

County of Shenandoah

BOARD OF SUPERVISORS

DISTRICT 1 - DICK NEESE
DISTRICT 2 - STEVE BAKER
DISTRICT 3 - RICHARD WALKER
DISTRICT 4 - KARL ROULSTON
DISTRICT 5 - DENNIS MORRIS
DISTRICT 6 - CONRAD HELSLEY

600 N. Main Street, Ste 102
WOODSTOCK, VA 22664



Tel: 540.459.6165 Fax: 540.459.6168
www.shenandoahcountyva.us

OFFICE OF COUNTY ADMINISTRATION

MARY T. PRICE
COUNTY ADMINISTRATOR

EVAN L. VASS
ASSISTANT COUNTY ADMINISTRATOR

AGENDA

Shenandoah County
BOARD OF SUPERVISORS
February 1, 2018
4:00 p.m.
Board Room
600 North Main Street
Woodstock, Virginia

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OR AMENDMENT OF FEBRUARY 1, 2018 MEETING AGENDA

CONSIDERATION OF NON ACTION ITEMS

TAB A

1. Discussion regarding a Resolution Supporting the Creation of a Small and Rural Schools Coalition.
2. Discussion regarding a request from the School Division to re-appropriate their FY17 Fund Balance.
3. Discussion with Grimm and Parker Architects regarding the Shenandoah County Sheriff's Office and the Emergency Communication Center.
4. Discussion related to Real Estate General Reassessment.
5. Discussion concerning possible connection of the Town of Edinburg to the county owned North Fork Wastewater Treatment Plant.

PUBLIC COMMENT (other than matters previously the subject of a public hearing)

CONSIDERATION OF CONSENT AGENDA ITEMS

TAB B

1. Approval of Minutes – January 4, 2018 Work Session and January 9, 2018 regular meeting. **(Action requested)**
2. Consideration of the appointment of Jessica Sager to the Tourism Council. **(Action requested)**
3. Consideration of the re-appointment of Rhonda Lively to the Parks and Recreation Advisory Committee. **(Action requested)**
4. Consideration of the appointment of Seth Coffman to the Citizens Advisory Committee on the Comprehensive Plan. **(Action requested)**

PUBLIC HEARINGS – No public hearings are scheduled.

SPECIAL PRESENTATIONS – Robert Clark, Sr. Extension Agent-Drought Condition Update

OLD BUSINESS – No old business is scheduled.

CONSIDERATION OF PLANNING COMMISSION ITEMS – No PC Items are scheduled.

NEW BUSINESS

TAB C

1. Consideration of a revised FY 2019 Budget Calendar. **(Action requested)**

COUNTY ATTORNEY COMMENTS

BOARD MEMBER COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

OTHER BUSINESS

CLOSED SESSION(S)

1. Request to enter into Closed Session in accordance with Section 2.2-3711 (A) (1) of the state code to discuss the assignment and appointment of specific public officers, appointees or employees. The subject matter is the appointment of public officials to serve on the Northern Shenandoah Valley Regional Commission (NSVRC), Lord Fairfax Community College Board, Agriculture and Forestal Advisory Committee and the Social Services Board.

ADJOURNMENT

County of Shenandoah

A1

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Resolution to Support the Creation of a Small and Rural Schools Coalition

WHEREAS, over 80 school divisions across the Commonwealth could be defined as Rural and/or Small; and

WHEREAS, Small Rural Localities and Stakeholders have determined that working collaboratively will enhance their collective voice in legislative and other matters; and

WHEREAS, Local Stakeholders include School Boards, Boards of Supervisors, City Councils, Town Councils, Industrial Development Authorities, Chambers of Commerce, etc.; and

WHEREAS, Small Rural Stakeholders believe that PK-12 public education is critical to the vitality of their region and to the Commonwealth as a whole; and

WHEREAS, Rural School Divisions have seen a decline in K-12 enrollment of over 5,000 students since 2009 which represents a 6% decline; and

WHEREAS, 18% of students in the Rural School Divisions live below the Federal Poverty Level; and

WHEREAS, 50% of students in Rural School Divisions are eligible for Free or Reduced Priced Lunch; and

WHEREAS, the State share for school operations has decreased by 4.7% in Rural School Divisions since 2009 while the Local share for operations has increased by 4.3%; and

WHEREAS, these Rural Localities have the ability to raise only \$19,469,500 by increasing property taxes by one penny (.01); and

WHEREAS, local poverty and tax revenues prevent Rural Localities from funding schools at the same level as affluent Localities.

NOW, THEREFORE, BE IT RESOLVED that the Shenandoah County Board of Supervisors does hereby support the creation of a Small and Rural School Division Coalition in order to better advocate for our students, teachers, staff, and stakeholders.

ADOPTED this 1st Day of February, 2018.

Conrad A. Helsley, Chairman

ATTEST:

Mary T. Price, Clerk of the Board

County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT: REGULAR: X CLOSED SESSION:

ACTION: INFORMATION: X

ITEM TITLE: Discussion regarding a request from the School Division to re-appropriate their FY17 Fund Balance.

RECOMMENDATION: This matter is being presented for information only at this time with action expected at the February 27, 2018 meeting.

