

AGENDA REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, DECEMBER 13, 2017 7:00 P.M.

BOARD ROOM, COUNTY ADMINISTRATION BUILDING 107 NORTH KENT STREET, WINCHESTER, VIRGINIA

Call To (<u>Order</u>
Invocati	<u>on</u>
Pledge o	of Allegiance
Adoptio	n of Agenda:
Pu the meet	ursuant to established procedures, the Board should adopt the Agenda for ing.
Consent	<mark>: Agenda:</mark>
(T	entative Agenda Items for Consent are Tabs: A, D, E, F, G, H, I, J and Q)
Citizen (Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)
Board o	f Supervisors Comments
<u>Minutes</u>	: (See Attached) A
1.	Closed Session and Regular Meeting, October 11, 2017.
2.	Regular Meeting, October 25, 2017.
County	Officials:
1.	Employee of the Month for December, 2017. (See Attached) B
2.	Committee Appointments. (See Attached)C
3	Acknowledgement of Receipt of Certified Copies of the Abstracts of Votes

AGENDA REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, DECEMBER 13, 2017 PAGE 2

FAGL			
		from the November 7, 2017 General Election. (See Attached))
Comn	nitt	ee Reports:	
	1.	Information Technologies Committee. (See Attached) E	=
	<mark>2.</mark>	Human Resources Committee. (See Attached) F	=
	3.	Public Safety Communications Committee. (See Attached))
	<mark>4.</mark>	Landfill Oversight Committee. (See Attached)	1
	<mark>5.</mark>	Public Works Committee. (See Attached)	I
	<mark>6.</mark>	Transportation Committee. (See Attached)	J
	7.	Parks and Recreation Commission. (See Attached)	(
<u>Plann</u>	ing	Commission Business:	
	Pu	iblic Hearing:	
	1.	Conditional Use Permit #07-17 for Caroline (Dixie) Scheulen, Submitted for Construction of a Special Event Facilities. The Property is Located at 283 Barracks Lane, Winchester, Virginia and is Identified with Property Identification Number 52-A-261 in the Back Creek Magisterial District. (See Attached)	
	2.	Rezoning #04-17 for Carbaugh Business Center, Submitted by Stowe Engineering, PLC, to Rezone Two Parcels of Land that Total 107.21+/-Acres from the RA (Rural Areas) District to the M1 (Light Industrial) District with Proffers. The Site has an Address of 831 Shady Elm Road (Route 651) and is Located on the Eastern Side of Shady Elm Road, Approximately 1.11 Miles Southwest of the Intersection of Shady Elm Road and Apple Valley Road (Route 652). The Eastern Portion of the Site is Bounded by the CSX Railroad. The Properties are Identified by Property Identification Numbers 74-A-68 and 74-A-69 and are Located in the Back Creek Magisterial District. (See Attached)	/ 1
	3.	2017-2022 Capital Improvement Plan (CIP). The CIP is a Prioritized List	

of Capital Projects Requested by Various County Departments and

AGENDA REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, DECEMBER 13, 2017 PAGE 3

	Agencies. The Plan is Created as an Informational Component of the 2035 Comprehensive Plan. (See Attached)	- N
4.	Eastern Road Plan/Comprehensive Plan Amendment - A Proposed Amendment to the Frederick County 2035 Comprehensive Plan to Update and Clarify a Number of Items on the Eastern Road Plan. The Eastern Road Plan Guides Road Projects in Frederick County that Address the Long-Range Transportation Needs of the County. (See Attached)	- O
5.	Proposed Ordinance Amendment to the Frederick County Code – Chapter 165 Zoning, Article II Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses, Part 203 - Buffers and Landscaping; Section 165-203.02 Buffer and Screening Requirements. Revisions to the Frederick County Zoning Ordinance to Modify Requirements for Residential Separation Buffers in the RP (Residential Performance) Zoning District. (See Attached)	
<u>O</u> 1	ther Planning Items:	
<mark>1.</mark>	Road Resolution – Round Hill Fire Station. (See Attached)	- Q

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

<u>Adjourn</u>

CONSENT AGENDA

MINUTES

CLOSED SESSION

AND

REGULAR MEETING

FREDERICK COUNTY BOARD OF SUPERVISORS

OCTOBER 11, 2017

A Closed Session and Regular Meeting of the Frederick County Board of Supervisors were held on Wednesday, October 11, 2017, beginning at 6:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter and Robert W. Wells.

CALL TO ORDER

Chairman DeHaven called the meeting to order.

CLOSED SESSION

Upon a motion made by Vice-Chairman Fisher, seconded by Supervisor Dunn, the Board of Supervisors convened in closed session pursuant to Section 2.2-3711 A (8) of the <u>Code of Virginia</u>, 1950, as Amended, for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel; and pursuant to Section 2.2-3711 A (3) of the <u>Code of Virginia</u>, 1950, as Amended, for discussion or consideration of the acquisition of real property for a public purpose, and of the disposition of publicly held real estate property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Ave

Upon a motion made by Vice-Chairman Fisher, seconded by Supervisor Lofton, the Board of Supervisors came out of closed session and reconvened in open session.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion made by Vice-Chairman Fisher, seconded by Supervisor Dunn, the Board certified that to the best of each Board Member's knowledge that only the consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711 A (8) of the Code of Virginia, 1950, as Amended, and discussion of the acquisition of real property for a public purpose, and of the disposition of publicly held real estate property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board pursuant to Section 2.2-3711 A (3) of the Code of Virginia, 1950, as Amended, were discussed.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

The Board recessed until its regular meeting, 7:00 P.M.

REGULAR MEETING - CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Pastor Ross Halbersma of the New Hope Alliance Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Fisher led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED

County Administrator Kris Tierney stated there were no changes to the agenda.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Ewing, the Board approved the agenda by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

CONSENT AGENDA - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Wells, the Board approved the following items under the consent agenda:

- Correspondence from Virginia Association of Counties (VACo) Re: Voting Credentials for the Annual Business Meeting Request to Designate County Administrator to Vote Tab B;
- Request to Approve Holding Two Rabies Clinics in 2018 Tab C;
- Human Resources Committee Report Tab G;
- Public Safety Committee Report Tab H;
- Road Resolutions Tab O.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

CITIZEN COMMENTS

Kizzy Kane, addressed the Board with reference to the Subdivision Application of Freedom Crossing. She stated that when this original land was deeded in 1918, it contained 1.5 acres and was consistent up to when the last property heir passed in 1968. She stated the next heir that moved in started paying rent to an entity named Jasbo from 1970 until 1977 which was when a final deed was made containing only 1 acre, more or less, by a lady named Charlotte Carey who deeded the land to Jasbo. She further stated that after research, no one was familiar with a Charlotte Carey or the other heirs that were listed in reference to the original family. She stated there was a 20' easement that was removed from the property by Jasbo so Pine Townhomes community could be completed. She stated this was one example of many that she had on the crossroads and hoped to shed light on this in order to help families impacted by this and prevent further incorrect deed transfers for those that do not have the resources to defend themselves.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

COUNTY OFFICIALS

COMMITTEE APPOINTMENTS

DEPUTY COUNTY ADMINISTRATOR JAY E. TIBBS APPOINTED TO SERVE AS THE FREDERICK COUNTY REPRESENTATIVE ON THE OLD DOMINION ASAP POLICY BOARD (ASAP) AND THE COMMUNITY CRIMINAL JUSTICE BOARD (CCJB) - APPROVED

Upon a motion made by Supervisor Lofton, seconded by Supervisor Dunn, Deputy County Administrator Jay E. Tibbs was appointed to serve as the Frederick County representative on the Old Dominion ASAP Policy Board (ASAP) and the Community Criminal Justice Board (CCJB), filling the seat previously held by the County Administrator, said term to expire February 22, 2020.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Aye

PLANNING DIRECTOR MICHAEL T. RUDDY APPOINTED TO SERVE AS THE FREDERICK COUNTY ALTERNATE ON THE METROPOLITAN PLANNING ORGANIZATION (MPO) - APPROVED

Upon a motion made by Supervisor Wells, seconded by Supervisor Lofton, Planning Director Michael T. Ruddy was appointed to serve as the Frederick County Alternate on the Metropolitan Planning Organization (MPO), filling the vacated seat due to the appointment of Kris Tierney as County Administrator.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye

Judith McCann-Slaughter Aye Robert W. Wells Aye

DEPUTY COUNTY ADMINISTRATOR JAY E. TIBBS APPOINTED TO SERVE AS THE FREDERICK COUNTY ALTERNATE ON THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION (NSVRC) - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Vice Chairman Fisher, Deputy County Administrator Jay E. Tibbs was appointed to serve as the Frederick County Alternate on the Northern Shenandoah Valley Regional Commission (NSVRC), filling the vacated seat due to the appointment of Kris Tierney as County Administrator, said term to expire September 30, 2018.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

DEPUTY COUNTY ADMINISTRATOR JAY E. TIBBS APPOINTED TO SERVE AS THE FREDERICK COUNTY ALTERNATE ON THE JUVENILE DETENTION CENTER COMMISSION - APPROVED

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Wells, Deputy County Administrator Jay E. Tibbs was appointed to serve as the Frederick County Alternate on the Juvenile Detention Center Commission, upon final approval by the Chief Judge of the Juvenile and Domestic Relations Court.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye Blaine P. Dunn Aye Bill M. Ewing Aye

Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

CAROLE FOX REAPPOINTED TO SERVE AS A FREDERICK COUNTY REPRESENTATIVE ON THE HANDLEY REGIONAL LIBRARY BOARD - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Wells, Carole Fox was reappointed to serve as a Frederick County representative on the Handley Regional Library Board for a four year term, said term to expire November 30, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

REGINALD K. SHIRLEY REAPPOINTED AS OPEQUON DISTRICT REPRESENTATIVE ON THE FREDERICK COUNTY BOARD OF ZONING APPEALS - APPROVED

Upon a motion made by Supervisor Wells, seconded by Vice Chairman Fisher, Reginald K. Shirley was reappointed to serve as the Opequon District representative on the Frederick County Board of Zoning Appeals for a five year term, said term to expire December 31, 2022, upon final approval by the Judge of the Circuit Court.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye

Judith McCann-Slaughter Aye Robert W. Wells Aye

CORRESPONDENCE FROM VIRGINIA ASSOCIATION OF COUNTIES (VACO) RE: VOTING CREDENTIALS FOR THE ANNUAL BUSINESS MEETING - REQUEST TO DESIGNATE COUNTY ADMINISTRATOR TO VOTE - APPROVED UNDER CONSENT AGENDA

REQUEST TO APPROVE HOLDING TWO RABIES CLINICS IN 2018 – APPROVED UNDER CONSENT AGENDA

COMMITTEE REPORTS

PARKS AND RECREATION COMMISSION REPORT - APPROVED

County Administrator Kris C. Tierney presented the Parks and Recreation Commission Report.

The Parks and Recreation Commission met on September 19, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Amy Strosnider and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Charles Sandy, Jr.

Items Requiring Board of Supervisors Action:

1. Frederick Water Easement Request - The Buildings and Grounds Committee recommended approval of the Frederick Water easement request as submitted, second by Ms. Natalie Gerometta, motion carried unanimously (7-0). Public hearing is needed to grant this easement. – Approved to Forward to Public Hearing.

County Administrator Kris Tierney stated the purpose of the Frederick Water Easement request was to erect a water tank and this request would require a public hearing.

Upon a motion made by Supervisor Wells, seconded by Supervisor Lofton, the Board forwarded the above request to public hearing by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye

Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Submitted for Board Information Only:

None.

FINANCE COMMITTEE REPORT - APPROVED

Supervisor Slaughter presented the Finance Committee Report.

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, September 20, 2017 at 8:00 a.m. All members were present. Items 5, 6, and 7 were approved under consent agenda. Items 2, 9, 10, 11, 12, 14, and 17 require no action.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, Items 5, 6, and 7 were approved under the consent agenda by the following recorded vote:

Charles S. DeHaven, Jr. Ay	
Blaine P. Dunn Ay	/e
Bill M. Ewing Ay	re
Gene E. Fisher Ay	e
Gary A. Lofton Ay	e
Judith McCann-Slaughter Ay	e
Robert W. Wells Ay	e

1. Shenandoah Valley Community Residences, Inc. requests real property tax exemption. See attached application and Code of Virginia Tax Exempt Property, p. 4-37. The committee recommends approval of the exemption. An ordinance amendment is required to reflect the change, draft attached, p. 38-40. A public hearing is required on the ordinance amendment. - **Denied**

Supervisor Slaughter noted that not all Finance Committee members were in agreement.

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, to forward the above request to public hearing.

The above motion was denied by the following recorded vote:

Charles S. DeHaven, Jr.	Nay
Blaine P. Dunn	Nay

Bill M. Ewing	Nay
Gene E. Fisher	Nay
Gary A. Lofton	Nay
Judith McCann-Slaughter	Nay
Robert W. Wells	Nay

- 2. Presentation by SCS Engineers of Pro Forma Analysis and FY 2019 budget recommendations for the Frederick County Regional Landfill. This item has been forwarded by the Landfill Oversight Committee. No action required. No Action Taken.
- 3. The Public Works Director requests a General Fund supplemental appropriation in amount of \$50,000. This amount represents funds donated to the Frederick County Esther Boyd Animal Shelter and will be used for the engineering and architectural services to develop a site plan and architectural plans for a building addition at the shelter. No local funds required. This item was approved by the Public Works Committee. The committee recommends approval. Approved.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

4. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$10,000. This amount represents funds donated to the Frederick County Esther Boyd Animal Shelter and will be used to expand the existing spay/neuter program. No local funds required. This item was approved by the Public Works Committee. The committee recommends approval. – Approved.

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye

Judith McCann-Slaughter Aye Robert W. Wells Aye

- 5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,354.45. This amount represents an auto claim reimbursement. No local funds required. Approved Under Consent Agenda.
- 6. The Shawneeland Manager requests a <u>Shawneeland Fund supplemental appropriation in the amount of \$13,692.56</u>. This amount represents an auto claim reimbursement. No local funds required. **Approved Under Consent Agenda.**
- 7. The Superintendent of Parks requests a General Fund supplemental appropriation in the amount of \$20,000. This amount represents a carry forward of unspent FY 2017 funds to be used for the installation of a fire hydrant at the Sherando Park maintenance facility. Approved Under Consent Agenda.
- **8.** Discussion is requested on committee and commission compensation. The committee recommends the changes as presented. **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

- 9. The committee will continue discussion on the airplane tax rate. The committee requested continued discussion at the next committee meeting. No Action Taken.
- 10. The committee will continue discussion on real property tax relief. The committee concluded discussions on the topic. Approved to Forward Technical Code Amendments to Public Hearing

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the technical code amendments were approved to forward to public hearing by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

- 11. The Finance Director presents FY 2017 Year End financial information. No action required. No Action Taken.
- 12. The FCPS Finance Director provides FY 2017 Year End financial information and is available for discussion. No action required. No Action Taken.
- 13. The FCPS Finance Director requests <u>School Operating Fund and General Fund supplemental appropriations in the amount of \$285,003.55</u>. This amount represents grant funds received during FY 2017 for specific purposes. The committee recommends approval. **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, the above request was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

- 14. The FCPS Finance Director requests School Operating Fund and General Fund supplemental appropriations in the amount of \$997,264.55. This amount represents unspent FY 2017 funds to be spent on buses. Local funds are required. The committee postpones the request awaiting further information. No Action Taken.
- 15. The FCPS Finance Director requests School Operating Fund supplemental appropriation in the amount of \$502,498.66. This amount represents the FY 2018 Preschool Expansion Grant. No local funds are required. The committee recommends approval. **Denied**

Supervisor Ewing asked when the grant runs out, if the county was obligated to continue.

School Finance Director Patty Camery replied there were no strings attached after the

program runs out.

Supervisor Ewing asked if there were any School Board discussions to continue this program.

Ms. Camery replied not at this time.

Vice Chairman Fisher stated this would be hard to stop once the grant runs out.

Ms. Camery stated there was nothing to say Federal funding would not continue. She stated she could not address about the program being continued when the grant runs out.

Supervisor Ewing asked if this was for PreK.

Ms. Camery replied yes.

Supervisor Slaughter asked if the program had already started.

Ms. Camery replied yes.

Supervisor Lofton stated he was not in favor of this, that once these grant funded programs start, they are rarely stopped.

Supervisor Dunn stated he had the same concerns as Supervisor Lofton. He stated this would be hard to stop. He encouraged the Board to vote no.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, the above request was denied by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Nay
Gene E. Fisher	Nay
Gary A. Lofton	Nay
Judith McCann-Slaughter	Nay
Robert W. Wells	Aye

16. The FCPS Finance Director requests <u>School Operating Fund supplemental</u> appropriation in the amount of \$100,000. This amount represents a grant award from the

National Oceanic and Atmospheric Administration. No local funds are required. The committee recommends approval. - **Approved**

Supervisor Ewing asked if this was one time funding and that it would not continue.

Ms. Camery replied it was a two year grant that ran out last year and that there was money to redistribute.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, the above request was approved by the following recorded vote

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

17. The Finance Director provides updated debt service information reflecting the \$27 million for the 12th elementary school, and is available for discussion. No action required. $-N_0$ Action Taken.

Information Only

- 1. The Finance Director provides a Fund 10 Transfer Report for August 2017.
- 2. The Finance Director provides financial statements ending August 31, 2017.
- 3. The Finance Director provides an FY 2018 Fund Balance Report ending September 14, 2017

TRANSPORATION COMMITTEE REPORT - APPROVED

Assistant Planning Director-Transportation John Bishop presented the Transportation Committee report.

The Transportation Committee met on September 25, 2017 at 8:30 a.m.

Members Present

Members Absent

Gary Lofton Chairman (voting)
Judith McCann-Slaughter (voting)
James Racey (voting)
Barry Schnoor (voting)
Gene Fisher (voting)
Kevin Kenney (liaison PC)

Mark Davis (liaison Middletown) Lewis Boyer (liaison Stephens City)

Items Requiring Action

1. Kernstown Limited Access Break

A. Request for Limited Access Break - Approved

The owner of the subject property, which is located on the northeast quadrant of the Interchange between Route 37 and Route 11 in Kernstown, is seeking a break in the VDOT limited access line immediately across from the interchange ramp. The Applicant has been working with VDOT to make the limited access break work. To date, they have had a Traffic Impact Analysis (TIA) done. The TIA has graphic detail of what needs to be completed for this limited access to work. The Applicant is seeking concurrence from the County in the form of a letter or resolution from the Board of Supervisors (BOS) to be forwarded to the Commonwealth Transportation Board (CTB). The CTB grants the limited access breaks upon recommendations of VDOT, agreements to develop between VDOT and the Applicant, and the concurrence from the County. The pros based on the study are that the limited access break will give an alternative way of entrance/exit onto Commonwealth Court via direct access to Route 37 ramps. Also, this request is consistent with the Comprehensive Plan. The cons are the additional traffic, this is even with improvements. The representatives of the Applicant were present to address concerns that the Committee had on the improvements. Ms. McCann-Slaughter and Mr. Fisher requested larger scale copies with the improvements to review prior to the Board of Supervisors meeting.

On a motion by Mr. Racey that was seconded by Mr. Schnoor, the Committee passed unanimously to recommend to forward the item to Board of Supervisors to adopt a resolution of support contingent on all improvements being implemented.

Mr. Bishop stated this was a two part item with the first being the resolution of support to be sent to the Commonwealth Transportation Board for the limited access break at Kernstown between Route 37 and Route 11, and the second part was the request to apply for Revenue Sharing for the project.

Supervisor Slaughter asked that in the Revenue Sharing Agreement, paragraph 2b where it references paragraph 4b, who would bear the costs if they exceed the \$50,000.

Mr. Bishop replied that staff is still working with the County Attorney on the agreement

and at this point, the request was just the ability to apply for the funds.

