

July 10, 2018

Virginia:

AT A REGULAR MEETING of the Nelson County Board of Supervisors at 2:00 p.m. in the General District Courtroom located on the third floor of the Nelson County Courthouse, in Lovingston Virginia.

Present: Thomas D. Harvey, North District Supervisor
Jesse N. Rutherford, East District Supervisor
Ernie Q. Reed, Central District Supervisor
Thomas H. Bruguere, Jr. West District Supervisor – Chair
Larry D. Saunders, South District Supervisor – Vice Chair
Stephen A. Carter, County Administrator
Candice W. McGarry, Administrative Assistant/Deputy Clerk
Debra K. McCann, Director of Finance and Human Resources
Andrew Crane, Information Systems Specialist
Don Austin, VDOT Residency Administrator
Angela Rose, Director of Department of Social Services
Mark Travis, Benefits Supervisor, Department of Social Services

Absent: None

I. Call to Order

Mr. Bruguere called the meeting to order at 2:00 pm, with all Supervisors present to establish a quorum.

- A. Moment of Silence
- B. Pledge of Allegiance – Mr. Harvey led the Pledge of Allegiance

II. Consent Agenda

Mr. Rutherford asked if item D. could be discussed and Mr. Carter advised that Waynesboro City had previously gotten a VDOT grant to study a trail connection from the city to the Blue Ridge Tunnel. He noted they were not able to proceed because the three options studied were very expensive. Mr. Carter then noted that the BUILD program was a Federal Transportation program that used to be the Tiger program. He noted that Waynesboro City was applying for \$5.5 Million to build a parking lot and trail connector from western Waynesboro up to the tunnel. He added that the applications were due in mid-August with decisions made in December. Mr. Carter then advised that the County was in limbo with what to do with Phase 3 and the effort being pursued by the City may end up being the Phase 3 project and potentially, the County may also complete its Phase 3 project. Mr. Carter then noted that it was an effort by the City to enable the project's completion, the resolution was an endorsement of their application, and the County was not really participating other than lending its support.

Mr. Saunders moved to approve the consent agenda and Mr. Rutherford seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolutions were adopted:

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A. Resolution – **R2018-36** Minutes for Approval

**RESOLUTION R2018-36
NELSON COUNTY BOARD OF SUPERVISORS
APPROVAL OF MEETING MINUTES
(June 12, 2018)**

RESOLVED, by the Nelson County Board of Supervisors that the minutes of said Board meeting conducted on **June 12, 2018** be and hereby are approved and authorized for entry into the official record of the Board of Supervisors meetings.

B. Resolution – **R2018-37** FY18 Budget Amendment

**RESOLUTION R2018-37
NELSON COUNTY BOARD OF SUPERVISORS
AMENDMENT OF FISCAL YEAR 2017-2018 BUDGET
FY18 End of Year Reconciliation
NELSON COUNTY, VA
July 10, 2018**

BE IT RESOLVED by the Board of Supervisors of Nelson County that the Fiscal Year 2017-2018 Budget be hereby amended as follows:

I. Appropriation of Funds (General Fund)

<u>Amount</u>	<u>Revenue Account</u>	<u>Expenditure Account</u>
\$1,200.00	3-100-001901-0015	4-100-012130-5420
\$46,000.00	3-100-009999-0001	4-100-032020-5648
<u>\$144,126.00</u>	3-100-002401-0045	4-100-053600-3164
\$191,326.00		

II. Transfer of Funds (General Fund)

<u>Amount</u>	<u>Credit Account (-)</u>	<u>Debit Account (+)</u>
\$4,722.00	4-100-999000-9901	4-100-021010-3016
\$1,468.00	4-100-999000-9901	4-100-021010-1009
<u>\$65,725.00</u>	4-100-999000-9901	4-100-053600-3164
\$71,915.00		

C. Resolution – **R2018-38** FY19 Employee Salary & Classification Adjustment

**RESOLUTION R2018-38
NELSON COUNTY BOARD OF SUPERVISORS
SALARY AND CLASSIFICATION SYSTEM**

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WHEREAS implementation of appropriate compensation practices are instrumental to the County's ability to attract, motivate, and retain qualified employees, and

WHEREAS, the general principles of the current Compensation Plan (Section II) recognize that compensation should be reviewed periodically to ensure that salary levels are competitive with other employers in the appropriate labor market,

WHEREAS the Board of Supervisors directed staff to conduct a pay study evaluating Nelson County's salaries in comparison to peer localities,

NOW THEREFORE BE IT RESOLVED by the Nelson County Board of Supervisors that the local government's "Salary and Classification System" is hereby amended to incorporate the following:

Salary adjustments shall be hereby authorized for Nelson County personnel (full time and regular part-time) employed pursuant to the County's salary classification and pay plan, effective on July 1, 2018. The pay ranges assigned to each position classification shall be pursuant to those established within the 2016-2017 pay study and included herein as Attachment A. Employee market placement was determined using several factors including years in current position and applicable education. Employee compensation adjustments will be based upon 33% of the increase from current FY18 salary to market placement salary, 2% of current salary, or the minimum pay for the position classification, whichever is greatest.

Additionally, a two percent (2%) salary adjustment shall be authorized for all regular part-time employees and all full-time employees employed by a Constitutional Officer, inclusive of the Officer and Registrar. The two percent (2%) for all Constitutional Officers and their Compensation Board funded permanent staff positions shall be calculated based upon the salary in effect on June 30, 2018 (Compensation Board and local supplement) with the exception of Sheriff's Department full time law enforcement positions.

Effective July 1, 2018, pay ranges for full time law enforcement position classifications are established as shown in Attachment B for both Compensation Board funded positions as well as locally funded positions. The pay ranges were the result of a salary survey conducted among seven surrounding counties. Employee market placement was determined using several factors including years in current position and applicable education. Employee compensation adjustments, also effective July 1, 2018, will be based upon 33% of the increase from current FY18 salary to market placement salary, 2% of current salary, or the minimum pay for the position classification, whichever is greatest.

