workers.

Adopted this 10th day of November, 2014.

Rockbridge County Board of Supervisors:

Chairman, John M. Higgins

Attest:

Clerk, Spencer H. Suter

Supervisor Lewis moved to adopt the resolution as presented.

Supervisor Hinty provided the second, and the motion carried by unanimous roll call vote by the Board.

AYES: Lewis, Hinty, Ford, Campbell, Higgins
NAYES: None
ABSENT: None

The Board of Supervisors then presented a framed resolution to members of Ms. Patterson's family who were present. A photo was taken of the family accepting the resolution.

Introduction of a new employee

Building Official Kenny Wilson introduced Jason Dean, the new Maintenance Technician, who took the place of recently retired Darold Dameron.

Citizens Comments

Chairman Higgins called for citizens comments. There were none.

Items to be added to the Agenda

Chairman Higgins called for items to be added to the Agenda. There were none.

Approval of October 27, 2014 Minutes

Supervisor Ford moved to approve the October 27, 2014, Work Session and Regular Meeting Minutes as presented. Supervisor Campbell provided the second, and the Minutes were approved by unanimous roll call vote by the Board.

AYES: Ford, Campbell, Lewis, Hinty, Higgins
NAYES: None
ABSENT: None

Financial Report

Director of Finance Steve Bolster reviewed his Monthly Memorandum.

Activities for the Commissioner of the Revenue were: "Working land use revalidations as well as applications for 2015; working DMV report on new titles to enter into personal property tax rolls; completed Public Service and Mineral Books and presented to treasurer for billing; and preparing the CY 2014 tax forms: tax-relief applications, business personal property, business licenses, and meals/lodging tax booklets."

Activities for the Treasurer were: "Mailed 2nd half of real estate taxes, due by 5 Dec 2014; continuing work on delinquent notifications for personal property; confirmation of sale (for auction of October 10th) on November 20th in the Circuit Court Room; noting that DMV stops are proving to be an advantage in delinquent personal property collections; and started sale of 2015 Dog Tags on November 3rd, due for all County dogs by January 31, 2015."

Mr. Bolster then noted the following while reviewing the Revenues Verses Expenditures Chart:

- Revenues came in above the estimate by \$348,005
- Personal property receipts are \$42K more than last October
- Sales tax revenues are \$38K higher than last October
- Meal tax receipts are \$42K higher than last October
- New 1% lodging revenues are \$41K so far
- Additional 1% lodging tax receipts totaled \$17,429.37 in October, 2014

Mr. Bolster then provided the Board with a procurement update.

Procurements included:

- Pre-cast exterior walls and installation IFB for the new administration office at the Rockbridge County landfill. IFB's are due Thursday, November 13, 2014 at 2:00 p.m.
- Classification, Compensation, and Performance Evaluation Study RFP for a salary survey due Wednesday, November 19, 2014 at 2:00 p.m.
- Space-needs analysis for Emergency Communications and Emergency Operations Facility RFP for potential construction of an Emergency Operations Center due December 12, 2014 at 2:00 p.m.

Mr. Bolster then presented the School Appropriation Resolution and recommended approval by the Board.

Supervisor Lewis moved to approve the School Appropriation Resolution as presented. Supervisor Ford provided the second, and the motion carried by unanimous roll call vote by the Board.

AYES: Lewis, Ford, Campbell, Hinty, Higgins
NAYES: None
ABSENT: 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, NOVEMBER 10, 2014 AT 5:30 P.M.

On motion by Supervisor _____, seconded by Supervisor _____, 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, 2015** in **FUND 50, SCHOOL FUND** and expended as follows:

Grants

Carl Perkins CTE 2014

4-50-61100-3160-910-300-841 Purchased Services.....	\$6,419.00
4-50-61100-4000-910-300-841 Internal Services.....	\$200.00
4-50-61100-5800-910-300-841 Miscellaneous.....	\$4,321.00
4-50-61100-6013-910-300-841 Equipment.....	\$37,714.00

TOTAL FUND 50 APPROPRIATIONS **\$48,654.00**

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, 2015** in **FUND 70, SCHOOL CONSTRUCTION FUND** and expended as follows:

4-70-66200-3160-950 Purchases Services \$7,019.00

TOTAL FUND 70 APPROPRIATIONS **\$7,019.00**

RECORDED VOTE:

AYES: NAYS:

ABSTAIN:

ABSENT:

John M. Higgins
Chairman

Attest: _____
 Spencer H. Suter
 County Administrator

Mr. Bolster then presented the County Appropriation Resolution and recommended approval by the Board.

