

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, JANUARY 12, 2015, AT 5:30 P.M.

PRESENT: CHAIRMAN J.M.HIGGINS
MEMBERS: R.R.CAMPBELL, R.S.FORD, A.W.LEWIS, JR., D.W.HINTY, JR.
CLERK TO BOARD: SPENCER H. SUTER
COUNTY ATTORNEY: VICKIE L. HUFFMAN
FISCAL DIRECTOR: STEVEN BOLSTER
STAFF: SAM CRICKENBERGER, CHRIS SLAYDON, BETTY TROVATO,
BRANDON MITCHELL, ROBERT FORESMAN, BRANDY WHITTEN

Call to Order

Chairman Higgins called the meeting to order at 5:30 P.M.

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

Election of Chair and Vice Chair

Supervisor Campbell nominated Supervisor Higgins to continue serving as Chairman. Supervisor Ford seconded the nomination, and Supervisor Higgins was officially elected to serve as Chairman to the Board of Supervisors by unanimous roll call vote by the Board.

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

Supervisor Lewis nominated Supervisor Hinty to continue serving as Vice-Chairman. Supervisor Campbell seconded the nomination, and Supervisor Hinty was officially elected to serve as Vice-Chairman to the Board of

Supervisors by unanimous roll call vote by the Board.

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

Standing Committee Assignment

Supervisor Campbell moved to reappoint all current members on Standing Committees as follows: Finance Committee- Supervisors Ford and Higgins; Buildings and Grounds Committee- Supervisors Lewis and Hinty; Solid Waste Committee- Supervisors Ford and Campbell; and Personnel Committee- Supervisors Campbell and Higgins. Supervisor Lewis seconded the motion, and all members were reappointed by unanimous roll call vote by the Board.

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

Recognitions/Presentations

County Administrator Spencer Suter recognized Robert Berry, a 47 year veteran for the Rockbridge Baths Fire Department, who recently passed away. Mr. Suter stated that there would be a resolution honoring Mr. Berry at the next Board Meeting.

Citizens Comments

Bruce Brock of the Kerrs Creek Magisterial District stated that he noticed that Rockbridge Middle School was on the Agenda and suggested that

it be looked at for an alternative location for BARC instead of Highland Belle. He noted that he would be submitting a proposal in the future for alternative use of the Highland Belle school property.

Items to be added to the Agenda

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

Adoption of 2015 Board of Supervisors Meetings Schedule

Supervisor Hinty moved to adopt the 2015 Board of Supervisors Meeting Schedule as presented. Supervisor Lewis seconded the motion, and the schedule was adopted by unanimous roll call vote by the Board.

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

The 2015 Board of Supervisors Schedule is shown below

Please be advised the Rockbridge County Board of Supervisors (BOS) and Solid Waste Authority(SWA) hold regular meetings on the SECOND and FOURTH Mondays (with the exception of those noted below by *) of each month in the County Administration Office Building Board Room, 150 South Main Street, Lexington, VA 24450. On the FOURTH Monday of each month (with the exception of those noted below by *), the Board will hold a work session prior to the regular meeting. Depending on needs of the Board, the work session may be held on the 2nd floor of the County Administration Office Building in the Cooperative Extension Office meeting room. In such cases, a public notice will be posted on the door of the Board Room, directing the public to the Cooperative Extension Office. Traditionally, there is not a second meeting in December. This calendar includes the first, organizational meeting of 2016.

Following is the meeting schedule for 2015:

2015	2 nd MONDAY	4 th MONDAY
	BOS Meeting @ 5:30 P.M. SWA Meeting @ 5:30 P.M.	BOS Work Session @ 4:30 P.M. BOS Meeting @ 5:30 PM SWA Meeting @ 5:30 PM
January	12 th	26 th
February	9 th	23 rd
March	9 th	23 rd
April	13 th	27 th
May	11 th	26 th *
June	8 th	22 nd
July	13 th	27 th
August	10 th	24 th
September	14 th	28 th
October	13 th *	26 th
November	9 th	23 rd
December	14 th	28 th **
January	11 th	

* Tuesday Meeting due to State holiday on Monday.

** Traditionally, there is not a second meeting in December.

Approval of December 8, 2014 and December 11, 2014 Minutes

Supervisor Ford moved to approve the December 8, 2014 and December 11, 2014 Minutes as presented. Supervisor Lewis seconded the motion, and the Minutes were approved by unanimous roll call vote by the Board.

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

Financial Package

Director of Finance Steve Bolster reviewed his Monthly Memorandum.