Attachments:

Attachment A Fiscal Year 2018-2019 Pay Ranges (Full Time & Part-Time County Positions)

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Attachment B Fiscal Year 2018-2019 Pay Ranges (Full Time Law Enforcement)

ATTACHMENT A				
<u>FY19 Position Classifications and Pay Ranges</u>				
Position	Grade	Minimum	Median	Maximum
County Administrator	N/A			
Sport Timekeeper - P/T	1	\$9.58	\$12.57	\$16.90
Recreation Custodian (School)	1	\$9.58	\$12.57	\$16.90
Convenience Center Attendant - P/T	2	\$10.06	\$13.20	\$17.75
Office Assistant-Econ. Dev & Tourism - P/T	2	\$10.06	\$13.20	\$17.75
Custodian	3	\$21,974	\$28,832	\$38,776
Animal Shelter Attendant - P/T	3	\$10.56	\$13.86	\$18.64
Recreation Site Leader - P/T	4	\$11.09	\$14.55	\$19.57
Assistant Registrar-P/T	5	\$11.64	\$15.28	\$20.55
Transfer Station Operator	6	\$25,420	\$33,353	\$44,856
Maintenance Worker	7	\$26,668	\$34,991	\$47,059
Roll-Off Vehicle Operator	7	\$26,668	\$34,991	\$47,059
Public Safety Dispatcher	8	\$28,017	\$36,761	\$49,439
Secretary II-Tourism & Economic Dev.	9	\$29,415	\$38,595	\$51,906
Senior Transfer Station Operator	9	\$29,415	\$38,595	\$51,906
Secretary III (County Administration)	10	\$30,863	\$40,496	\$54,462
Senior Public Safety Dispatcher	10	\$30,863	\$40,496	\$54,462
Secretary III-Building Inspections	10	\$30,863	\$40,496	\$54,462
Secretary III (Planning/E911)	10	\$30,863	\$40,496	\$54,462
Economic Dev. & Tourism Specialist	10	\$30,863	\$40,496	\$54,462
Economic Dev. & Tourism Specialist - P/T	10	\$14.84	\$19.47	\$26.18
Parks and Recreation Technician	11	\$32,412	\$42,527	\$57,194
Animal Control Officer	11	\$32,412	\$42,527	\$57,194
Finance Technician II (Accounts Payable)	12	\$34,010	\$44,624	\$60,014
Animal Control Supervisor	12	\$34,010	\$44,624	\$60,014
Building Inspector	12	\$34,010	\$44,624	\$60,014
Solid Waste & Recycling Coordinator	13	\$17.17	\$22.52	\$30.29
Finance Technician II (Payroll, HR)	13	\$35,708	\$46,852	\$63,010
Administrative Assistant/Deputy Clerk	15	\$39,403	\$51,701	\$69,532
Assistant Building Code Official	16	\$41,351	\$54,256	\$72,969
Information Systems Specialist	17	\$43,399	\$56,943	\$76,582
Emergency Services Coordinator	18	\$45,546	\$59,760	\$80,371
Supervisor of Building & Grounds	19	\$47,843	\$62,775	\$84,425

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Director of Parks & Recreation	20	\$50,241	\$65,920	\$88,655
Building Code Official	22	\$55,385	\$72,669	\$97,732
Director of Information Systems	23	\$58,131	\$76,273	\$102,579
Director of Tourism & Economic Dev.	23	\$58,131	\$76,273	\$102,579
Director of Planning & Zoning	24	\$61,028	\$80,074	\$107,690
Director of Finance & Human Resources	27	\$70,616	\$92,655	\$124,611

ATTACHMENT B				
<u>Sheriff's Department Full Time Salary Scale</u>				
			AS REVISED	
<u>Position</u>	<u>Grade</u>	<u>Salary Survey Range</u>		
		<u>Min</u>	<u>Mid</u>	<u>Max</u>
Major (L12)	14	\$63,118	\$81,374	\$99,631
Captain (L12)	13	\$56,017	\$69,993	\$83,970
Lt. (L10)	12	\$49,170	\$61,089	\$73,007
Sgt. (L10)	11	\$44,967	\$56,682	\$68,396
Investigator (L10)	10	\$43,163	\$55,722	\$68,282
Promote Grade 8 after 1 year with complete LE certification				
Deputy (Certified)	9	\$39,114	\$51,479	\$63,844
Deputy (Uncertified)	8	\$37,000	\$43,419	\$49,838
Courthouse Security	7	\$33,977	\$44,721	\$55,464
Effective Date: July 1, 2018				

D. Resolution – **R2018-39** Endorsement of Waynesboro City 2018 BUILD Grant
(Western Blue Ridge Tunnel Trail)

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RESOLUTION R2018-39
NELSON COUNTY BOARD OF SUPERVISORS
SUPPORT FOR NELSON COUNTY, AUGUSTA COUNTY, AND THE CITY OF
WAYNESBORO'S APPLICATION FOR U.S. DEPARTMENT OF
TRANSPORTATION BUILD GRANT FUNDS FOR PHASE III OF THE BLUE
RIDGE CROZET TUNNEL PROJECT
(WESTERN TRAIL & TRAILHEAD PARKING)

WHEREAS, Nelson County has completed Phase I of the Blue Ridge Crozet Tunnel rehabilitation and trail project and intends to complete Phase II in 2018/2019 using Transportation Enhancement and Transportation Alternatives Program grant funds; and

WHEREAS, Nelson County has received more than \$5.5 Million in Federal Transportation Enhancement grants (now referred to as "Transportation Alternatives Program" grants) in addition to grants from other sources to continue rehabilitation work on the tunnel and associated trail development; and

WHEREAS, the completion of the Blue Ridge Crozet Tunnel Project will provide a unique regional attraction with historic, educational, and economic benefits as well as a safe trail for hikers, joggers, and bicyclists; and

WHEREAS, the Blue Ridge Crozet Tunnel extends into Augusta County and is in close proximity to the City of Waynesboro; and

WHEREAS, in July 2018, The City of Waynesboro intends to request additional funding for Phase III of the project through the U.S. Department of Transportation's BUILD Program (Formerly known as the Tiger Grant Program) and has suggested that Nelson County and Augusta County could serve as co-applicants in order to improve the chance of receiving funding through the U.S. Department of Transportation,

NOW THEREFORE BE IT RESOLVED, by the Nelson County Board of Supervisors that said Board supports the City of Waynesboro's application to the Virginia Department of Transportation for BUILD Program grant funds, for Phase III of the Blue Ridge Crozet Tunnel Project, and authorizes the County Administrator to execute all documents necessary to show Nelson County as a co-applicant.