BACKGROUND:

Dr. Mark Johnston explains in the attached Memorandum a formal written request for the return of FY17 unspent appropriations in the total amount of \$1,031,468. Of the requested amount, \$583,571 is from the division's special grants budgets. The remaining \$447,897 is requested to fund specific one-time capital projects included in the attached FY 19 approved Capital Improvement Plan, therefore reducing the CIP requests for FY19. Dr. Johnston will be in attendance at the meeting to answer any questions the Board may have.

BUDGET IMPACT:

This action will move \$1,031,468 from FY17 Unassigned Fund Balance to the School Division. The return of unspent appropriations to the Public Schools for use on one-time capital expenditures addresses specific capital needs while avoiding reliance on one-time funds to support on-going operational costs. This action also serves to encourage the application of conservative financial management practices within the School Division throughout the fiscal year.

STAFF CONTACTS:

Mary T. Price, County Administrator

ATTACHMENT(S):

Memorandum dated January 12, 2018 from Dr. Mark Johnston
FY 19 Capital Improvement Plan for the School Division

REVIEWED BY:



DATE:

1/26/18



600 N. Main Street, Suite 200

Woodstock, VA 22664

(540) 459-6222

TO: Mary Beth Price, County Administrator

FROM: Dr. Mark Johnston, Superintendent

A handwritten signature in black ink, appearing to read "meg", is written over the "FROM:" line.

DATE: January 12, 2018

RE: Request for Reappropriation of 2016-2017 Fund Balance

CC: Barbara Stombeck, Director of Finance

At its meeting on January 11, the Shenandoah County School Board voted to forward a request to the Shenandoah County Board of Supervisors for re-appropriation to the school division of the 2016-2017 fund balance. This amount has been identified by Robinson, Farmer, Cox Associates to be \$1,031,468. This is a result of the following variables:

Under Expenditure	\$ 447,897
Special Budget Carryover	<u>\$ 583,571</u>
Total	\$1,031,468

This re-appropriation would be used as follows:

Special Budget Carryover	\$ 583,571
Capital Projects	<u>\$ 447,897</u>
	\$1,031,468

Please note that the capital projects will be identified from the school division's approved FY19 Capital Improvement Plan (CIP) which is attached. Actual projects will be dependent upon bid/quote results and time constraints. Please place this on the agenda for the Board of Supervisors at your earliest convenience. We would like to proceed with the projects as soon as possible in order to complete work before June 30 with the understanding that incomplete projects will roll forward to FY19. I am available to answer any questions that you may have about this request.

**CAPITAL IMPROVEMENT PLAN
RECOMMENDED PROJECTS FY19**

Project Reference	Total	Priority	2018-19
Fire Alarm Panel/Devices at W W Robinson Elementary School	15	Necessary	105,000
Upgrade Intercom Systems at Middle Schools	19	Urgent	50,000
Upgrade Intercom Systems at Elementary Schools	19	Urgent	50,000
Security Cameras at Middle schools	14	Necessary	180,000
Security Cameras at Elementary schools & Triplett Tech	14	Necessary	345,000
Upgrade School Clock System at Middle Schools (3)	11	Desirable	45,000
Upgrade School Clock Systems at Elementary Schools - SHES FY19	11	Desirable	30,000
ADA Compliance Remediation	15	Necessary	50,000
Non Destructive Pipe Testing of dual temperature systems-alem. schools	19	Urgent	15,000
Refurbish High School Cooling Tower Fills	17	Necessary	22,500
Replace 90's wing gym roof top units in elementary schools	17	Necessary	100,000
Add ductless mini split A/C system into Main and Auxiliary Gym locker rooms at all three high schools	18	Urgent	60,000
Replace boilers at Ashby Lee Elementary School in 90's Wing	22	Urgent	55,000
Replace ceiling mounted unit ventilators-high school science wings	16	Necessary	30,000
Replace Split System AC Units for Forums at PMMS and NFMS	18	Urgent	103,000
Replace Fan Coil Units at Elementary Schools	15	Necessary	75,000
Replace Chiller at North Fork Middle School	18	Urgent	160,000
VAV Box conversion to DDC at Signal Knob Middle School (49 units)	18	Urgent	131,957
Reinsulate dual temperature piping at Ashby Lee Elementary School	19	Urgent	55,000
Roof Replacement at Signal Knob Middle School (23 yrs. - 83,100 Sf)	19	Urgent	581,700
Roof Replacement at North Fork Middle School (22 yrs.- 76,500 Sf)	19	Urgent	535,500
Roof Replacement at Central High School (90's Wing - 21 yrs.- 26,200 Sf.)	19	Urgent	183,400
Replace door hardware, rekey all interior locks - Sandy Hook Elem FY19	17	Necessary	53,000
Install LED lighting on all pole and wall pack lights -Southern Campus FY19	14	Necessary	50,000
Installation of additional parking lot lighting at Triplett Tech	17	Necessary	15,000
Repave front lot of WW Robinson	13	Necessary	35,000
Repaving of front and side parking lot at Ashby Lee Elementary School	14	Necessary	50,000
Repaving of 2 front lots at Signal Knob Middle School	14	Necessary	40,000
Widen Sidewalks at Sandy Hook Elementary School	15	Necessary	25,000
Repair Sidewalks and Stairs at Ashby Lee Elementary School	16	Necessary	20,000
Repair sidewalks at Signal Knob Middle School	13	Necessary	15,000
Repair Sidewalks at Central High School	13	Necessary	15,000
Install new HC ramp from drive lane into school entrance at Triplett Tech	17	Necessary	10,000
Replace Stage Lights at Peter Muhlenberg Middle School	18	Urgent	20,000
Electrical Infrared Scans of all panel boards in all 10 schools	16	Necessary	15,000
Exterior caulking at elementary, middle and high schools	14	Necessary	25,000
Gymnasium addition at Sandy Hook Elementary (40' X 60' steel building on a	21	Urgent	150,000
Handicap Ramp for 2000's wing at WWR	14	Necessary	40,000
School Bus Purchases	21	Urgent	969,000
Replace high-mileage vehicles	21	Urgent	90,000
Replace driver's education cars	21	Urgent	40,000
Purchase Utility Service Truck	21	Urgent	30,000
Install Electrical Outlets at Central Campus	8	Desirable	45,000
Install new lights for Strasburg High School baseball and softball fields	20	Urgent	250,000
Resurface outdoor track at Ashby Lee Elementary School	13	Necessary	15,000
Resurface tracks at Central High School	18	Urgent	140,000
Replace Football Stadium Bleachers at Central High School	18	Urgent	15,980
Asphalt both playgrounds at W W Robinson Elementary School	16	Necessary	20,000
Resurface outdoor basketball court at Signal Knob Middle School	14	Necessary	5,000
Playground fencing at Sandy Hook Elementary	19	Urgent	15,000
GRAND TOTAL			5,176,037

