

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, March 26, 2019, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 12:30 P. M.

PRESENT: Members: Mr. Billy W. Martin, Sr., Chairman  
Dr. Donald M. Scothorn, Vice-Chairman  
Mr. Steve Clinton  
Mr. I. Ray Sloan  
Dr. Richard G. Bailey

ABSENT: Members: None

Others present at the meeting:

Mr. Michael W. S. Lockaby, County Attorney (left at 5 PM)  
Mr. Mark Popovich, County Attorney (arrived at 5:30 PM)  
Mr. David V. Moorman, Deputy County Administrator  
Mr. Gary Larrowe, County Administrator

The Chairman called the meeting to order at 12:32 P. M.

On motion by Dr. Scothorn, seconded by Dr. Bailey, and carried by the following recorded vote, the Board went into Closed Session pursuant to the Code of Virginia, 1950, as amended, to discuss the following: Section 2.2-3711.A. 3, Acquisition or disposition of real property for economic development purposes where discussion in open session would adversely affect the County's bargaining position or negotiating strategy namely concerning the Amsterdam (Greenfield) and Blue Ridge (EastPark) Districts; Section 2.2-3711.A. 5, Discussion on prospective businesses or industries or the expansion of existing businesses or industries where no previous announcement has been made of their interest in locating or expanding facilities in the community namely concerning the Amsterdam (Greenfield) and Fincastle Districts; Section 2.2-3711.A. 7, Consultation with legal counsel pertaining to actual or probable litigation by such counsel, namely concerning opioid litigation. (Resolution Number 19-03-02)

AYES: Mr. Clinton, Mr. Martin, Dr. Scothorn, Mr. Sloan, Dr. Bailey

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman called the meeting back to order at 2:05 P. M.

On motion by Mr. Sloan, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board returned to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 19-03-03)

AYES: Mr. Sloan, Mr. Clinton, Dr. Scothorn, Mr. Martin, Dr. Bailey

NAYS: None

ABSENT: None

ABSTAINING: None

**BE IT RESOLVED**, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

The Chairman then asked for a moment of silence.

Mr. Sloan then led the group in reciting the pledge of allegiance.

After questioning by Mr. Martin, there was no one present to speak during the public comment period.

Mr. Ken McFadyen, Economic Development Director, then updated the Board on the Pratt Industries project. He noted that in the summer of 2018, the County and the Roanoke Regional Partnership began work with Pratt Industries on finding a potential site in the County to locate their business. He noted that these discussions were confidential, which routinely occurs with companies identifying new locations, and the company eventually chose the Greenfield shell building for their new location.

Mr. McFadyen stated that the State's formal announcement of the company's location in the County was made last month. He noted that Pratt Industries plans to create 50 new jobs which will result in a projected \$2.4 million annual payroll. Mr. McFadyen stated that the company, which is the 5<sup>th</sup> largest corrugated packaging manufacturer in the United States, is based in Australia and has several recycling, converting, and paper mill facilities in this country.

He noted that the company takes 100% recycled materials and converts them into sustainable packaging and display solutions. He noted that the company's sustainable efforts result in diverting 3.5 million cubic yards of waste from landfills annually, the elimination of 1 million tons of greenhouse gases each year, saving 70,000 trees, and 28 million gallons of water.

After discussion, Mr. McFadyen noted that this facility is not a paper mill—it is a cardboard converting facility. He further noted that the County plans to assist the company's job hiring efforts this summer.

The Board thanked Mr. McFadyen for this update.

On motion by Dr. Bailey, seconded by Dr. Scothorn, and carried by the following recorded vote, the following consent agenda items were approved: (Resolution Number 19-03-04)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Approval of minutes of the regular meeting held on February 26, 2019,

Approval of minutes of the continued meeting held on March 8 & 9, 2019,

Approval of proclamation declaring April 1, 2019, as "Census Awareness Day," and

Approval of a School Board bus lease/purchase agreement as per the following resolution:

**WHEREAS**, the Botetourt County School Board, by IFB No. 19-3001, procured lease/purchase financing for the purchase of buses; and,

**WHEREAS**, by Resolution No. 021419, dated February 14, 2019, the School Board awarded the contract for such lease/purchase financing to U. S. Bancorp Government Leasing & Finance, Inc.; and,

**WHEREAS**, under Section 22.1-110 of the Code of Virginia, 1950, as amended, the School Board has deemed it advisable to obtain the consent of the Board of Supervisors prior to closing on this lease/purchase financing:

**THE BOARD OF SUPERVISORS OF BOTETOURT COUNTY, VIRGINIA**, hereby Resolves that it consents to the School Board entering a lease/purchase financing arrangement with U. S. Bancorp Government Leasing & Finance, Inc., for the purchase of buses in the maximum principal amount of \$439,890.

**AND**, this resolution shall be effective upon adoption.

Consideration was then held on approval of transfers and additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that there were 2 transfers, 8 pass through appropria-

tions, and 2 regular appropriations for the Board's consideration. He noted that these requests were for receipt of donations, cost reimbursements, insurance funds, grant funds, and miscellaneous receipts.

He further noted that the regular appropriations were for regional Juvenile Detention Center expenditures through April in excess of the budget allocation and for matching funds to be used toward an expense related to the County's 250<sup>th</sup> anniversary celebration.