III. Public Comments and Presentations

A. Public Comments

1. Eleanor Amidon, Afton

Ms. Amidon thanked the Board for their part in recommending Parks and Recreation's involvement in the Fourth of July parade.

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B. VDOT Report

Mr. Don Austin reported that VDOT would start on the Rural Rustic roads (Falling Rock, Buck Creek Road, and Campbell's Mountain Rd.) in August. He added that depending on how it went, they may get to Perry Road and if not it would be next year. He advised that they had just finished up Old Robert's Mountain Road. In response to questions, he noted that they would be done through a contractor. He then noted that he thought the shrubbery had been cut back in the East District and the mowing finished up in the North District the previous day.

Mr. Reed:

Mr. Reed had no VDOT issues to discuss.

Mr. Rutherford:

Mr. Rutherford thanked VDOT for paving Route 639.

Mr. Saunders:

Mr. Saunders noted that Route 758 was washed out badly and a tree on Wilson Hill Road (Route 665) was hanging over and people were having to drive around it.

Mr. Bruguere:

Mr. Bruguere asked if VDOT could either clean up or take down the fence on Route 29 near the Farm Bureau building as it looked bad and blocked the view. Mr. Austin noted that was the limited access fence that was installed when they bypass was built there.

Mr. Harvey:

Mr. Harvey asked about the VDOT policy for signs being placed on the side of the road. Mr. Austin noted that they were not allowed on the right of way and they policed that when they could. He added that it was not a high priority for them but they were illegal and he reiterated that they were hard to police. He noted they no longer went out on Sundays as they had years ago to pick up animals, but they would occasionally select an area and clean them up.

C. Presentation- Medicaid Expansion and DSS Departmental Report

Ms. Angela Rose, Director of the Department of Social Services and Mr. Mark Travis, Benefits Supervisor addressed the Board and reported the following:

Ms. Rose advised she was asked to discuss Medicaid Expansion programs and its impact on the local agency related to workforce and physical space needs and overall challenges going forward.

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She advised that Medicaid Expansion went into effect January 1, 2019 and Nelson was projected to have 798 citizens eligible for Medicaid; not counting those that were screened and found ineligible. She added that a work requirement would be in place at a later date and they would know what that looked like then. Ms. Rose then noted that they currently had 1,498 Medicaid cases per month and SNAP averaged 799 cases. She noted that their current staffing provided for 14.5 positions, including 1 Benefits Supervisor and 6.5 Benefits staff with one vacancy and a part time vacancy in the benefits unit. She noted that on the Family Services side, she had 1 Supervisor and 4 Family Services positions with 2 vacancies they were trying to fill. She added that she also carried a case load due to lack of funding to really have enough workers on the service side and that the office also had 2 Clerical positions.

Ms. Rose advised that she was anticipating a minimum of two full time Benefit workers from the expansion and the State had allocated \$65,404 for salaries, training, and equipment. She noted that when the expansion began there would be no local match; however in 2020 there would be a 15.5% local match which was similar to other programs. She added that it was projected that they would be able to hire two FTE workers; however they would not know if this was enough staff until they actually got into the program.

Ms. Rose then advised that the department was running out of physical office space and they had done all that they could do to keep workers in a space. She noted that with new hires, they would have to use their closed file room and install cubicles and move those files elsewhere. She added that in October, they would begin Medicaid training classes and they hoped to have the new workers in place by then.

She then summed up their challenges going forward by noting that they had no more room to grow in the current building and currently had fifteen offices and needed sixteen (16) offices. She also noted that they may need additional benefits workers, another worker to do part time intake of new cases, and additional service workers so she could turn over her case load. Ms. Rose then noted that she has tried to stay within the budget given to the department and to upkeep the building; using every piece of space they had in the building.

Mr. Rutherford asked for clarification on the local match requirements and Ms. Rose reiterated that there would be no local match for expansion in 2019 and the County would have a 15.5% match in 2020. She added that would be 15.5% of \$65,404 if that continued to be the funding from the State. She reiterated that the maximum new people in Nelson eligible under the expansion program was 798; however that did not include those that would be coming in to be screened for eligibility.

Mr. Carter then asked what the recurring nature of their work with the Medicaid program was and what were their monthly interactions were. Ms. Rose deferred to Mr. Travis who noted that cases were reviewed every 12 months and other programs had required interviews either face to face or over the phone with monthly interactions for the SNAP program. He noted they had a history of Medicaid clients coming in for help with paperwork. He added that the Benefits workers had a lot of hands on review and face to face meetings to review clients' paperwork even though it was not required.

IV. New Business/ Unfinished Business

A. Proposed Nelson Memorial Library Expansion

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Mr. Carter advised that library staff, Ms. Huffman and new Regional Library Director Mr. Plunkett had previously gotten an architect to do some preliminary sketches and a cost estimate for the proposed library expansion. He added that County staff had given that information to Virginia Resources Authority (VRA) in order to get the pro-forma numbers for financing if the Board were to proceed. He noted that one set of the numbers anticipated future interest rate increases from the Federal Reserve Board who has suggested three potential increases.

Mr. Carter then noted the summary of debt service provided by VRA on \$2.25 Million ranged from \$196,000 per year to \$259,000. Mr. Carter added that VRA had provided the following scenarios without the blending in of local monies to reduce the debt service burden with ten (10) and fifteen (15) year amortizations.