Supervisor Hinty moved to approve the County Appropriation Resolution as presented. Supervisor Ford provided the second, and the motion carried by unanimous roll call vote by the Board.

AYES: Hinty, Ford, Campbell, Lewis, Higgins
NAYES: None
ABSENT: 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, NOVEMBER 10, 2014, AT 5:30 P.M.

On motion by Supervisor _____, seconded by Supervisor _____, the Board, by record vote, adopted the following appropriation resolutions and payment of bills for the month as follows:

APPROPRIATION RESOLUTION

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, 2015**, from the UNAPPROPRIATED SURPLUS of the **GENERAL FUND** and expended as follows:

4-11-31030-7001 Homeland Security Grant.....	\$880.00
4-11-34015-3002 Contracted Services.....	\$4,560.00
4-11-81090-3004 Wayfinding Signage Grant.....	\$1,817.00
4-11-81090-5696 RANA Line of Credit.....	\$3,208.00
4-11-99010-6192 Transfer to Lined Landfill.....	\$31,281.00

Total General Fund Appropriations **\$41,746.00**

Current County

11 - General Fund	\$896,367.84
94 - Central Stores	<u>\$2,736.21</u>

Total County Bills **\$899,104.05**

Current Fiscal Agent

80 - Regional Jail	\$55,881.70
92 - Drug Fund	<u>\$918.92</u>
Total Fiscal Agent	\$56,800.62
 TOTAL ALL BILLS	 \$955,904.67

RECORDED VOTE:
 AYES:
 NAYS:
 ABSTAIN:
 ABSENT:

 John M. Higgins
 Chairman

Attest: _____
 Spencer H. Suter
 County Administrator

Convene Solid Waste Authority

Chairman Higgins convened the Solid Waste Authority at 5:42 p.m.

Financial Report

Mr. Bolster presented the Solid Waste Appropriation Resolution and recommend approval by the Solid Waste Authority.

Supervisor Ford moved to approve the Solid Waste Appropriation Resolution as presented. A second was provided by Supervisor Campbell, and the motion carried by unanimous roll call vote by the Solid Waste Authority.

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY SOLID WASTE AUTHORITY, HELD AT THE COUNTY ADMINISTRATIVE BUILDING, 150 SOUTH MAIN STREET, LEXINGTON, VIRGINIA, ON MONDAY, NOVEMBER 10, 2014 AT 5:30 P. M.

On motion of Supervisor _____, with second by Supervisor _____, the Authority, by record vote, adopted the following appropriation resolution and payment of bills for the month as follows:

APPROPRIATION RESOLUTION

BE IT RESOLVED: By the Rockbridge County Solid Waste Authority, that the following appropriations are, and the same hereby is made, for the period ending **June 30, 2015**, from the UNAPPROPRIATED SURPLUS of the **SWA-LANDFILL FUND** and expended as follows:

4-19-19050-3002 Professional Services.....	\$2,635.00
4-19-19050-3006 Seeding/Mowing/Erosion Control.....	\$2,527.00
4-19-19070-3001 Engineering Services.....	\$22,580.00
4-19-19070-7010 Construction-Office Bldg.....	\$8,701.00

Total SWA-Landfill Fund Appropriations **\$36,443.00**

Current SWA

19 - SWA-Landfill	\$76,108.69
20 - SWA-Recycling	<u>\$12,034.07</u>

TOTAL SWA BILLS **\$88,142.76**

RECORDED VOTE:
AYES:
NAYS:
ABSTAIN:
ABSENT:

John M. Higgins
Chairman

Attest: _____
Spencer H. Suter
Secretary

Chairman Higgins closed the Solid Waste Authority at 5:43 p.m. and returned to the Board of Supervisors Meeting.

Presentation by the Virginia Horse Center

Mr. Suter introduced the Economic Development Authority (EDA) and Virginia Horse Center (VHC) participants. He then advised that the Agenda Item on BoardDocs was dated October 29, 2014 at which time the VHC had believed they were prepared to request the following: "Authorize the VHC to enter into a Conservation Easement, subject to final presentation of terms acceptable to the Board and EDA, and also to refinance the existing USDA loan or delay action until the November 24 meeting." Mr. Suter stated that, since then, the VHC has realized that they were not ready to ask the Board to vote on this matter and wishes to instead give the Board an update on what has been going on over the last several months.