Activities for the Commissioner of the Revenue included: "Mailed business license applications; sent tax relief applications for elderly and disabled; forwarded business personal property forms; mailed meals and lodging tax reporting forms; processing business licenses; completing 2014 Supplement personal property tax book for Treasurer; and preparing FYE 2016 budgets (Commissioner of Revenue, Assessment, and Land Use)."

Activities for the Treasurer included: "Estimated 4th quarter state income due January 15, 2015; dog tag license fees are due before January 30, 2015; received payment for all Real Estate sold at October 10, 2014 auction; and sent Debt Set-off claims to Dept. of Taxation for unpaid Personal Property (01-05-15)."

Mr. Bolster briefly reviewed the School Appropriation Resolution and recommended approval.

Supervisor Hinty moved to approve the School Appropriation Resolution as presented. Supervisor Ford seconded the motion, and the resolution was approved by unanimous roll call vote by the Board.

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

***The following Appropriation Resolution was executed and filed in the
Office of the Clerk to the Board***

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, JANUARY 12, 2015 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

National Board Certification

4-50-61100-1624-390-500 Supplemental Wages.....	\$2,500.00
Sub Total	\$2,500.00

Project Graduation

4-50-61100-1121-390-100-844 Teacher Salaries.....	\$25,000.00
4-50-61100-2100-390-100-844 FICA.....	\$1,913.00
4-50-61100-6013-390-100-844 Materials and Supplies.....	\$3,036.00
Sub Total	\$29,949.00

IDEA - Part B Section 611 - 2014

4-50-61100-1121-910-200-840 Teacher Salaries.....	\$385,267.00
4-50-61100-2100-910-200-840 FICA.....	\$29,473.00
4-50-61100-2210-910-200-840 VRS.....	\$44,923.00
4-50-61100-2300-910-200-840 Medical.....	\$37,631.00
4-50-61100-2400-910-200-840 GLI.....	\$4,585.00
4-50-61100-2500-910-200-840 RHCC.....	\$4,277.00
4-50-61100-3160-910-200-840 Purchased Services.....	\$29,888.00
Sub Total	\$536,044.00

TOTAL FUND 50 APPROPRIATIONS **\$568,493.00**

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	\$10,477.00
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TOTAL FUND 70 APPROPRIATIONS **\$10,477.00**

Mr. Bolster then briefly reviewed the County Appropriation Resolution and recommended approval.

Supervisor Hinty moved to approve the County Appropriation Resolution as presented. Supervisor Ford seconded the motion, and the resolution was approved by unanimous roll call vote by the Board.

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

The following Appropriation Resolution was executed and filed in the Office of the Clerk to the Board

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, JANUARY 12, 2015 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
4-11-32040-5604	Contributions-Fire Program Funds.....	\$55,086.00
4-11-32050-3006	Contrib-Medical Physician Stipend.....	\$1,666.00
4-11-32050-5700	Four 4 Life Funds-Rescue Squads.....	\$1,571.00
4-11-33010-7001	Contributions-Jail Bldg Upgrade.....	\$10,044.00
4-11-34015-3002	Contracted Services.....	\$863.00
4-11-81090-5696	RANA Line of Credit.....	\$2,740.00
4-11-99010-6192	Transfer to Lined Landfill.....	\$39,508.00
Total General Fund Appropriations		\$112,358.00

Current County	
11 - General Fund	\$451,511.72
94 - Central Stores	<u>\$3,052.98</u>
Total County Bills	\$454,564.70
Current Fiscal Agent	
80 - Regional Jail	\$53,782.84
92 - Drug Fund	<u>\$880.22</u>
Total Fiscal Agent	\$54,663.06
TOTAL ALL BILLS	\$509,227.76

CONVENE SOLID WASTE AUTHORITY (SWA) IF NEEDED:

Chairman Higgins convened the Solid Waste Authority at 5:43 P.M.

Adoption of 2015 Solid Waste Authority Meetings Schedule

Supervisor Lewis moved to adopt the 2015 SWA Meeting Schedule as presented. Supervisor Campbell seconded the motion, and the schedule was adopted by unanimous roll call vote by the Board. The meeting dates and times are the same as the Board of Supervisors' dates adopted earlier in the meeting.

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

The 2015 Solid Waste Authority Schedule is shown below

Please be advised the Rockbridge County Board of Supervisors (BOS) and Solid Waste Authority(SWA) hold regular meetings on the SECOND and FOURTH Mondays (with the exception of those noted below by *) of each month in the County Administration Office Building Board Room, 150 South Main Street, Lexington, VA 24450. On the FOURTH Monday of each month (with the exception of those noted below by *), the Board will hold a work session prior to the regular meeting. Depending on needs of the Board, the work session may be held on the 2nd floor of the County Administration Office Building in the Cooperative Extension Office meeting room. In such cases, a public notice will be posted on the door of the Board Room, directing the public to the Cooperative Extension Office. Traditionally, there is not a second meeting in December. This calendar includes the first, organizational meeting of 2016.