Mr. Michael Coughlin, Attorney, was present on behalf of his applicant, Winchester-81,

LLC. He stated this would be a benefit to this area as it would be a better traffic situation, it

would help advance economic development, and it was a good deal for everyone. He stated the

revised draft agreement eliminates any cap and there would be no cost to the County.

Supervisor Dunn asked if there were any oppositions or concerns.

Mr. Coughlin replied that in any transportation project there were always concerns. He

stated he believed the concerns were addressed and any issues were minor. He stated there was

never a definite "no".

Supervisor Slaughter asked about the draft agreement.

Mr. Coughlin replied the Revenue Sharing Agreement is straight forward. He stated that

VDOT handles the project and that funding by the client would be committed before any access

would be allowed by the Commonwealth Transportation Board.

Supervisor Lofton referred to the map and stated that Commonwealth Transportation

Board support depends on certain things happening. He stated County support depends on all the

improvements happening.

Mr. Bishop replied yes, staff did not want the Board to be in a position of things

changing.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Ewing, the

resolution of support for the Kernstown Limited Access Break with configuration being

implemented as discussed was approved.

16

FREDERICK COUNTY BOARD OF SUPERVISORS

A RESOLUTION (#023-17) TO SUPPORT

AN APPLICATION TO THE COMMONWEALTH TRANSPORTATION BOARD FOR A LIMITED ACCESS BREAK ON VALLEY PIKE/ROUTE 11

(Immediately west of the interchange ramp from westbound Route 37 to Route 11)

WHEREAS, Winchester 81, LLC (Owner) is the owner of Tax Map Parcel Numbers 75-A-10A, 75-A-10B, 75-A-10C, and 75-A-10D; and

WHEREAS, the Owner plans to make an Application to the Commonwealth Transportation Board (CTB) for a limited access break on Valley Pike (Route 11); and

WHEREAS, the improvements depicted on the attached map, in addition to signalization upgrades, will be implemented upon approval of the access break by the Commonwealth Transportation Board; and

WHEREAS, those improvements involve the following:

- A. Addition of one lane, median and access management on southbound Route 11 from Commonwealth Court to the Route 37 westbound interchange;
- B. Restriping of Route 11 northbound consistent with the exhibit;
- C. Addition of northbound right turn lane at site entrance;
- D. Lane addition to the Route 37 westbound to Route 11 exit ramp;
- E. Signalization upgrades to the intersection of Route 11 and Route 37 westbound ramp; and
- F. Any additional items not shown that may be required during design to meet VDOT Standards.

WHEREAS, the Board believes that additional access at this point will provide a net benefit for the citizens of Frederick; and

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors on this 11th day of October 2017, that it be and hereby does express its support for the application to the Commonwealth Transportation Board, subject to the items detailed above and by attachment, for a limited access break on Route 11.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye

Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Aye

B. Request for Revenue Sharing - Approved

Included in the above request is a request from the Applicant for the County to apply for Revenue Sharing on their behalf. A draft revenue sharing agreement is being reviewed by the County Attorney. The cost estimate provided by VDOT as the management agency for the project will be verified by VDOT for the cost estimate to their standards. It was noted that the project will be backed up with a bond. Also, it is noted the County is in the bi-annual process for Revenue Sharing, there are no other competing applications to date.

On a motion by Mr. Fisher and seconded by Mr. Racey, the Committee passed unanimously that this item be forwarded to the Board of Supervisors for recommendation.

Supervisor Dunn asked about the \$50,000 and overruns.

Mr. Bishop stated there was agreement through discussion that any cost overruns would be paid by the applicant.

Supervisor Dunn asked what if this did not go through.

Vice Chairman Fisher stated this area would become further congested.

Mr. Bishop replied yes, this was a challenged area.

Supervisor Lofton stated the Board was not voting on the Revenue Sharing Agreement, the Board was only voting on allowing staff to apply and that if approved, the agreement would come before the Board.

Mr. Bishop stated that was correct.

Supervisor Lofton stated that if the Board waited, this would be delayed for two years.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Dunn, the application for Revenue Sharing for the Kernstown Project was approved.

A RESOLUTION (#024-17) FOR THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA

AS AN ENDORSEMENT OF THE ROUTE 11 SOUTH KERNSTOWN REVENUE SHARING PROJECT

WHEREAS, Frederick County Board of Supervisors, desires to submit an application for an allocation of funds of up to \$850,500.00 through the Virginia Department of Transportation Fiscal Year 2019-2020, Revenue Sharing Program; and,

WHEREAS, \$850,500.00 of these funds are requested to fund intersection improvements, widening, access management, and restriping, between Commonwealth Court and Route 37; and,

WHEREAS, The Frederick County Board of Supervisors hereby supports this application for an allocation of \$850,500.00 through the Virginia Department of Transportation Fiscal year 2019-2020 Revenue Sharing Program,

NOW, THEREFORE, BE IT RESOLVED, that the Council/Board of Supervisors of the City/Town/County of Frederick hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED, that the County Administrator Kris Tierney is authorized to execute all agreements and/or addendums for any approved project with the Virginia Department of Transportation.

The above was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

2. SmartScale Program Update – Staff Approved to Comment to Commonwealth Transportation Board

At the August 2017 meeting of the Transportation Committee, the SmartScale application process was discussed. The Commonwealth Transportation Board (CTB) will be meeting in October and Staff is looking for direction for comments to be directed to the CTB at that meeting.

Staff concerns are as follows:

- The reduced number of applications that the County can apply for which is four (4). The MPO and Regional Commission each also can do 4 applications which the County, and other regional localities, can potentially access.
- Per the presentation more changes could be presented to the CTB for action without the opportunity for localities to render further input.
- Congestion-Current Day Demands vs. Forecasted Demands; Good for current needs but not supportive of long range planning.
- To receive points for being consistent with local planning, the project must be specifically referenced in the Comprehensive Plan or regional economic development strategy.
- Project Readiness, analysis needs to be completed. This can cause localities to shoulder the burden of often expensive technical studies which will now be required as part of certain projects.

The deadline to submit comments on the draft SmartScale Technical Guide is by October 20, 2017.

By consensus the Committee forwarded this item to the Board for review and consideration of whether to direct Staff to comment on these items to the Commonwealth Transportation Board.

Mr. Bishop stated there was concern about the reduction in how many projects the county could apply for. He stated there were concerns as Frederick County was not the only locality vying for funds and that VDOT was still working on changes. He stated congestion, the impact on localities, and project readiness were factors.

Supervisor Dunn asked how to address both small and large projects.

Mr. Bishop replied there was a built-in bias to smaller projects, typically \$5 million or less.

Chairman DeHaven asked how to address the Commonwealth Transportation Board.

Mr. Bishop replied by letter to the Commonwealth Transportation Board from the County Administrator or the Chairman of the Board of Supervisors. Upon a motion made by Supervisors Lofton, seconded by Vice Chairman Fisher, staff comment to the Commonwealth Transportation Board about the changes to the SmartScale Program as outlined was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

4. Transportation Partnership Opportunity Fund-Agreement Execution - Approved

The Transportation Partnership Opportunity Fund (TPOF) Grant has been awarded in the amount of \$2,000,000.00 for the Renaissance Drive project. This is a reimbursement grant. All the Revenue Sharing funds will need to be used on this project before the TPOF funds awarded are used.

Motion by Mr. Racey and seconded by Mr. Schnoor to recommend that the Board of Supervisors approve execution of the agreement.

Mr. Bishop stated this was a \$2,000,000 agreement for the Renaissance Drive project and the agreement needed to be executed before the change in administrations.

Supervisor Lofton stated this roadway was sorely needed. He stated that all proffers and private monies must be spent before the TPOF money is given and we were not obligated to take the money.

County Administrator Tierney stated Supervisor Lofton covered it and there were a lot of pieces to the puzzle. He stated the opportunity would be lost if we did not execute the agreement. He stated if the pieces were not in place, then we do not have to use the money, but we would have to give the money back and the project would die.

Supervisor Slaughter asked about cost overruns as there were always overruns.

Mr. Bishop replied previous projects have always been under cost estimates, but there is always a first.

County Administrator Tierney stated there was no guarantee, we have to move forward or scrap it.

Supervisor Dunn asked what if we stop before the project is completed.

Mr. Tierney replied that all local generated money has to be spent before we could touch the \$2 million. He stated that if the plug was pulled, we would have to return any money that was spent by the state.

Supervisor Lofton stated this was a reimbursement grant and he felt there were enough safeguards in place.

Supervisor Dunn stated he was in support of this.

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the execution of the Transportation Partnership Opportunity Fund (TPOF) Agreement was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Nay

5. Transportation Partnership Opportunity Fund Application - Approved

VDOT and Staff have been working closely with Navy Federal Credit Union regarding desired upgrades to the intersection of Route 50 and Independence Drive. VDOT is reviewing the Traffic Impact Analysis (TIA) to develop alternatives and cost estimates. Navy Federal Credit Union (NFCU) has reached out to the Governor's office for support, which is the reason for the TPOF. A 'backstop" agreement is in place to protect the County from any financial liability on this project.

On a motion by Ms. McCann-Slaughter and seconded by Mr. Racey the Committee recommended to forward to the Board of Supervisors to apply for funding under the TPOF.

Mr. Bishop stated this was a request to apply for Transportation Partnership Opportunity Funds (TPOF) for the upgrades to the intersection of Route 50 and Independence Drive and that Navy Federal Credit would pay excess costs.

Tim Merkel with Navy Federal Credit addressed the Board and stated this was for upgrades to the intersection of Route 50 and Independence Drive with upgrades to signalization, widening and re-striping of the road, lane extensions and drainage. He stated that Navy Federal Credit was doing the design and construction and they were still working on details of the "backstop" agreement.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Wells, the request to apply for Transportation Partnership Opportunity Funds (TPOF) was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

9. Valley Mill Road Revenue Sharing Fund Transfer – Approved to Transfer Funds to I-81/Airport Road Project

Staff recommends that the funds for Valley Mill Road, which is a private agreement with County be transferred. This project is 30% completed. The private partner had responded that they did not want to move forward with the project. Staff suggested that the funds be transferred between Bridge Construction and the Airport Road Extension at Heritage Commons. The total amount of VDOT funds to be transferred is \$3,559,814.32.

Motion by Mr. Fisher and seconded by Ms. McCann-Slaughter to recommend approval to

the Board of Supervisors.

Mr. Bishop stated the private partner did not want to continue this project and he was requesting that the Revenue Sharing funds be transferred to the I-81/Airport Road project.

Supervisor Dunn asked about the one lane bridge on Valley Mill Road.

Mr. Bishop replied the road needed to remain until the realignment came through. He stated the Board would need to submit a new application for funds should this project come back in the future.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Slaughter, the request to transfer Revenue Sharing monies in the amount of \$3,559,814.32 to the I-81/Airport Road project was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Items Not Requiring Action

3. VACO Legislative Priorities

It was noted that any comments would be directed to the VACO Transportation Subcommittee. The VACO Legislative priorities are broken into two (2) parts: Priorities and Positions. Staff has reviewed the VACO legislative three (3) Priorities and is in much support of those items but under Positions, Highway Tolls and Parking Staff is not in support. Also, note that when the Board of Supervisors is working on the Legislative Agenda this could be used as a guide to incorporate information.

By consensus the Committee opted not to forward comments to the VACO Transportation Subcommittee at this time.

6. Request for 4-way Stop at the Intersection of Dragonfly Way and Eleven Moons Place

Chairman Lofton received an online request from a citizen for an upgrade of the intersection of Dragonfly Way and Eleven Moons Place within the Meadows Edge Subdivision for a 4-way stop.

By consensus, the Committee chose to forward this recommendation to VDOT.

7. Fall Transportation Forum Discussion

The Fall Transportation Forum themes to date that have been discussed have been the transportation funding and I-81. The Committee recommended that Staff add Route 50 west corridor and design standards for the Staunton District.

8. VTRANS 2040

Staff commented on the important key points of the VTRANS 2040 that is part of SmartScale application as gate keeper. Also, noted was that it is a study done in detail but under estimated the amount of truck traffic on I-81 is underdetermined for the area. VDOT presented a slide for the MPO on this issue. The Committee suggested that in comments for the corridor rail be discussed as well.

10. County Project Updates

Snowden Bridge Boulevard:

The roadway is open to traffic and Staff is beginning project final close out.

Tevis Street Extension/Airport Road/I-81 Bridge:

Bridge design is ongoing and draft environmental documents for VDOT have been received. Bridge design has exceeded 90% and is expected to be approved by early November, while 60% roundabout plans have been submitted for review.

Renaissance Drive:

TPOF agreements have been received from VDOT. Staff is seeking authorization to execute the TPOF agreements. Completing new project documentation for CSX through the County Attorney. The pending Carbaugh rezoning application also has potential to impact this project with matching funds for revenue sharing. Initial proffers have been reviewed and commented on and Staff is awaiting a new draft.

Valley Mill Road Realignment:

Private partner has reiterated a desire not to continue the project. Staff is considering

opportunities to transfer funds. This would come to the TC and Board of Supervisors for action. Item submitted earlier in this agenda.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Communication was sent to the Applicants noting that the County could make no further moves forward on the project until a revenue sharing agreement is in place. Following that a meeting was held at which the agreement was discussed and Staff is awaiting feedback from the Applicant.

11. Upcoming Agenda Items

October/November

Eastern Road Plan Update Secondary Fund Allocation CTB Fall Public Meeting-October10, 2017

November/December

Oakdale Crossing Traffic Study Freight Panel

12. Other

<u>HUMAN RESOURCES COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA</u>

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, September 8, 2017. HR Committee members present were: Supervisors Bill M. Ewing, Chairman; Robert W. Wells and Blaine Dunn; Citizen Members Don Butler and Dorrie Greene. Others present were: Kris Tierney, Interim County Administrator; Rod Williams, County Attorney; Cheryl Shiffler, Director of Finance; Ellen Murphy, Commissioner of the Revenue; Jane Anderson, Chief Deputy Commissioner of the Revenue; Dennis Linaburg, Fire Chief; Missi Neal, Assistant to Chief Linaburg; Justin Caldwell, F&R Specialist; Michelle Nugent, Network Operations Manager; and Brett Farmer, Database Administrator/Developer.

Items Requiring Board Action

1. Commissioner of the Revenue - Request for New Full-Time Position

The Committee reviewed the request to add one full-time position to Frederick County's Allocation Chart for the Commissioner of the Revenue. Upon a motion by Don Butler, seconded by Dorrie Greene, the Committee recommended approval of the position to the Board of Supervisors with the funding request to go to the Finance Committee.

Items Not Requiring Action

1. Fire and Rescue- Request for New Full-Time Position

The committee determined that since Fire and Rescue currently has a Quality Assurance Manager Position approved on Frederick County's Allocation Chart; therefore, no action was required of the Committee.

2. Resolution of Appreciation (Status Update)

The Resolution of Appreciation for seven full-time employees who retired from Frederick County with at least 25 years of continuous service between January 1, 2017 and July 1, 2017 will be added to the Board of Supervisors Agenda for the September 13, 2017 meeting as a consent item. Once approved, the retirees will be contacted and invited to attend an upcoming Board of Supervisors meeting to be recognized and presented with a Resolution of Appreciation.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, October 13, 2017 at 8:00 am.

<u>PUBLIC SAFETY COMMITTEE REPORT - APPROVED UNDER CONSENT AGENDA</u>

A meeting of the Public Safety Committee was held on Thursday September 21, 2017 at 8:30 am at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, Virginia. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Blaine Dunn, Helen Lake and Chuck Torpy. Member Walt Cunningham was not present. Also in attendance were Major Steve Hawkins, Deputy Chief Larry Oliver, Director of Communications LeeAnna Pyles, Assistant County Attorney Erin Swisshelm, Deputy County Administrator Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

Item Not Requiring Action

1. Presentation of Manpower Needs for the Sheriff's Office and Request for Additional Positions

Sheriff Millholland gave a comprehensive overview of his department's need for

additional staffing. The Sheriffs presentation focused on the Compensation Board's staffing standards as well as the workload of current personnel. At the present time, the Compensation Board states the department is due 13 deputies; however, Frederick County is 9th on the list of localities to receive funding. Sheriff Millholland requested funding for 3 of the 11 positions previously approved by the County's HR Committee. The three positions would be 1 Deputy I, 1 Deputy II, and 1 Investigator.

Mr. Torpy made a motion to approve the request and forwarded this recommendation to the Finance Committee for funding in the current fiscal year. Ms. Lake seconded the motion and the Committee unanimously approved the request.

2. Other Business

Chairman Fisher shared his concerns about the speed of traffic on major roadways (e.g. Rt.50, Rt. 522, etc.) and the safety of the officers issuing speeding tickets to drivers. He suggested the possible use of speed cameras vs. radar, higher fines for drivers or any other ways to deter this dangerous driving and ensure safety to all. Sheriff Millholland stated that he and Assistant County Attorney Erin Swisshelm would look into possible ideas and advise the Committee of some potential solutions.

Major Hawkins mentioned that the Valor Awards are being held on November 2nd at the Lee Jackson at 6 p.m. This recognizes law enforcement, fire/rescue, personnel, and citizens who have gone above and beyond to ensure the safety of others.

Next Meeting: Thursday November 16, 2017 (presentation of Public Safety Departments' FY19 budget)

Adjourn: The meeting was adjourned at 10:00 a.m.

PUBLIC HEARING

PUBLIC HEARING - PROPOSED AMENDMENT TO THE FREDERICK COUNTY CODE, CHAPTER 89 FIRE AND RESCUE SERVICES; ARTICLE IV VOLUNTEER MEMBERSHIP; SECTION 89-12, VOLUNTEER FIRE FIGHTER AND RESCUE MEMBERS. THIS PROPOSED AMENDMENT WOULD PROVIDE AN ALTERNATIVE OPTION FOR COMPLETING BACKGROUND CHECKS NECESSARY TO APPROVE VOLUNTEER FIRE AND RESCUE MEMBERS. - APPROVED

County Attorney Rod Williams presented this proposed ordinance amendment.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Ewing, the proposed ordinance amendment was approved.

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 89-12 (Volunteer Fire Fighter and Rescue Members) of Article IV (Volunteer Membership) of Chapter 89 (Fire and Rescue Services) of the Code of Frederick County, Virginia be, and the same hereby is, amended as follows (additions are shown in **bold underline**):

§ 89-12. Volunteer fire fighter and rescue members.

- A. Any person, 18 years of age or older, is eligible for membership in a company as a regular member. Persons must apply and be accepted by the company to which application is made according to its rules and regulations, the rules and regulations of the company, and state law. Participation by members must be in accordance with the company rules and regulations and state law.
- B. Applicants for membership shall be subject to a background check. Applications for membership shall require, for the background check, the submission of fingerprints and personal descriptive information, to be processed in accordance with the following:
 - 1. Any person who applies to be a volunteer with a company shall submit fingerprints and provide personal descriptive information to be sent directly by the Department to (i) the State Board of Health to be forwarded by Central Criminal Records Exchange to the Federal Bureau of Investigation or (ii) the Central Criminal Records Exchange to then be forwarded to the Federal Bureau of Investigation, in either case for the purpose of obtaining criminal history records information for the applicant, in accordance with Code of Virginia § 32.1-111.5.
 - 2. Upon receipt of the results of the state and national criminal history records search, the Department Chief, as designee of the County Administrator, shall notify the Office of Emergency Medical Services regarding the applicant's eligibility to serve as a volunteer.
 - 3. Information provided to the Office of Emergency Medical Services shall be limited to notification as to whether the applicant is eligible to serve as a volunteer in accordance with requirements related to disqualifying offenses set forth in regulations of the State Board of Health, and shall not include information regarding whether the applicant has been found ineligible to serve as a volunteer due to any additional exclusionary criteria established by the County.