Tom Clarke with the VHC stated that a meeting was held with the State Director for USDA on Thursday, November 6, 2014. He stated that he realized after attending that meeting that many additional meetings will be required before taking action on a Conservation Easement. He then noted that there were three (3) critical components to the VHC's strategy: achieve positive operating cash flow; meet the debt service obligation to USDA and New River Bank; and secure financing for needed capital improvements. Mr. Clarke stated that it was not an easy decision by the VHC to move ahead with consideration of a Conservation Easement because it will stay in effect in perpetuity - once the decision is made it cannot be changed. He further stated that when a master planner was brought in to help plan site development, it became evident to everyone that the VHC should reserve more development space than what was actually reserved in the initial easement. He stated that the VHC has carefully considered

placing a conservation easement on 445 acres of the 573-acre property. He further stated that such an easement could provide around \$2M in cash through the Virginia Land Preservation Tax Credit Program. Approval to donate the easement was granted by the Virginia Outdoors Foundation board at its meeting November 6.

EDA member Steve Beck asked Mr. Clarke for additional details as to how much acreage could be used to build on once the conservation easement is in place. Mr. Clarke stated that the land near the Maury River would be protected, as would most of the property other than the commercial envelope near the existing buildings. Supervisor Ford responded to Mr. Beck's questions, stating that there is still 102 acres of VHC that is reserved for development. Mr. Clarke noted that 5%, or about 22 acres of the property in the easement, could also be developed.

Supervisor Hinty asked how much debt is remaining on the New River Bank loan. Mr. Clarke responded that the debt is \$1 million. He noted that payments on this loan were being made by an individual and not the VHC. This person also carries life insurance for the loan.

Chairman Higgins shared his concerns over the proposed financing of equipment for 40 years, since it probably would not last that long. Mr. Clarke responded that the loan could be paid off sooner.

Chairman Higgins then stated that the Board of Supervisors members were under the impression that if their approval of the additional Transient Occupancy Tax would spur others to donate large sums to the VHC. He asked Mr. Clarke if anyone had begun donating since the Board approved

the additional tax. Mr. Clarke stated that the persons who originally complained about the VHC's possible default have now come around, restored their support and begun raising money.

Chairman Higgins asked Mr. Clarke to explain the VHC's current finances. Mr. Clarke explained that, since August, the VHC has only 13 staff members versus the previous level of 47. He further explained that, as of June 30, 2014, operating cash flow was \$148,342.42. He noted that the VHC staff has come together and created a day to day cash flow chart for the next 12 months.

Janie Harris, member of the EDA, asked Mr. Clarke if the VHC Board has considered options for financing capital improvements other than donating a conservation easement. Mr. Clarke responded that the VHC could apply for grants. Ms. Harris shared her concern of the restraints this easement may cause. She noted that her own family has donated easements, but that there are other considerations in the case of the VHC.

Supervisor Hinty shared his concern also about the restraints of this easement. He asked if there were any other options that could be looked at.

County Administrator Spencer Suter asked Mr. Clarke to gather information about what kind of development can and cannot be done on the 22 acres within the proposed easement boundary. Once he has provided that data to the Board, it can use the facts to gain a clearer view of what can and cannot be done on the property. He also asked Mr. Clarke to further identify the buffers of the boundary lines.

Supervisor Lewis thanked Mr. Clarke for being so forthcoming.

The EDA adjourned their meeting at 6:46 p.m.

Lined Landfill Update

Director of Solid Waste and Transportation Jeremy Garrett briefly reviewed the Agenda Item: "Staff wishes to provide the Board of Supervisors a current update regarding the multiple actions underway to further secure the long term handling of solid waste in our region. The major items remain on target to permit and construct a fully operational, Subtitle D lined landfill ahead of the June 30, 2017, closure date of the current unlined cell. As previously evaluated, the landfill expansion provides many benefits over alternatives - such as long-term security and lower total cost.

Listed below are key topics:

- **Legal / Permitting**

- o Part B Closure Modification

- Submittal of application and revised plans - *Complete*
- DEQ technical/administrative review and comment period - *Complete*
- Solid Waste Authority / Consultant response period - *Complete*
- Advertisement for DEQ public hearing - *Complete*
- Public Hearing - *December 9, 2014 at 6:00p.m.*

- o Part A Permit Submittal (Landfill Expansion)