Following is the meeting schedule for 2015:

2015	2nd MONDAY BOS Meeting @ 5:30 P.M. SWA Meeting @ 5:30 P.M.	4th MONDAY BOS Work Session @ 4:30 P.M. BOS Meeting @ 5:30 PM SWA Meeting @ 5:30 PM
January	12 th	26 th
February	9 th	23 rd
March	9 th	23 rd
April	13 th	27 th
May	11 th	26 th *
June	8 th	22 nd
July	13 th	27 th
August	10 th	24 th
September	14 th	28 th
October	13 th *	26 th
November	9 th	23 rd
December	14 th	28 th **
January	11 th	

* Tuesday Meeting due to State holiday on Monday.

** Traditionally, there is not a second meeting in December

SWA Financial Package

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

Supervisor Ford moved to approve the SWA Appropriation Resolution as presented. Supervisor Campbell seconded the motion, and the resolution was approved by unanimous roll call vote by the Board.

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

The following Appropriation Resolution was executed and filed in the Office of the Clerk to the Board

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, JANUARY 12, 2015 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 UNAPPROPROATED SURPLUS of the **SWA-LANDFILL FUND** and expended as follows:

4-19-19050-3002 Professional Services.....	\$462.00
4-19-19070-3001 Engineering Services.....	\$34,042.00
4-19-19070-7010 Construction-Office Bldg.....	\$5,466.00
Total SWA-Landfill Fund Appropriations	\$39,970.00
 Current SWA	
19 - SWA-Landfill	\$91,444.98
20 - SWA-Recycling	<u>\$5,480.49</u>
 TOTAL SWA BILLS	 \$96,925.47

Supervisor Ford asked for an update on the review of the Solid Waste Study by SCS Engineering.

Mr. Suter advised that the Solid Waste Committee had begun reviewing the draft report and the Board would receive a presentation by SCS at the next Board Meeting.

Chairman Higgins reconvened the Board of Supervisors meeting at 5:48 P.M.

Consideration of Creigh Deeds Notice of Claim

County Attorney Vickie Huffman briefly reviewed the Agenda Item: "Attached is a copy of a Notice of Claim received from John P. Fishwick, Jr., attorney for Creigh Deeds, acting individually and as Administrator of the estate of Austin Creigh Deeds, deceased. The Notice of Claim specifies that it is to redress the alleged "negligent, reckless and improper actions of the Rockbridge Area Community Services Board," and includes a detailed account of the claimant's factual basis for the claim.

Notification in writing was provided to Mr. Fishwick that the Claim would be considered by the Board at its August 11th meeting. Mr. Fishwick was requested to provide any additional documentation or information for the Board's consideration. Ms. Monica Mroz, also representing Senator Deeds, requested that the matter be rescheduled and the October 27th meeting was agreed upon. Ms. Mroz requested a further continuation, and the meeting

for January 12, 2015, was mutually agreed upon. On January 7th, Ms. Mroz sent a letter objecting to consideration of the claim under the Va. Code §15.2-1547 *et seq.* procedure. A copy of the letter is available in the Office of the Clerk to the Board. For the County's protection, staff recommends proceeding with the claim. No additional supporting materials have been received to date. Therefore, to the extent applicable, the claim is neither in proper form nor is there a legal basis for allowance under the Va. Code §15.2-1547 *et seq.* procedure." She then recommended that the Board disallow the claim.

Supervisor Campbell moved to disallow the claim as recommended by Ms. Huffman. Supervisor Hinty seconded the motion, and the claim was disallowed by unanimous roll call vote by the Board.

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

FYE 2014 Audit Review by Robinson, Farmer, Cox

Mr. Bolster introduced James Kelly, Managing Director of the Staunton Office and Saidee Begoon, Accountant, who were in attendance to deliver a presentation. Mr. Bolster then shared his appreciation to Robinson, Farmer, Cox for their work.

Mr. Suter commended Mr. Bolster for his efforts and noted that this year marks the County's first submission to *spell out the organization to whom the submission is being sent* [GOFA] for outstanding accounting

certification.

Supervisor Campbell recognized Mr. Bolster for the many hours he put into assisting with the audit.

Mr. Kelly stated that an unmodified opinion was issued. He noted that this is the highest opinion that can be issued. He gave the floor to Ms. Begoon for a presentation.