County of Shenandoah
Board of Supervisors

A4

Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT: REGULAR: X CLOSED SESSION:

ACTION: INFORMATION: X

ITEM TITLE: Discussion related to real estate general reassessment.

RECOMMENDATION: Discussion at this time.

BACKGROUND:

Shenandoah County conducted its last general reassessment beginning in the summer of 2014 and 2015 and the assessments took effect on January 1, 2016. Prior to 2016, the last general reassessment was effective on January 1, 2012 and prior to that the County was on a four year cycle. Section 58.1-3252 (attached) indicates localities shall conduct its general reassessment every four years. However, the locality may elect by majority vote to perform the general reassessment at either five or six year intervals. The Board of Supervisors elected to perform its general assessment on the six year interval in 2016. This is brought before you at your meeting on February 1 to discuss whether to perform the general reassessment to take effect January 1, 2020 or to consider future years. Regardless, the cycle cannot exceed six years. If the Board determines it does not want to perform the general reassessment on the four year schedule, an ordinance similar to the ordinance adopted in 2012 will need to be approved. A public hearing on such an ordinance could be scheduled at your February 27, 2018 meeting.

BUDGET IMPACT:

The actual cost to perform the last reassessment was \$519,348, divided over three budget cycles as follows: FY 2015 - \$349,225, FY 2016 - \$169,730 and FY 2017 – 393. This includes the contractor and Board of Equalization costs.

STAFF CONTACTS:

Mary T. Price, County Administrator

ATTACHMENT(S):

2012 Ordinance
Section 58.1-3252

REVIEWED BY:



DATE:

1/26/18

**AN ORDINANCE RESCHEDULING
THE 2012 REASSESSMENT FOR TAXABLE REAL ESTATE**

Whereas, § 58.1-3252 of the Code of Virginia establishes a general requirement that counties conduct a general reassessment of taxable real estate every four years, but

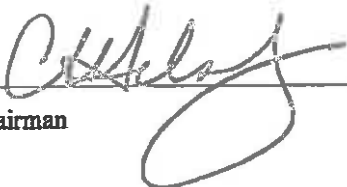
Whereas, §§ 58.1-3252, 3253 and 3254 also offer alternative schedules, thereby allowing counties certain flexibility in the conduct of reassessments, and

Whereas, on the regular four-year schedule, a reassessment would be conducted in time to be effective in 2014 but this board finds that because of the stagnant real estate market and the considerable expense of conducting the reassessment, thus it would be prudent to defer that expense,

Now, therefore, be it ordained by the Board of Supervisors of Shenandoah County, Virginia that:

1. Under the authority of § 58.1-3252 of the Code of Virginia, the County shall reassess its real estate on a six-year cycle, and the next general assessment shall take effect on January 1, 2016.
2. The County reserves the right to resume a four-year schedule or otherwise alter the schedule after the 2016 reassessment.

Ordained this 14th day of August, 2012.


Chairman

[Note: There's no requirement that ordinances like this be codified, but most jurisdictions would include this type thing in their codes. That said, I couldn't find any provisions in your code concerning real estate taxation, other than § 146-93, which addresses semi-annual collection. Thus I have not included any provision for codifying it.]

Code of Virginia
Title 58.1. Taxation
Chapter 32. Real Property Tax

§ 58.1-3252. In counties.