There being no discussion, on motion by Dr. Scothorn, seconded by Mr. Sloan, and carried by the following recorded vote, the Board approved the following transfers and additional appropriations. (Resolution Number 19-03-05)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Transfer \$370.00 to Central Purchasing – Store Supplies, 100-4012530-12530-6021-000, from various departments as follows for store supplies usage:

- \$ 12.00 BOS - Other Operating Suppl., 100-4011100-11010-6014-000
- \$ 39.00 Comm. of Revenue–Office Suppl., 100-4012310-12310-6001-000
- \$ 39.00 Treasurer – Office Supplies, 100-4012410-12410-6001-000
- \$ 39.00 Comm. Attorney – Office Suppl., 100-4022100-22100-6001-000
- \$ 41.00 Correction & Det. – Police Suppl., 100-4033100-33100-6010-000
- \$188.00 Library - Office Suppl., 100-4073100-73100-6001-000
- \$ 12.00 Econ. Devel. – Office Suppl., 100-4081500-81500-6001-000

Transfer \$346.80 to Central Purchasing – Pool Car Transfers, 100-4012530-12530-6020-000, from various departments as follows for fuel usage:

- \$21.54 County Admin. - Fuel, 100-4012110-12110-6008-000
- \$ 2.81 Finance – Fuel, 100-4012430-12430-6008-000
- \$51.49 Rec. and Facilities – Fuel, 100-4071100-71100-6008-000
- \$18.19 Technology Svces. – Fuel, 100-4012510-12510-6008-000
- \$ 1.72 Sports Complex – Fuel, 100-4071300-71300-6008-000
- \$86.52 Comm. Devel. – Fuel, 100-4081200-81200-6008-000
- \$87.33 Economic Devel. – Fuel, 100-4081500-81500-6008-000
- \$33.30 Van Program – Fuel, 100-4071500-71500-6008-000
- \$ 4.53 General Svces. – Rep. & Maint. - Veh., 100-4040000-40000-3312-000
- \$39.37 Fire & EMS – Fuel, 100-4035500-35500-6008-000

Additional appropriation in the amount of \$100.00 to Fire & EMS – Other Operating Supplies, 100-4035500-35500-6014. These are donated funds in memory of Bobby Conlon.

Additional appropriation in the amount of \$945.00 to Fire & EMS - Part-Time Wages – Regular, 100-4035500-35500-1300. These are funds received from Carilion Clinic for precept services provided by Botetourt Fire & EMS personnel.

Additional appropriation in the amount of \$3,454.53 to Fire & EMS – Fire Insurance, 100-4035500-35500-5302. These are insurance funds received for damage to apparatus.

Additional appropriation in the amount of \$2,763.98 to Sheriff's Department – DMV Salaries, 100-4031200-31200-1800. These are DMV Grant funds for deterring high speed drivers and driving under the influence of alcohol.

Additional appropriation in the amount of \$2,586.02 to the following Correction & Detention Department accounts: \$236.17 to Uniforms, 100-4033100-33100-6011; and \$2,349.85 to Medical & Lab Supplies, 100-4033100-33100-6004. The former is for contract payments and the latter is for reimbursement of medical supplies.

Additional appropriation in the amount of \$1,576.67 to the following Sheriff's Department accounts: \$81.24 to Uniforms, 100-4031200-31200-6011; and \$1,495.43 to Overtime Wages, 100-4031200-31200-1200. The former is for contract payments and the latter is reimbursements for providing security at local ballgames and for U. S. Marshal's Service.

Additional appropriation in the amount of \$482.50 to the following Sheriff's Department

accounts: \$442.50 to Subsistence and Lodging, 100-4031200-31200-5530; and \$40.00 to Other Operating Supplies, 100-4031200-31200-6014. The former is a reimbursement for class lodging and the latter is for solicitor permits.

Additional appropriation in the amount of \$629.00 to Sheriff's Department – Firing Range Expenses, 100-4031200-31200-6015. These are funds received for scrap sales.

Additional appropriation in the amount of \$46,740.00 to Juvenile Detention Center – Purchase of Government/Other Services, 100-4033200-33200-3800. This appropriation provides for coverage of estimated expenses through April's payment for youth detention services in excess of the annual budget.

Additional appropriation in the amount of \$2,500.00 to Cultural Enrichment – Botetourt County Historical Society, 100-4072000-72240-3800. This appropriation covers support of a matching gift campaign for the "History of Botetourt County" book being written in celebration of the County's 250th anniversary.

Consideration was then held on approval of the accounts payable and ratification of the Short Accounts Payable List. Mr. Tony Zerrilla, Director of Finance, stated that this month's accounts payables totaled \$852,620.66. He noted that these expenditures included \$100,000 to Pratt Properties for an economic development incentive payment; \$30,838 to Physio-Control, Inc., for cardiac monitors, and \$74,351 to the Botetourt County Health Department for their quarterly budget allocation.

There being no discussion, on motion by Mr. Martin, seconded by Mr. Sloan, and carried by the following recorded vote, the Board approved the accounts payable list and ratified the Short Accounts Payable List as submitted. (Resolution Number 19-03-06)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Clinton then stated that the Board had earlier approved the minutes from the March 8 & 9 strategic planning session as a consent agenda item. He noted that these minutes included the Board's 2045 Vision Statement and questioned if the Board should have additional discussion about this item.

Mr. Martin noted that he plans to report on the strategic planning session under "Committee Reports" later in the meeting.

After further discussion by Mr. Clinton, Mr. Martin noted that approval of the March 8 and 9 minutes means that the Vision Statement was approved by the Board.

Consideration was then held on a request for an appropriation to purchase an extrication truck for the Buchanan Fire Station. Fire and EMS Chief Jason Ferguson stated that, in December 2018, the Buchanan Fire and Rescue station's 1988 Squad truck had a catastrophic engine failure. He noted that the vehicle is no longer functional, has personnel carrying and space limitations, and would be too expensive to repair due to its age.

Chief Ferguson stated that he and Buchanan Chief John Crouch have researched the availability of used apparatus that could be obtained to meet their needs including visits to Alabama and Pennsylvania to view potential vehicles.

Chief Ferguson noted that an early 2000's model year vehicle has been found at a cost of \$125,000 and he would like to request authorization from the Board to utilize funds for this purchase. Chief Ferguson stated that \$25,000 of these monies would be used from the

Buchanan Fire and EMS Contribution Fund and \$100,000 from EMS Cost Recovery fund revenues. He stated that these FY 18 revenues exceeded projected receipts and were transferred into the General Fund's Undesignated Fund Balance.