Ms. Begoon briefly reviewed the Power Point Presentation which included a review of the County and Solid Waste audits. Those audits could be found at the following links:

<http://www.co.rockbridge.va.us/ArchiveCenter/ViewFile/Item/472>

<http://www.co.rockbridge.va.us/ArchiveCenter/ViewFile/Item/474>

Information from the power point included the following key points:

Overview

Audit Process

Objective

Audit Procedures

Audit Results

Auditors' Opinions

Financial Highlights

- Government-wide Financial Statements
- Fund Financial Statements
- Pension Funding Progress
- Statistical Information
- Compliance Testing

Audit Process- Objectives:

The expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with GAAP

Report on internal control in accordance with Government Auditing Standards

Report on internal control related to major programs and compliance with OMB Circular A-133

Audit Process: Audit Procedures

Risk Assessment

Gain understanding of the County's environment, processes, and internal controls sufficient to design the nature, timing, and extent of audit procedures. Procedures include:

- Inquiry
- Observation
- Walkthroughs of significant processes
- Analysis

Audit Process: Audit Procedures

Examination on a test basis of amounts and financial statement disclosures sufficient to obtain a basis for our opinions.

Procedures include:

Audit tests performed over all material balance sheet accounts

Tests of controls over cash receipts, accounts payable, and payroll

Analytical procedures

Testing of individually significant items

Testing of compliance with state and federal provisions

Additional procedures as deemed necessary

Audit Results: Audit Opinions

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund and the aggregate remaining fund information of the County of Rockbridge, Virginia, as of June 30, 2014, and the respective changes in financial position, and, where applicable cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Government-wide Financial Highlights

Exhibits 1 & 2 - Prepared on the full accrual basis

- Ending net position of \$39,903,730 of which \$21,755,733 was unrestricted
- Achieved increases in both categories of net position: Governmental Activities by \$2,365,722; Business-type Activities by \$33,464; total increase of \$2,399,186
- Net investment in capital assets of \$15,813,453

Governmental Funds Financial Highlights

Exhibits 3 through 6 - Prepared on the modified accrual basis (similar basis as the County budget)

- Combined ending fund balances for governmental funds of \$22,603,322
- Decrease of (\$2,859,606) compared to FY2013 fund balances--
- General fund unassigned fund balance of \$18,317,586 or 47.2% of 2014 general fund expenditures
- Unrestricted cash and cash equivalents of \$17,860,081

Proprietary Fund Financial Highlights

Exhibits 7, 8, & 9 - Business-type activities include the landfill and recycling funds

- Combined ending net position of \$3,357,328
- Overall operating loss of (\$659,380) which includes depreciation and amortization costs of \$178,274 and operational costs of the recycling fund which is supplemented by the general fund.
- Transfers from the general fund to the proprietary funds amounted to \$735,930
- Combined change in net position for all proprietary funds of \$33,464
- Decrease in cash and cash equivalents in the proprietary funds of (\$219,534)

Conclusion

- Management memorandum
- Adjusting journal entries
- Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

Chairman Higgins thanked Mr. Kelly, Ms. Begoon and Mr. Bolster for their work.

Reconvene the Solid Waste Authority

Chairman Higgins reconvened the Solid Waste Authority at 6:08 P.M.

Mr. Kelly explained that the Solid Waste Authority audit was also filed as an unmodified opinion.

Chairman Higgins closed the Solid Waste Authority, again, at 6:11 P.M., and reconvened in the Board of Supervisors Meeting.

Consideration of FYE 2016 Budget Schedule

Mr. Bolster presented the FYE 2016 Budget Schedule.

Mr. Suter noted that the time of the joint meeting with the School Board was tentative.

Mr. Bolster further noted that the schedule was subject to change due to circumstances beyond control of staff, as it did last year. He then recommended approval of the schedule presented and any necessary changes.

Supervisor Campbell moved to approve the FYE 2016 Budget Schedule and any necessary changes. Supervisor Hinty seconded the motion, and the schedule presented was approved by unanimous roll call vote by the Board.

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

Presentation of Draft CIP

Assistant Director of Community Development Chris Slaydon briefly reviewed the Agenda Item: "Enclosed is the final draft of the FYE 2016-2020 Capital Improvement Program (CIP) for both Rockbridge County and the Rockbridge County Solid Waste Authority (SWA). Since the November 24, 2014 Board of Supervisors CIP work session, the Planning Commission has reviewed and recommended approval of the CIP. Also, on December 17, 2014, the finance committee reviewed the draft worksheets. On December 29, 2014, the latest draft was emailed to the Board of Supervisors (available in the Office of Community Development). The only change since the 12-29-2014 draft is the addition of the RARO capital project (Brewbaker Annex Development Project), as requested by RARO. This provisional adoption will serve as a guide for departments as they submit

for the upcoming budget. Once the budget is finalized, the CIP will be formally adopted along with the budget."