Nelson County - VPFP Series 2018C SAMPLE DS Schedule Scenarios Summary					
Term	Rates As Of*	Project Fund	True Interest Cost*	All-In True Interest Cost*	Maximum Annual Debt Service*
10 years	6/18/2018	\$ 2,250,000	2.57%	2.79%	\$ 258,750
10 years	6/18/2018 + 50bps	2,250,000	3.07%	3.30%	265,875
15 years	6/18/2018	2,250,000	2.97%	3.13%	190,056
15 years	6/18/2018 + 50bps	2,250,000	3.44%	3.61%	196,138

* Estimated, subject to change based on actual VPFP pricing

Ms. McCann then referenced the following scenarios provided with the blending in of some level of local monies:

Library Renovation Financing Considerations:

3.3% interest rate/10 Yr.	Amount Financed	Annual
10 years/No upfront payment	\$2,250.00	\$265.87
10 years/\$500,000 upfront	\$1,750.00	\$205.69
10 years/\$1million upfront	\$1,250.00	\$146.92

3.61% interest rate/15 Yr.	Amount Financed	Annual
15 years/No upfront payment	\$2,250.00	\$196.13
15 years/\$500,000 upfront	\$1,750.00	\$151.26
15 years/\$1million upfront	\$1,250.00	\$108.04

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Mr. Carter then advised that next steps would be to procure an architectural firm and if they wanted to proceed quickly, he noted that the next round of VRA financing applications were due August 3, 2018 and it could be done in house. He added that staff would need the Board's direction to go forward.

Mr. Bruguere noted he hoped they would not spend \$2.25 Million and Mr. Carter advised that he had increased the amount slightly, by about \$150,000, and he hoped it would come in less. He then noted that the County could revise the VRA debt obligation up to the closing date and staff was trying to be conservative in providing an estimate. He explained that VRA offered a pooled financing program and the County's project would be included with other projects across the state, which ensured a lower interest rate. He added that in the past the County had very favorable results with VRA, whereas, going into the private bond market was more complicated.

Mr. Rutherford stated that while there was a huge need for the library expansion, they needed to be conscious of the Department of Social Service's needs. He added that the Health Department lease would be running out and he thought the Board should address all of those things at a retreat in order to get a grasp of everything that was going on. He noted that the Board only had \$700,000 per year in recurring income and they needed to plan ahead.

Mr. Bruguere noted that the Board had been discussing expanding the Library for several years and he thought that now was the time to do something. He added that it would help the School system as well and he thought an RFP for Architectural and Engineering services should be issued to get things started.

Mr. Carter then noted that the soft costs on the \$2.25 Million could be 15% (approximately \$300,000) and that could be paid up front or wrapped into the financing. He added that the County could begin to pay the Architect but could borrow those funds as well.

Mr. Reed asked for clarification on the timeline for the VRA application. Mr. Carter advised that the applications were due August 3rd and the closing on the financing would be in November. He added that the County had that window to get an architect in place and drawings done in order to have a more refined cost estimate. He noted that the interest rates floated until closing but VRA was very good at projecting the final rate and that the County would propose an amortization schedule in the application and that could be revised up to closing. He reiterated that there was a lot of flexibility until the closing and costs would include bond counsel. He noted that the County has used Sands Anderson in the past and that cost could also be included in the debt.

Mr. Bruguere inquired if there was any grant funding available for the project and Mr. Carter noted there may be some state funds and that he would have to ask the Library staff.

Mr. Carter then noted that he agreed somewhat with what Mr. Rutherford said. He added that jail costs were projected to be up 10.10% and based on a 5 year prison population average and a \$16 Million budget, the County was anticipating a \$900,000 increase in expense for the jail. He noted that was just one anticipated cost increase.

Mr. Rutherford then cautioned the Board before making a commitment with an Architect to consider addressing the other governmental entities' needs. He added that the Board could address all of those

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with one financing and he reiterated that he would like to see the library expanded; however the space needs of the Health Department and Department of Social Services was a big deal and he would like to look at incorporating all of the capital needs and possibly save some money.

Mr. Carter then noted that the County was in a position to do the project; however he would caution the Board that significant increases, such as jail costs, were down the road.

Mr. Bruguere then noted that they may have to wait to take on other things until some of the other debts were paid off; however he thought the library expansion was on the priority list.

Mr. Saunders then moved to proceed with getting an Architect and Mr. Reed seconded the motion.

Mr. Carter suggested that the motion be amended to also authorize County staff to submit a financing application with VRA, to which Mr. Saunders and Mr. Reed agreed.

There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion as amended.

B. 2018 VDOT Smart Scale Applications (R2018-40)

Mr. Carter advised that staff had been working closely with the Lynchburg District VDOT office and the TJPDC on Smart Scale application projects. He added that the County had been successful to date with previous applications. He noted that the work process had been for staff to confer with VDOT and work with TJPDC who facilitated the applications. He advised that the County had four proposed projects which he hoped the Board would endorse.

Mr. Carter noted that the pre-applications had been submitted in June and the final applications were due the next month. He added that they were presented in priority order as recommended by VDOT and Smart Scale was a competitive program in which applications were reviewed by District and Central VDOT offices.

Mr. Carter noted the proposed projects as shown in the proposed resolution for adoption in priority order were:

1. US 29 at Route 6 Intersection R-Cut: Project will involve reconstructing the Thomas Nelson Highway (US 29)/River Road (Route 6) intersection into an R-Cut type intersection.
2. US 29 at Route 653 Improvements: Project will make turn lane improvements on Route 29 North and South, intersection improvements and alignment on Oak Ridge and Route 29 with additional capacity, with lane addition up to Diggs Mountain.
3. Route 6 at Rout 151 Intersection Improvements: Project will widen the east leg of the intersection creating a wider receiving lane for turning vehicles.
4. Route 151 at Tanbark Road Intersection Improvements: Project will make a variety of

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Intersection improvements to improve safety.