This section is in accordance with the Code of Virginia, 1950, as amended, §§ 15.2-1503.1, 19.2-389, and 32.1-111.5.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

PUBLIC HEARING - PROPOSED AMENDMENT TO THE FREDERICK COUNTY CODE, CHAPTER 122 NUISANCES; BY THE ADDITION OF SECTION 122-11, METHAMPHETAMINE LAB CLEANUP AND REMOVAL; RESPONSIBILITY FOR COSTS; DETERMINATION OF AMOUNT. THIS PROPOSED AMENDMENT WOULD PROVIDE AN ADDITIONAL MEANS FOR THE COUNTY TO RECOVER ANY COSTS IT MIGHT INCUR TO PROTECT THE PUBLIC HEALTH AND SAFETY IN THE CLEANUP OF METHAMPHETAMINE LABS. – APPROVED

County Attorney Rod Williams presented this proposed ordinance amendment. He stated there were already some measures in place to recover costs and this was additional local legislation that would allow the County to recover costs.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Lofton, the proposed ordinance amendment was approved.

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 122-11 (Methamphetamine Lab Cleanup and Removal; Responsibility for Costs; Determination of Amount) of Chapter 122 (Nuisances) of the Code of Frederick County, Virginia be, and the same hereby is, enacted as follows:

§ 122-11. Methamphetamine Lab Cleanup and Removal; Responsibility for Costs; Determination of Amount.

Any person who is convicted of an offense for manufacture of methamphetamine pursuant to Virginia Code § 18.2-248 or 18.2-248.03 shall be liable, at the time of sentencing or in a separate civil action, to the County, the Sheriff, or any other law enforcement entity for the expense in cleaning up any methamphetamine lab related to the conviction. The amount charged shall not exceed the actual expenses associated with cleanup, removal, or repair of the affected property or the replacement cost of personal protective equipment used.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

PUBLIC HEARING - PROPOSED AMENDMENTS TO THE FREDERICK COUNTY CODE, CHAPTER 155 TAXATION; ARTICLE I GENERAL PROVISIONS; SECTION 155-3, TAX RETURNS; FAILURE TO FILE. THE PROPOSED AMENDMENTS ARE TECHNICAL AMENDMENTS TO THE PROVISION GOVERNING PERSONAL PROPERTY TAX RETURN FILINGS REGARDING MOBILE HOMES AND TO ESTABLISH A UNIFORM FILING DEADLINE OF MARCH 1 FOR PERSONAL PROPERTY RETURNS. - APPROVED

County Attorney Rod Williams presented this proposed ordinance amendment. He stated there were two primary changes. He stated one was the filing requirement for mobile homes. He stated the other change was to move the tax reporting deadline.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Supervisor Slaughter asked about taxable business personal property and stated she had concerns about corporations that file tax returns, and if the filing date was changed, the accountants would not have that additional time.

Commissioner of the Revenue Ellen Murphy addressed the Board and stated that accountants can let her office know if there were any changes, there would not be a penalty. She further stated that most businesses can see online what they had the previous year, that the process is more efficient now and the change would give staff more time.

Supervisor Dunn asked that this be publicized well so the public would be aware.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Wells, the proposed ordinance amendment was approved.

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 155-3 (Tax returns; failure to file) of Article I (General Provisions) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia be, and the same hereby is, amended by enacting an amended Section 155-3 (Tax returns; failure to file) of Article I (General Provisions) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows (deletions are shown in **bold strikethrough** and additions are shown in **bold underline**):

§ 155-3. Tax returns; failure to file.

- A. The annual return of taxable tangible personal property for any motor vehicle, trailer, airplane, boat, and mobile homes for in the County shall be filed with the Commissioner of Revenue for the County on or before the 15th day of February of each year, except as stated in Subsections D and E; provided, further, that the annual return of taxable personal property for any motor vehicle, trailer, airplane, or boat, and mobile home acquired after January 1 shall be filed with the Commissioner of Revenue on or before the 15th day of February of each year or within 60 days from the date of acquisition or situs in the County, whichever occurs later. Each return shall be signed by the owner of the property. If the property is owned by an association, partnership, limited liability company, or corporation, the return shall be signed by a member, partner, executive officer, or other person specifically authorized in writing by the association, partnership, limited liability company, or corporation to sign.
- B. The annual return of taxable machinery and tools, furniture and fixtures and of taxable business tangible personal property employed in a business or trade for in the County as of January 1 shall be filed with the Commissioner of Revenue for the County on or before the 15th 1st day of March of each year; provided, further, that the annual return of taxable machinery and tools, furniture and fixtures and of taxable business tangible personal property acquired after January 1 shall be filed with the Commissioner of Revenue on or before the 15th 1st day of March of each the following year or within 60 days from the date of acquisition or situs in the County, whichever occurs later. Each return shall be signed by the owner of the property. If the property is owned by an association, partnership, limited liability company, or corporation,

the return shall be signed by a member, partner, executive officer, or other person specifically authorized in writing by the association, partnership, limited liability company, or corporation to sign.

- C. A penalty for failure to file such return as required by this section shall be assessed as follows:
 - (1) As to a return required by subsection A, at the rate of 10% of the tax assessable or due on such property, provided that such penalty shall not be less than a minimum of \$2 and shall not be more than a maximum of \$50; and
 - (2) As to a return required by subsection B, at the rate of 10% of the tax assessable or due on such property or \$2, whichever shall be the greater.
- D. Notwithstanding the provisions of § 155-3A, Frederick County provides for an alternative method of filing personal property tax returns for motor vehicles, trailers and boats. Such motor vehicles, trailers and boats may be assessed annually based on a previous personal property tax return filed by the owner or owners of such property. For those whose name or address has not changed since a previous filing and whose personal property has had no change in status or situs, the assessment and taxation of property shall be based on a personal property tax return previously filed with Frederick County, which hereby adopts this alternative method of filing. Personal property tax returns for mobile homes must, however, be filed annually, even if no change occurs.
- E. Such owner or owners of motor vehicles, trailers, and boats, and mobile homes must file a new personal property tax return whenever there is:
 - (1) A change in the name or address of the person or persons owning such taxable personal property;
 - (2) A change in the situs of personal property;
 - (3) Any other change affecting the assessment or levy of the personal property tax on motor vehicles, trailers, and boats, and mobile homes for which a tax return has been filed previously; or
 - (4) Any change in which a person acquires one or more motor vehicles, trailers, and boats, and mobile homes and for which no personal property tax return has been filed.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye Blaine P. Dunn Aye Bill M. Ewing Aye Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Nay
Robert W. Wells Aye

PLANNING COMMISSION BUSINESS

PUBLIC HEARING

PUBLIC HEARING - SOUTH FREDERICK AGRICULTURAL AND FORESTAL DISTRICT - TO CONSIDER ADDING ADDITIONAL PARCELS INTO THE SOUTH FREDERICK AGRICULTURAL AND FORESTAL DISTRICT. THESE PROPERTIES ARE LOCATED AT 933 BARLEY LANE, WINCHESTER, VIRGINIA AND ARE IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBERS 60-A-89, 61-A-15 AND 61-A-17 IN THE BACK CREEK MAGISTERIAL DISTRICT. – (RESOLUTION #028-17) - APPROVED

Zoning Administrator Mark Cheran presented this request. He stated Vernon and Eula Wright requested to add three parcels totaling 178.50+/- acres to the South Frederick Agricultural and Forestal District. He stated Section 15.2-4314 of the Code of Virginia, 1950, as amended, provided property owners with the ability to request to add land to the Agricultural and Forestal District through a public process via the local governing body. He further stated the Agricultural District Advisory Committee considered this request at their meeting on August 23, 2017 and recommended approval. He stated the Planning Commission considered this request at their meeting on September 20, 2017 and recommended approval. He went on to say the addition of the 178.50+/- acres will increase the South Frederick Agricultural and Forestal District to 6,248.50+/- acres.

There were no questions.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Wells, the Board approved the addition to the South Frederick Agricultural and Forestal District.

ADDITION TO THE SOUTH FREDERICK AGRICULTURAL & FORESTAL DISTRICT

WHEREAS, an addition to the 2015-2020 South Frederick Agricultural & Forestal District was considered. Vernon and Eula Wright desire to add three (3) parcels identified by Property Identification Numbers 60-A-89, 61-A-15 and 61-A-17 to the South Frederick Agricultural & Forestal District located in the Back Creek Magisterial District. This request was reviewed by the Agricultural District Advisory Committee (ADAC), and the Planning Commission during their regularly scheduled meetings; and

WHEREAS, The Agricultural District Advisory Committee (ADAC) recommended approval of this addition on August 23, 2017; and

WHEREAS, the Planning Commission held a public hearing and recommended approval of this addition to the 2015-2020 South Frederick Agricultural & Forestal District; and

WHEREAS, the Board of Supervisors held a public hearing on this addition to the 2015-2020 South Frederick Agricultural & Forestal District on October 11, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds the addition to the 2015-2020 South Frederick Agricultural & Forestal District contributes to the conservation and preservation of agricultural and forestal land in Frederick County;

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors as follows:

The Frederick County Board of Supervisors hereby adopts the addition to the 2015-2020 South Frederick Agricultural & Forestal District of 178.50± acres in the Back Creek Magisterial District, with an expiration date of May 27, 2020. This Agricultural & Forestal District is as described on the attached map dated 08/03/17 and the attached property owners table dated 08/02/17.

This ordinance shall be in effect on the day of adoption.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye

Gary A. Lofton

Aye

Judith McCann-Slaughter

Aye

Robert W. Wells

Aye

OTHER PLANNING ITEMS

<u>DISCUSSION – SUBDIVISION APPLICATION #05-17 OF FREEDOM</u> CROSSING – FOR INFORMATION ONLY

Zoning Administrator Mark Cheran presented this subdivision application and stated it was for seven single-family attached (townhouse) units with a minimum lot size of 1,500 square feet planned to be constructed on 1.2751+/- acres of land zoned RP (Residential Performance) District. He stated the proposed subdivision will be accessed by Double Church Road (Route 641) via a private internal road. He further stated this property is located within the limits of the Urban Development Area (UDA) and the Sewer Water Service Area (SWSA). He stated the applicant previously received a waiver of the Master Development Plan (MDP) requirement and had chosen to process a subdivision design plan in lieu of the MDP. He concluded by stating that no action was required by the Board, it was being presented as information only.

Supervisor Lofton asked if there might be any impact on this due to the civil suit that is currently going on.

Mr. Cheran stated there is nothing staff could do regarding that.

<u>DISCUSSION – RESIDENTIAL SEPARATION BUFFER WAIVER IN THE RP</u> (RESIDENTIAL PERFORMANCE) DISTRICT – (RESOLUTION #029-17) -APPROVED TO FORWARD TO PUBLIC HEARING

Planner Tyler Klein addressed the Board and presented this proposed amendment. He stated this was an amendment to Chapter 165, Zoning, to modify the requirement for residential separation buffers in the RP (Residential Performance) Zoning District. He stated, currently, residential separation buffers are required to adequately buffer housing types from dissimilar

housing types within separate adjacent developments. He stated staff drafted a revision to the Zoning Ordinance to modify the required residential separation buffer between single-family

detached units and townhome units; and single-family small lot (attached and detached) units

and townhome units. He further stated this modification would change the required buffer

category from a Category B Type Buffer to a Category A Type Buffer. He went on to say the

intent of this modification was to provide flexibility for smaller infill-type lots in the RP Zoning

District, ensuring the desired housing densities are sited where they are planned for as part of the

County's 2035 Comprehensive Plan's Long Range Land Use Plan (LRLUP). He stated this item

was proposed through a request from a private developer. He stated this was discussed by the

Development Review and Regulations Committee with proposed changes made at their meeting

of August 24, 2017, forwarded to the Planning Commission, which discussed this at their

meetings of June 7 and September 20, 2017, and now had sent the item forward for review by the

Board of Supervisors. He concluded by stating staff is seeking direction from the Board of

Supervisors.

Supervisor Dunn stated it was his understanding this was not site specific, that it would be county wide.

Mr. Klein replied the zoning ordinance change would apply to all RP zoned land across

the county.

Supervisor Dunn stated he had concerns this would be increasing density in an already

dense area.

Mr. Klein replied there was planned density for certain areas in the County and in this

case, the type of lots the development community had expressed an interest in were challenging

to develop, they were small infill-type lots. He stated that they have smaller road frontage and

are deeper lots. He stated that when there is a 200 foot road frontage and a 50 foot buffer was

being added on either side, then it was limited to about a 50 foot developable area in the middle

to locate houses and other improvements that are required for a subdivision and it created a

challenge. He stated this was an opportunity to encourage the type of density in housing that had

been planned for in the Comprehensive Plan in areas in the County that staff anticipated that

growth being located. He stated it did not change the amount of density that was allowed, it

allowed for the developer to utilize the full amount of the density that would otherwise be

allowed on each individual property.

Supervisor Dunn stated there would be density in certain areas at the expense of other

areas.

Mr. Klein replied potentially, yes. He stated this was an opportunity to provide some

flexibility to the development community as far as the intent of the buffer to provide a separation

and a physical barrier between different types of housing and still fulfill the requirement.

Supervisor Dunn stated that if this did not go into effect, there still would be a density

increase in the urban development area as specified, it would just be a little less than what this

would allow.

Mr. Tyler replied yes.

Supervisor Slaughter asked about the list of buffer amounts, was it reduced by half.

Mr. Klein replied yes.

Vice-Chairman Fisher stated he would not support the amendment and that it was not

appropriate for Frederick County.

Supervisor Dunn stated he was not in favor of this and could not support it at this time.

Upon a motion made by Supervisor Ewing, seconded by Supervisor Lofton, the proposed ordinance amendment to modify the requirement for residential separation buffers in the RP (Residential Performance) District was forwarded to public hearing.

RESOLUTION

DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING REGARDING CHAPTER 165, ZONING

ARTICLE II SUPPLEMENTARY USE REGULATIONS, PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES PART 203 – BUFFERS AND LANDSCAPING §165-203.02. BUFFER AND SCREENING REQUIREMENTS

WHEREAS, an ordinance to amend Chapter 165, Zoning to modify the requirement for residential separation buffers in the RP (Residential Performance) Zoning District was considered; and

WHEREAS, The Development Review and Regulations Committee (DRRC) reviewed the change at their April 27, May 25, July 27 and August 24, 2017 regular meetings to modify the required residential separation buffer between single-family detached (SFD) units, townhome units, single-family small lot (attached and detached) units and townhome units. The modification would change the required buffer category from a Category B Type Buffer to a Category A Type Buffer; and

WHEREAS, the Planning Commission discussed the proposed change at their regularly scheduled meeting on June 7, 2017 and September 20, 2017 and agreed with the proposed changes; and

WHEREAS, the Board of Supervisors discussed the proposed change at their regularly scheduled meeting on October 11, 2017; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to modify the requirement for residential separation buffers in the RP (Residential Performance) District, the

modification would change the required buffer category between certain housing types from a Category B Type Buffer to a Category A Type Buffer.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Aye
Gene E. Fisher	Nay
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Nay

ROAD RESOLUTIONS - ROSSCOMMON, SECTIONS 6 AND 7 (RESOLUTION #030-17) AND MEADOW EDGE, PHASE 2 (RESOLUTION #031-17) - APPROVED UNDER CONSENT AGENDA

RESOLUTION (#030-17) BY THE FREDERICK COUNTY BOARD OF SUPERVISORS ROSSCOMMON, SECTIONS 6 AND 7

The Board of Supervisors of Frederick County, in regular meeting on the 11th day of October, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the <u>Subdivision Street Requirements</u> of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, <u>Code of Virginia</u>, and the Department's <u>Subdivision Street Requirements</u>; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of- way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

RESOLUTION (#031-17) BY THE FREDERICK COUNTY BOARD OF SUPERVISORS MEADOWS EDGE, PHASE 2

The Board of Supervisors of Frederick County, in regular meeting on the 11th day of October, 2017, adopted the following:

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the <u>Subdivision Street Requirements</u> of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, <u>Code of Virginia</u>, and the Department's <u>Subdivision Street Requirements</u>; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of- way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

BOARD LIAISON REPORTS

There were no Board Liaison Reports.

CITIZEN COMMENTS

Alan Morrison, Gainesboro District, addressed the Board and stated he appreciated the Boards' concerns about taxpayers' monies and efforts to control spending. He stated that whether it was State or Federal money received, it was still money the County does not have to

spend and that grant money was not free. He stated that it was costing taxpayers somewhere in the process. He further stated that money should be spent on needed worthwhile projects. He referenced transportation projects discussed earlier in the meeting to control traffic flow into and out of Winchester through Frederick County. He stated it was already difficult to get in and out of Winchester at certain times of the day. He stated that it was a "catch 22" or a "trojan horse" depending on how you looked at it. He stated future development would add cost to the County with schools, services, etc. He stated more roads are built that are not sufficient, so the County changes, modifies, expands roads and then more development and the process starts all over again.

Shannon Trout, Shawnee District, addressed the Board and stated she was disappointed that the Board did not accept the grant money for the Pre-K program. She stated the grant money was coming from taxpayers already, it was Federal money, and could not understand why it was not being put to use in the County. She further stated that pre-school programs benefit the children in their fundamental early years. She stated to deny funding to the future of County children was despicable and very disappointing.

BOARD OF SUPERVISORS COMMENTS

Supervisor Lofton stated he agreed with Mr. Morrison, that grant money was not free money. He stated he looked at the chances to get grant money, to get some of our money back and until the State or Federal government stopped taking it from citizens' pockets to distribute it back to the county, he would keep taking it until they changed their ways, but he agreed it was not free money, it was our money and he would like to get it back.

Supervisor Dunn stated that county employee, Recycling Coordinator Gloria

Puffinburger, recently volunteered her own time at a local paper shredding event and wanted to recognize and commend her for giving back.

ADJOURN

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR LOFTON, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (8:55 P.M.)

MINUTES

REGULAR MEETING

FREDERICK COUNTY BOARD OF SUPERVISORS

OCTOBER 25, 2017

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, October 25, 2017, 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter and Robert W. Wells.

CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Vice Chairman Fisher delivered the Invocation.

PLEDGE OF ALLEGIANCE

Supervisor Lofton led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED

Vice Chairman Fisher stated he would like to amend the agenda to add as #5 under County Officials the FY 2018 Supplemental Appropriation request for the VPI and Preschool Expansion Grant.

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Wells, the Board approved the agenda as amended by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Nay
Bill M. Ewing Nay
Gene E. Fisher Aye
Gary A. Lofton Nay
Judith McCann-Slaughter Aye
Robert W. Wells Aye

CONSENT AGENDA - APPROVED

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Ewing, the Board approved the following items under the consent agenda:

- Resolution to Cover Volunteer Fire/EMS Personnel for Workers' Compensation Tab D;
- Resolution to Authorize Participation in the Aqua Virginia, Inc. Rate Case, State Corporation Commission Case Number PUR-2017-0082 Tab E;
- Parks and Recreation Commission Report Tab F.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES - APPROVED

Upon a motion made by Supervisor Ewing, seconded by Supervisor Lofton, the minutes of the Closed Session and Regular Meeting of September 13, 2017 were approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye

Gary A. Lofton

Aye

Judith McCann-Slaughter

Aye

Robert W. Wells

Aye

COUNTY OFFICIALS

PRESENTATION OF RESOLUTION OF APPRECIATION FOR RETIREE WITH 25 OR MORE YEARS OF SERVICE WITH FREDERICK COUNTY – HARVEY E. "ED" STRAWSNYDER, JR.

Ed Strawsnyder was present to accept his resolution of appreciation.

UPDATE OF ECONOMIC DEVELOPMENT AUTHORITY ACTIVITIES

Economic Development Authority Executive Director Patrick Barker addressed the Board and presented an update of Economic Development Authority activities. He gave an overview of the core areas: Business Attraction, Business Retention and Talent Engagement. He further stated that the EDA was focused on keeping the County economy moving forward at a high level for the businesses and citizens of the community.