After reviewing the changes to the County's CIP, Mr. Slaydon asked to reconvene the Solid Waste Authority.

Chairman Higgins reconvened the Solid Waste Authority once more.

Mr. Slaydon explained that one item in the Solid Waste Authority's CIP could potentially be removed from the list.

Mr. Suter explained that there is currently a need for the $\frac{3}{4}$ Ton Crew Cab 4x4 truck at the Landfill, and therefore it may be purchased before FYE 2016. He further explained that the CIP budgets \$27,500 for this particular vehicle and that the vehicle could potentially be procured with current-year savings, resulting in removal from the CIP. He expressed this as an example of why the CIP being presented to the Board was provisional in nature - that changes over the next 60 days could be considered as the Board reviews the budget. He reiterated that final adoption of the CIP would need to occur in tandem with overall budget adoption. Chairman Higgins closed the Solid Waste Authority and returned to the Board of Supervisors' regular meeting at 6:27 P.M.

Chairman Lewis noted that his first official action when he became a member of the Board was to adopt the County's first CIP and he is happy that the process has evolved to what now results in a very understandable Capital Improvement Plan. He moved on behalf of the Board of Supervisors and Solid Waste Authority to provisionally adopt the CIP. Supervisor Campbell seconded the motion, and the CIP was provisionally adopted by

unanimous roll call vote by the Board. Supervisor Ford remarked that one of the reasons counties adopt CIP's is to enable acceptance of proffers for off-site improvements near new developments.

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

Radio System Update

Mr. Suter briefly reviewed the Agenda Item: "As you are aware, our original agreement with Harris Communications for a new, regional radio system provided for a 60 day no-fault exit - the Regional Emergency Communications Board could exit the contract at any time during that period with no further obligation. The primary purpose of the grace period was to:

- 1) Provide time for the County to secure necessary financing,
- 2) Gain assurances that leased tower space will be available, in accordance with system design.

Since that time, the County and the Regional Communications Board have executed three extensions, for a total of 300 days, to allow Harris to satisfy the obligations regarding tower assurances. The latest extension was executed in October, extending the Harris agreement execution period to February 19th, 2015. Since that time, Harris and the County have worked

diligently to secure space on the remaining towers. Lt. Tim Hickman of the Rockbridge County Sheriff's Office has been the primary point of contact with Harris through the process of siting towers and/or securing space on existing structures.. As evidenced by the time it takes to secure the space, most site negotiations involve a multistep, detailed process. Some, based on site complexity and competition for space, are more difficult and time-consuming than others to finalize. Presently, we know that 12 of the 13 towers have room for the prescribed equipment. We still have to execute lease agreements with some of the tower owners, but all indications point to successful closure. However, and despite ongoing efforts, one of the US Cellular towers (US Cell #2, California) is behind schedule with regard to the required structural analysis. Though Lt. Hickman and Harris have been diligent in their efforts, the ball remains in US Cellular's court. The attached spreadsheet provides additional detail of associated known, up-front and ongoing (lease) costs. Please note that the majority of the total up-front costs are associated with US Cellular 3 -Landfill tower. We are currently working on a potential adjustment of those up-front costs via long term land lease abatement for US Cellular, whose tower sits on property owned by the Solid Waste Authority. The Regional Communications Board will be considering progress of the site-securing initiative at its regular meeting on January 15th. Based on the information above, it appears that yet another extension will be required, as the Regional Communication Board and partner localities have been, and continue to be, dedicated to ensuring that Harris adheres to previously negotiated coverage guarantees." Mr. Suter then introduced

Lt. Hickman, Jon Ellestad, and representatives from Harris Communications Wayne Duff and Helen Molher.

Mr. Duff indicated that Harris is in no way trying to pressure the County to move forward and appreciates Mr. Suter's taking the time to be sure all details are in line before moving forward with financing with PNC Bank.

Ms. Molher explained that the holdup is due to making absolutely sure that all 13 sites are ready and available for connections. She stated that there is just one (1) site that isn't ready and that she is working on that site now.

Mr. Suter recommended extended the Financial Agreement with PNC Bank for an additional 90 days in order to continue with the project.

Supervisor Campbell moved to authorize a 90 day extension with PNC Bank. Supervisor Ford seconded the motion, and the extension was approved by unanimous roll call vote.

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

Chairman Higgins commended Regional Communications Board Director Scott Bedell on behalf of the Rockbridge Regional Jail and the Sheriff's Department as well as Lt. Hickman for their work related to this project.