After questioning by Dr. Bailey, Chief Ferguson stated that \$210,000 in Cost Recovery Program revenues in excess of budget were received by the County in FY 18. He noted that these revenues were placed in the General Fund and he would like to use \$100,000 of these monies to purchase this squad vehicle.

After discussion, Chief Ferguson stated that Fire and EMS staff have held discussions about the future creation of a capital reserve fund for these types of purchases.

After further questioning by Dr. Bailey, Chief Ferguson stated that they hope to get 10 – 15 years of service out of this piece of apparatus. It was further noted that a new apparatus of this type would cost over \$250,000.

There being no further discussion, on motion by Mr. Martin, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized the additional appropriation of \$125,000 (\$25,000 from the Buchanan Fire & EMS Contributions Fund and \$100,000 from the General Fund Unassigned Fund Balance) to Fire & EMS – Capital Outlay - Motor Vehicle/ Vehicle Equipment, 100-4035500-35500-8005, to complete the purchase and implementation of a used squad truck at the Buchanan Fire and Rescue Station. (Resolution Number 19-03-07)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Ms. Sandie Terry with Rural Broadband Consulting, LLC, the County's broadband consultant, then gave an update on the County's broadband expansion project. Ms. Terry stated that it is difficult to input a number on the impact to communities to have or to not have broadband service.

She noted that the Blandin Foundation conducted a study in 2018 which measured the impact of broadband in 5 rural counties in Minnesota. Ms. Terry stated that the study showed that rural communities need broadband to survive, to allow them to plan for the future, to be able to build for future demand, and having broadband access results in an increase in median income and population growth. She noted that the County's 2018 broadband survey indicated that 69% of the County has broadband service (25 Mbps down and 3 Mbps up) either through fiber, cable or DSL. Ms. Terry further noted that there is plenty of broadband capacity; however, approximately 31% of the County (approximately 5,000 locations) is not served by broadband which impacts businesses and schools.

Ms. Terry stated that broadband is considered a service for telecommunications companies to sell for profit and, if there is no profit in extending service into less dense areas, then there is no incentive for the utility companies to do so. She stated that broadband is now considered a critical utility.

Ms. Terry stated that there are several broadband expansion/upgrade projects currently being proposed by Craig-Botetourt Electric Cooperative (CBEC), Bath, Alleghany and Rock-bridge Cooperative (BARC), and Lumos using State and federal funds. She noted that, of the 31% of County residents who are currently unserved by broadband, 68% are planned for upgrades/builds by these utility companies. Ms. Terry further stated that approximately 1,600

locations, including 100 businesses, remain without fixed broadband service in the County if the CBEC, BARC, and Lumos upgrade areas are excluded.

After discussion, Ms. Terry stated that Verizon has no interest in providing DSL service.

Ms. Terry further noted that there are approximately 350 citizens in the Bonsack area that do not have internet service because they are located on the opposite side of the Norfolk Southern Railroad tracks and it is difficult to work with the railroad to obtain the necessary easements to allow fiber optic lines to be extended to these areas. She noted that, to provide service to those remaining unserved areas, the County will need to work with the private sector to pursue state/federal grant funds and explore creative financing to lower capital costs. She further noted that to obtain these proposals the County will need to conduct a fair procurement process.

Ms. Terry stated that, in looking for such partnerships under a standard RFP process, proposals would be submitted to implement broadband to all unserved areas and there are few companies which would want or be financially able to do so. She noted that the PPEA process allows flexibility in proposal submittals and allows for competitive negotiations along with consideration of cost estimates.

She noted that there are some things that a local government can do to lower these capital costs. Ms. Terry stated that the Board should invest in something that will carry the County into the future and fiber optic service will achieve this purpose.

Regarding the County's broadband opportunities, Ms. Terry stated that the County currently has some partners lined up to assist with this project and there are federal and State funding options that need to be pursued. She noted that provision of broadband to the County's unserved areas is a matter of covering capital costs.

Mr. Martin noted that provision of broadband services in the County has been included in the Board's revised strategic plan.

Dr. Scothorn stated that he thinks that the County does have partners to help achieve this goal. Dr. Scothorn noted that Ms. Terry and Ms. Arleen Boyd have been great to work with and have helped the County throughout this process to date. He further noted that there was an article regarding rural broadband service in today's Government Technology magazine which mentioned the County's broadband efforts.

Ms. Terry stated that the County will need to identify some additional partners and pursue additional funding for this project.

Dr. Scothorn stated that his goal is to have fiber optic service throughout the entire County.

After questioning by Dr. Bailey, Ms. Terry stated that she expects the State to announce a decision on the award of grant monies for the CBEC application at any time. She also noted that there are funds available from the U. S. Department of Agriculture which has an application deadline of May 31, 2019, and there should be another State grant application period opening this fall.

Dr. Bailey thanked Ms. Terry and Dr. Scothorn for the time and effort that they have put into this process.

Ms. Terry thanked Mr. Larowe for his assistance as well.

After questioning by Mr. Clinton as to whether the County should contract with a person/company to administer these multiple PPEA contracts, Ms. Terry stated that this would be a

decision by the Broadband Commission on the best proposals/options needed to minimize the impact on the County but to still be able to achieve its goals.

After further questioning by Mr. Clinton, Ms. Terry stated that the County will not find one utility vendor to install broadband service to all of the unserved areas as this would be “pushing them outside of their business model.”

After questioning by Mr. Clinton, Ms. Terry stated that the County does need someone or group to administer all of these PPEA-related contracts.

After questioning by Mr. Clinton, Ms. Terry stated that the anticipated completion date of CBEC, BARC and Lumos extending broadband service to the 68% of the remaining 31% of total unserved County citizens is 2022.

The Board then thanked Ms. Terry for her report.