Chairman DeHaven stated he appreciated the update and staff's hard work and recent successes and stated that it was a job well done.

ECONOMIC DEVEOPMENT AUTHORITY BUSINESS INCENTIVE POLICY – ACCEPTED

Economic Development Authority Executive Director Patrick Barker addressed the Board and presented the recommended Economic Development Authority Business Incentive Policy. He stated the Business Incentive Guidelines provided a formalized structure and enhanced transparency into how Frederick County conducted its business incentive activities. He further stated the guidelines covered all aspects of the business incentive process and identified those businesses eligible for incentives and how they would qualify; a Project Review and Audit Committee to engage in all incentive request processes and a sample Performance

Agreement.

Supervisor Slaughter stated that last Spring/Summer she had served on various committees with Mr. Barker held at Lord Fairfax Community College and that one of the areas looked at were eligible bio-technology businesses and asked if there had been any thought on that.

Mr. Barker stated that when they did the targeted business study they tried to look at the ten year job forecast as to where the most job growth would be and in that sector there were not a lot of jobs for that being forecasted for Virginia. He stated this was revisited annually so if predictions changed, it could come back up.

Chairman DeHaven stated this policy was something the Board had asked for earlier in the year and he appreciated the quick turn around.

COMMITTEE APPOINTMENTS

KAY DAWSON APPOINTED TO SERVE AS A RED BUD DISTRICT REPRESENTATIVE ON THE FREDERICK COUNTY PLANNING COMMISSION - APPROVED

Upon a motion made by Supervisor Dunn, seconded by Supervisor Slaughter, Kay Dawson was appointed to serve as a Red Bud District Representative on the Frederick County Planning Commission, filling a vacated seat, said term to expire January 27, 2018.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Aye

GARY A. WYGAL APPOINTED TO SERVE AS A FREDERICK COUNTY REPRESENTATIVE ON THE HANDLEY REGIONAL LIBRARY BOARD - APPROVED

Upon a motion made by Supervisor Dunn, seconded by Vice Chairman Fisher, Gary A. Wygal was appointed to serve as a Frederick County representative on the Handley Regional Library Board for a four year term, said term to expire November 30, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

JUNE M. WILMOT REPPOINTED TO SERVE AS A MEMBER-AT-LARGE ON THE FREDERICK COUNTY PLANNING COMMISSION - APPROVED

Upon a motion made by Supervisor Wells, seconded by Vice Chairman Fisher, June M. Wilmot was reappointed to serve as a Member-At-Large representative on the Frederick County Planning Commission for a four year term, said term to expire November 14, 2021.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Aye

DEBORAH A. ROCKWELL REAPPOINTED TO SERVE AS A FREDERICK COUNTY REPRESENTATIVE ON THE NORTHWESTERN COMMUNITY SERVICES BOARD - APPROVED

Upon a motion made by Supervisor Wells, seconded by Supervisor Lofton,

Deborah K. Rockwell was reappointed to serve as a Frederick County representative on the Northwestern Community Services Board for a three year term, said term to expire December 31, 2020.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter
Robert W. Wells Aye

RENEWED CONSIDERATION OF THE FY 2018 SUPPLEMENTAL APPROPRIATION REQUEST FOR THE VPI AND PRESCHOOL EXPANSION GRANT. - APPROVED

Chairman DeHaven opened the floor for citizen comments.

Gerri Swagger, Gainesboro District, school employee and member of the Board of Directors of Apple Country Head Start, addressed the Board and stated she was shocked, dismayed and frustrated as she did not understand why the Board denied funding for a program that was already underway in three schools for children in need when three and half months ago the Board unanimously approved the first grant for the same thing without any questions. She stated not everyone could afford to send their children to private schools. She stated the children deserved better and asked the Board to reconsider.

Laura Davis, Gainesboro District, pre-school teacher in Frederick County, addressed the Board and stated to be labeled a babysitter at the previous meeting was offensive professionally as a teacher and personally. She stated the previous no vote was perplexing at best. She stated early development is crucial and that 85-90% of a child's brain is developed by age 5. She stated

children were worthy of a quality education and asked the Board to reconsider funding.

Sharon Cooley, Opequon District, Principal of Indian Hollow Elementary School, addressed the Board and asked them to reconsider their decision and accept the pre-school grant money at no cost to the county. She stated that children who enter kindergarten today without any pre-school experience often struggle to keep up. She stated that students who start out academically behind remain behind throughout their years of schooling. She stated many dollars are spent in remediation and intervention to help those students catch up. She further stated that at Indian Hollow there are no licensed pre-schools or day care facilities and no county libraries or parks within their school zone. She stated this year 49% entered with no pre-school education. She stated those children did not know numbers, letters, how to hold a pencil or how to behave. She went on to say that may have been acceptable at one time, but state standards are different now and a higher level is expected. She asked the Board to not cut off a vital resource.

Serena Omps, Stonewall District, Librarian at Apple Pie Ridge Elementary, addressed the Board and stated she was present to encourage the Board to change their decision on funding pre-school. She stated she saw 18 faces every week of students that benefit from this program. She stated there are families that are not able to afford to send their children to pre-school even though they want to. She further stated pre-school was not play, it was rigorous and intense. She stated the children in pre-school are already doing great things and the Board had the power to make great things happen for them.

Tanisha Francis Hutchinson, Red Bud District, addressed the Board and stated she was disturbed when she learned of the previous vote. She stated she came from a culture where children were allowed to start school at age 3 and if it could be managed, they could start at age

2. She stated her children started school at the age of 2. She stated that she is licensed to teach

in another country and was taking classes, so she could be licensed here. She currently works as

a teacher's assistant. She stated due to working and going to school she did not have the time

necessary to teach her daughter. She stated because of the culture here and the age requirements

here for kindergarten, her daughter will not be 5 until January so she felt her daughter was

already too old to be starting kindergarten. She went on to say that her other children have had

the early foundation. She stated her daughter is in the pre-school program and she has noticed a

vast improvement. Her daughter was excited about what she was learning. She stated that pre-

school teaches skills beyond the classroom and asked the Board to reconsider funding.

Logan Shepherd, Gainesboro District, addressed the Board and said to say he was

disappointed by the Board's previous action was an understatement. He stated the Board is not

elected to make decisions about what is educationally appropriate; their job is to consider funds.

He stated studies show that early childhood education creates long term success. He further

stated there is no cost to the county and that school readiness is important. He asked the Board

to reconsider their stance.

James Coates, Gainesboro District, legal redress officer for the Winchester Chapter of

the NAACP addressed the Board and stated the NAACP had asked him to read a statement on

their behalf. He stated they strongly support the pre-school pilot program for four year olds in

Frederick County and that it was requested that the Board obtain grant funds and do all they

could to support this initiative. He stated, on a personal note, that providing funding for this

program guaranteed the development of future residents for County leadership positions. He

stated the Board could develop them now or deny the funding again and slow the development of

not only these children but the County in general.

Cathy Oldham, Stonewall District, teacher, addressed the Board and stated she was excited to learn there would be a pre-school program but was disappointed to learn the Board of Supervisors denied the funding. She stated this program is associated with lower costs for special education, remediation, less juvenile crime, less dependence on assisted public programs and a higher employment rate. She further stated she had read that some Board members were concerned about where the funds would come from in the future for this program. She stated she was not concerned about that. She went on to say there are things in life you have to do that are required that you may not like but they are necessary, and she felt to invest in education was necessary for the community. She further stated there is a difference in children that are in preschool and those that are not. She stated teachers have to spend more time with those that are not skilled and that takes away instructional time from others. She stated the Board should not worry about the money as none was needed at this time, and if they are concerned about the money, they should invest in education now, and asked the Board to reconsider funding.

Anita Jenkins, Gainesboro District, addressed the Board and stated she felt the Board erred in their decision to not fund the pre-school program. She stated she was concerned about the communication between the Board of Supervisors and the School Board and felt the bodies should not blindside each other. She further stated a comment had been made that the School Board failed to answer questions about the grant. She stated this grant had been known about for months and that it could have been researched and the questions presented. She stated she supports the reinstatement of early childhood education and that studies show the benefit of early childhood development.

Karen (?), Mother of pre-school child, addressed the Board and stated she was concerned about the Board's decision to not fund the program. She stated her son had been learning a lot. She said he now spoke two languages and it had been difficult, but he was at a young age and was taking everything in like a sponge and he was excited to learn. She stated she was saddened to learn the program would not be funded. She asked what was more important than the children of our country.

Nadine Pattinga, President and CEO of United Way of Northern Shenandoah Valley, addressed the Board and stated that she wanted to share the findings of a recent study called the ALICE Report. She stated it is a data report that studies financial hardship in Virginia. She stated ALICE stands for Asset Limited Income Constrained Employed. She stated that ALICE households earn more than the official U.S. poverty level but less than the basic cost of living; in other words, households that were working in needed jobs that do not pay enough to afford the basic necessities including housing, food, transportation, childcare, healthcare. She went on to say that ALICE households often do not qualify for government assistance or social service programs, so they are virtually invisible to the system and their struggle is unseen and unknown. She further stated that much of the population the pre-school grant would serve is in the ALICE population. She went on to say that families in the ALICE population do not have resources for child care or other programs. She asked the Board to reconsider their vote for the economic stability and vitality of the community.

Guss Morrison, Shawnee District, addressed the Board and requested the Board not deny the children the opportunity and support education. He stated that many cannot afford private pre-school. He stated that early learning had long term valuable results. He further

stated that pre-school teaches children how to behave and how to get along. He stated comments had been made about the cost to the County and the taxpayers in the future and that could be dealt with later when the funds run out, but right now it was a benefit and asked the Board to not

pass up the opportunity and asked them to reconsider their vote.

Brandi Hammond, Shawnee District, addressed the Board and stated she was shocked by the previous vote to not fund the pre-school initiative. She stated she was confused by support of the original grant funding request and then their non-support of the next request so that this program that had already started could be continued. She thanked Vice Chairman Fisher for bringing this back before the Board and thanked the other Board members as well for their re-consideration. She asked the Board to please vote unanimously to accept the grant funding so the program could be continued.

Alisha Richards, Stonewall District and a teacher in Frederick County Schools, addressed the Board and stated that in reviewing her old childhood report cards from thirty plus years ago, the skills she learned in second grade were skills now what was being taught in preschool. She stated there are children in her class that are not prepared, that it was not easy for them to catch up. She stated teachers were the first people children encounter on their thirteen year journey. She further stated she wanted all children to be successful in kindergarten because they were sending them on a thirteen year trip. She asked why would they want to send them on a journey with an unpacked suitcase when a full trunk was available right now.

Shontya Washington, Red Bud District, addressed the Board and stated she was confused about the vote against the program that did not use local tax dollars but did provide an opportunity to enhance children's start to their education. She stated that by being a volunteer in

a classroom she had seen the benefits of the program and encouraged the Board to volunteer in a

classroom to see what happened and asked them to right a wrong especially since they now had

more information to make a decision.

David Dixon, Stonewall District, addressed the Board and stated he understood where

the Board was coming from with the budget, that there were a lot of needs. He stated his

granddaughter was going to this program and would be struggling to be ready for kindergarten.

He stated children needed more than love and care, they needed an education. He stated the

funding was there and not costing the County anything right now. He stated before the funding

ended, to put it to vote and see if the people want it, to let them decide and he felt they would

want it.

Louise Dixon, Stonewall District, addressed the Board and stated her granddaughter had

made tremendous improvement and that she learned so much. She stated she was learning all

kinds of activities and techniques that will help her in the future. She stated she believed in early

intervention and that this program would help all with later achievements and goals.

Joy Kirk, Back Creek District and President of the Frederick County Education

Association, addressed the Board and stated she was saddened by the decision to not accept the

grant. She stated it was often obvious which students did not have a strong educational

foundation. She stated it was not the fault of the students or parents, that no one asked to come

into a socio-economically disadvantaged family; no one asked to lose their job. She stated things

happen. She further stated this program was designed to give children a "leg up" who otherwise

would not have it. She stated the program provided strong foundational learning skills. She

stated that not everyone had equal opportunities. She stated this grant was not costing the

County anything and that the grant was a win for the children. She asked the Board to reconsider their vote and support the youngest learners.

Rochelle Newlin, Back Creek District, addressed the Board and stated she was not a teacher or a Frederick County employee but she did have a masters in early childhood development. She stated she had the luxury of being in pre-school and was somehow promoted to first grade and that now she had her masters. She stated she was first generation from being at the poverty level. She further stated that she had seen the benefit of early childhood education and asked the Board to admit they made a mistake and fix this.

Dr. John Lamanna, Stonewall District and Frederick County School Board Chairman, addressed the Board and stated he was present on behalf of the School Board. He stated the School Board was aware that the Board of Supervisors was not inclined to support new initiatives or programs. He stated it was never their intent when the grant came through, that it would be an obligation of the Board of Supervisors. He stated the School Board did not apply the last eight years for previous Virginia pre-school grants that required matching funds from the County as they were aware of the situation the County was in, knew their priorities and realized their position. He stated that was why it was hard for the School Board to understand why the Board of Supervisors said no to this grant since there were no local funds required. He stated it was not the intent of the School Board to ask for funding when the grant was over in two years. He stated they told their administrators and staff that were hired for this program that this was a two year commitment and that they did not know what was going to happen in two years. He stated that he thought it needed to be said that, by the Constitution of Virginia, by Code, it was the School Board's responsibility to decide on the priority of education and the services offered.

He stated that was the School Board's prerogative and not the Board of Supervisors. He stated it

was the Board of Supervisors' prerogative whether or not to fund those services. He stated he

knew the relationship between the School Board and Board of Supervisors was strong and he

looked forward to that.

Lauren Porter, VPI teacher with NREP, addressed the Board and stated she agreed on

the points that had been made. She stated that if the Board of Supervisors had questions as to

what went on, she invited them to come to a class to see. She felt they would see that it was

worth it.

There were no more public comments.

Chairman DeHaven closed the public comment portion and thanked everyone for their

concerns and comments and stated their participation was important to the process.

Vice Chairman Fisher made a motion to approve a FY 18 supplemental appropriation in

the amount of \$502,498.66 for the VPI and Pre-School Expansion grant.

Supervisor Wells seconded the motion.

Supervisor Lofton thanked everyone for coming out to share their views. He stated that

in May he approved a request from the School to accept a grant for a pilot program for two

classrooms for pre-school to be fully funded for the FY 17-18 School year. He stated the reason

he voted for this grant was because it was fully funded, and it would give him time for research,

thought and decision making before having to decide making the program a permanent part of

the School budget, and "trust me", it would be a permanent part of the School budget. He stated

the School Board and the School Administration deliberately and blatantly squandered the

opportunity to have that opportunity for discovery, discussion and debate on such questions as

where they were going to find the rooms for all the additional classes they intended to hold. He stated they have been hearing for months how over crowded the schools were. He stated Governor McAuliffe held a press conference yesterday about teacher shortage and he questioned if there were going to be enough teachers for these classes. He wondered what it would be for the County if this goes full time at all schools. He stated the cost of the initial program had far exceeded what they were initially told and felt it was a case of poor money management. He questioned as to whether there was an opportunity to partner with organizations that were already providing this service. He stated the School Board violated the trust placed in them to provide this program as originally stated and he would not support the motion.

Vice Chairman Fisher stated that his question for funding of this program had been responded to by the School system. He stated that he and Dr. Lamanna had met and talked about it and they had been talking for thirteen years, sometimes they did not agree, but they continued to talk to each other in a respectful way. He stated his issue had always been about the County taxpayer that would be required to fund this program once there was no longer State or Federal funding. He stated that with any program there were pros and cons and it was not known until you get in it to try them. He further stated he depended on the School Board and School Administration to decide the educational programs that were best for the children and was glad that Dr. Lamanna pointed that out. He stated the County would have many challenges in its financial obligations in the coming years. He went on to say that it was his sole intent to provide, for the record, that subsequent Boards of Supervisors would not be required to provide local funding for this program if State and Federal funding ceased. He concluded by stating he would support the motion.

Supervisor Slaughter stated she had been asked why the Board made the decision they did, and it was because they did not have answers to questions they had, that needed staff was not present at the last meeting. She read from the memo that was in their agenda packet for the original request and stated that it read that the amount was to fund two pre-school classrooms for the FY 17-18 School Year and that no local funds were required. She stated the Board approved the request for what they believed was full funding for FY 17-18. She stated that what she has since learned from reading publications in the newspaper, those funds have now been used to increase capacity and for initial start-up costs. She stated she contacted the Stonewall District School Board representative and it was confirmed that is what the funds were used for. She stated her question was the original request was for two classrooms and now they were funding a third classroom and how did that happen without an additional appropriation. She stated the appropriation was approved for one thing but now being used for something else, so she was confused and concerned by that. She stated there were procedures and protocol to how things were accomplished. She stated more questions have been raised as to how things transpired with this grant. She understood there had been great success with the program. She went on to say she felt the Board had been misled and now were being questioned as to why they originally approved to fund something and now they would not consider it.

School Superintendent Dr. David Sovine addressed the Board and thanked them for bringing this back before the Board and hoped to provide further clarity. He stated the original request was for start-up costs. He stated with many grants there was a start-up cost and then there is a second installment, and this was for the complete funds for the entire school year. He stated the School Board had a joint meeting with the Instruction and Personnel Committee and at

that point they had received information from the State about funds that would allow them to offer three classes at the three sites that currently exist. He stated the information from the joint committee meeting went to their full Board. He stated they received information late that there would possibly be funds available for three classes. He stated it was presented at a meeting in an open setting and they had been transparent. He further stated that if there was not funding for three classes, they agreed to keep it at two. He went on to say they were notified three days later there was funding for three classes and that was included in the second installment request. He stated normally this was done much earlier but they received the information late in the year. He went on to say he appreciated the opportunity for clarification and again, they had been transparent at their June 20th meeting and had provided the information to the Board of Supervisors as a courtesy, so they would have good information.

Supervisor Dunn thanked Dr. Sovine and Dr. Lamanna for their timeliness in their response to his questions. He stated that Dr. Sovine had made comments on his perception on what the School Board had relayed. He stated the information that was originally provided to the Board of Supervisors was for a budget adjustment for grant award received to fund two preschool classrooms for the FY 2017-2018 school year and that no local funds were required and that was all he had to base his decision on. He stated the second piece of information was the September 7, 2017 memorandum to Finance Director Cheryl Shiffler from School Finance Director Patty Camery for a budget adjustment request in the amount of \$502,498.66 for the preschool expansion grant and that was all he had. He stated he had read the grants funds covered other areas and asked Dr. Sovine to elaborate on exactly what the funds were for, how many schools and for what school year.

Dr. Sovine replied the second installment covered funding for the remaining school year

for the existing three pre-school classrooms. He stated they had been notified that grant funds

remain available to sustain the program through next year. He stated that with reference to

procedure and protocol, he attended the Finance Committee meeting for this request and that was

the School's normal procedure, and on any budget related item, the School Finance Director

attends the Board of Supervisors' meetings. He stated the funds were used for personnel,

nutrition, parent outreach and support, interpreter services and the program was comprehensive

in nature. He clarified they were not using grant dollars to teach English to adults.

Supervisor Dunn asked about the approximate funding for next year.

Dr. Sovine replied that a full year is approximately \$783,000 and again, they had been

notified there were remaining grants funds available for the next school year.

Dr. Angelo stated that the funds for the second year will be less as they will not need re-

training of personnel, start-up costs, equipment, curriculum materials, certain things that were

required by the grant to start this program.

Supervisor Lofton asked Dr. Sovine if the County wanted to start a pilot program for one

school year and that less money was accepted when the School Board knew it was going to cost

more for that school year. He stated that was what was represented in the September 7, 2017

memorandum from School Finance Director Patty Camery asking for the budget adjustment and

if Dr. Sovine knew that the funding would not carry through the first school year.