Mr. Bruguere noted that the diagram provided of priority 1, the Route 6 and 29 intersection improvements was not clear. Mr. Carter advised that it appeared that the intersection would be revamped so that traffic would have to go up and turn around, not making a right hand turn there. Mr. Harvey commented that the diagram looked off scale for the intersection and that it did appear that to go north, you would have to go up and make a U-turn and come back. Mr. Carter advised that the turn lane would be significantly sized to accommodate all of that; it was VDOT's recommendation and he deferred to the transportation planners. Mr. Harvey, Mr. Rutherford, and Mr. Bruguere agreed that they did not think it was very safe to make a U-turn there and it was a bad design. Mr. Carter then advised that was the top ranked project that had the best chance to be awarded. He noted that final applications were due next month and submissions were every two years now for Smart Scale. He then reiterated the other projects listed in priority order. Mr. Carter then noted that each district also had funding and projects could get funding there or from the state pool of funding.

Mr. Reed noted he was highly concerned with the Route 29 and Route 6 project and he would be hesitant to sign off on it without further explanation on how that would work or not work. Mr. Carter then recommended that the Board endorse the projects and then they could have Rick Youngblood of VDOT attend the next meeting and explain each project. He added that applications could be withdrawn if the Board saw fit thereafter.

Mr. Saunders then noted that he thought the Board should not question the engineers that did that for a living. He added that even if they endorsed the projects, it did not mean they had to be done as currently shown. Mr. Harvey noted his agreement; however he thought it could be done better.

Mr. Rutherford questioned the plan for the Route 6 and Route 151 improvements and Mr. Harvey advised that the house was a lot closer to the road than how it was shown on the map provided. He added that there was a lot of greenery up the hill on the bank there and that as soon as you went north, the bridge was there. He added that more work was needed on that project design. He added that the Board could endorse the projects that day but have Mr. Youngblood attend the next meeting to explain things and Mr. Bruguere agreed.

Mr. Harvey then moved to approve resolution **R2018-40**, Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding and Mr. Saunders seconded the motion. There being no further discussion, Supervisors voted (4-1) by roll call vote to approve the motion with Mr. Reed voting No and the following resolution was adopted:

RESOLUTION R2018-40
NELSON COUNTY BOARD OF SUPERVISORS
RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2)
APPLICATIONS REQUESTING TRANSPORTATION FUNDING

WHEREAS, the Thomas Jefferson Planning District Commission (TJPDC) in cooperation with VDOT and DRPT completed a comprehensive Rural Long Range Transportation Plan (RLRP 2035); and

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WHEREAS, the 2035 RLRP includes the following transportation improvements noted below; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 ("HB2") now titled "Smart Scale", which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of June 17, 2015, approved the Policy and Guidelines for Implementation of a Project Prioritization Process in accordance with Smart Scale; and

WHEREAS, the transportation projects identified meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of Nelson County to submit Smart Scale applications requesting state funding for eligible transportation projects;

NOW THEREFORE BE IT RESOLVED, that the Nelson County Board of Supervisors does hereby endorse the submission of 2018 Smart Scale applications requesting funding for the following transportation projects listed in priority order:

1. US 29 at Route 6 Intersection R-Cut: Project will involve reconstructing the Thomas Nelson Highway (US 29)/River Road (Route 6) intersection into an R-Cut type intersection.

2. US 29 at Route 653 Improvements: Project will make turn lane improvements on Route 29 North and South, intersection improvements and alignment on Oak Ridge and Route 29 with additional capacity, with lane addition up to Diggs Mountain.

3. Route 6 at Rout 151 Intersection Improvements: Project will widen the east leg of the intersection creating a wider receiving lane for turning vehicles.

4. Route 151 at Tanbark Road Intersection Improvements: Project will make a variety of intersection improvements to improve safety.

Mr. Carter then reiterated he would have Mr. Youngblood attend the next meeting if possible to review the projects.

C. Proposed Pay Scale Adjustment for Sheriff's Dept. Dispatchers

1. FY19 Salary & Classification Adjustment -Dispatchers (**R2018-41**)

Ms. McCann noted that the Board had asked staff to look at putting the Sheriff Dept. Dispatchers on the same scale as the County Dispatchers. She noted the following information was provided that showed that scenario:

<u>Sheriff Dispatcher Using Market Pay Range (County)</u>				
Sheriff Dispatcher	FY18 Salary	2%	100% Market	33% Market or Min/2%
Dispatcher 1	\$30,735	\$31,350	\$34,989	\$32,139
Dispatcher 2	\$31,187	\$31,811	\$30,925	\$31,811
Vacancy	NEW	\$27,591	\$28,017	\$28,017
Vacancy	NEW	\$27,557	\$28,017	\$28,017
		\$118,309		\$119,984
Note:				
	Minimum		Salaries	\$1,675
	2%		Benefits	\$324
	33% Market		Cost	\$1,999

Ms. McCann explained that they would either provide 33% of the market, 2%, or put them at the minimum of scale with a total cost of \$2,000. She noted that there was now only 1 vacancy.

Mr. Rutherford asked for reiteration of the Counties used as reference points and Ms. McCann noted they were the ones used in the original study and all with populations under 25,000. She named Page County and City of Waynesboro.

Mr. Carter added that the proposed change accomplished the Board’s request and made Dispatcher compensation equitable.

Mr. Rutherford asked if the Sheriff had commented and Ms. McCann noted that he was aware of the proposal and Mr. Carter advised he would not think he would take issue with it.

Mr. Rutherford asked about the starting pay for a County dispatcher and Ms. McCann noted it would be \$28,017 – the same. She added that the attachment to the resolution was the County pay scale and the Public Safety Dispatcher scale for both would be used if approved by the Board.

Mr. Rutherford then moved to approve resolution **R2018-41** and Mr. Harvey seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2018-41
NELSON COUNTY BOARD OF SUPERVISORS
SALARY AND CLASSIFICATION SYSTEM
FOR PUBLIC SAFETY DISPATCHERS**

July 10, 2018

WHEREAS implementation of appropriate compensation practices are instrumental to the County’s ability to attract, motivate, and retain qualified employees, and

WHEREAS, Nelson County maintains an emergency operations center staffed by both Sheriff’s Department Public Safety Dispatchers and Local Public Safety Dispatchers,

NOW THEREFORE BE IT RESOLVED by the Nelson County Board of Supervisors that the local government’s “Salary and Classification System” is hereby amended to have all Public Safety Dispatchers assigned to the same pay range and salary adjustments as follows:

Effective July 1, 2018, pay ranges for Sheriff’s Department public safety dispatcher positions shall be established pursuant to the position classification within the 2016-2017 pay study (Attachment A). Employee market placement for Sheriff’s Department public safety dispatchers will be determined using years in current position and applicable education. Public Safety Dispatcher compensation adjustments, also effective July 1 2018, will be based upon 33% of the increase from current FY18 salary to market placement salary, 2% of current salary, or the minimum pay for the position classification, whichever is greatest.