There shall be a general reassessment of real estate every four years. Any county which, however, has a total population of 50,000 or less may elect by majority vote of its board of supervisors to conduct its general reassessments at either five-year or six-year intervals. In addition, Augusta County may elect by majority vote of its board of supervisors to conduct its general reassessments at either five-year or six-year intervals.

Nothing in this section shall affect the power of any county to use the annual or biennial assessment method as authorized by law.

Code 1950, § 58-778; 1950, p. 10; 1976, c. 717; 1977, c. 419; 1979, cc. 574, 577; 1981, c. 439; 1984, cc. 273, 675; 2009, c. 529.

A regular work session of the Board of Supervisors was held at 4:00 p.m. in the Board Conference Room of the Government Center, 600 North Main Street, Woodstock, Virginia, on Thursday, January 4, 2018. The following members of the Board of Supervisors were present: Chairman Conrad A. Helsley, Vice Chairman Dick Neese, Steve Baker, Richard Walker and Dennis Morris. Others present included County Administrator Mary Price, Assistant County Administrator Evan Vass, Director of Finance Harrison Nicholson and Deputy Clerk Chris Sherman. Supervisor Karl Roulston was absent.

Topics of Discussion:

1. Discussion regarding relocation of the Toms Brook voting precinct.

Lisa McDonald, Voter Registrar and members of the Electoral Board Vice Chair Jeannie Russell and Secretary/Treasurer Ron Mumaw were in attendance.

Ms. Russell explained that the Round Hill Church of Brethren is no longer interested in hosting the voting precinct and has asked the County to find another location. She said to relocate the site, a public hearing would have to be scheduled and voters would have to be notified before the June primary election. She said she has spoke with Duane Williams, Facilities Foreman for the County and agree the best relocating option is the Toms Brook Volunteer Fire Department. Ms. Russell indicated she and Mr. Williams met at the site today and noted some minor changes would be necessary for the handicap entrance.

Supervisor Neese asked if the American Disability Act (ADA) organization had reviewed the changes and Ms. Russell said no.

Ms. Price explained that the Code Enforcement office assists with ADA Compliance regulations. She asked if the board has a general consensus to move forward, then the public hearing could occur at the night meeting on January 23, 2018.

2. Discussion regarding pharmaceutical distribution at the Northwestern Community Services Board.

Mike Elwell, Executive Director of NWCSB explained that as a way to improve services at the local clinic in Woodstock, they would like to offer an onsite pharmacy service through Genoa Pharmacy. He stated it would be cheaper and more efficient to dispense the medication from a small area inside the clinic versus using Lantz Pharmacy in Stephens City.

Supervisor Walker said he had concern about storing medicine in an unsecure area and Ms. Price stated they have a secure area already.

Jason Ham, County Attorney explained that because NWCS is located in the Health and Human Services building and it is funded through a Virginia Resource Authority bond, the VRA would need to approve this idea followed by a lease agreement.

Ms. Price explained that a public hearing is required and could be scheduled for January 23, 2018, pending authorization from the VRA.

3. Discussion regarding a request to relieve tipping fees for a county thrift store.

Mr. Gary Hines, Executive Director of the Shenandoah County Thrift Store was in attendance as Bill Erbach could not attend.

Pat Felling informed the Board that he had researched other localities to see how they handle excessive televisions and relief of tipping fees with local thrift stores and all of them no longer offer support or relief of tipping fees.

Mr. Gary Hines explained that the excessive drop off of TV's at their site did not become a burden until approximately 1.5 years ago when the County started charging a fee for televisions. He said that his staff will reject televisions and other non-sellable items when we are open for business, but when the store is closed, the public uses our location as a drop off and this has created an enormous mountain of televisions.

Ms. Price suggested the County give the thrift store a longer period of time to pay for the televisions once they are dropped off.

Chairman Helsley worried how the store could prevent further improper dumping.

Supervisor Walker worried if the County provides relief to one thrift store they would have to provide relief to all thrift stores.

Mr. Felling requested a coordination of schedules with the thrift store ensuring the landfill has enough containers available. He explained that the County does not gain revenue by charging for the televisions and is only attempting to recoup some of the cost for disposal themselves.

The Board made a general consensus to move forward with Ms. Price suggestion asking Mr. Felling and Mr. Hines to coordinate schedules.

4. Discussion regarding the annual 2017-2018 Virginia Department of Health Locality Agreement for the Lord Fairfax Health District.

Ms. Price explained that this has already been approved in the FY18 budget, but the Health Department went through administrative changes and the contract is just now coming through our office.

Chairman Helsley said the board could approve this at the January 9 board meeting.

5. Discussion regarding the meeting Rules and Procedures 2018.

Jason Ham, County Attorney offered legal suggestions and clarifications regarding proposed amendments and board members shared their thoughts and opinions. He confirmed the new meeting schedule would commence on February 1 and meetings would occur on the first Thursday at 4:00 p.m. and the fourth Tuesday at 7:00 p.m.

Ms. Price acknowledged recent emails and the concern about eliminating one of the public comment sections on the agenda and explained there is no intent to shorten the public's comments and is designed to remove confusion on when the public can speak during a meeting.

Chairman Helsley reminded the board that the rules and meeting format could be modified later but suggested the board experiment with the amended rules at this time. He stated the board would take action at the January 9 board meeting regarding the Rules and Procedures.