Consideration of Communications Center/EOC Space Needs Analysis Rankings

Mr. Suter briefly reviewed that Agenda Item: "At its regular meeting on August 25th, 2014, the Board approved issuance of a Request for Proposals for a Regional Communications Center / EOC Space Needs Analysis.

A request for proposals (attached) was subsequently developed and advertised, with a December 12, 2:00 PM deadline for receipt. Seven proposals were received by the posted deadline and ranked by an evaluation team consisting of:

- Chris Blalock - Sheriff
- Spencer Suter - County Administrator
- Scott Bedell - Regional Emergency Communications Center Director
- Brandon Mitchell - Director of Fire and EMS

The offerings were evaluated on the following criteria:

1. A demonstrated understanding of the requirements of this project.
2. Project approach and schedule.
3. Qualifications and expertise of key personnel assigned to the project and their proven ability to complete similar projects efficiently.
4. Experience of the firm and project team, directly relating to this project.
5. Comment and opinions of references.
6. Firm possesses resources required to complete the project.
7. Proximity of the firm office where primary work will be performed to the project site.
8. Any other relevant information offered or discovered during the course of evaluation and individual discussions.

Upon review, the three top-ranked firms (listed in order) were:

- Moseley Architects
- Wiley Wilson
- Hughes Associates Architects

Though all three firms submitted excellent proposals, Moseley Architects' offering was deemed to contain the most merit. It is the committee's recommendation that competitive negotiation take place with the top ranked firm. Should efforts in that regard fail, negotiations would cease with the top ranked firm and begin anew with the 2nd ranked firm, and so on until a suitable contract is reached for consideration by the Board. At that time, the evaluation team would return to the Board with a draft contract, including pricing, for consideration. Approval of the current course of action comes with no future obligation to enter into contract or expend any funds."

Supervisor Ford moved to authorize the evaluation team to enter into competitive negotiations with the vendors according to ranking, returning to the Board at a later date with a draft contract for further consideration. Supervisor Hinty provided the second, and the motion carried by unanimous roll call vote by the Board.

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

Consideration of EDA

Director of Community Development Sam Crickenberger briefly reviewed the Agenda Item which included the following information: "The County EDA met with Rick Mast and Larry Bond, representing the R.K. Mast Foundation, on December 18th for further discussions on their proposed use of the Rockbridge Middle School property. As I had previously reported, the EDA was not satisfied with the original proposal submitted by the R.K. Mast Foundation. They had concerns with the lapse of the Foundation's 501(c) (3) status, their financial viability and projected job creation, but suggested a direct communication with the organization to be scheduled at their next meeting. Mr. Mast and Mr. Bond submitted an addendum to their original proposal (enclosed) and reviewed it with the EDA. They appear to have addressed the EDA's above stated concerns resulting in a motion recommending drafting a performance agreement between the County, the EDA and R.K. Mast Foundation for re-purposing Rockbridge Middle School."

Chairman Higgins shared that he believed the proposal still needs more work and that he would like to see Supervisor Campbell and himself on a committee to look at it in more depth.

Supervisor Campbell stated that, should the committee feel it necessary to add a citizen representative to this committee, he had someone already in mind.

Chairman Higgins indicated that he did not feel it was necessary to include a citizen representative.

Supervisor Hinty moved to form a committee to include Supervisor Campbell, Chairman Higgins, Sam Crickenberger, the County Administrator, and two (2) EDA members. Supervisor Ford seconded the motion, and a

committee was formed based on unanimous roll call vote by the Board.

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

Consideration of Salary/Pay Plan Contract with Springsted, Inc.

Mr. Suter briefly reviewed the Agenda Item: "In August, the County Administrator requested that the Board consider delaying the hiring of a Human Resources Manager for approximately 6 months, and use the savings to conduct a salary and pay plan study for staff. During research for the initiative, it became clear that the study should include the following segments: Classification; Compensation Plan; and Performance Evaluation. A draft request for proposals was subsequently developed and shared with Chairman Higgins and Supervisor Campbell (the Board's personnel committee), who expressed support. The RFP was subsequently advertised and three proposals were received and evaluated. A staff team consisting of Spencer Suter, Sam Crickenberger and Wayne Nicely joined the Board Personnel Committee in reviewing the proposals. Two were selected for further discussion and after interviews; the ranking was as follows:

- 1) Springsted
- 2) DIJ Consulting

On December 8th, the full Board approved the ranking and authorized staff to enter into competitive negotiations. In keeping with Virginia Code section § 2.2-4303.C, which states that, "*Upon a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to*

the public, goods, services, or insurance may be procured by competitive negotiation", the attached, draft contract has been negotiated with Springsted. The attached contract provides for all services specified in the original request for proposals. Should the Board authorize entry into contract with Springsted, work would commence immediately."