Attachment A Fiscal Year 2018-2019 Pay Ranges (Full Time & Part-Time County Positions)

ATTACHMENT A				
<u>FY19 Position Classifications and Pay Ranges</u>				
Position	Grade	Minimum	Median	Maximum
County Administrator	N/A			
Sport Timekeeper - P/T	1	\$9.58	\$12.57	\$16.90
Recreation Custodian (School)	1	\$9.58	\$12.57	\$16.90
Convenience Center Attendant - P/T	2	\$10.06	\$13.20	\$17.75
Office Assistant-Econ. Dev & Tourism - P/T	2	\$10.06	\$13.20	\$17.75
Custodian	3	\$21,974	\$28,832	\$38,776
Animal Shelter Attendant - P/T	3	\$10.56	\$13.86	\$18.64
Recreation Site Leader - P/T	4	\$11.09	\$14.55	\$19.57
Assistant Registrar-P/T	5	\$11.64	\$15.28	\$20.55
Transfer Station Operator	6	\$25,420	\$33,353	\$44,856
Maintenance Worker	7	\$26,668	\$34,991	\$47,059
Roll-Off Vehicle Operator	7	\$26,668	\$34,991	\$47,059
Public Safety Dispatcher	8	\$28,017	\$36,761	\$49,439
Secretary II-Tourism & Economic Dev.	9	\$29,415	\$38,595	\$51,906
Senior Transfer Station Operator	9	\$29,415	\$38,595	\$51,906
Secretary III (County Administration)	10	\$30,863	\$40,496	\$54,462
Senior Public Safety Dispatcher	10	\$30,863	\$40,496	\$54,462

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Secretary III-Building Inspections	10	\$30,863	\$40,496	\$54,462
Secretary III (Planning/E911)	10	\$30,863	\$40,496	\$54,462
Economic Dev. & Tourism Specialist	10	\$30,863	\$40,496	\$54,462
Economic Dev. & Tourism Specialist - P/T	10	\$14.84	\$19.47	\$26.18
Parks and Recreation Technician	11	\$32,412	\$42,527	\$57,194
Animal Control Officer	11	\$32,412	\$42,527	\$57,194
Finance Technician II (Accounts Payable)	12	\$34,010	\$44,624	\$60,014
Animal Control Supervisor	12	\$34,010	\$44,624	\$60,014
Building Inspector	12	\$34,010	\$44,624	\$60,014
Solid Waste & Recycling Coordinator	13	\$17.17	\$22.52	\$30.29
Finance Technician II (Payroll, HR)	13	\$35,708	\$46,852	\$63,010
Administrative Assistant/Deputy Clerk	15	\$39,403	\$51,701	\$69,532
Assistant Building Code Official	16	\$41,351	\$54,256	\$72,969
Information Systems Specialist	17	\$43,399	\$56,943	\$76,582
Emergency Services Coordinator	18	\$45,546	\$59,760	\$80,371
Supervisor of Building & Grounds	19	\$47,843	\$62,775	\$84,425
Director of Parks & Recreation	20	\$50,241	\$65,920	\$88,655
Building Code Official	22	\$55,385	\$72,669	\$97,732
Director of Information Systems	23	\$58,131	\$76,273	\$102,579
Director of Tourism & Economic Dev.	23	\$58,131	\$76,273	\$102,579
Director of Planning & Zoning	24	\$61,028	\$80,074	\$107,690
Director of Finance & Human Resources	27	\$70,616	\$92,655	\$124,611

D. General District Courtroom Microphone & Audio System Upgrade

Mr. Andrew Crane advised that the Board had asked for an improvement in sound quality during meetings. He reported that staff had added speakers to the back section of the gallery and it was still not adequate. He noted that Simplex Grinnell had tweaked the current system and could not do much else to improve it.

Mr. Crane noted that staff had gotten three (3) vendor quotes for alternative microphone configurations and all had recommended the lapel mics feeding to a wireless receiver. He noted that Audio Video Services, the company that had done the system in the old Board room had quoted, Pro-Link out of Charlottesville had quoted, and Lynchburg Music had quoted. He noted that the current system was a closed system; therefore they had to use in-feeds that were available and all were able to do that. He added that they had to consider other Boards that met in the General District Courtroom and keep the system able to be used with the current set up. He noted that all of the vendors could add the lapel microphone solution without interrupting the current set up. Mr. Crane then advised that AVS quoted the best price at \$4,999 for 7 mics and they could put a wireless receiver in the back and it would pick up fine. He noted Pro-Link was next at a cost of \$6,292 for 8 lapel mics (7 and 1 spare), and Lynchburg Music quoted 4 mics so if brought up to 7 mics, their quote would be \$6,888. Mr. Crane then described that before the meeting, the Board would have to put on the lapel mics and staff would have extra

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batteries available for the battery packs that would be worn on the belt. He added that all of the vendors felt that this solution would improve sound quality.

In response to questions, Mr. Crane confirmed that the quoted microphones would feed into the speakers and the recording system. Mr. Crane added that the microphone at the podium would remain in use.

Mr. Saunders commented that since the system had been worked on, the hearing device he used had been working great.

Mr. Carter then noted that perhaps he should be more conscious of speaking into the microphone and they may not have to do anything; however, staff was positioned to go forward if the Board wanted to proceed.

Supervisors then briefly discussed their positioning relative to the microphones and that the mics were able to be moved and repositioned for the Supervisors' convenience.

Mr. Crane advised that one of the vendors had noted that upgrading the current mics at \$600 each could be done.