- Submittal of application and supporting documents -
Complete
- DEQ technical/administrative review and comment period -
Complete
- Solid Waste Authority / Consultant response period -
Complete
- o Part B Permit Submittal (Landfill Expansion)
 - Submittal of application and plans - *November 15, 2014*
 - DEQ technical/administrative review and comment period and
SWA response - *Nov. 2014 thru Feb. 2016*
- o DEQ Air Permitting
 - Submittal/review/approval - *Nov. 2015 thru Jul. 2015*
- o Final Permit Issuance
 - Public comment period - *Mar. 2016*
 - Permit issuance - *Apr. 2016*
- **Administrative Office Building Construction**
 - o Permitting
 - Building Permit Application and Issuance - *Complete*
 - ESC/Stormwater Permit Application and Issuance - *Complete*
 - VDH Septic Permit Application and Issuance - *Complete*
 - o Construction
 - Site preparation and grading - *Currently underway*
 - IFB for precast wall system - *closes November 13, 2014*
2:00p.m.
- **Future Financing**
 - o Cost estimating

- Review and update construction cost matrix based on Part B Designs - Dec. 2014
- o Financing
 - Anticipate submitting application for the VRA Pooled Financing Program's Spring 2015 sale.
 - Due to the timing of the major construction effort for the landfill expansion (Cell 1), options exist to apply for either the Summer 2015 or Fall 2015. Updates with VRA will continue on a regular basis
- **Solid Waste Agreement with Lexington City**
 - o "Rockbridge Regional Solid Waste Agreement"
 - Initial draft agreement produced by County staff - *Completed*
 - Draft agreement reviewed and endorsed by County Board of Supervisors - *Completed*
 - Lexington City review and comments issued - *Completed*
 - County staff to respond and/or amend agreement language based on Lexington City input - November 9, 2014
- **Future Solid Waste Planning**
 - o "Comprehensive Solid Waste Plan"
 - RFP for outside agency production of solid waste development plan - *Closed April 3, 2014*
 - Contract issued to SCS Engineers - *Completed*
 - Initial partial draft provided for County review - *Completed*

- Completed draft to be presented to solid waste committee -
December 2014"

Mr. Garrett asked for the Board to direct staff to continue progress as presented in the Agenda Item.

The Board commended Mr. Garrett and those who are working on this project. They then agreed for Mr. Garrett to continue in the direction given in the Agenda Item.

US60 Virginia Byway Update

Director of Community Development Sam Crickenberger introduced Jean Clark, Director of Tourism, and then briefly reviewed the Agenda Item: "VDOT and DCR have completed their evaluation of the Midland Trail Corridor and have determined that it qualifies for designation as a Virginia Byway. This designation is helpful for branding and marketing our area and was supported by the Board per resolution in November, 2011. This designation is not a limitation on the development of this corridor and is consistent with our Tourism Corridor Overlay District guidelines as well as our sign ordinance."

The Board concurred with the proposed designation.

Staff Reports

Supervisor Ford indicated that he had had some trouble downloading the Rental Assistance Board Report but contacted Ms. Agnor, Rental Assistance Director, and was given that information.

Mr. Suter stated that he had contacted Jason Dean, the new Maintenance Technician, and asked him to visit the Veterans' Memorial in front of 2 South Main Street, to be sure it is visually appropriate for Veterans Day ceremonies. He then noted how impressive the Fire and Rescue Staff Report was and how busy Mr. Mitchell has been over the past 30 days. Mr. Suter commended the Parks and Recreation department for assisting with the pool renovation and for assisting with yard work at the former middle schools and also for RARO.

Supervisor Lewis moved to accept the Staff Reports as presented. Supervisor Ford provided the second, and the motion carried by unanimous roll call vote by the Board.

AYES: Lewis, Ford, Campbell, Hinty, Higgins
NAYES: None
ABSENT: None

Board Comments

Chairman Higgins stated that the County Administrator wished to have a subcommittee formed to meet with volunteer leaders and discuss the Fire and Rescue agency budgets for the upcoming year. Chairman Higgins asked if anyone of the Board Members would like to volunteer to sit on this committee.

Supervisor Ford and Supervisor Campbell volunteered to serve on the committee.

Chairman Higgins then asked for the consensus of the Board to appoint Supervisor Ford and himself to a committee to discuss the House Mountain management Plan. The Board gave consent.

Chairman Higgins then asked the Board their opinions on hosting another Board Retreat similar to the one held in February, 2013. He stated that the purpose of another retreat would be to review the Strategic Priorities and evaluate how we have met them. He also stated that he would like to discuss future Economic Development needs during the retreat.

The Board gave consensus to authorize the County Administrator to contact Jerry Burgess to schedule a followup retreat in the near future. The Board also agreed to have the retreat take place in the Courthouse as it did before, and possibly to meet individually with Mr. Burgess, as was done before.

Adjourn

The Board consented to adjourn the meeting at 7:16 p.m.