Dr. Sovine replied it was clear from the State that they would have an initial installment

and that would not cover everything for the entire year but it would be enough to get started to

hire teachers, to invest in some of the grant requirements pertaining to equipment, things of that

nature and that it had been communicated to them there would be additional funds. He stated

what was communicated to them was a commitment for two years and beyond that they were not

certain if future funds would be available to continue the program. He stated if funds go away,

the School Board would address it at that time and there were aware the governing body did not

want to use local dollars. He stated for now, the funds were available and they took that

opportunity to provide a valuable program to serve the children.

Supervisor Ewing asked Dr. Sovine if it was not the intention of the School Board to ask

the Board of Supervisors for additional funds, what happens to the children if the program ended,

what would have been created at that point.

Dr. Lamanna stated it would be a difficult decision. He stated if funds ended and the

School Board decided to continue the program, they would fund it in the School Board Budget

and would need to cut other areas, but they would not submit a larger budget to include this

program.

Supervisor Ewing stated if they funded the program in the School Board budget, that

would affect his decision, because no local tax dollars means no local tax dollars.

Dr. Sovine stated he could not predict the future, but if the grant money ceased to exist

and the School Board felt it was a valuable program to continue, then they would make other

cuts within their operating budget in order to provide this program and that was a decision to be

made by the School Board.

Supervisor Ewing stated he was concerned about the magnitude of this program and the

possibility of the taxpayer taking on the burden of paying for it. He stated he felt education was

important but that the taxpayer should have more input as to their interests. He stated if it is

funded in the School operating budget, whether it was Federal, State or local money, it was still

taxpayer money.

Dr. Lamanna stated that they have two years of Federal money and they will see what

worked; that there was active citizen involvement at both the School Board and Board of

Supervisors' level. He stated again, that the programs and services offered were decisions made

by the School Board.

Supervisor Wells stated that he felt the County had a quality education system and

thanked the School Board and the teachers for their hard work and efforts. He stated that on any

issue, they all paid taxes. He stated the School Board made the decisions on what they felt was

best. He felt it was important to get past talking about the taxpayer and the money for the

program, that the money was available now and that no local dollars were required, and he felt

they needed to take advantage of the opportunity and he was in favor of the program.

Supervisor Dunn stated that the cost per student in the program was significant and that

alternatives exist such as Head Start United Way, churches and various private organizations.

He stated that a gentleman earlier had mentioned putting this to referendum and he would

support that on all services across the board.

Supervisor Lofton stated there had been a lot of discussion, debate, and comments and for

him there were still too many unanswered questions. He felt that if the budget adjustment was

approved, taxpayers would be burdened with much higher costs and taxes. He stated it was his

belief that the School Board did not have the desire, the will, or the courage to end this program

when the grant ends.

Upon original motion made by Vice Chairman Fisher, seconded by Supervisor Wells, the

Board approved a FY 18 supplemental appropriation in the amount of \$502,498.66 for the VPI and Pre-School Expansion grant by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Nay
Bill M. Ewing Nay
Gene E. Fisher Aye
Gary A. Lofton Nay
Judith McCann-Slaughter
Robert W. Wells Aye

RESOLUTION (#032-17) TO COVER VOLUNTEER FIRE/EMS PERSONNEL FOR WORKERS' COMPENSATION – APPROVED UNDER CONSENT AGENDA

Board of Supervisors Resolution to Cover Volunteer Fire/EMS Personnel for Workers' Compensation

WHEREAS, Frederick County has a combined career and volunteer fire and rescue system; and

WHEREAS, Frederick County's career fire and rescue personnel are automatically covered by the Workers' Compensation Act, pursuant to Virginia Code §65.2-101; and

WHEREAS, the Workers' Compensation Act does not automatically provide coverage to volunteer members of fire and rescue departments serving public entities; and

WHEREAS, on September 13, 2017, the Frederick County Board of Supervisors approved VACoRP's recommendation for workers' compensation coverage for volunteer fire and EMS personnel.

NOW, THEREFORE, BE IT RESOLVED, that the volunteer members of the fire departments and rescue squads of Frederick County, Virginia, are hereby authorized to be included as employees for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and are entitled to coverage provided under said Act.

RESOLUTION (#033-17) TO AUTHORIZE PARTICIPATION IN THE AQUA VIRGINIA, INC. RATE CASE, STATE CORPORATION COMMISSION CASE NUMBER PUR-2017-0082 – APPROVED UNDER CONSENT AGENDA

BOARD OF SUPERVISORS RESOLUTION October 25, 2017 WHEREAS, Aqua Virginia, Inc. provides water and sewer service to County residents in the Lake Holiday community and water service to County residents in the Shawneeland community; and

WHEREAS, Aqua Virginia, Inc. has filed with the State Corporation Commission an application, docketed as Case Number PUR-2017-00082, for increases in its water and sewer rates, and for implementation of a separate water and wastewater infrastructure service charge; and

WHEREAS, water and sewer costs represent a significant burden to County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities; and

WHEREAS, participation by the Board of Supervisors as a respondent in State Corporation Commission Case Number PUR-2017-00082 would be beneficial toward seeking the accomplishment of fair and reasonable water and sewer rates and charges for County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors authorizes the County Attorney to file a Notice of Participation as a Respondent on its behalf in State Corporation Commission Case Number PUR-2017-00082 and to take such action as is appropriate in such proceeding to seek the accomplishment of fair and reasonable water and sewer rates and charges for County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities.

COMMITTEE REPORTS

<u>PARKS AND RECREATION COMMISSION REPORT - APPROVED UNDER</u> <u>CONSENT AGENDA</u>

The Parks and Recreation Commission met on October 10, 2017. Members present were: Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., and Amy Strosnider. Members absent: Randy Carter, Robert Wells (Board of Supervisors' Non-Voting Liaison).

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Abrams Creek Greenway - The Buildings and Grounds Committee recommended

requesting Board of Supervisors' endorsement of the VDOT Transportation Alternatives Resolution of Support required for grant applications, second by Mr. Morrison, motion carried unanimously (7-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisors' action.

- 2. Abrams Creek Greenway The Buildings and Grounds Committee recommended to forward to the Finance Committee a supplemental appropriation request of \$1,048,900 to be used to develop the Abrams Creek Trail and parking area with \$988,900 of this amount for trail construction and \$60,000 for the development of a trailhead parking area. The local contribution to the project is \$247,780. The remaining \$791,120 would be reimbursed through the VDOT Transportation Alternatives grant. If the grant is not received, funds would be returned, second by Mr. Sandy, motion carried unanimously (7-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisors' action.
- 3. FY 2019 Capital Improvements Plan The Buildings and Grounds Committee recommended approval of the 2018-2019 Capital Improvements Plan as submitted, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached a copy 2018-2019 Capital Improvement Plan Project Summary to be forwarded to the Planning Commission prior to the Board of Supervisors.

FINANCE COMMITTEE REPORT - APPROVED

Supervisor Slaughter presented the Finance Committee Report.

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, October 18, 2017 at 8:00 a.m. All members were present. Nonvoting liaison Ellen Murphy was absent. Items 6 and 8 were approved under consent agenda. Items 9 and 10 require no action.

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, Items 6 and 8 were approved under the consent agenda by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

1. The FCPS Finance Director requests School Operating Fund and General Fund supplemental appropriations in the amount of \$997,264.55. This amount represents unspent FY 2017 funds to be spent on buses. Local funds are required. The committee recommends

approval. - Approved.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

2. The Parks and Recreation Director requests approval to apply for a VDOT Transportation Alternatives (TA) grant for FY19 and FY20 funding for the development of Phase I of the Abrams Creek Trail and the adoption of the Transportation Set-Aside Resolution of Support. The Parks and Recreation Commission has approved. The committee recommends approval (DeHaven – no). – Approved.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Nay
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

3. The Commissioner of the Revenue requests a General Fund supplemental appropriation in the amount of \$11,466. This amount represents FY18 funds (salary and fringes) needed for a full time Data Collector (currently part time). The request has been forwarded by the HR Committee. Local funds are required. The committee recommends approval. – Approved.

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay

Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$266,508. This amount represents FY18 funds needed to hire (\$113,652 salaries and fringes) and equip (\$152,856) three (3) full time Deputy I positions. The request has been forwarded by the Public Safety Committee. Local funds are required. The committee recommends approval (Lofton – no). – Approved.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Wells, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Nay
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$11,173.40. This amount represents Sheriff's Sale proceeds in excess of revenue budgeted. No local funds required. The committee recommends approval. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

6. The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,499.82. This amount represents reimbursements from the Treasury Department. No local funds required. – Approved Under Consent Agenda.

7. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$1,000,000. This amount represents funds needed to complete the Stephenson convenience site. Local funds are required. The committee recommends approval. – **Approved.**

Supervisor Slaughter stated that after the committee had met, the bid amount came in at \$1,221,294 million, with a contingency of \$200,000, which resulted in an adjusted cost of \$1,421,294. She stated they currently had an appropriation in the Public Works operating budget that was transferred out of the Capital Contingency Fund in the amount of \$485,970 and the County Administrator had additional funds in the amount of \$604,787 in the Capital Contingency Fund that could be used to offset that expenditure, and that would leave a needed balance of \$330,537.00, and the County Administrator was comfortable with doing that.

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, a
General Fund supplemental appropriation in the amount of \$330,537.00 was approved by the
following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

- 8. The Finance Director requests a General Fund supplemental appropriation in the amount of \$18,896.10. This amount represents unspent FY17 VJCCCA funds to be returned to the state. Approved Under Consent Agenda
- 9. The committee continued discussion on the airplane tax rate. The committee requested continued discussion at the next committee meeting. No Action Taken.
- 10. The Finance Committee Chairman has provided FY 2019 budget priorities and the FY 2019 budget calendar. No Action Taken.

Information Only

- 1. The Finance Director provides a Fund 10 Transfer Report for September 2017.
- 2. The Finance Director provides financial statements ending September 30, 2017.
- **3.** The Finance Director provides an FY 2018 Fund Balance Report ending October 13, 2017.

PLANNING COMMISSION BUSINESS

RESOLUTIONS RE: REVENUE SHARING APPLICATION OF SUPPORT – BRIDGE OVER I-81 AND ROUNDABOUT (RESOLUTION #035-17) AND AIRPORT ROAD EXTENSION AND INTERSECTION WITH ROUTE 522 – (RESOLUTION #036-17) - APPROVED

Assistant Director-Transportation John Bishop presented this request. He stated that at the October 11, 2017 Board meeting, the Board authorized staff to seek the transfer of funds on the Valley Mill Road Revenue Sharing Project to the Russell 150/Heritage Commons roadways which consist of the Bridge over I-81, Airport Road Extension and Roundabout. He stated that following that meeting, VDOT advised staff it would be better to apply for revenue sharing as opposed to completing the transfer, and staff requested approval of the resolutions of support to apply. He stated that if there were any cost overruns, the owner would be responsible and that the agreement was already in place and executed.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Wells, the resolution of support for the revenue sharing application for the Bridge over I-81 and Roundabout was approved.

A RESOLUTION (#035-17) FOR THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA TO ENDORSE THE BRIDGE OVER I-81 AND ROUNDABOUT REVENUE SHARING PROJECT

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on October 25, 2017, the following resolution was adopted:

WHEREAS, the Frederick County Board of Supervisors, desires to submit an application for an

allocation of funds of up to \$2,226,126.51 through the Virginia Department of Transportation Fiscal Year 2019-2020, Revenue Sharing Program; and,

WHEREAS, \$2,226,126.51 of these funds are requested to fund construction of the Bridge over I-81 and Roundabout; and,

WHEREAS, The Frederick County Board of Supervisors hereby supports this application for an allocation of \$2,226,126.51 through the Virginia Department of Transportation Fiscal year 2019- 2020 Revenue Sharing Program,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document.

BE IT FURTHER RESOLVED, that the County Administrator Kris Tierney is authorized to execute all agreements and/or addendums for any approved project with the Virginia Department of Transportation.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the resolution of support for the revenue sharing application for the Airport Road Extension and Intersection with Route 522 was approved.

A RESOLUTION (#036-17) FOR THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA TO ENDORSE THE AIRPORT ROAD EXTENSION AND INTERSECTION WITH ROUTE 522 REVENUE SHARING PROJECT

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on October 25, 2017, the following resolution was adopted:

WHEREAS, the Frederick County Board of Supervisors, desires to submit an application for an

allocation of funds of up to \$1,415,882.92 through the Virginia Department of Transportation Fiscal Year 2019-2020, Revenue Sharing Program; and,

WHEREAS, \$1,415,882.92 of these funds are requested to fund construction of the Airport Road Extension and Intersection with Route 522; and,

WHEREAS, The Frederick County Board of Supervisors hereby supports this application for an allocation of \$1,415,882.92 through the Virginia Department of Transportation Fiscal year 2019-2020 Revenue Sharing Program,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document.

BE IT FURTHER RESOLVED, that the County Administrator Kris Tierney is authorized to execute all agreements and/or addendums for any approved project with the Virginia Department of Transportation.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr. Aye
Blaine P. Dunn Aye
Bill M. Ewing Aye
Gene E. Fisher Aye
Gary A. Lofton Aye
Judith McCann-Slaughter Aye
Robert W. Wells Aye

BOARD LIAISON REPORTS

There were no Board Liaison Reports.

CITIZEN COMMENTS

Shannon Trout, Shawnee District, addressed the Board and thanked the Board for their re-consideration and vote on the pre-school funding issue and for listening to all the comments.

Alan Morrison, Gainesboro District, addressed the Board and stated there had been a lot of misinformation over the pre-school grant issue. He stated he felt each Board had their own world view of how things should work and both felt they were doing the appropriate things for

the right reasons, but they were missing each other wildly by many miles in the information and

in communication. He stated in the future they needed to be more open, and more truthful in

everything that they were told and in the implication.

Nancy Desaren, Gainesboro District, addressed the Board and thanked Supervisors

Fisher, Wells and Slaughter for speaking with her and that she was disappointed her own

representative did not return her calls or emails. She stated the bottom line was that as elected

officials, the Board did work for the citizens.

BOARD OF SUPERVISORS COMMENTS

Supervisor Ewing stated this would be his last Board meeting and he appreciated the

Board's confidence in appointing him to serve the Gainesboro District and appreciated their

support and wished all of them well.

Chairman DeHaven stated that it had been an honor serving with him and appreciated his

hard work.

Supervisor Dunn thanked Supervisor Ewing for his service and that he had enjoyed

working with him this past year.

Supervisor Slaughter stated that it had been an honor and a privilege to serve with

Supervisor Ewing and that he had been a great mentor to her.

Supervisor Lofton stated that he had known Supervisor Ewing for many years and he had

found him to be an upstanding gentleman with great expectations for the County and had worked

hard to make the County's quality of life better than when he started and felt he had succeeded in

that with finesse and honor and thanked him for his service.

ADJOURN

30

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR WELLS, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (9:27 P.M.)

Employee of the Month Resolution

Trisha D. Clevenger

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Trisha D. Clevenger who serves as a Correctional Officer II with the Northwestern Regional Adult Detention Center was nominated for Employee of the Month: and.

WHEREAS, Trisha D. Clevenger's work ethic has proven her to be an asset to her team as well as the facility. On Saturday, September 29, 2017, she was working main control by herself, which is a demanding post, but took the extra time from her regular duties to monitor another Officer that was working the special management unit at the time. Officer Clevenger does this regularly to ensure the Officer's safety and the security of the facility. Officer Clevenger observed the inmate housed in the unit becoming belligerent and then proceeded to assault the Officer. Officer Clevenger controlled her emotions in this highly stressful situation, even though it was a fellow Officer who was assaulted and promptly called for assistance. Officer Clevenger then, keeping a visual on the Officer, opened all necessary doors to get available staff in to assist with the incident. Due to Officer Clevenger's diligence, the assaulted Officer received only minor injuries even with the severity of the incident.; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 13th day of December 2017, that Trisha D. Clevenger is hereby recognized as the Frederick County Employee of the Month for December 2017; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Trisha D. Clevenger for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Trisha D. Clevenger is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

Charles S. DeHaven, Jr., Chairman





Kris C. Tierney
County Administrator

540/665-6382 Fax: 540/667-0370

E-mail: ktierney@fcva.us

MEMORANDUM

TO:

Board of Supervisors

FROM:

Kris C. Tierney, County Administrator

DATE:

December 7, 2017

RE:

Committee Appointments

Listed below are the vacancies/appointments due through February, 2018. As a reminder, in order for everyone to have ample time to review applications, and so they can be included in the agenda, please remember to submit applications prior to Friday agenda preparation. Your assistance is greatly appreciated.

VACANCIES/OTHER

Historic Resources Advisory Board (HRAB)

Clint Jones – Shawnee District Representative 3108 Middle Road Winchester, VA 22602 Phone: (540)667-6350

Term Expires: 05/22/18

Four year term

(Vice Chairman Fisher has indicated he will defer this vacancy to the Supervisor Elect for Shawnee District.)

Community Policy and Management Team (CPMT)

Leslie Stewart - Parent Representative 121 Garden Court Winchester, VA 22601 Home: (540)336-8086 Term Expires: 06/30/18

Two year term

Memorandum – Board of Supervisors December 7, 2017 Page 2

(Staff has been advised that Ms. Leslie Stewart has resigned. The CSA Coordinator and CPMT staff is attempting to get recommendation(s) for appointment and, upon receipt, will forward same to the Board of Supervisors at a future meeting.)

Lord Fairfax Community College Board (LFCC)

J. Douglas McCarthy – County Representative 579 Brush Creek Road Winchester, VA 22603 Term Expires: 06/30/19 Four year term

(See Attached Correspondence from Lord Fairfax Community College President Cheryl Thompson-Stacy. Mr. McCarthy has resigned from this position.)

NOVEMBER 2017

Economic Development Authority

Dennis McNutt – Frederick County Representative HP Hood 160 Hood Way Winchester, VA 22602 Office: (540)869-0045 Term Expires: 11/18/17

Four year term

(As the Board may recall, the Industrial Development Authority was renamed the Economic Development Authority via public hearing at the Board of Supervisors meeting of January 8, 2014 and reorganization of the authority was completed during 2014. There are seven members on the authority and they serve a four year term.)

Shawneeland Sanitary District Advisory Committee

Marianne Biviano 109 Doe Trail Winchester, VA 22602 Home: (540)535-6574 Term Expires: 11/09/17 Two year term Memorandum – Board of Supervisors December 7, 2017 Page 3

> Hugh B. Van Meter 106 Potomac Trail Winchester, VA 22602 Home: (540)877-3522 Term Expires: 11/09/17 Two year term

(The ShawneeLand Sanitary District Advisory Committee is comprised of five members made up of resident property owners and serve a two year term

JANUARY 2018

Frederick County Planning Commission

Gary R. Oates – Stonewall District Representative 1073 Red Bud Road Winchester, VA 22603 Home: (540)667-2001 Term Expires: 01/11/18 Four year term

Christopher M. Mohn – Red Bud District Representative 316 Ridge Road Winchester, VA 22602 Home: (540)678-1366 Term Expires: 01/27/18 Four year term

Kay Dawson – Red Bud District Representative 203 Canyon Road Winchester, VA 22602 Phone: (540)247-6926 Term Expires: 01/27/18 Four year term

(Staff may recall that Ms. Dawson was appointed at the October 25, 2017 Board meeting to fill the unexpired term of Mr. Charles Dunlap who moved from the area.)

Extension Leadership Council

Kevin C. Scott - Shawnee District Representative

Memorandum – Board of Supervisors December 7, 2017 Page 4

> 106 Jutland Court Stephens City, VA 22655 Home: (540)869-4799 Term Expires: 01/22/18 Four year term

(See Attached Memo from Extension Unit Coordinator Recommending Appointment of Carolyn Rutherford. Mr. Scott does not want to be reappointed.) (The Extension Leadership Council is composed of one citizen member from each district appointed by the Board of Supervisors and three members-at large recommended by the Virginia Tech Extension Service.)