On motion by Dr. Scothorn, seconded by Dr. Bailey, and carried by the following recorded vote, the Board adopted the following resolution directing the County Administrator to advertise for the PPEA proposals for provision of broadband services and asked the Broadband Commission to take steps to evaluate and recommend award of contract(s) to qualifying public/private partner(s) to the Board of Supervisors for consideration of approval to allow broadband facilities to be expanded to unserved and underserved areas of the County.

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 19-03-08

**WHEREAS**, the County has adopted guidelines and is a responsible public entity under the provisions of the Public-Private Education Facilities and Infrastructure Act of 2002, Va. Code §§ 56-575.1 et seq. (the “Act”); and

**WHEREAS**, the County has made public that it desires to find a private partners to work with it to expand availability of broadband Internet service to unserved and underserved areas of Botetourt County; and

**WHEREAS**, the County expressly finds that this partnership will be for a “qualifying project,” as that term is used in the Act:

**NOW THEREFORE**, be it resolved by the Board of Supervisors of Botetourt County, Virginia, that:

1. The Board directs the County Administrator to cause the PPEA Solicitation to be posted to the County website and advertised for 60 days in accordance with law, as soon as practicable; and
2. The Board authorizes the County Administrator or his designee to provide public information to, and meet with, other potential proposers during the advertising period upon request; and
3. The Board expressly finds that due to (i) the probable scope, complexity, or priority of the project, risk sharing including guaranteed cost or completion guarantees, (ii) added value or debt or equity investments proposed by the private entity, or (iii) an increase in funding, dedicated revenue source or other economic benefit that would not otherwise be available, use of the competitive sealed bidding process is not advantageous or practicable, and therefore finds that proposals should be evaluated using the process for competitive negotiation; and
4. The Board authorizes Broadband Advisory Commission to meet and act as a selection committee to evaluate and make recommendations to it on conceptual proposals and what proposals to proceed to the detailed phase with.
5. The Commission shall meet with the consultant and review conceptual proposals. It shall rank the proposals, interview top proposer(s), if any, and make a recommendation to the Board at its earliest convenience of the proposer or proposers to continue to the detail phase with, or to dispense with the detail phase and move forward with negotiation of an interim or comprehensive agreement; and

6. In evaluating the proposals, the Commission shall consider (i) the proposed cost of the qualifying facility; (ii) the general reputation, industry experience, and financial capacity of the private entity; (iii) the proposed design of the qualifying project; (iv) the eligibility of the facility for accelerated selection, review, and documentation timelines under the responsible public entity's guidelines; (v) local citizen and government comments; (vi) benefits to the public; (vii) the private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan; (viii) the private entity's plans to employ local contractors and residents; (ix) public input at a public hearing on the matter; and (x) other criteria that the advisory committee deems appropriate, and make a written recommendation to the Board of its recommendation. The advisory committee shall recommend the proposal that constitutes the best value, meaning the overall combination of quality, price, and the various elements of required services that in total are optimal relative to the Authority's needs. The criteria are set forth in more detail in Exhibit A, which is incorporated herein by reference; and
7. The County Administrator is directed to post all proposals to the County website as soon as practical following receipt; and
8. The County Administrator is authorized to take or cause to be taken such other and further administrative actions as may be necessary to ensure that the processing of this solicitation complies with law.
9. This resolution is effective upon adoption.

Mr. Ray Varney, Resident Engineer, and Mr. Craig Moore, Assistant Resident Engineer with the Virginia Department of Transportation, were then present to speak to the Board.

Mr. Varney noted that the Board had been presented with a copy of the report on the Route 220 tractor trailer accident/fire that occurred earlier this month. He noted that the report contains various photographs of the accident, damages to Route 220 and the culvert beneath the roadway, and VDoT's repairs. He stated that the soil in the accident area was tested for contamination from fuel that leaked from the tanker truck and all contaminated material was taken to West Virginia for appropriate disposal. Mr. Varney stated that casing pipes were installed under the southbound lanes so that water from Catawba Creek could be pumped around the repair area, shoring was installed in the culvert, and a replacement pipe was transported to the site from Kentucky.

Mr. Varney stated that VDoT will need to splice the new culvert pipe to the existing pipe located under the southbound lanes which will necessitate the closure of the southbound lane for approximately 2 weeks beginning on April 1. He noted that southbound traffic will be detoured onto Mary Alice and Old Fincastle roads during this time while the northbound traffic will continue to use one lane of the southbound lanes. Mr. Varney noted that they plan to conduct paving work on the northbound lanes while the detour is in place.

After questioning by Mr. Martin, Mr. Varney stated that the replacement pipe is 16' in diameter and 11' tall.

After questioning by Mr. Clinton, Mr. Varney stated that they hope to have the trucking company's insurance provider pay for the road's repair costs. He noted that the Residency Office has spent almost \$300,000 to date on these repairs.

Mr. Moore then reviewed VDoT's monthly report. He noted that the Route 220 safety improvement project between Gala and Iron Gate is continuing as is work on replacement of the two Route 11 bridges in Cloverdale/Hollins. Mr. Moore stated that the bridge near the railroad overpass should be finished in November and the bridge near the weigh station should be completed in September.

Mr. Moore stated that preparation work has begun on the Ball Park Road bridge rehabilitation project which will necessitate a complete road closure for 2 hour durations at night. He

noted that this project should be complete by August 2020. He further stated that work on the I-81 bridge overlay project at Exit 150 should begin in early April and be completed in August, painting of the I-81 bridge over the James River/Route 43/CSX Railroad has begun and should be complete in November, pavement projects should begin around June 1<sup>st</sup>, and VDoT staff are working on developing next year's paving list.

Regarding the Secondary System Six Year Plan updates, Mr. Moore noted that VDoT staff have been discussing possible projects with the County including Murray Drive (Route 771) which accesses the new Colonial Elementary School site. Regarding land development projects, Mr. Moore noted that VDoT is working with County staff to bring several roads in Ashley Plantation up to VDoT standards for acceptance into the Secondary System. He stated that the County recently advertised these projects for construction bids but received no responses.