Mr. Crane noted that AVS had advised that they could also tilt the back speakers down for a small fee to improve the sound in the back gallery a little better. He suggested that Paul may even be able to do that.

Mr. Carter suggested possibly waiting a month and seeing how it went and Mr. Rutherford added that they could make a commitment to speak into the mics.

Supervisors then agreed by Consensus to go another month and see how it went. They added to have Paul Truslow complete a work order to point the back gallery speakers downward.

Mr. Rutherford stated that hearing speakers at the podium had been an issue and Supervisors noted that those speaking also needed to be cognizant to speak into the microphone within a couple of inches.

In conclusion, Mr. Crane advised that Simplex Grinnell had come out to look at the system; however had not provided a quote.

V. Reports, Appointments, Directives, and Correspondence

A. Reports

1. County Administrator's Report

A. Courthouse Project Phase II: The project has one (1) outstanding completion items, which is certification of the clean agent fire suppression system in the main floor Data Room. Jamerson-Lewis and the system's vendor, Hudson Payne, have identified a solution which is in process (possible completion by 7-10). Architectural Partners has drafted a project Certificate of Completion, which will be executed by all parties following certification of the Data Room's fire suppression system. Acquisition of the project's commemorative plaque is also in process. Unveiling of the plaque is projected for the August or September regular session.

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Mr. Carter advised that the moisture issues on the courtroom walls had been patched and painted.

B. BR Tunnel Project: The County has been awarded full TAP funding for the project's Phase 3 (Western Trail & Parking Lot). Due to the lack of an acceptable bid for Phase 2 (Tunnel) the ensuing discussion with VDOT staff is to request approval to use Phase 3 funding to complete Phase 2. Fielder's Choice Enterprises has agreed to hold its bid for 90 days on Phase 2 should the approval of Phase 3 funding for Phase 2 be realized. The draft approval letter has been sent to VDOT for review and will also require the consent of the Commonwealth Transportation Board and Federal Highway Administration. With respect to Phase 3, the City of Waynesboro is working with the Central Shenandoah Planning District staff on a federal Build Program application to provide for construction of a parking lot and trail from the City to the Tunnel's western portal. Nelson County will be a co-applicant as regional projects score higher. The funding request will be \$5-\$6 million. It is also staff's understanding that there is an effort (CTB and VDOT) to secure additional funding for Phase 3 of the County's project. Nothing specific on this other than input from VDOT staff that additional Phase 3 funding is being discussed.

Mr. Carter reported that staff would have a conference call with the Transportation Secretary, new CTB member, Chris Winsted District Director, and Sharon White on funding for overall project.

Mr. Carter advised that the Waynesboro project was a challenging project as they would build a tunnel underneath the active rail line; however it was the most feasible of the three options they had studied. He added that the County would partner with them but it would be the City's project and they would be responsible for all of the work.

C. Broadband: County staff are waiting for comment from federal NTIA staff on the draft letter previously submitted to the agency requesting consent for transfer of the local middle mile network to Central VA Electric Cooperative (this effort has taken longer than anticipated but should not impact either approval of the network's transfer or CVEC's network construction in Nelson County).

D. Piney River 3 Water System (Disinfectant by Product, DBP, Issue): A decision from the VA Department of Health is pending on the County's Drinking Water Program funding application, but is anticipated this month (July). The County will need to move forward expeditiously after the funding decision is announced (successful or not) to address the TTHM non-compliance which is the subject of a VDH issued Consent Order.

E. VDOT – Smart Scale: The July 10 meeting agenda includes a resolution providing for the Board's endorsement of four applications from the County for VDOT funding. Favorable consideration of the resolution is recommended. Final program applications are due in August and will be facilitated on behalf of the County by TJPDC staff.

F. County Phone System: Procurement of a new County phone system has been completed. System installation is anticipated this month (July).

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Mr. Carter advised that the current phone system had been in place for 15-20 years and was no longer supported.

G. Lovington Revitalization & School Transportation Program Study: A work session is pending with staff of TJPDC on possible development of a planning grant application to VD-DHCD for funding of a study for Lovington Revitalization and for discussion of the PDC completing/facilitating a study of the School Division's Transportation Program. PDC and County staffs have worked to coordinate the initial meeting, which has been somewhat delayed due to work and summer schedules.

Mr. Carter noted that the initial meeting took place the previous day and the concurrence on the Lovington Revitalization project was for TJPDC to contact DHCD about discussing the best avenue in which to pursue planning grant funding. He added that it would be a difficult project based on their criteria and the basis could not be beautification.

Mr. Carter then noted that the TJPDC would come back with a scope and proposal on the transportation study and he would report back.

H. FY 17-18 Budget: Staff will report to the Board at the August 14 regular session on the close out, subject to audit, of FY 17-18.

Mr. Carter noted he thought the local revenue targets were hit and staff would analyze the expenditure side and would provide a snapshot of where the County ended up at the end of the year subject to audit.

I. Solid Waste Clean Up: Cleanup of the Weyerhaeuser Corporation property located on Findlay Gap Drive has been completed. Weyerhaeuser utilized a private contractor for the cleanup. The bulk of the waste stream was tires.

J. Albemarle-Charlottesville Regional Jail Authority: There has been a resurgent effort in the Albemarle County and City of Charlottesville communities to have the ACRJA Board of Directors rescind a policy of notifying federal Immigration and Customs Enforcement of the release from the regional jail of individuals who are in the United States illegally. Subject to Board input, should the Jail Board decide to re-consider the policy, staff will vote to maintain the current notification policy.

Mr. Carter reported that the Jail Board agenda packet included a listing of those over the last year or so that had been reported to ICE for pick up and the offenses were not traffic violations as suggested, but were rather more serious felonies. Mr. Carter reiterated that unless the Board wanted him to vote otherwise, he would vote to maintain the current policy and the Board did not direct otherwise.

Mr. Carter then reiterated the policy, which was when illegals were being released, the Jail staff would notify ICE 48 hours beforehand and it was up to ICE to come get them. He added that this was an ongoing controversy in Charlottesville.