FEBRUARY 2018

Extension Leadership Council

Heather McKay – Member-At-Large Representative 2965 Cedar Creek Grade Winchester, VA 22602 Home: (540)545-8698 Term Expires: 02/13/18 Four year term

Ruth Boden – Member-At-Large Representative 142 Grasshopper Lane Clearbrook, VA 22624 Home: (540)662-2029 Term Expires: 02/13/18 Four year term

(See Attached Memo from Extension Unit Coordinator Recommending Reappointment of Heather McKay an Ruth Boden.) (The Extension Leadership Council is composed of one citizen member from each district appointed by the Board of Supervisors and three members-at large recommended by the Virginia Tech Extension Service.)

KCT/tjp

Attachments





November 7, 2017

Kris Tierney County Administrator 107 N Kent Street Woodstock, VA 22601

Dear Mr. Tierney:

Douglas J. McCarthy is unable to fulfill his term as a member of the Lord Fairfax Community College (LFCC) Board representing Frederick County, and has submitted his resignation in writing to the board. Mr. McCarthy was appointed to his first four-year term in October 2015; this term will expire June 30, 2019.

The LFCC Board requests appointment of a new board member representing Frederick County to fulfill the remainder of this unexpired term through June 30, 2019. In July of 2019, the individual appointed will be eligible to serve two consecutive, four-year terms if the board of supervisors chooses to reappoint him or her. Please present this information to the Frederick County Board of Supervisors with our request for a college board appointment.

The College Board asked me to pass along their strong request to the Frederick County Board of Supervisors that the person appointed be able to consistently attend the college board meetings. The 2017-18 College Board meeting schedule is enclosed for reference.

The following informational items are also enclosed for your reference: *LFCC Board Bylaws*; *Duties and Responsibilities of Local College Boards of the VCCS*; *Commitment of LFCC Board Member*; and a listing of current College Board members. Please contact me if you have any questions.

Thank you very much for your attention to this appointment. My retirement is effective at the end of this calendar year and it would be great to have the second Frederick County board representative appointed prior to the new president coming on board.

Sincerely,

Cheryl Thompson-Stacy President

Cc: Fran L. Jeffries, Lord Fairfax Community College Board chair Douglas J. McCarthy

Middletown Campus

173 Skirmisher Lane Middletown, VA 22645-1745 540-868-7000 lfcc.edu/middletown Fauquier Campus

6480 College Street Warrenton, VA 20187-8820 540-351-1505 Ifcc.edu/fauquier Luray-Page County Center 334 North Hawksbill Street Luray, VA 22835-1130

540-843-0722 lfcc.edu/luray Vint Hill 4151 Weeks Drive Warrenton, VA 20187-3945 540-351-1531 lfcc.edu/vinthill



LORD FAIRFAX COMMUNITY COLLEGE BOARD

2017-18 Calendar of Scheduled Meetings (Updated June 16, 2017)

DATE	TIME	LOCATION
August 3, 2017	12:00 p.m.	American Woodmark Board Room, Corron Community Development Center, Middletown campus
October 5, 2017	12:00 p.m.	American Woodmark Board Room, Corron Community Development Center, Middletown campus
November 30, 2017	12:00 p.m.	American Woodmark Board Room, Corron Community Development Center, Middletown campus
February 1, 2018	12:00 p.m.	American Woodmark Board Room, Corron Community Development Center, Middletown campus
April 5, 2018	12:00 p.m.	The Barn, Fauquier campus
June 7, 2018	12:00 p.m.	Luray-Page County Center

Note: All College Board meetings are scheduled to begin at 12:00 p.m.; a light lunch is served at 11:30 a.m. Dates, times and meeting locations are subject to change due to unforeseen circumstances.



BYLAWS OF

LORD FAIRFAX COMMUNITY COLLEGE BOARD

President's Office 173 Skirmisher Lane Middletown, VA 22645 (540) 868-7101

ARTICLE ONE

Section 1. These Bylaws are subject to all rules, regulations, directives, policies and procedures as established by the State Board for Community Colleges of the Commonwealth of Virginia.

ARTICLE TWO

COLLEGE BOARD

Section 1. The local affairs of the College shall be managed by its College Board.

Section 2. The Lord Fairfax Community College Board shall exercise the responsibilities prescribed for local community college boards by the Code of Virginia and the State Board for Community Colleges.

Section 3. The number of Board members shall be fourteen (14). The Board members shall be appointed by the political subdivisions participating in the support of the

College. These political subdivisions are the Counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the City of Winchester. Each political subdivision shall be represented by two members on the Board, with the exceptions of the Counties of Clarke and Rappahannock, which shall have one member, each subject, however, to the provisions for reallocation of Board members as established by the State Board for Community Colleges. Each member shall serve for a term of four (4) years and may serve two successive terms.

Section 4. Regular meetings of the Board shall be held during the months of August, October, December, February, April, and June, the time and place for holding said regular meetings to be as directed by resolution of the Board.

Section 5. Special meetings of the Board may be called by or at the request of the Chair, the President of the College, or any two Board members.

Section 6. All meetings, both regular and special, shall be held at the Middletown or Fauquier Campus of the College, or at such other place as the members of the Board may determine.

Section 7. Notice of any special meeting of the Board shall be given at least five (5) days previously thereto by written notice delivered personally or sent by mail, e-mail or fax to each Board member at his/her address as shown by the records of the College. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be

specified in the notice or waiver of notice of such meeting, unless specifically required by law, by these Bylaws, or by order of the State Board for Community Colleges.

Section 8. A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Board members are present at any meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

Section 9. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

Section 10. Any vacancy occurring in the Board shall be filled by the political subdivision that the vacating Board member represented. Any College Board member who misses three (3) consecutive regularly scheduled meetings, may be dismissed by the College Board. For purposes of this section, attendance during any part of the official meeting is considered attending the meeting. The Secretary of the Board shall notify the Chair of the Board of any member who has missed three (3) consecutive regular meetings. The Chair shall investigate to determine if there were extenuating circumstances that caused the member to miss the three (3) meetings. The investigation must include a discussion with the member and the Chair may consult the Vice Chair concerning the member and the circumstances. If after consultation, it is the opinion of the Chair that the member does not have good cause for missing the meetings, the Chair shall request the Board to consider whether replacement of the member is in the best interest of the college. If the Board votes to replace the member, the Board shall notify the sponsoring subdivision of the need for a replacement.

ARTICLE THREE

OFFICERS

Section 1. The officers of the Board shall be a Chair, Vice Chair, a Secretary and such other officers as may be elected in accordance with the provisions of this article. The Vice Chair will be considered to be the Chair Elect. The Secretary shall be the President of the College. The Board may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board.

Section 2. The officers of the Board shall be elected biennially by the Board at its June meeting to serve from July 1 immediately following. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient.

Nominations for the offices of Chair and Vice Chair during an election year will be proposed by a nominations committee consisting of the Chair, Vice Chair and a Board member appointed by the Chair, preferably a past Chair if available. The nominations committee shall be sensitive to locality representation and Board rotation in its proposed nominations which will be provided in writing to the Board prior to the election. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until his successor has been duly elected and qualifies, except that an officer whose term of office on the Board has expired and who is not eligible for re-appointments shall hold office only until his term has expired.

Section 3. Any officer elected or appointed by the Board may be removed by the Board by a two thirds vote of the Board whenever in its judgment the best interest of the College would be served thereby.

Section 4. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the members of the Board for the unexpired portion of the term.

Section 5. The several officers shall have such powers and perform such duties as may from time to time be specified in resolutions or other directives of the Board or of the State Board for Community Colleges or the Commonwealth of Virginia and that publication in the Minutes shall constitute sufficient notice.

ARTICLE FOUR

COMMITTEES

Section 1. The Board, by resolution adopted by a majority of the members of the Board-in office, may designate one or more committees, not having and exercising the authority of the Board in the management of the College. Except as otherwise provided in such resolution, members of each such committee shall be members of the Board and the Chair of the Board shall appoint the members thereof. Any member thereof may be removed by the Chair whenever in his/her judgment the best interests of the College shall be served by such removal.

ARTICLE FIVE

EDUCATIONAL FOUNDATION BOARD MEMBER

The College Board will recommend a College Board member, to be considered for membership on the Foundation Board to serve a one-year term. The recommendation will be made after the College Board member is approached by the chair and vice chair and agrees to be nominated for membership on the Foundation Board. The Foundation Board will follow Bylaws of Lord Fairfax Community College Board - Revised 2007

its normal Board member selection process. The Foundation Board chair will inform the nominated College Board member and College Board chair of the Foundation Board's decision in writing. For College Board members who do not serve full terms on the Foundation Board, their successors will be selected using the aforementioned process.

ARTICLE SIX

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the law, these Bylaws or under any provision or regulation formulated by the State Board for Community Colleges, a waiver thereof signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE SEVEN

AMENDMENT OF BYLAWS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Board members present at any regular meeting or at any special meeting, if at least ten (10) days notice is given of intention to alter, amend, or repeal or to adopt new Bylaws at such meeting.

I, Cheryl Thompson-Stacy, Secretary of the College Board of Lord Fairfax

Community College, do certify that the foregoing is a true and correct copy of the Bylaws of the Board duly adopted at a meeting of the Board held on the eighth day of February, 2007. I further certify that a quorum was present at said meeting.

Cheryl Thompson-Stacy
President of the College and Secretary to the
Lord Fairfax Community College Board

Barbara P. Lee College Board Chair

Revised June 14, 2007 Revised February 8, 2007 Revised February 9, 2006 Revised January 14, 1988

DUTIES AND RESPONSIBILITIES OF LOCAL COLLEGE BOARDS of the Virginia Community College System

The State Board for Community Colleges has prescribed the following duties and responsibilities for local college boards.

- Elect a chairman and other such officers as it deems necessary and adopt rules and regulations to conduct its business. (The College President is Secretary to the Board.)
- Serve as a channel of communication between the State Board and the localities.
- Recommend a name for the college and, in multi-campus colleges, for each campus.
- Recommend a site plan for the campus.
- Participate in the selection, evaluation, and removal of the college president.
- Participate in the development and evaluation of the program of education.
- Be responsible for eliciting community participation in program planning and development; establish advisory committees for specialized programs; approve appointments of members of these committees.
- Recommend curriculum proposals to the State Board (new programs and program discontinuations).
- Oversee the community service program of the college.
- * Review and recommend biennial budget Program Proposal.
- Review and approve local funds budget. (The State Board receives a copy, and also receives financial statements.)
- Establish local regulations on student conduct.
- Approve a budget for the expenditure of revenues from vending commissions and auxiliary enterprises.
- Review reports of audits and the college president's response to audit reports.
- Be informed of personnel matters by the college president.

Any local College Board, or its authorized representative, may appear before the State Board simply by notifying the Secretary of the State Board (Chancellor) 15 days prior to a regularly scheduled meeting so that the matter may be placed on the agenda.



Commitment of LFCC Board Member and LFCC Staff

As a member of the LFCC College Board, I am committed to helping promote the growth and development of the College by:

- Becoming familiar with the mission, vision, values and programs of the College.
- Analyzing the mission and goals of the College, setting priorities and assisting in the creation of new programs and projects in which the College can participate.
- Making a personal financial contribution to the Foundation on an annual basis. This
 contribution will reflect my capacity to give and love for the College.
- Identifying, cultivating, and/or soliciting prospective donors.
- · Serving as an ambassador of the College.
- Assisting in the decision-making process of fiscal matters, goal setting, long-range planning and other matters affecting the operation of the College.
- Assisting the College President with special projects that may develop throughout the year.
- Attending and/or participating in special College events, including fundraising events, the Appreciation Dinner and Commencement.
- Attending the Board meeting (six times a year).
- Serving at least one full four-year term.
- Letting us know about community issues (i.e., new programs).
- Assist in finding adjunct faculty and employees.
- Informing us about programs or services needed by your community.

As members of the LFCC staff, we are committed to providing you with the necessary support to perform the duties of a College Board member by:

- 1. Using your gift of time wisely. Every meeting will be strategic, focused and necessary.
- 2. Ensuring the tasks we ask you to perform are ones that require a volunteer's touch. You will not be asked to do things better suited for the staff's skills and experience.
- 3. Structuring your Board experience so that you are better prepared to serve as a volunteer on other boards and, at the end of your tenure on the Board, you leave knowing that you have made a real and lasting difference in the lives of LFCC students.



Lord Fairfax Community College Board 2017-18

Fran L. Jeffries, Chair William C. Daniel, Vice Chair Cheryl Thompson-Stacy, Secretary to the Board, LFCC president

City of Winchester

Fran L. Jeffries Kathryn K. Rosa

County of Clarke

William C. Daniel

County of Fauquier

Mary W. Barton Richard M. Galecki

County of Frederick

Michael A. Lake

Vacancy – pending appointment

County of Page

Craig C. Lancto Bruce S. Short

County of Rappahannock

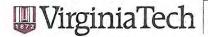
Paula L. Howland

County of Shenandoah

Vacancy – pending appointment Vacancy – pending appointment

County of Warren

Pamela M. McInnis Daryl L. Funk



Virginia Cooperative Extension - Frederick County

107 N. Kent Street Winchester, Virginia 22601 540.665.5699 Fax: 540.722.8380 email: mark.sutphin@vt.edu http://offices.ext.vt.edu/frederick/

MEMORANDUM

TO: Kris Tierney, County Administrator

FROM: Mark Sutphin, VCE-Frederick Unit Coordinator

SUBJECT: Reappointment of Heather McKay & Ruth Boden to the Frederick County Extension

Leadership Council (ELC); Shawnee District Representative

DATE: November 10, 2017

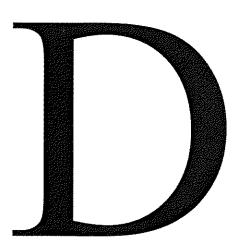
• Heather McKay's term expires on February 13, 2018. Virginia Cooperative Extension – Frederick County would like to recommend to the Board of Supervisors that Heather McKay be reappointed as an ELC Member-at-Large. Heather is an active young member of the Frederick County agriculture community and provides great insight and leadership to Extension.

- Ruth Boden's Member-at-Large term expires February 13, 2018. Virginia Cooperative Extension Frederick County would like to recommend to the Board of Supervisors that Ruth Boden be reappointed to another full term as an ELC Member-at-Large. Ruth is a very active 4-H leader and volunteer as well as an integral agriculture community member in Frederick County and we greatly value her as an advisor to Extension.
- Kevin Scott has been serving as the Shawnee District Representative. His term expires January 22, 2018 and he does not wish to be reappointed as his travel schedule has inhibited his ability to attend most meetings. Virginia Cooperative Extension Frederick County recommends that Carolyn Rutherford be appointed to serve as the Shawnee District Representative on the ELC. Carolyn is an active Extension Master Gardener volunteer and willing to serve the County of Frederick in this capacity. Below is her contact information:

Carolyn Rutherford 163 Rutherford Ln. Stephens City, VA 22655 540.869.4085 - home crutherf@su.edu



CONSENT AGENDA





Kris C. Tierney
County Administrator

540/665-6382 Fax: 540/667-0370 E-mail: ktierney@fcva.us

MEMORANDUM

TO:

Board of Supervisors

FROM:

Kris C. Tierney, County Administrator

DATE:

December 4, 2017

RE:

Certified Copies of the Abstracts of Votes from 2017 General Election

In compliance with Virginia Code Section 24.2-675, the Frederick County Electoral Board provided the attached certified copies of the Abstracts of Votes from the November 7, 2017 General Election to be recorded in the minutes.

It is requested the Board of Supervisors take action to acknowledge receipt of the certified copies at their meeting of December 13, 2017.

KCT/tjp

Attachments

U:\TJP\registrar\MmoBoardofSup(Abstractof2017Votes)BdMtgof121317.docx

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Attorney General

NAMES OF CANDIDATES ON THE BALLOT	TOTAL VOTES RECEIVED (IN FIGURES)
John D. Adams - Republican	15830
Mark R. Herring - Democratic	8374
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	17
Total Number of Overvotes for Office	2

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Attorney General.

John D. Adams - Republican

Given under our han	ds this 9th day of Nov En.	ban, 2017
J. M.	Coll full	, Chairman
the months and the	Marie F. Straul	, Vice Chairman
g spane,	J Zemlachenko	, Secretary
	J Zemlachenses	, Secretary, Electoral Board
The later of the		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Governor

NAMES OF CANDIDATES ON THE BALLOT	TOTAL VOTES RECEIVED (IN FIGURES)
Edward W. "Ed" Gillespie - Republican	15656
Ralph S. Northam - Democratic	8363
Clifford D. Hyra - Libertarian	278
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	18
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Governor.

Edward W. "Ed" Gillespie - Republican

Given under our han	ds this 991 day of Nove	nben, 2017
COS VUI,	Mer Melle	, Chairman
The same of the sa	Mario S. Straut	, Vice Chairman
g signi,	J Zenelecleako	, Secretary
	Jemlachenko	, Secretary, Electoral Board
The latest of		

Total Number of Overvotes for Office

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Lieutenant Governor

NAMES OF CANDIDATES ON THE BALLOT	TOTAL VOTES RECEIVED (IN FIGURES)
Jill H. Vogel - Republican	16430
Justin E. Fairfax - Democratic	7794
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	21

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Lieutenant Governor.