Mr. Moore stated that VDoT continues to work with the County for a safety improvement project at the Route 11/Simmons Road intersection and the County is working to obtain the additional needed right-of-way; the County is working with the landowner and the utility companies to increase the sight distance at the Route 43/Shiloh Drive intersection with tree removal work to begin before April 15; tree removal work is also scheduled to begin in the next few weeks on Zimmerman Road so that drainage/ditch work can begin--funding remains an issue for this road's long-term improvements; and Rural Rustic Road program-related improvements are anticipated to begin in April on White Church Road.

Mr. Moore noted that, after questioning from the Board last month, he wanted to clarify that VDoT has two different engineering studies underway—the Route 220/460 Arterial Preservation Plan, and the Alternate Route 220 Corridor Study. He noted that VDoT will be conducting a work session on the Alternate Route 220 Corridor Study at the end of April/early May. Mr. Moore stated that this study “will roll into” the 220/460 Arterial Presentation Plan which will be presented to the Board in June/July.

After discussion, Mr. Moore stated that VDoT has provided their recommendations regarding Azalea Road in Daleville to the County and the area's concerned citizens, VDoT is waiting on information from the 220/460 Plan to determine what, if any, changes are needed at the 460/Laymantown Road intersection, and they analyzing the traffic counts from Orchard Drive to see if any improvements are needed pertaining to concerns about cut-through traffic using this road.

Regarding area headquarter/in-house projects, Mr. Moore noted that equipment issues may delay completion of the pavement and drainage problems in Hunter's Green Subdivision. He also noted that VDoT continues to repair potholes throughout the County.

Mr. Martin thanked VDoT for continuing to work on the drainage issues on Zimmerman Road and thanked Mr. Varney for meeting with the Spickards to discuss obtaining a right-of-way for this project.

After questioning by Dr. Bailey, Mr. Moore stated that VDoT's traffic engineering staff are conducting the 220/460 Arterial Preservation Study which involves reviewing various options to improve the traffic flow in these corridors at 7 identified intersections.

Mr. Varney noted that they are also considering alternatives to traffic signals including reducing the existing signals' phases at these intersections as they “take up volume” on these main travel corridors.

Dr. Bailey then stated that he has been contacted regarding the street on the north side of the Eagle Rock Volunteer Fire Department building.

Mr. Varney noted that their records show that this is a private street that is not in VDoT's maintenance system.

Fire and EMS Chief Jason Ferguson stated that this road, which is in bad shape, is used to access the parking area behind the fire station.

Mr. Sloan noted that former Board member Jack Leffel worked to resolve this road and adjacent drainage easement issues for several years.

Mr. Varney noted that, if the community of Eagle Rock was platted and recorded in the Circuit Court Clerk's Office, there is some potential for the road to be considered as a Rural Addition project. Mr. Varney noted that he will have some research conducted in the Circuit Clerk's Office to see if such a plat is on file.

Dr. Scothorn stated that there are some instances of sinkholes and pavement subsidence issues on the streets in Highland Manor and asked that VDoT check into these items. After questioning by Mr. Varney, Dr. Scothorn noted that they are located about one-half way up Highland Drive.

After questioning by Mr. Clinton, Mr. Varney noted that VDoT still sponsors the Adopt-a-Highway program for groups/citizens to adopt 2 mile sections of roadway to pick up litter. Mr. Clinton noted that there are littering issues along Route 220 and encouraged VDoT to find groups that are interested in adopting this roadway for cleanup.

Mr. Varney noted that, in some localities, jail inmates or community service workers are used to pick up trash along roadways.

There being no further discussion, the Board then thanked Mr. Varney and Mr. Moore for their reports.

Consideration was then held on a request for an Economic Development Access Program grant application for West Center Drive in Greenfield to be submitted to the Commonwealth Transportation Board (CTB). Mr. Ken McFadyen, Economic Development Director, stated that Lot B, consisting of approximately 30 acres and located behind the existing Greenfield shell building, is a graded site on which the soil removed from the Eldor site was placed to develop a building pad.

He noted that this lot and the adjacent Lot A are the next parcels planned for development in Greenfield. Mr. McFadyen stated that the County is proposing to construct a 3,000' long, two-lane roadway off of International Parkway to serve these parcels using VDoT Economic Development Access Program funds. He noted that the project's estimated cost is \$906,000 and the Access Program funds (\$650,000) will be matched with approximately \$250,000 in County funds to construct the roadway.

Mr. McFadyen noted that \$150,000 is included in the current County budget and the balance is proposed for the FY 20 budget for this project which is planned to begin construction this calendar year. After discussion, Mr. McFadyen noted that this new roadway will also allow an additional ancillary access point for the Pratt Industries site.

Mr. McFadyen stated that, once the fund request is approved by the CTB, the County will have five years to secure a qualifying industry location along the roadway. He noted that this project would be the fourth Economic Development Access Program grant application that the County has submitted for Greenfield.

After questioning by Dr. Bailey, Mr. McFadyen stated that, once the grant is approved, the County has 5 years to find a qualifying industry location for this property.

After questioning by Mr. Clinton, Mr. McFadyen stated that Lot A, consisting of approximately 25 acres, and Lot B are currently designed to be accessed via the new West Center Drive.

After questioning by Mr. Clinton, Mr. McFadyen stated that the County has to secure a qualifying industry on either Lot A or Lot B within 5 years or we would have to repay the \$650,000 in grant funds to VDoT.

After further questioning by Mr. Clinton regarding the acreage designated as “potential development area” located between Lot A and International Parkway, Mr. McFadyen stated that a company has been interested in approximately 2 acres of this property; however, when considering that the other Greenfield tenants are located on tracts of 19 to 80 acres, creating a 2 acre lot does not seem practical. He further stated that Lots A and B could be subdivided to create a third lot of proportionate size.