Supervisor Hinty moved to approve the resolution authorizing the County Administrator to enter into a contract with Springsted. Supervisor Ford provided seconded the motion, and the resolution was adopted by unanimous roll call vote by the Board.

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

***The following resolution has been executed and filed in the office of
the Clerk to the Board***

AT A REGULAR MEETING OF THE ROCKBRIDGE COUNTY BOARD OF SUPERVISORS, HELD AT THE
ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICES ON MONDAY, JANUARY 12, 2015

RESOLUTION TO APPROVE A SERVICES AGREEMENT WITH SPRINGSTED
INCORPORATED FOR PERSONNEL CLASSIFICATION PLAN, COMPENSATION
PLAN AND PERFORMANCE EVALUATION STUDY

WHEREAS, in August of 2014, the Board of Supervisors authorized securing a consultant to perform a study of the County's personnel classification plan, compensation plan, and performance evaluation process; and,

WHEREAS, a Request for Proposals (RFP) was issued on October 17, 2014, following the necessary determination by the Board that competitive sealed bidding was neither practicable nor fiscally advantageous to the public for the requested services; and,

WHEREAS, selected staff members joined the Board's Personnel Committee to review and rank the three proposals received in response to the RFP, and two proposers were selected, with Springsted Incorporated being the first -ranked proposer; and,

WHEREAS, on December 8, 2014, the Board of Supervisors approved the ranking by the review team and authorized negotiation of a contract with Springsted;

WHEREAS, a proposed services agreement with Springsted, to provide all of the services specified in the original RFP, has been presented to the Board for approval.

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Rockbridge County as follows:

1. That the Services Agreement dated January 15, 2015, to commence upon execution, between the County of Rockbridge, Virginia, and Springsted Incorporated to perform a study of the County's personnel classification plan, compensation plan, and performance evaluation process, at a cost not to exceed the sum of \$12,575.00, plus direct out-of-pocket expenses not to exceed \$1,750.00, is hereby authorized and approved.

2. That the County Administrator is hereby authorized to execute the Services Agreement dated January 15, 2015, and to execute such other documents and take such further actions, on behalf of the Board of Supervisors, as are necessary to accomplish this transaction, all of which shall be approved as to form by the County Attorney.

3. That this Resolution shall be effective upon the date of its adoption.

Adopted this ____ day of January, 2015.

Resolution to ratify acquisition of 4-acre property at Fancy Hill

Ms. Huffman briefly reviewed the Agenda Item: "On October 10, 2014, the Treasurer of Rockbridge County held a tax sale for disposal of delinquent real estate. Among those properties being sold was a 4-acre parcel on South Lee Highway adjacent to the VDOT maintenance facility in the Fancy Hill area of the Buffalo Magisterial District, owned by Milton D. Munkeby, et al. This parcel has previously been identified for use in the County's solid waste collection program, and the County has tried unsuccessfully to negotiate purchase of the property. The County

Administrator bid on the Munkeby parcel at the October 10th auction and was the high bidder. He thereafter executed a contract for the purchase at a price of \$21,000.00, plus the buyer's premium of \$2,100.00, and paid the County's deposit. Following the entry of a Decree of Sale and Decree of Confirmation in the pending Circuit Court proceeding, the balance of the purchase price was paid and the Special Commissioner executed, delivered and recorded the deed for the property. Acquisition of real estate requires approval and acceptance by the Board of Supervisors. Additional settlement costs are to be incurred for title related matters, once the property is properly accepted and the deed is re-recorded. The attached proposed Resolution is to authorize, approve, ratify and confirm the acquisition and acceptance of the real estate and to ratify the County Administrator's previous steps to accomplish this transaction."

Supervisor Ford moved to approve the resolution to authorize, approve, ratify and confirm the acquisition and acceptance of the real estate and to ratify the County Administrator's previous steps to accomplish this transaction. Supervisor Lewis seconded the motion, and the resolution was approved by unanimous roll call vote by the Board.

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

***The following resolution has been executed and filed in the office of
the Clerk to the Board***

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY,
VIRGINIA, HELD AT THE ROCKBRIDGE COUNTY ADMINISTRATIVE OFFICES ON MONDAY,
JANUARY 12, 2015

RESOLUTION TO RATIFY, AUTHORIZE AND APPROVE ACQUISITION AND ACCEPTANCE OF APPROXIMATELY 4 ACRES OF UNIMPROVED REAL ESTATE LOCATED ON THE SOUTHEAST SIDE OF US HIGHWAY NO. 11 (BEING IDENTIFIED AS TAX MAP #97-8-2E) IN THE BUFFALO MAGISTERIAL DISTRICT FROM JEFFREY A. SCHARF, SPECIAL COMMISSIONER IN DELINQUENT TAX SALE PROCEEDINGS, THE PROPERTY HAVING BEEN FORMERLY OWNED BY MILTON D. MUNKEBY, ET AL.