Jill H. Vogel - Republican

Given under our hand	ls this9H	day of November	, 2017
TO VVI	Men flu	<i>b</i> , c	Chairman
The state of the s	Marie P. S	haul , v	ice Chairman
g signl	J Zemlac	lenko, s	ecretary
	J Zemlack	eako, s	ecretary, Electoral Board
The state of the s	0 0		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member House of Delegates

District: 010

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

J. Randall Minchew - Republican	2641
Wendy W. Gooditis - Democratic	1472
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	4
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

J. Randall Minchew - Republican

Given under our han	ds this 9th day of Novemb	En , 2017
S WWW	Hall Me Mall	, Chairman
The state of the s	Marie F. Straul	, Vice Chairman
g 813,AVL	Je ploclades	, Secretary
	J Zenlackedes	, Secretary, Electoral Board
The state of the s		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member House of Delegates

District: 029

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Christopher E. Collins - Republican	10121
Casey S. Turben - Democratic	4317
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	33
Total Number of Overvotes for Office	1

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

Christopher E. Collins - Republican

Given under our hand	ds this 9th day of Novement	bec, 2017
The same	Thell M fell	, Chairman
The second second	Marie P. Strant	, Vice Chairman
g sbal	Jemboclowko	, Secretary
Zen G	J Zimlachenko	, Secretary, Electoral Board
The state of the s		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member House of Delegates

District: 033

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Dave A. LaRock - Republican	U - 1
The state of the s	3414
Tia L. Walbridge - Democratic	2091
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	13
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

Dave A. LaRock - Republican

Given under our hands this 9th day of Novem	ben, 2017
July VVI, July July July July July July July July	, Chairman
Mariet. Straut	, Vice Chairman
E SIBANI, > _ proloclarles	, Secretary
Jemlackenho	, Secretary, Electoral Board
100000	

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member Board of Supervisors

District: GAINESBORO DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

	(IN FIGURES)
J. Douglas McCarthy	3580
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	115
Total Number of Overvotes for Office	1

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

J. Douglas McCarthy

Given under our hand	s this 9th day of Novem	SEN, 2017
JAMMy L	MUMANI	, Chairman
The state of the s	Marie & Strant	, Vice Chairman
SINANL,	J Temlaclerho	, Secretary
	J Harlaclenko	, Secretary, Electoral Board
La Comment		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member Board of Supervisors

District: RED BUD DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

	(IN FIGURES)
Blaine P. Dunn	2356
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes] ** Please submit a Write-Ins Certification **	645
Total Number of Overvotes for Office	2

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Blaine P. Dunn

Given under our hand	s this day of Novem b	EL, 2017
do vv	Mull fully	, Chairman
The state of the s	Marie J. Strank	, Vice Chairman
e siral	J Zewladerko	, Secretary
	J Zemladenko	, Secretary, Electoral Board
The state of the s	0 0	

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member Board of Supervisors

District: SHAWNEE DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

	(IN FIGURES)
Shannon G. Trout	2351
Kevin J. Callanan	1370
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	18
Total Number of Overvotes for Office	1

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Shannon G. Trout

Given under our hand	ds this 9th day of Noven	h£n, 2017
SVALL	MM Mills	, Chairman
Eligible Contract	Marie P. Strank	, Vice Chairman
G SMANL	J Zemboclento	, Secretary
	J Zewlasterto	, Secretary, Electoral Board
The Contraction of the Contracti	0 0	

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member Board of Supervisors

District: STONEWALL DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED

	(IN FIGURES)
Judith McCann-Slaughter	2886
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	88
Total Number of Overvotes for Office	1

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Judith McCann-Slaughter

Given under our hands	sthis 9th day of Novemb	bec, 2017
Z. M.	the Mills	, Chairman
Estable will on	Maril J. Straut	, Vice Chairman
G STANL	J Zemladento	, Secretary
	J Tewloclento	, Secretary, Electoral Board
100000000000000000000000000000000000000	0 0	

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member School Board

District: RED BUD DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED

Shontya C. Washington	1635
Linda L. Fenner	1628
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	23
Total Number of Overvotes for Office	2

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Shontya C. Washington

Given under our hands	s this 944	day of November	,_2017
S KOT VVI,	tell M		, Chairman
The state of the s	Marie F.	Shaul	, Vice Chairman
g siral	J Zomlack	entes	, Secretary
	A Zimlach	ales	, Secretary, Electoral Board
1 6 71 11 11 11	0 0		

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member School Board

District: SHAWNEE DISTRICT

NAMES OF CANDIDATES ON THE BALLOT Jay W. Foreman D. B. "Dody" Stottlemyer Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes] Total Number of Overvotes for Office 1077 Total Number of Overvotes for Office

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Jay W. Foreman

Given under our hands this 9th day of Nov	tmben, 2017
Hell flill	, Chairman
Marie P. Straut	, Vice Chairman
2 SIRAIL, 2 J Centoclarko	, Secretary
3 Remlaclanto	, Secretary, Electoral Board
The Manual Control of the Control of	

Cast in FREDERICK COUNTY, VIRGINIA at the 2017 November General Election held on November 07, 2017 for,

Member School Board

District: STONEWALL DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Frank E. Wright	2856
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	66
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 07, 2017, do herby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Frank E. Wright

Given under our hand	s this 97h day of Dove mbh	1, 2017
	Seall Mills	, Chairman
The Control of the Table	Maril F. Straut	, Vice Chairman
E BRANL	J Zemlaclack	, Secretary
	J Zemlacheste	, Secretary, Electoral Board
The Color of the C		

WRITE-INS CERTIFICATION

COMPLETE THIS FORM **ONLY** IF (i) THE TOTAL NUMBER OF WRITE-INS IS 5% OR MORE OF THE TOTAL NUMBER OF VOTES CAST FOR THE OFFICE, **OR** (ii) A WRITE-IN CANDIDATE WAS ELECTED TO THE OFFICE.

Frederick	General Election
Board of Supervisors	November 7,
	2017
Red Bud District	ELECTION DATE
ISTRICT NAME OR NUMBER, IF APPLICABLE	Page 1 of
WR	ITE-INS - SUMMARY
	Total Votes Received (In Figures)
1. Invalid Write-Ins	26
	ENTER TOTAL INVALID
2. Valid Write-Ins	619
2 Total White Inc	ENTER TOTAL VALID 645
3. Total Write-Ins [Enter this Figure on the "Total Write-II	N VOTES" LINE ON THE ABSTRACT FOR THIS OFFICE.] ADD LINES 1 AND 2
VA	LID WRITE-INS – DETAIL
LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELC PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN AD TOTAL ENTERED ON LINE 2 ABOVE.	
Angie	
Ann G. Agregaard	565
Anna Andre Andre	1
	CONTRACTOR 2
	CONTINUED ON PAGES 2 THROUGH 4
election held on	ination of the official records deposited with the Clerk of the Circui _,, do hereby certify that, with the continuation pages ind
bove is a true and correct certification of the	write-in votes cast at said election for the office indicated above.
en under our hands this _94k_ day	of November, 2017
/ teste:	
MANA MANA	1111
(0° 1/V1,/ 5, 12	, Chair
Mari	, Vice Chair
BRANC,	emladeako , Secre
I FIGURE AND THE STATE OF THE S	, 00010
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J. J.	Seales , Secretary, Electoral Bo

WRITE-INS CERTIFICATION - CONTINUATION

Frederick OCOUNTY OCITY OTOWN		ecial Election
Board of Supervisors	Novem	
OFFICE TITLE		2017 ECTION DATE
Red Bud District		Page 2 of 4
DISTRICT NAME OR NUMBER, IF APPLICABLE		age 2 011
VALID WRITE-INS -	DETAIL (continued)	_
CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHE TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.	ON	TOTAL VOTES RECEIVED (IN FIGURES)
Anne Andrade		1
Kale Ballinger		1
Brian Borrero		1
Louis Castillo		2
John Connelly		1
Deborah Crawford		1
Ashley Dekemer		1
Margaret Delany		1
Patrick Dennis		1
Sean Dillon		_1
John Doe		1
Jonathan Ellis		1
Linda Fenner		2
William Allen Frazier, Jr.		1
Corwan Garman		1
Michael Hopkins		_ 1
Bob Houlihan		1
Dennis Irish		1
Warren Andrew Jenkins		1
Michael Kotelnicki		1
Jeff Lane		1

WRITE-INS CERTIFICATION - CONTINUATION

Frederick	■ General Election □ Spe	ecial Election		
Board of Supervisors	November 7,			
	2017			
Red Bud District		ECTION DATE		
DISTRICT NAME OR NUMBER, IF APPLICABLE	Р	age 3 of4		
VALID WRITE-INS - I	DETAIL (continued)			
CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND CADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHE TOGETHER MUST EQUAL TOTAL ENTERED ON LINE $2\ OF\ PAGE\ 1$.		TOTAL VOTES RECEIVED (IN FIGURES)		
Brian LeFew		1		
Mike Madden		_1		
Rachel Maddox		1		
Chris McCauley		1		
Katherine McHale		1		
Donna McPartland		1		
Marcello Melivino		1		
Myriam Miller		1		
Jason Post		1		
Jason Ransom		2		
Lorien N. Reynolds		1		
Tim Riggleman		1		
Todd Risser		1		
Octavia Rodney		1		
Peggy Sabato		1		
Bernie Sanders		1		
Villiam S. Scott		1		
Kevin R. Sloane		1		
Shane Spence		1		
ohn Stahl		1		
effrey Stanganne		1		

WRITE-INS CERTIFICATION - CONTINUATION

Frederick	■ General Election	□ Special Election
Board of Supervisors	Nov	ember 7,
Board of Capervisors		2017
Red Bud District		ELECTION DATE
DISTRICT NAME OR NUMBER, IF APPLICABLE		Page 4 of _4
VALID WRITE-INS -	DETAIL (continued)	
CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WITTOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.		TOTAL VOTES RECEIVED (IN FIGURES)
Timothy Stowe		1
Jim Stowne		1
Danielle Stryker		1
Alan E Taylor		1
Anthony Tucker		1
Casey Turben		1
Daniel P. Wilberger		1
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CONSENT AGENDA



Information Technologies
Scott Varner
Director

(540) 655-5614 Fax: (540) 722-2169

svarner@fcva.us

To:

Board of Supervisors Technology Committee

From: Date:

November 3, 2017

Subject:

Technologies Committee Report and Recommendations

A Technologies Committee meeting was held in the First Floor Conference Room at 107 N Kent Street on Wednesday, November 1, 2017 at 8:15 a.m. Members present were Gary Lofton, Chairman, Judith McCann-Slaughter, Board Member, Bill Ewing, Board Member, and Todd Robertson, Citizen Member. Members absent were Quaiser Absar, Citizen Member, and Lorin Sutton, Citizen Member. Also in attendance were Jay Tibbs, Deputy County Administrator, Scott Varner, IT Director, Benny Tyson, MIS Director, Patrick Fly, GIS Manager, Michelle Nugent, Network Operations Manager, and Alisa Scott, Administrative Assistant.

INFORMATION ONLY

- The IT Director provided copies of the IT 3 Year Budget Overview and the proposed IT
 FY19 Budget. Details for the 3 Year Budget Overview included funding for a 3-year
 network switch hardware replacement schedule, Fire & Rescue and Sheriff's Department
 (PSB) field PC replacement schedule, Windows 10 upgrades, and Network Security and
 Firewall Auditing.
- The proposed IT FY 19 Budget included line-item detail that equates to the funds being requested to answer pertinent questions that support the request. Details included the GIS Intern, Maintenance Service Contracts, and the travel line item that covers training-only items.

Respectfully Submitted,

INFORMATION TECHNOLOGIES COMMITTEE Gary Lofton, Chairman Judith McCann-Slaughter

Bill Ewing
Quaiser Absar
Lorin Sutton
Todd Robertson

By:		
Scott V	arner, IT Director	

Frederick County Department of Information Technology and MIS 107 N. Kent Street, Winchester, VA, 22601 Tel 540-722-8261 http://www.fcva.us

BUDGET PLAN REQUEST

FY 19 AND BEYOND

The Frederick County Department of Information Technology and MIS is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost-effective manner to all clients of County Government.

TABLE OF CONTENTS

Contents

Letter of Transmittal	1
Department Summary Information	3
Program Plans	5
Program Summary Financial Data	7
Personnel Supplement Data	8

Letter of Transmittal

The Department of Information Technology and MIS (ITMIS) continue to improve the core technological infrastructure of Frederick County. As stated in the FY2018 budget, the department will be targeting several areas of needed improvement over the next three fiscal years. The budget presented here is a three-year outlook with a proposed FY2019 budget and projected budgets for FY2020 and FY2021. Over the next 3 fiscal years there are several major projects that need to be addressed. The larger projects are highlighted below. An Excel workbook will also accompany this document that will illustrate how we arrived at our budgetary figures.

- 3-year project to replace all network switches (FY2019, FY2020, FY2021)
- Windows 10 upgrades (FY2020)
- Network Security and Firewall Auditing (FY2020)
- Encompass Public Safety Field Machines into the PC Replacement Program (FY2019, FY2020, FY2021)

FY2019 PROJECTS

Network Switch Replacement - 012200-8007000-003 (Integ. Tech. Equip. - Network)

After conducting an audit or our network switching environment, which included the Kent building, Public Safety Building, and the Northwestern Regional Adult Detention Center, it was determined that we are past the End of Life on all switch models and will go past End of Support over the next 3 years. We have created a 3-year replacement plan to spread out the cost of the project as well as the work hours necessary for implementation. We would replace our core switches and firewalls in the first year of the project (FY2019).

Public Safety PC Replacement (Field Machines) -

The field machines for the Frederick County Sheriff's Office and Fire and Rescue were not to date included in the PC Refresh program of the County. The current rugged laptops for Sheriff's Deputies are now seven years old and in need of replacement. By employing a lease option, the FCSO could replace all 130 machines up front and pay the lease over 5 years. The warranty of the rugged laptops is for five years. This replacement would also include 7 rugged laptops for the Fire Marshalls with a 3-year lease. We are suggesting the lease option in order to spread the cost over a longer term due to the cost of the rugged machines.

FY2020 PROJECTS

Windows 10 Upgrades - 012200-3010-000-000 (Other Contractual Services)

The majority of County desktops and laptops are running Microsoft Windows 7 as the operating system. The end of extended support for Windows 7 is January 14, 2020. To complete the upgrades by that date, we have to start no later than July of FY2020. The Windows 10 licenses will be rolled into our Microsoft

Office 365 subscriptions and much like the 0365 subscription we will no longer have to worry about purchasing the next update. Machines will receive the update automatically.

Network Security and Firewall Auditing – 012200-5413-000-003 (Other Operating Supplies-Network)

Cyber-attacks continue to rise and protecting citizen data is our number one priority. We have experienced several ransomware exploitations in the last year. The switch replacement project is part of shoring up our network security. To ensure we are following best practices and doing all we can to protect the information stored in our data center and the work stored on employee desktops, we need to test our network for weaknesses and continue to educate our employees on how to avoid becoming a victim of viruses, malware, and ransomware. The Department will engage a cyber security firm to perform penetration testing of our network and help us formulate a plan to address any weaknesses found. We will also develop a cybersecurity training plan for all employees that will be required on a yearly basis.

This budget and departmental priorities continue to support the Frederick County Strategic Plan. In that effort, line items have increased for tuition assistance and technical training. The department has several gaps in technical knowledge that need to be addressed as we move forward. Although ITMIS affects almost every focus area of the strategic plan, ITMIS will concentrate on Well Planned Infrastructure by continuing to explore and promote broadband options for citizens and businesses and provide the tools and consulting necessary to support Communication and Citizen Engagement. ITMIS will pursue technological solutions to make citizen and business participation in government convenient and meaningful and promote further governmental transparency through system automation.

The included sections of the ITMIS budget will provide a more in-depth picture of the overall budget, operational areas, key performance indicators, and measured outcomes for the department. I look forward to the opportunity to discussing the budget further with the Information Technology Board of Supervisors Committee.

Allen Scott Varner
Director of Information Technology and MIS
November 2, 2016

Department Summary Information

The Frederick County Department of Information Technology and GIS (ITMIS) provides and supporting reliable technologies and technology-based services in a timely, high-quality, cost-effective manner to all clients of county government. In the process of contributing to an efficient and productive County government, the department has established the following guiding principles to provide focus for the delivery of this mission.

ALIGN IT AND GIS WITH ORGANIZATION GOALS

Information Technology has become a vital component in every department's service delivery methods. As strategic plans are developed for each facet of County government, Information Technology will play a key role in ensuring the advancement of the overall organizational goals. The adoption of new technology will be driven by this organizational need and the necessity to provide public service that is dramatically more effective.

INCREASE USEFUL SERVICE LEVELS

Information Technology's role in County government is to serve as internal consultants providing high-quality responsive service. The very nature of technology being a core component of each department's mission demands superior service and reliability. Attention will be given to the effective use of customer service methodologies to promote the effective use of technology.

DELIVER APPROPRIATE TECHNOLOGY

County government needs to exploit new technologies to improve service without incurring research-and-development costs. Budget limitations demand that the implementation of new technologies be done using best practices methods. Aligning IT with organizational goals will ensure that projects are performed to promote service and not for technical acclaim.

SIMPLIFY TECHNICAL WORKING ENVIRONMENT

The industry-wide technical environment is growing in breadth and complexity every day. Serving a diverse organization with multiple objectives can easily lead to the creation of separate islands of information and technology. Standardization of the technical environment is essential in providing appropriate solutions and support. Again, aligning IT with the overall goals of the organization will provide a focus on installed technology and support.

CAPITALIZE ON EXISTING SOLUTIONS TO ENHANCE PRODUCTIVITY

Many solutions exist today for County government applications that were not available just a short time ago. Information Technology will work to determine the known best practices to improve the effectiveness of each department's technical solutions.

REALIZE EFFECTIVE RETURN ON TECHNOLOGY INVESTMENTS

Constant attention must be given to technology trends and cycles to get the most value for the investment placed in technology. Increased use and complexity of technology has not always resulted in an increase in funding. Continual budget planning will guarantee that the investment is worthwhile while keeping the technology current and effective.

REFINE RAW MATERIALS INTO A SUPERIOR SERVICE ORGANIZATION

The product of an effective service organization is the infrastructure of personnel and equipment that supports the operation. Increased funding for personnel and equipment has provided the foundation. Emphasis on service delivery and an increased value on staff, clients, and vendors will provide the opportunity to maintain and promote the IT workforce as a superior service organization.

To provide a manageable level of service and the ability to correlate performance indicators, ITMIS has organized service delivery into the following programmatic/priority areas:

IT OPERATIONAL AREAS

Infrastructure Services

Help Desk

Application Services

Communication Services

Interagency Services

GIS OPERATIONAL AREAS

Addressing Services

Mapping Services

GIS Application Services

Help Desk

Expanded cyber-security threats, limited notification of end-of-support systems and changing mandates lead to unpredictability in the information technology industry. With budgetary cycles requiring identification of fiscal needs a year in advance of deployment and the rate of industry advancement, ITMIS finds itself frequently adjusting fiscal needs and priorities to keep up with the industry.

As the commercial industry expands mobile access to data, the expectation for mobility within the County enterprise expands. Additionally, County agencies have recognized the benefits of digitizing data, which can lead to better access, more productivity and expanded efficiencies. ITMIS's challenge is to balance these accessibility options against the need to protect County data from expanding cyber-security threats and other forms of data loss.

Program Plans

INFORMATION TECHNOLOGY

Infrastructure services

Provides organizational computer, server, and network design, engineering, maintenance, repair and support services. Supports the following technical areas:

Network (LAN & WLAN)

Servers

Voice over Internet Protocol

(VOIP) and Fax

User Devices (Hardware)

Email

Help desk

Provides technology customer support for Tier 1 and 2 issues to include network account management, PC software and hardware support, and voicemail account support. Supports the following technical areas:

Application Support

PC Support (Software)

Training

Application services

Analyzes, develops, tests, integrates, manages, and supports organizational mission critical business systems and applications. Supports the following technical areas:

Custom Applications

Import & Export Routines

Business Intelligence Reporting

(Development and Support)

Database Administration and

Programming Services

3rd Part Application Support

Communication services

Supports and governs the County mission to provide timely communication to staff and citizens by utilizing current communication methods used in today's mobile and desktop environment. Supports the following technical areas:

Social Media Governance

Surveys

Cable Franchise Support

Emergency Notifications

Website (Internal & External)

Interagency services

Support agencies outside the County organization chart as part of state mandates and interagency support of critical County functions. State Agencies include the Social Services Department, various court units, Pretrial and Probation, and the Health Department. Supports the following technical areas:

Frederick County Sheriff's Office

State Agencies

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Addressing Services

Responsible for addressing of all structures and parcels in Frederick County and maintaining addressing database to ensure proper distribution of address numbers in accordance with GIS policy.

Mapping Services

Provide professional services for creating parcels by metes and bounds to fully digitize the entire county map. As requested, create custom maps for internal departments as well as external agencies and citizens. Supports the following technical areas:

Parcel Mapping

Custom Map Creation

Map Books for Public Safety

Analysis Projects

GIS Application Services

Promote and support the use of GIS applications and services to enhance County business processes and land based needs. Supports the following technical areas:

ArcGIS Support

Database Administration

Pictometry

3rd Part Software Support

ArcGIS Integration Support

Reporting Services

Training

Dispatch

Laserfiche

Help desk

Provides technology customer support for Tier 1 and 2 issues to include GIS/Laserfiche hardware and software support. Supports the following technical areas:

Application Support

Training

Program Summary Financial Data

IT

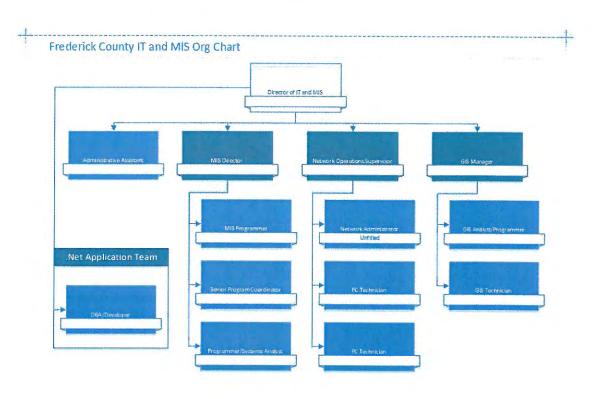
Program/Operational Area	Director	Network Operations Manager	IT Specialist	IT Specialist	Database Admin.	Admin. Assist.	Pers. Program Total
	FTE	FTE	FTE	FTE	FTE	FTE	
Infrastructure Services	20%	50%	45%	25%	0%	0%	
Help Desk	10%	10%	45%	30%	25%	60%	
Application Services	25%	5%	0%	35%	50%	0%	
Communication Services	10%	20%	0%	0%	25%	0%	
Interagency Services	5%	15%	10%	10%	0%	10%	

GIS

Program/Operational Area	Manager	GIS Analyst	GIS Technician	Pers. Program Total
	FTE	FTE	FTE	
Addressing Services	5%	5%	80%	
Mapping Services	30%	25%	10%	
GIS Application Services	35%	50%	5%	
Help Desk	10%	10%	5%	

Personnel Supplement Data

Organizational Chart



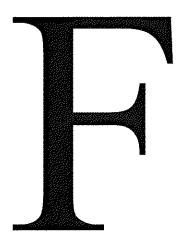
November 28, 2016

Position Allocation

IT - 10 FTE

MIS - 4 FTE

CONSENT AGENDA





Becky A. Merriner Director of Human Resources

> (540) 665-5668 Fax: (540) 665-5669 bmerriner@fcva.us

TO:

Human Resources Committee and Board of Supervisors

FROM:

Becky A. Merriner, HR Director

DATE:

November 17, 2017

SUBJECT:

HR Committee Meeting Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, November 17, 2017.