Mr. Clinton stated that, due to the historical nature of the “potential development area,” he would encourage the County to not pursue the location of a business/industry on this property.

Mr. Ray Varney, VDoT’s Resident Engineer, clarified statements made regarding the location of a qualifying industry along West Center Drive. Mr. Varney stated that, if Lot A is developed, the access funds will only be paid for the eligible road costs up to that point; however, if a qualifying industry is also located on Lot B then the entire allocation amount that is eligible for access funds will be paid by VDoT. He also noted that, if the entire road is constructed now, the County will be required to provide a bond for the entire road. He stated that, if a qualifying industry locates on Lot A within 5 years, then the eligible costs associated with the segment of road up to the corner of Lot A will be covered by the access funds.

After questioning by Dr. Bailey, Mr. Varney stated that, for the County to qualify for reimbursement of up to \$650,000 of eligible road costs, qualifying industries would have to locate on Lots A and B within 5 years.

Mr. McFadyen stated that the County has accounted for this issue through a 2-step cost estimate for this project in the Preliminary Engineering Report.

There being no further discussion, on motion by Dr. Scothorn, seconded by Dr. Bailey, and carried by the following recorded vote, the Board adopted the following resolution requesting that the Commonwealth Transportation Board approve Economic Development Access Program funding for the West Center Drive road construction project in Botetourt Center at Greenfield.

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 19-03-09

**WHEREAS**, the Botetourt County Board of Supervisors requests assistance in the development of County-owned property for the purpose of economic development located off of International Parkway (State Route 839), in Daleville, Virginia, within the Botetourt Center at Greenfield; and,

**WHEREAS**, this property is expected to be the site of new private capital investment in land, building, and manufacturing equipment which will provide substantial taxable investment and employment opportunities; and,

**WHEREAS**, the subject property has no access to an improved public street or highway and will require the construction of a new roadway to connect with International Parkway (State Route 839); and,

**WHEREAS**, the County of Botetourt hereby guarantees that the necessary environmental analysis, mitigation, fee simple right-of-way, and utility relocations or adjustments, if necessary, for this project will be provided at no cost to the Economic Development, Airport, and Rail Access Fund; and,

**WHEREAS**, the County of Botetourt acknowledges that no land disturbance activities may occur within the limits of the proposed access project prior to appropriate notification from the Department of Transportation; and,

**WHEREAS**, the County of Botetourt hereby guarantees that all ineligible project costs and all costs not justified by eligible capital outlay will be provided from sources other than those administered by the Virginia Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED, THAT**, the Botetourt County Board of Supervisors hereby requests that the Commonwealth Transportation Board provide Economic Development Access Program funding to provide an adequate road to this property; and,

**BE IT FURTHER RESOLVED THAT:** The Botetourt County Board of Supervisors hereby agrees to provide a surety or bond, acceptable to and payable to the Virginia Department of Transportation, in the full amount of the Commonwealth Transportation Board's allocation less eligible capital outlay credit as determined by VDoT; this surety shall be exercised by the Department of Transportation in the event that sufficient qualifying capital investment does not occur on Tax Map 88, Parcel 20, within five years of the Commonwealth Transportation Board's allocation of funds pursuant to this request; and,

**BE IT FURTHER RESOLVED THAT:** The County Administrator and/or his designee(s) be authorized to act on behalf of the Botetourt County Board of Supervisors to execute any and all documents necessary to secure the funding sought through the Economic Development Access Program up to, but not exceeding, \$650,000 in State funds; and,

**BE IT FURTHER RESOLVED THAT:** The Botetourt County Board of Supervisors hereby requests that the new roadway so constructed will be added to and become a part of the Secondary System of State Highways pursuant to Section 33.2-1509, paragraph C., of the Code of Virginia.

Mr. Cody Sexton, Assistant to the County Administrator, then provided an update on the Transportation Safety Commission's (TSC) review of the County's unpaved roads list. Mr. Sexton stated that two weeks ago the Transportation Safety Commission reviewed the County's unpaved gravel road list to develop a listing of those roads to be considered in the next round of Highway Department paving funds. He noted that these roads will be considered for inclusion on the Secondary System Six Year Plan at the VDoT work session at the April Board meeting.

Mr. Sexton noted that these roads are being recommended by the Commission for consideration: Route 603 (Zimmerman Road), Route 638 (Flowing Spring Road), Route 645 (Fringer Trail), Route 677 (Roy Road), Route 685 (Ball Park Road), and Route 765 (Derek Drive).

Mr. Sexton noted that the County had also received a request last week that Lick Run Road (Route 698) north of Eagle Rock be considered for paving.

Mr. Sloan noted that a School administration representative also attended the TSC meeting and offered input on which school bus routes should be paved.

The Board thanked Mr. Sexton and Mr. Sloan for this report.

Mrs. Beth Doughty, Executive Director of the Roanoke Regional Partnership, was then present to give their organization's annual report. Mrs. Doughty stated that the Roanoke region is in need of additional industrial sites and the County's economic development access grant

application, which the Board approved earlier today, will help to meet the needs of their projects.

Mrs. Doughty stated that the Partnership has been in business for 35 years. She noted that the Partnership's focus areas in 2018 were business investment, talent attraction and market intelligence. She noted that the Partnership is also the information resource for the region and had 457 requests in 2018—a 13% increase over the previous year.

Mrs. Doughty noted that they have a variety of websites including a section on Botetourt County and its potential industry location sites. She stated that they work to raise the region's visibility to potential employers and employees and do all of their creative work, which has won several awards, in-house.

She stated that there were 10 business expansion/location announcements in the region in 2018 with a total of \$308 million in investment and \$122 million in anticipated recurring annual economic impact.