With no further comments, the meeting was adjourned at 5:15 p.m.

Conrad A. Helsley, Chairman

ATTEST: _____
Mary T. Price, Clerk of the Board

**MINUTES OF MEETING OF
THE BOARD OF SUPERVISORS
January 9, 2018**

A regular meeting of the Board of Supervisors was held at 9:00 a.m. in the Board Meeting Room, 600 North Main Street, Woodstock, Virginia on January 9, 2018. The following members of the Board of Supervisors were present: Chairman Conrad A. Helsley, Vice Chairman Dick Neese, Steve Baker, Richard Walker, Karl Roulston and Dennis Morris. Others present included County Administrator Mary T. Price, Assistant County Administrator Evan Vass, Director of Finance Harrison Nicholson, Deputy Clerk Chris Sherman and County Attorney Jason Ham.

Others in attendance included: Jenna French, Director of Tourism and Business Development and Rodney McClain, Director of Public Utilities.

An invocation was given by Chairman Helsley followed by the Pledge of Allegiance.

Vice Chairman Neese made a Motion, seconded by Supervisor Baker to approve the January 9, 2018 regular meeting. The Motion was approved by a verbal vote of 6-0 as follows: Ayes: Baker, Walker, Roulston, Morris, Neese and Helsley.

PUBLIC COMMENTS (On new business and consent agenda items only)

Kevin Rooney of Maurertown asked who authorizes changes to the rules and procedures and worried about the reduction of public comments from the agenda.

Eugenia Kimble of Fort Valley and Chairman of the Democratic Education Committee asked the board to consider a revised method for the public to comment about the proposed budget and tax rates before they are advertised this spring.

Ken Cruise of Toms Brook said it is better to offer the public the opportunity to speak and keep open and transparent government.

Steven Curtis of Edinburg said public comments are important and the board should try to expand the time allowed for comments instead of restricting the time allowed.

CONSIDERATION OF CONSENT AGENDA

Vice Chairman Neese made a Motion, seconded by Supervisor Baker to approve the consent agenda. The Motion was approved by a verbal vote of 6-0 as follows: Ayes: Baker, Roulston, Morris, Walker, Neese and Helsley.

1. Approval of minutes from December 7, 2017 Work Session and December 12, 2017 regular meeting.
2. Consideration of the annual 2017-2018 Virginia Department of Health Locality Agreement for the Lord Fairfax Health District.

PUBLIC HEARING – No public hearings were scheduled.

REPORTS/SPECIAL PRESENTATIONS - No presentation were scheduled.

STAFF REPORTS and COMMENTS:

1. Harrison Nicholson, Director of Finance presented re-appropriations, debt schedules and financial reports. He reported that the debt schedules include principal and interest information as well as pay off dates.
Chairman Helsley verbally reviewed several of the projects and reported on their maturity dates and amounts.
2. Rodney McClain, Director of Public Utilities presented information on the average daily usage of water and sewer for the Sanitary Districts and their number of customers. He reported that the Town of Edinburg along with the county are studying the possibility of a connection to the North Fork Waste Water Treatment Plant. County Administration is meeting with Edinburg officials to discuss detail.
3. Jenna French, Director of Tourism and Business Development provided a power point explaining the importance of all the organizations that work behind the scenes in recruiting new industry to the County. She gave a background of each organization and how they contribute in promoting Shenandoah County and she thanked the IDA for hiring an Engineering firm to assist with getting industrial sites ready.
Supervisor Roulston commented that Economic Development is an investment in this County and Board members should support and provide all resources necessary.

OLD BUSINESS – No old business was scheduled.

PLANNING COMMISSION ITEMS - No PC items were scheduled.

NEW BUSINESS

1. Consideration of board meeting Rules and Procedures for 2018.

Jason Ham, County Attorney indicated that the requested changes that were discussed at the January 4 work session are included in the redline copy in your packets. He clarified that the language of section 2-1 specifies regular meetings on January 9 and January 23 with the new meeting format commencing on February 1, 2018 and first Thursday of each month and the 4th Tuesday of each month thereafter.

Supervisor Morris made a Motion seconded by Supervisor Baker to approve the Rules and Procedures with changes as indicated in red.

Supervisor Roulston asked how the board was going to address the concerns of the citizens regarding their opportunity and time limits for voicing their concerns.

In response, Chairman Helsley stated that the board can continue with one public comment section per meeting and the three minute format for awhile and if that is insufficient the board can always vote to change the rules to increase the allotted public comment time. He said he typically does not restrict speakers to the three minute rule unless it is a public hearing with a long list of registered speakers.

Supervisor Walker stated that the public could still submit written comments to the clerk of the board for public record and also make a presentation if they contact the clerk or a board member.

Supervisor Morris emphasized that citizens will still have the opportunity to speak during the Thursday meetings and then again at the night meetings so we are still being transparent.

The Motion passed with a roll call vote of 5-1 as follows:

Baker	aye	Morris	aye
Roulston	aye	Walker	nay
Neese	aye	Helsley	aye

2. Consideration of 2018 Committee Assignments and Resolution.

Chairman Helsley read the attached assignments.