WHEREAS, the Treasurer of Rockbridge County initiated the sale of certain properties in the County for payment of delinquent real estate taxes; and,

WHEREAS, staff became aware that a parcel of land owned by Milton D. Munkeby, et al, consisting of 4 acres, more or less, on South Lee Highway adjacent to the Virginia Department of Transportation (VDOT) maintenance site in the Fancy Hill area, was to be included in the properties to be sold at auction on October 10, 2014; and,

WHEREAS, the Munkeby property has previously been identified for future use in the County's solid waste collection program, and the County has tried unsuccessfully to purchase the subject property; and,

WHEREAS, the County Administrator attended the public auction and was the high bidder on the Munkeby property, subsequently executing a contract for the purchase thereof at \$23,100.00 (including the required buyer's premium) and payment of the deposit; and,

WHEREAS, by Decree of Sale and Decree of Confirmation entered in that certain cause styled County of Rockbridge, Virginia v. Milton D. Munkeby, et al. (CL13-254), pending in the Circuit Court of the County of Rockbridge, Virginia, the sale of the Munkeby property to the County of Rockbridge for

the sum of \$21,000.00 was approved and confirmed, with appointment of Special Commissioners for the purpose of executing and delivering a special warranty deed to convey the property to the County of Rockbridge; and,

WHEREAS, upon payment of the purchase price, Jeffrey A. Scharf, Esq., Special Commissioner, on behalf of Milton D. Munkeby, Joseph M. Munkeby, executed, delivered and recorded a deed to convey the subject property to the County of Rockbridge.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ROCKBRIDGE COUNTY, VIRGINIA, as follows:

1. That the acquisition and acceptance of the parcel of land, containing approximately 4 acres, more or less, of unimproved real estate located on the southeast side of U.S. Highway No. 11 adjacent to the VDOT road maintenance facility in the Fancy Hill area of the Buffalo Magisterial District, Rockbridge County, Virginia, identified upon the Rockbridge County Land Records as Tax Map #97-8-2E, for the purchase price of \$21,000.00, plus the buyer's premium of \$2,100.00, in connection with the Solid Waste collection program, is hereby authorized, approved, ratified and confirmed.

2. That the purchase price, totaling \$23,100.00, was approved and appropriated by the Board of Supervisors in its Appropriation Resolution adopted on December 8, 2014. The Board hereby approves the payment of settlement expenses not to exceed \$750.00, to be submitted for appropriation when payment is required.

3. That the County Administrator is hereby authorized to execute such documents and take such further actions as may be necessary to accomplish the transaction authorized herein, all of which shall be approved as to form by the County Attorney. All such actions previously taken by the County Administrator to accomplish the transaction authorized herein are hereby ratified.

4. That this resolution shall be effective on and from the date of its adoption.

Adopted this _____ day of January, 2015.

Appointments

Community Services Board Appointments- Chris Blalock, Jim Young, and Paul Carter- Terms Expired 12/31/2014

Chairman Higgins advised that Paul Carter was not eligible for reappointment and that he was working on a replacement.

Supervisor Hinty moved to reappoint Chris Blalock and Jim Young to the Community Services Board. 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

EDA- Stephen Beck Resigned- Term Will Expire 4/10/2016

Supervisor Hinty advised that he was still searching for an applicant to fill this unexpired term.

Jail Commission- Spencer Suter and David Hinty, Jr.- Terms expired 12/31/2014

Chairman Higgins removed himself from the position of Chairman to abstain from voting matters for these appointments.

Vice-Chairman Hinty asked for nominations or reappointments.

Supervisor Lewis moved to reappoint Spencer Suter and David Hinty, Jr. to the Jail Commission Board. Supervisor Campbell seconded the motion, and both were reappointed by the following roll call vote:

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

Staff Reports

Supervisor Lewis moved to accept the Staff Reports as presented. Supervisor Ford seconded the motion, and the reports were accepted by unanimous roll call vote by the Board.

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

Board Comments

There were no comments.

Adjourn

Supervisor Campbell moved to adjourn at 7:03 P.M. Supervisor Hinty seconded the motion, and the meeting was adjourn by unanimous roll call vote by the Board.

AYES: Campbell, Hinty, Ford, Lewis, Higgins

NAYES: None

ABSENT: None