After discussion, Mrs. Doughty stated that the Partnership is also involved in outdoor asset development through sponsorship of an annual bicycle race which had 980 participants—a 130% increase from the previous year, the Blue Ridge Marathon which had a 12% increase in registrations and an 11% increase in economic impact from 2017, the GoFest outdoor event which had 39,000 attendees and a portion of the beer sales revenues will be used to invest in the area's outdoor assets such as repairs to local mountain biking trails.

She further noted that they also conduct crowdfunding events for projects such as water access points and construction of a \$23,000 dock at Carvin's Cove reservoir, and promote many different activities/events/businesses including the Buchanan Triathlon, Roaring Run falls, Twin River Outfitters. Mrs. Doughty stated that these activities/promotions are part of their business and talent attraction efforts and local businesses looking to attract new employees use their website as a recruiting tool.

Mrs. Doughty stated that they also conduct professional development and other activities for young people so they have a connection to the community and want to stay in this area to work. She noted that they also continue to build a pipeline between the region's businesses and colleges/universities to encourage their graduates to remain in this area to work. She further noted that statewide college career professionals were brought to the region and introduced to the area's companies/businesses to learn what careers are available in the Roanoke Valley for their students and also some James Madison University students are visiting the area this week to see what companies and activities are in the area.

Mrs. Doughty stated that the Partnership also has information booths at various events, such as the Blue Ridge Marathon, so that visitors can learn about the region and what it offers to live, work, and grow. She also stated that they have a summer internship program to help younger workers make connections outside of the workplace and also offer professional development programming and activities.

Mrs. Doughty then thanked the County for being a great partner and she looks forward to continuing to work with the County for greater results in the future.

Mr. Martin stated that it is hard to imagine how Mrs. Doughty and her staff can accomplish all of these programs and activities. He noted that her work on the Greenfield shell building and in attracting companies such as Altec and Eldor to the County is greatly appreciated. Mr. Martin noted that this is a true partnership and the Board appreciates their efforts.

There being no further discussion, the Board thanked Mrs. Doughty for her report.

A public hearing was then held on proposed amendments to Chapter 2 Administration and Chapter 13 Motor Vehicles and Traffic of the Botetourt County Code related to parking.

Deputy Steve Honaker with the Botetourt County Sheriff's Department stated that these proposed amendments have been discussed with the Board over the past two months and included input obtained from the Sheriff's Department, Fire/EMS, Commonwealth's Attorney, and the County Attorney. He noted that, based on comments at the February meeting, language has been included regarding commercial vehicles being parked in the public right-of-way and blocking traffic with a proposed fine of \$45.

After questioning, it was noted that the Board members were satisfied with the proposed amendments.

After questioning by Mr. Martin, it was noted that there was no one present to speak regarding these proposed amendments. The public hearing was then closed.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Sloan, and carried by the following recorded vote, the Board adopted the attached amendments to Chapter 2 Administration and Chapter 13 Motor Vehicles and Traffic of the Botetourt County Code to update provisions relating to parking. (Resolution Number 19-03-10)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on a request for endorsement of a Fire & EMS Regional Training Memorandum of Understanding (MOU) with the Virginia Department of Fire Programs. Fire and EMS Chief Jason Ferguson stated that he was contacted by the Roanoke City Fire Department's Training Division to determine if the County was interested in entering into a regional training MoU with the City, Roanoke County, Salem, Franklin County, and the Virginia Department of Fire programs.

Chief Ferguson stated that this MoU would allow the participating agencies to receive instructor-level training for their staff in various areas to strengthen the number of regional instructors. This would allow these agencies to conduct training classes internally or at the regional level at the Roanoke Valley Fire and EMS Training Center without the need for State resource requests or having to pay State instructional costs.

There being no discussion, on motion by Dr. Scothorn, seconded by Mr. Sloan, and carried by the following recorded vote, the Board authorized the Chief of Fire and EMS to sign the Regional Training Memorandum of Understanding with the Virginia Department of Fire Programs on behalf of Botetourt County. (Resolution Number 19-03-11)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman then called for a 5 minute break.

The Chairman called the meeting back to order at 3:59 P. M.

Consideration was then held on a request from County Waste of Southwest Virginia for advertisement of a public hearing on an amendment to the Comprehensive Plan. Mr. Jerod

Myers, County Planner, stated that the Board had approved a Special Exceptions Permit in January from County Waste for a solid waste transfer station on property along Route 11 in Cloverdale.

He noted that County Waste has negotiated the purchase of 7.33 acres from adjacent parcels owned by SR Investments to relocate their maintenance and storage operations. He further noted that the current Comprehensive Plan designation for this 7.33 acres, which is part of the Gateway Crossing Urban Development Area (UDA), is mixed use commercial. Mr. Myers stated that for County Waste's application to rezone this parcel from Business B-2 to Industrial M-2 use to proceed, the Board would need to authorize a public hearing on a proposed Comprehensive Plan amendment.

After questioning by Dr. Bailey, Mr. Myers stated that County Waste is proposing to relocate their current maintenance and storage operations to an adjacent 7.33 acre site so that the original property can be used to construct a solid waste transfer station and convenience center.

Mr. Myers noted that, if this request is approved, approximately 49 acres of the parent parcel would remain within the UDA and designated on the Comprehensive Plan map as mixed use commercial.

After questioning by Dr. Scothorn, Mr. Myers stated that he is not sure when the trash transfer station will open for business.

There being no further discussion, on motion by Dr. Scothorn, seconded by Dr. Bailey, and carried by the following recorded vote, the Board directed staff to advertise for public hearings at the May 2019 Planning Commission and Board of Supervisors meetings on proposed amendments to the Comprehensive Plan's Future Land Use Map to reflect industrial land use for a storage yard in association with County Waste's transfer station on a 7.33 acre parcel identified on the Real Property Identification Maps of Botetourt County as Section 101-145 and 145A. (Resolution Number 19-03-12)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on a request to advertise for a public hearing on amendments to Chapter 20 Solid Waste of the Botetourt County Code regarding weeds and grass. Mrs. Nicole Pendleton, Director of Community Development, stated that staff has been working on proposed amendments to the Solid Waste Ordinance regarding weeds and grass to help with enforcement activities for some time. She noted that staff reviewed similar provisions from approximately 12 jurisdictions and the State Code in drafting these amendments.