Supervisor Morris made a Motion, seconded by Supervisor Neese to accept and change the assignments reflecting Conrad Helsley as the appointment to the Department of Social Services Board as opposed to Mr. Walker which was presented in the resolution.

Supervisor Walker emphasized the importance of rotating membership and stated a twelve year term on the DSS by Supervisors Helsley and Morris each was too long and said that he will not support this Motion.

The Motion passed by a roll call vote of 3 ayes 2 nays 1 abstain as follows:

Walker	nay	Morris	aye
Baker	aye	Roulston	nay
Neese	aye	Helsley	abstain

Chairman Helsley stated that he abstained from the vote as this was not the original assignments that he presented.

RESOLUTION ATTACHED HERETO

Shenandoah County Board of Supervisors
2018 COMMITTEE ASSIGNMENTS
 Effective January 9, 2018

Agricultural & Forestal District Comm. Steve Baker	<i>1st Monday in December annually and other meetings as needed</i>
Community Policy & Management Team Steve Baker Mary Price, alternate	<i>Monthly Meetings/1st Wednesday - 9:00am</i>
Conservation Easement Authority Steve Baker	<i>Bi-Monthly meetings/1st Wednesday - 5:00pm</i>
Library Board of Trustees Dennis Morris	<i>2nd Tuesday Feb, May, Aug, November - 6:00pm</i>
Northern Shenandoah Valley Regional Commission Conrad Helsley Dennis Morris	<i>Monthly Meetings/3rd Thursday -5:00pm</i>
Parks and Recreation Advisory Board Richard Walker	<i>Bi-Monthly Meeting/4th Wednesday-7:00pm</i>

People, Inc.

Dick Neese

Bi-Monthly Meeting/3rd Wednesday – 6:00pm.

Planning Commission

Karl Roulston

Monthly Meeting/1st Thursday - 7:00pm

RSW Regional Jail Authority

Conrad Helsley

Bi-Monthly Meetings/4th Thursday - 2:00pm

Social Services Board

Conrad Helsley

Monthly Meeting/4th Friday - 9:00am

Tourism Advisory Council

Karl Roulston

Monthly Meeting/3rd Tuesday - 12 Noon

Water Resources Advisory Committee

Dick Neese

Quarterly meetings/2nd Wednesday - 5:00pm

PUBLIC COMMENTS ON NON-AGENDA ITEMS (and other matters not previously the subject of a public hearing at this meeting) – No comments were received.

COUNTY ATTORNEY COMMENTS – There were no comments made by Jason Ham.

BOARD MEMBER COMMENTS

Supervisor Walker expressed disappointment about not being appointed to his requested committees. He said that he will continue to attend the RSW Regional Jail Authority meetings as well as the DSS meetings as a non member.

COUNTY ADMINISTRATOR COMMENTS

Mr. Vass asked the board to provide staff some direction about the possibility of extending the design phase with Grim and Parker Architects for the Shenandoah County Sheriff's complex to include the 911 Communications Center. He said that the current design phase is at 95% for the Sheriff's Office and it is imperative the board act now and advise if they desire the design to be modified.

Chairman Helsley said he hopes the board would look at other possibilities to the design of the building not only for the relocation of the 911 Center but for all the equipment that currently is stored in the cinderblock building. He added that it would be better to take action all at one time sooner than later because it would require more funding later.

Supervisor Walker said it would be more appropriate to include Sheriff Carter in the discussion to change the design as he was planning on using that cinderblock site in the future and Chairman Helsley explained there would be no changes to his proposed building,

Supervisor Roulston asked what is the time line?

Mr. Vass further explained that to modify the current design it would delay the bidding process for the Sheriff's Office. He also said that the current design fee is being paid out of the asset forfeiture fund and if the board modifies the design, the county would incur expenditures from the general fund.

Chairman Helsley said that he and the architect have had conversations with the Sheriff related to incorporating the emergency communications center with the new Sheriff's Office complex.

Mr. Vass said that the Board does not meet again until January 23 and there is an urgency to move the request forward for a cost estimate to revise the design in order to not further delay the Sheriff's Office complex

Supervisor Walker said that the Sheriff may be aware but that does not mean that he agrees with it and he said the public should be exposed to any changes in the site plan.

Chairman Helsley agreed and suggested ECC, Fire and Rescue and all of the Sheriff divisions should be involved.

Supervisor Roulston agreed but added right now we are simply getting a cost estimate and more data that might allow us to make affordable changes to the design.

Mr. Vass suggested all parties attend the February 1 Board Meeting.

Chairman Helsley mentioned the Fire and Rescue Strategic Committee and suggested that a facilitator would be helpful to get the committee moving forward again and directed staff to seek a facilitator.

Mr. Vass said they would be helpful in keeping the committee on track.

OTHER BUSINESS - no other business was discussed.