HR Committee members present were: Supervisors Robert Wells, and Blaine Dunn; Citizen Members Beth Lewin and Dorrie Greene.

Items Requiring Board Action

Employee of the Month December 2017 – see attachment

The Committee reviewed the attached employee of the month for December. Upon a motion by Blaine Dunn, seconded by Beth Lewin, the Committee recommended approval; the motion was approved unanimously. Trisha Clevenger will be recognized at the Board of Supervisors meeting on December 13th.

2. Employee of the Year Selection (July 2016 - June 2017).

Dorrie Green moved that the HR Committee convene in closed session pursuant to Section 2.2-37711 A (1) of the Code of Virginia, 1950, as amended, for discussion of personnel matters, specifically, consideration of nominees for employee of the year, seconded by Blaine Dunn.

Dorrie Green moved that the HR Committee come out of closed session and reconvene in open session, seconded by Blaine Dunn.

Dorrie Green moved that to the best of each HR Committee Member's knowledge that only personnel matters pursuant to Section 2.2-3711 A (1) of the Code of Virginia, 1950, as amended, specifically consideration of nominees for employee of the year were discussed, seconded by Blaine Dunn.

Beth Lewin made the motion that the HR Committee approve the 2016-2017 Employee of the Year, seconded by Blaine Dunn.

The Employee of the Year will be recognized at the Frederick County Employee Holiday Party on December 15th and at the Board of Supervisors meeting on January 10, 2018.

Items Not Requiring Action

3. HR Quarterly Reports (July – September), see attached.

Becky Merriner asked the HR Committee if they would like additional data provided in the quarterly reports, the committee discussed and felt the current reporting structure provided the appropriate amount of information; however, a snapshot of HR activities would be helpful from time-to-time.

The HR Committee discussed efficiencies of tasks within HR and current software used by the county for data entry and reporting. The committee asked if there was a county-wide plan to update current systems and if not, suggested that a conversation begin. Mr. Wells said he would talk with Kris Tierney.

Becky Merriner shared that she was in the process of updating the HR Policy Manual and is planning to bring it to an upcoming HR Committee meeting for review and recommendation to the board of supervisors.

The committee will review the current process for Employee of the Month and Employee of the Year and discuss options to enhance the program to recognize employees. Becky Merriner will provide the committee with the currently policies.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, December 8, 2017 at 9:00 am.

Respectfully submitted,

Human Resources Committee

Robert W. Wells Blaine P. Dunn Don Butler Beth Lewin Dorrie Greene

Bv:

Becky A. Merrine

HR Director

Employee of the Month Resolution

Awarded to:

Trisha D. Clevenger

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Trisha D. Clevenger who serves as a Correctional Officer II with the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Trisha D. Clevenger's work ethic has proven her to be an asset to her team as well as the facility. On Saturday, September 29, 2017, she was working main control by herself, which is a demanding post, but took the extra time from her regular duties to monitor another Officer that was working the special management unit at the time. Officer Clevenger does this regularly to ensure the Officer's safety and the security of the facility. Officer Clevenger observed the inmate housed in the unit becoming belligerent and then proceeded to assault the Officer. Officer Clevenger controlled her emotions in this highly stressful situation, even though it was a fellow Officer who was assaulted and promptly called for assistance. Officer Clevenger then, keeping a visual on the Officer, opened all necessary doors to get available staff in to assist with the incident. Due to Officer Clevenger's diligence, the assaulted Officer received only minor injuries even with the severity of the incident.; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 13^{th} day of December 2017, that Trisha D. Clevenger is hereby recognized as the Frederick County Employee of the Month for December 2017; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Trisha D. Clevenger for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Trisha D. Clevenger is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

Charles S. DeHaven, Jr., Chairman

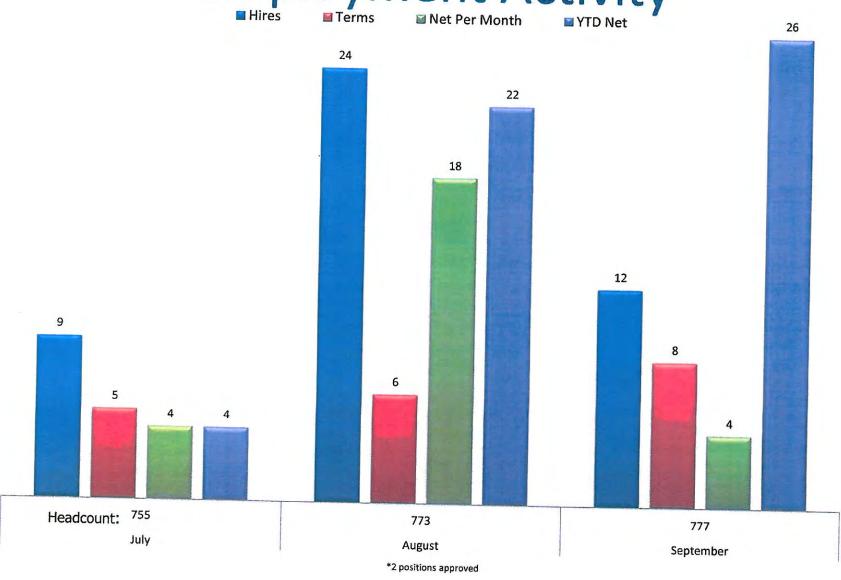


Human Resources Department FY18 Activity Charts

July 1, 2017- September 30, 2017

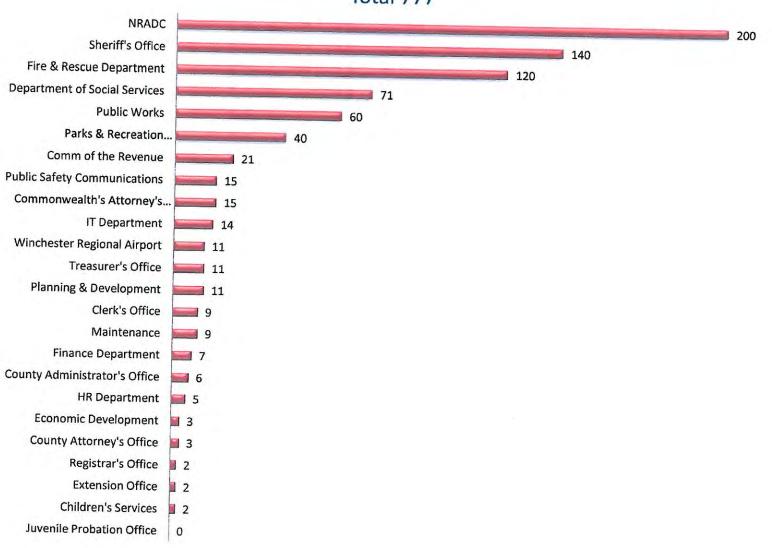


Employment Activity Hires Terms Net Per Month TTD Net

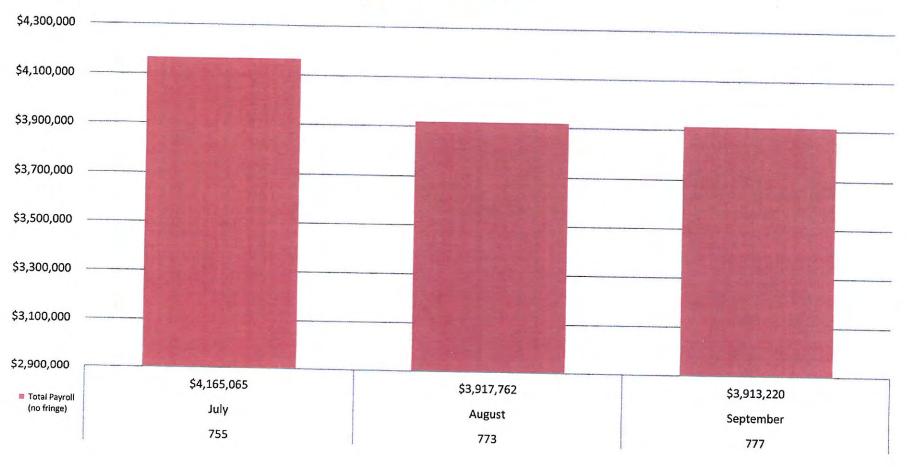


Current Headcount

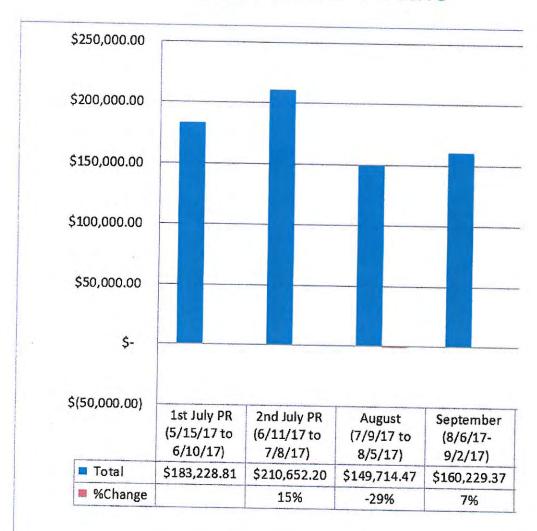




Total Payroll per Month

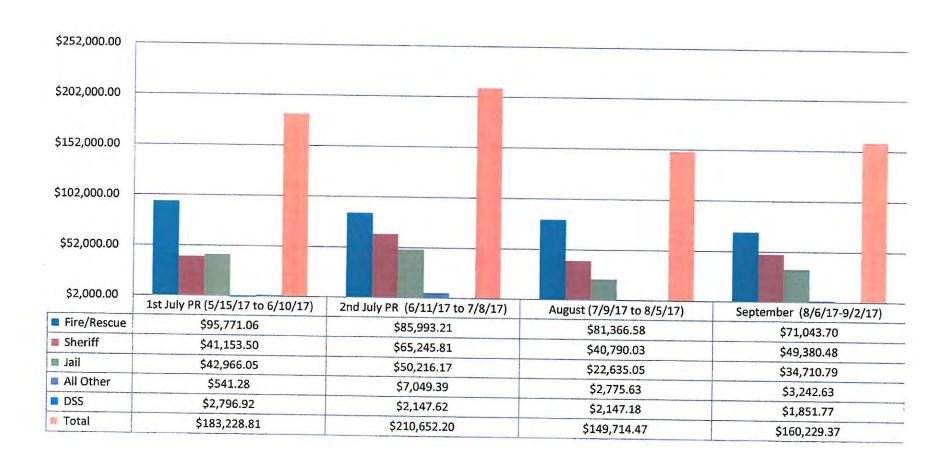


Overtime Totals



Overtime

Breakdown

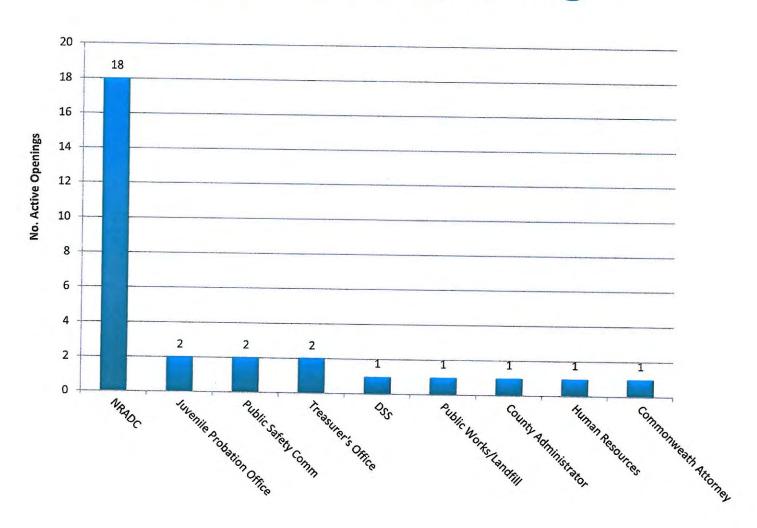


Position Allocation Chart

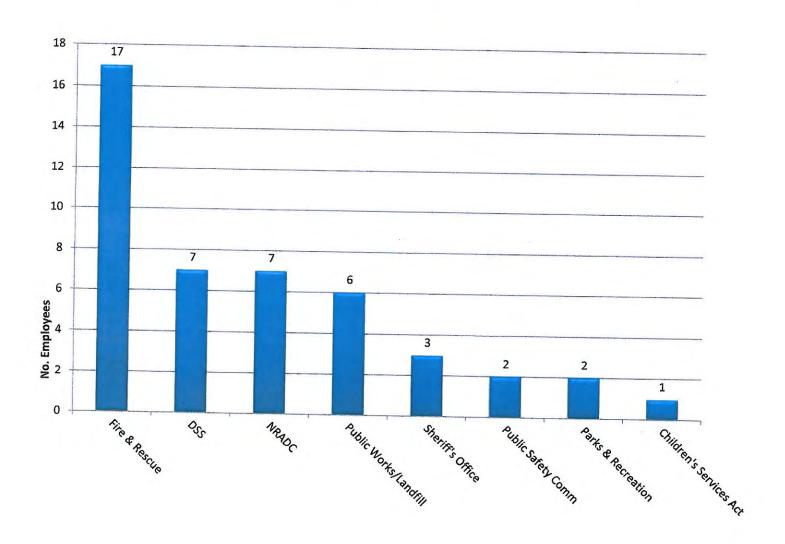
2017-2018

Budget Dept #	Department	Total Position Allocation 2017- 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions Allocated 2 2017
2106	Clerk's Office	9	9		by HR Committee
1209	Comm of the Revenue	21	21		1
2201	Commonwealth's Attorney's Office	13	13		4
2202	Victim Witness	3	3		4
5671	Children's Services	2	2		4
1201	County Administrator's Office	7	7		4
1202	County Attorney's Office	3	3		_
5316	Department of Social Services	72			4
8102	Economic Development	4	72		
8301	Extension Office	2	3	1	Research Manager
1214	Finance Department	7	2		
3505	Fire & Rescue Department	136	120	16	12 Firefighters; 2 Training Officers, 1- Asst. Fire Marshall; 1-EMS Spr.
	HR Department	6	6		Asses The Marshall; 1-EMS Spr.
	IT Department	14	14		1
	Juvenile Probation Office	2	2		-
	Maintenance	9	9		
	NRADC	204	204		1
	NRADC/DCS	12	12	*	1
7104	Parks & Recreation Department	41	41		
8101	Planning & Development	12	11	1	Planner
3506	Public Safety Communications	16	16		Triainter
	Public Works/Administration	4	4		1
4305	Public Works/Animal Shelter	7	7		1
3401	Public Works/Inspections	15	15		1
	Public Works/Landfill	27	27		i
	Public Works/Recycling	2	2		i
	Public Works/Shawneeland	7	7		i
	Registrar's Office	2	2		
	Sheriff's Office	152	141	11	10 Patrol Deputies; 1 Investigator
	Treasurer's Office	13	13		and separates, 1 myesugator
8109	Winchester Regional Airport	11	11		
	Grand Total	835	806	29	

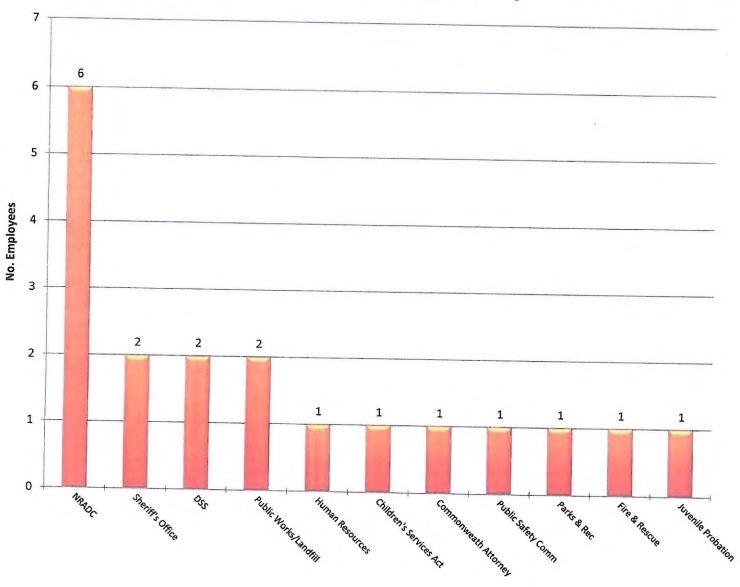
Current Openings



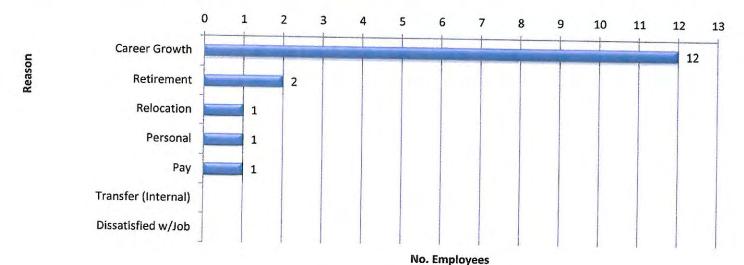
Hiring by Department



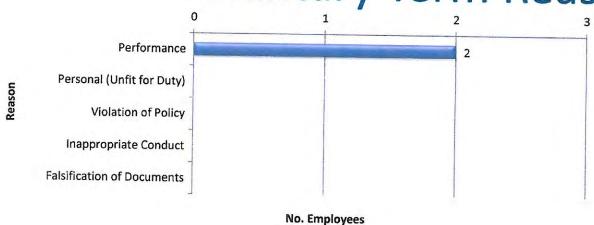
Terminations by Department



Voluntary Term Reasons



In- Voluntary Term Reasons



Employee Actions: July 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	5	2		3	2	2
11/NRADC		1	13		2	
12/Landfill	1	1				
13/Court Services						
16/Shawneeland						
17/Regional Airport						
5316/DSS	3	1	3			
Totals:	9	5	16	3	4	2

Employee Actions: August 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General		1	4		1	
Fire & Rescue	14					
Sheriffs	1	1				and the second
Public Safety Comm		1	1			
11/NRADC	4	3				2
12/Landfill	2					
13/Court Services						
16/Public Works Shawneeland	1					
17/Regional Airport						
5316/DSS	2					
Totals:	24	6	5		1	2

Employee Actions: September 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	2	3	2	1		
Fire & Rescue	3	1	2			1
Sheriffs			1		1	
Public Safety Comm						
11/NRADC	3	2	2		2	2
12/Landfill						
13/Court Services						
16/Public Works Shawneeland	2	1			2	
17/Regional Airport						
5316/DSS	2	1				
Totals:	12	8	7		5	2