K. Personnel: Three Emergency Communications/Dispatch positions are in the process of being filled. Cassidy Tinnell has accepted one of the Emergency Communications/Dispatch positions (Sheriff's Office position). A second applicant for Emergency Communications/Dispatch (Sheriff's Office

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position) is being screened for employment. Employment of a third Emergency Communications/Dispatch position (County position) is in process; this position was offered but the applicant never responded.

2. Board Reports

Mr. Reed:

Mr. Reed had no report.

Mr. Saunders:

Mr. Saunders reported attending the VACo White House Conference on June 26th. He noted that each State’s Board of Supervisors was invited to the Whitehouse for a tour and to meet speakers. He added that other states had 50-100 participants and Virginia had over 500 people attend over 3 days. He noted that he attended the conference and got to hear Kelly Ann Conway, Ben Carson, and Deputy Secretary of the Agriculture Department and others. He noted it was a good experience and well worth the trip.

Mr. Rutherford:

Mr. Rutherford noted that the Lovingson Fourth of July Parade had good attendance and participation and he would like to send a letter of appreciation to the Fire Dept. and Parks and Recreation Department for their efforts. Mr. Carter offered to write the letter on the Board’s behalf.

Mr. Harvey:

Mr. Harvey noted that the Service Authority meeting had been well attended and he noted it was not a great set up for that. He added that the new Board would be there next week.

Mr. Bruguire:

Mr. Bruguire noted that at the Planning Commission meeting, Todd Rath’s project had been put off another month since the Commissioners had not received the site plan in their packet timely. He added that the Commission had continued the public hearing, which he had not agreed with.

B. Appointments

<u>(1) New Vacancies/Expiring Seats & New Applicants :</u>					
<u>Board/Commission</u>	<u>Term Expiring</u>	<u>Term & Limit Y/N</u>	<u>Incumbent</u>	<u>Re-appointment</u>	<u>Applicant (Order of Pref.)</u>
<i>NC Social Services Board</i>	6/30/2018	4 Years/ 2 term limit	Joan Giles-West (served 2T)	N/A	None

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<i>Will need a new West District representative</i>					
JABA Board of Directors	7/15/2018	2 Years/No Limit	Diane Harvey	TBD	None

Mr. Bruguere noted he had asked Dee Dee Greene and two others about serving on the Social Services Board and they had declined. Ms. McGarry noted that no applications had been received and Mr. Harvey noted that the incumbent served until there was a replacement. Ms. McGarry noted staff would need to double check on this one since the term limits were imposed by state statute. Mr. Bruguere asked if she could be notified to continue to serve until a replacement was found.

Mr. Reed noted that Marta Keene from JABA had lobbied him to serve on the JABA Board and he had advised he would put his name in the hat.

Mr. Rutherford then moved to appoint Mr. Reed to the JABA Board and Mr. Harvey seconded the motion.

Ms. McGarry then reported that she had not heard back from Ms. Harvey on whether or not she wanted to continue to serve and that the vacancy had been posted on the website but had not yet been advertised in the paper; which was typical for most appointments. She added that the Board could, of course, proceed how they wished.

Supervisors then agreed on advertising the position and Mr. Rutherford then withdrew his motion.

C. Correspondence

Mr. Carter noted having just received a letter from a law firm on behalf of Nelson Cable and he would confer with Mr. Payne on whether or not a response was warranted and would report back. He advised that he had emailed the letter to the board the previous day and that he was not too concerned about it.

D. Directives

Mr. Rutherford, Mr. Harvey, Mr. Saunders, and Mr. Reed had no directives.

Mr. Bruguere mentioned reinstating the Fourth of July fireworks that used to be done at the Lions Field. Following brief discussion of the cost, liability, and the availability of other fireworks venues locally, there was no consensus of the Board to pursue it.

VI. Other Business (As May Be Presented)

Introduced: Board of Supervisors Retreat for Building Needs

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Mr. Reed suggested moving forward with a work session or a retreat in order to focus on the County's capital building needs. Mr. Carter suggested doing that in September, October, or November and he just needed consensus from the Board to proceed. Mr. Bruguere noted September would be better for him and Mr. Carter noted that the Board's input on that before going into the next budget would be helpful. He added that he saw long-term planning and giving staff guidance on next year's budget as being the impetus to have it.

Mr. Bruguere noted that the County needed to work more with BRMC in order to get them to allow the Health Department to stay there. He added that there was no good reason for them to move and they were getting good rental income. Mr. Carter advised it was approximately \$65,000 per year. Mr. Bruguere then noted that if the meeting was set up, he would be glad to attend. Supervisors agreed by consensus with Mr. Bruguere.

The Board then agreed by Consensus to proceed with working toward establishing a retreat with Mr. Reed and Mr. Rutherford being the designated committee.

Mr. Bruguere then asked what would happen to the DSS building if they had to move and it was noted that the County currently paid \$800 per month rent on the land. Mr. Carter then advised that someone had looked at the McGinnis building that week.

Introduced: Three Judge Panel

Mr. Carter advised that there would be a Three Judge Panel held in the Circuit Court and in recognition of the project to restore the Circuit Courtroom, there would be a reception which the Board would be invited to on July 30th. (Note: the actual date of the panel and reception is August 30th)

Introduced: Closed Session

Mr. Saunders moved that the Nelson County Board of Supervisors convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711(A) (3): discussion or consideration of the acquisition of real property for a public purpose.

Mr. Harvey seconded the motion and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

The Board conducted the closed session and upon its conclusion, Mr. Rutherford moved to reconvene in open session and Mr. Harvey seconded the motion. There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

Upon reconvening in open session, Mr. Rutherford moved that the Nelson County Board of Supervisors certify that, in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion.

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Mr. Saunders seconded the motion and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion.

Mr. Bruguiere then asked if Mr. Carter would get Mr. Jim Vernon of Architectural Partners to look at the Blue Moon Antique Building given the owners' permission.

The Board then agreed by Consensus to have Jim Vernon look at the building and for Mr. Carter to let the Board know when he would look at it.

VII. Adjournment – No Evening Session Will Be Held

At 4:25 PM, Mr. Harvey moved to adjourn and Mr. Rutherford seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.