CLOSED SESSION(S)

1. Supervisor Baker made a Motion, seconded by Supervisor Neese to enter into closed session at 11:20 a.m. in accordance with Section 2.2-3711 (A) (1) of the state code to discuss the assignment and appointment of specific public officers, appointees or employees. The subject matter is the appointment of public officials to serve on the Planning Commission, the Industrial Development Authority, the Citizens Advisory Committee to the Comprehensive Plan, the Northern Shenandoah Valley Regional Commission, the Northwestern Community Services Board, the Parks and Recreation Advisory Committee, the Lord Fairfax Community College Board, the Agriculture and Forestal Advisory Committee, the Shenandoah Valley Work Force Development Board, the Shenandoah Valley Partnership, the Social Services Board and the appointment of a Zoning Administrator. The Motion to enter into closed session was approved by a voice vote of 6-0 as follows:

Ayes: Baker, Morris, Roulston, Walker, Neese and Helsley

Supervisor Baker made a Motion, seconded by Supervisor Shruntz to return to regular session at 11:55 a.m. The Motion passed by a voice vote of 6-0 as follows:

Ayes: Baker, Morris, Roulston, Walker, Neese and Helsley

Mr. Vass read the certification that all members must certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirement, under The Virginia Freedom Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting of the public body.

Members were polled to certify that only those matters identified in the above Code Section was discussed.

Baker	aye	Roulston	aye
Walker	aye	Morris	aye
Neese	aye	Helsley	aye

With no further business to come before the Board, the meeting was adjourned at 11:57 a.m.

Conrad A. Helsley, Chairman

ATTEST: _____
Mary T. Price, Clerk of the Board

**A RESOLUTION CONCERNING THE
BOARD OF SUPERVISORS' COMMITTEE TERMS**

Whereas, this Board has certain affiliations with subordinate, independent, or quasi-independent authorities, commissions, and boards ("Entities"), and

Whereas, from time to time, Board members are assigned or asked to serve on such Entities ("Assignments"), and

Whereas, some of these Assignments carry terms of several years, while others are for a single year, and

Whereas, in order to foster consistency among these Entities and to make Assignments in accordance with the law, Assignments are made by resolution of the Board of Supervisors and will be consistent with any applicable membership terms and any other legal requirements.

Now, therefore, be it resolved, by the Board of Supervisors of Shenandoah County, Virginia, that,

I. General.

1. Members of the Board of Supervisors of Shenandoah County shall be assigned to serve on Entities in accordance with any applicable membership terms that are prescribed by state or local law.
2. In the absence of an applicable membership term of multiple years, Assignments shall be on an annual basis.
3. Unless provided to the contrary in an Entity's charter, bylaws, contractual or other governing documents, or legal authority Board members serving by Assignment shall be voting members of the Entity.

II. Multiple-Year Terms.

4. In accordance with section 82-5 of the Shenandoah County Code, any member of the Board of Supervisors assigned to the Shenandoah County Conservation Easement Authority shall be a member and shall serve a four-year term. Currently, **Steve Baker** serves on this authority, and his current term expires on December 31, 2019.
5. In accordance with Virginia Code section 42.1-35, any member of the Board of

Supervisors assigned to the Shenandoah County Library Board of Trustees shall be a member and shall serve a four-year term. **Dennis Morris** is assigned to serve on this board, and his term expires on December 31, 2021.

III. Single-Year Terms.

6. **Steve Baker** is assigned to be a member of the Agricultural and Forestal District Advisory Committee for a one-year term ending December 31, 2018.
7. **Steve Baker** is assigned to be member of the Community Policy and Management Team for a one-year term ending December 31, 2018.
Mary T. Price is assigned to be an alternate member of the CPMT for a one year term ending December 31, 2018.
8. **Conrad Helsley and Dennis Morris** are assigned to be members of the Northern Shenandoah Valley Regional Commission for a one-year term ending December 31, 2018.
9. **Richard Walker** is assigned to be a member of the Parks and Recreation Advisory Board for a one-year term ending December 31, 2018.
10. **Dick Neese** is assigned to be a member of the People, Inc. Board of Directors for a one-year term ending December 31, 2018.
11. **Karl Roulston** is assigned to be a member of the Shenandoah County Planning Commission for a one-year term ending December 31, 2018.
12. **Conrad Helsley** is assigned to be a member of the RSW Regional Jail Authority for a one-year term ending December 31, 2018.
13. **Conrad Helsley** is assigned to be a member of the Social Services Board for a one-year term ending December 31, 2018.
14. **Karl Roulston** is assigned to be a member of the Tourism Advisory Council for a one-year term ending December 31, 2018.
15. **Dick Neese** is assigned to be a member of the Water Resources Advisory Committee for a one-year term ending December 31, 2018.

Resolved this 9th day of January, 2018.

County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Appointment of Ms. Jessica Sager to the Tourism Council.

RECOMMENDATION:

Consider the appointment of Ms. Sager to serve the remainder of a three (3) year term on the Tourism Council currently occupied by member Mr. Joe Proctor.

BACKGROUND:

The Board of Supervisors met most recently in closed session on January 23, 2018 to discuss appointments to various boards and commissions. If appointed, Ms. Sager's appointment would be effective immediately through December 31, 2019. Ms. Sager will represent the "at large" member on the Tourism Council.

BUDGET IMPACT:

None

STAFF CONTACTS:

Evan L. Vass, Assistant County Administrator

ATTACHMENT(S):

None

REVIEWED BY:



DATE:

1/26/18

B3

County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Reappointment of Ms. Rhonda Lively to the Parks and Recreation Advisory Committee.

RECOMMENDATION:

Consider the reappointment of Ms. Lively to serve a three (3) year term on the Parks and Recreation Advisory Committee.

BACKGROUND:

The Board of Supervisors met most recently in closed session on January 23, 2018 to discuss appointments to various boards and commissions. If reappointed, Ms. Lively's appointment would be effective immediately through December 31, 2020. Ms. Lively will represent District 3 on the Parks and Recreation Advisory Committee.

BUDGET IMPACT:

None

STAFF CONTACTS:

Evan L. Vass, Assistant County Administrator

ATTACHMENT(S):

None

REVIEWED BY:



DATE:

1/26/18

County of Shenandoah
Board of Supervisors

Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Appointment of Mr. Seth Coffman to the Citizens Advisory Committee on the Comprehensive Plan.

RECOMMENDATION:

Consider the appointment of Mr. Coffman to serve a four (4) year term on the Citizens Advisory Committee on the Comprehensive Plan (CAC).

BACKGROUND:

The Board of Supervisors met most recently in closed session on January 23, 2018 to discuss appointments to various boards and commissions. If appointed, Mr. Coffman's appointment would be effective immediately through December 31, 2021. Mr. Coffman will represent one of two representatives of District 1.

BUDGET IMPACT:

None

STAFF CONTACTS:

Evan L. Vass, Assistant County Administrator

ATTACHMENT(S):

None

REVIEWED BY:



DATE:

1/26/18

County of Shenandoah
Board of Supervisors



Agenda Item Summary

AGENDA DATE: February 1, 2018

CONSENT:

REGULAR: X

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Consideration of a revised Fiscal Year 2019 budget calendar.

RECOMMENDATION: Action is requested following discussion.

BACKGROUND:

The Board of Supervisors approved the FY 2019 Budget Calendar on October 24, 2017. County Administration would like to discuss revisions related to the budget calendar specifically related to department budget deliberations. Administration and Finance are proposing to provide a budget summary for the Board of Supervisors highlighting in major adjustments and requests to department budgets. A presentation of the summarized department budgets would be provided at a budget work session and discussions can follow at subsequent meetings.

The FY 2019 Proposed Budget would still be presented at the February 27 board meeting and the budget received at that time would include summarized budget. You will continue to receive detail related to constitutional offices.

BUDGET IMPACT:

None

STAFF CONTACTS:

Mary T. Price, County Administrator

ATTACHMENT(S):

FY19 Revised Budget Calendar

REVIEWED BY:

DATE:

1/26/18



REVISED 2.1.18

SHENANDOAH COUNTY, VIRGINIA FISCAL YEAR 2019 BUDGET CALENDAR

<u>DATE/TIME</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
Wednesday, November 15 10:00 a.m.	FY 2019 Budget Kick-Off with Finance Director, Department Directors, and Constitutional Officers to distribute Budget and CIP Preparation Packets and Guidelines	EOC Training Room
Friday, December 15	FY 2019 Budget and CIP Requests Due to Finance Director	Administration
Weeks of January 2 and 8	Budget Review Team meet with Department Directors on FY 2019 Budget and CIP Requests	Administration
Thursday, February 8 7:00 p.m.	Superintendent of SCPS presents FY 2019 SCPS Budget Request to the School Board; Board of Supervisors invited to attend	Board Room
Friday, February 23	Complete FY 2019 Proposed Budget	Administration
Tuesday, February 27 7:00 p.m. (regular BOS meeting)	Finance Director Presents 5 yr Capital Improvement Plan and County Administrator Presents FY 2019 Proposed Budget	Board Room
Thursday, March 1 4:00 p.m.	Budget Work Session (includes Constitutional Offices)	Board Conf Room
Tuesday, March 6 1:00 p.m.	Budget Work Session	Board Conf Room
Thursday, March 8 1:00 p.m.	Budget Work Session	Board Conf Room
Tuesday, March 13 1:00 p.m.	Budget Work Session (includes State Supported Offices & Outside Agencies)	Board Room
Wednesday, March 14 4:00 p.m.	Budget Work Session (includes Education)	Board Conf Room

DATE/TIME

ACTIVITY

LOCATION

Tuesday, March 20 1:00 p.m.	Budget Work Session (Establish Tax Rate for Budget Advertisement)	Board Conf Room
Friday, March 23 (before 4:00 p.m.)	Finance Director submits FY 2019 Proposed Budget, Tax Rate, and Public Hearing Notification to Press for Publication	
Wednesday, March 28	FY 2019 Proposed Budget, Tax Rate, and Public Hearing Notification Advertised in Newspaper	
Thursday, April 5 7:00 p.m.	Public Hearing on FY 2019 Proposed Budget and Tax Rate	Peter Muhlenberg Middle School
Tuesday, April 10 9:00 a.m.	Budget Work Session (as needed) (Discussion of Public Hearing comments)	Board Conf Room
Tuesday, April 17 7:00 p.m.	Special BOS Meeting (Adoption of FY 2019 Budget and Tax Rate)	Board Room