She noted that staff is proposing three main changes to this ordinance: adding a measurable definition of what is considered tall grass and weeds (over 12" in height), lifting these height restrictions pertaining to large lots and requiring property owners to only maintain the area within 150' of a State-maintained right-of-way or within 150' of any adjoining occupied/developed property, and giving property owners 10 days after a violation notice is received via registered/certified U. S. Mail or posted on the property to bring their overgrown lot into compliance.

She then requested authorization from the Board to advertise these proposed amendments for public hearing at the April regular meeting.

After questioning by Dr. Scothorn, Mrs. Pendleton stated that some jurisdictions have a 6" maximum height for grass/weeds. After discussion, Mr. Michael Lockaby, County Attorney, stated that the Code of Virginia allows for a maximum height limit of 12" for grass and weeds.

After further discussion by Dr. Scothorn, Mrs. Pendleton stated that some localities have a 10" height limit.

After questioning by Mr. Martin, Mr. Lockaby noted that State Code Section 15.2-1215 states that 12" is the overgrown grass height requirement for counties.

There being no further discussion, on motion by Mr. Martin, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized staff to advertise for a public hearing at the April regular meeting on proposed amendments to Chapter 20. Solid Waste of the Botetourt County Code to update provisions regarding high grass and weeds. (Resolution Number 19-03-13)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on the retention of legal counsel for opioids litigation. Mr. Michael Lockaby, County Attorney stated that opioid addiction has become a matter of concern for localities, the State, and the world. He noted that over 1,600 localities and 30 states have filed suits against opioid producers regarding the huge costs associated with dealing with their citizens' addiction to these drugs. Mr. Lockaby stated that most of the County's neighbor jurisdictions and over 60 other Virginia localities have either retained legal counsel or filed suit against opioid manufacturers due to the opioids crisis.

Mr. Lockaby stated that he has discussed this issue with the Sheriff's Department, Department of Social Services, Commonwealth's Attorney, and the Fire and EMS Department and heard of the costs that they have incurred as a result of dealing with addiction and its side effects on the County's citizens. Mr. Lockaby noted that a thorough damages assessment is necessary before the Board can make an informed decision on whether to move forward with litigation.

He noted that there are two law firms that are prominent in handling this type of litigation in Virginia—Kaufman and Canoles from Newport News, and Wagstaff and Cartmell from Kansas City, Missouri. Mr. Lockaby stated that these firms would initially carry out a damages assessment and the Board would consider this report's findings in making a decision on whether to commence with litigation. He stated that these assessments would include studying the County's damages/expenses from dealing with opioid addiction through the review of financial records. Mr. Lockaby stated that this assessment would be done at no cost to the County; however, if litigation proceeds, the firms will charge a 25% contingency fee.

Mr. Lockaby stated that both firms are competent and have many Virginia localities as clients. He noted that the only difference in their litigation strategies is that Kaufman and Canoles would file suit in Virginia state court and attempt to keep the litigation in Virginia while Wagstaff and Cartmell plan to file suit in federal court in Cleveland, Ohio, and have the case consolidated with several hundred other cases.

Mr. Lockaby further stated that Kaufman and Canoles is willing to take expenses on contingency but Wagstaff and Cartmell has not agreed to this break; however, he expects a similar deal with that firm after negotiations begin.

Mr. Lockaby then noted that it was announced earlier today that the State of Oklahoma had settled their opioid lawsuit with the Perdue Pharma company in the amount of \$275 million which will be paid to the State over several years.

He stated that, if the Board is interested in moving forward with this suit, he requests authorization for the staff to negotiate with both firms, and upon completion of negotiations, authorize the County Administrator to execute a retainer agreement.

After questioning by Dr. Bailey, Mr. Lockaby stated that neither firm is proposing to charge a discovery preparation fee for conducting a damages assessment.

After discussion, Mr. Sloan stated that he would prefer that the County hire the Virginia-based firm—Kaufman and Canoles.

Mr. Clinton agreed with Mr. Sloan but noted that the State of Oklahoma had brought suit against Perdue Pharma, instead of the State's individual localities doing so, and questioned if the State of Virginia could also file a suit on behalf of all of its localities.

Mr. Lockaby stated that the State of Oklahoma did file a suit as the lead plaintiff on behalf of its localities; however, the State of Virginia has only brought suit on behalf of the State entities impacted by the opioid addiction epidemic.

After questioning by Dr. Scothorn, Mr. Lockaby noted that he understands that localities in Oklahoma filed law suits as well as the State; however, the State took the lead on the litigation.

After questioning by Mr. Clinton on a comparison between the actual damages and the amount of the suit's financial award, Mr. Lockaby stated that he is not sure but Oklahoma's suit was in the amount of several billion dollars in damages and the agreed-upon settlement amount was \$275 million.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Sloan, and carried by the following recorded vote, the Board authorized the County Administrator to execute a retainer agreement with Kaufman and Canoles, P.C., of Newport News, Virginia, to act as the County's legal counsel in opioids litigation matters. (Resolution Number 19-03-14)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Discussion was then held on various committee reports.

Mr. Clinton stated that, during the recent General Fund Budget Subcommittee meetings, issues regarding facilities planning for County government offices was discussed. He noted that the County has looked at opportunities/needs to relocate County facilities several times in the past; however, the need is still there. He noted that there are several County buildings at the end of their useful lives, which are inefficient, and not fully handicapped accessible.

Mr. Clinton stated that the Budget Subcommittee discussed the best approach and decided to include funding for a facilities study in the FY 20 budget. He noted that the likely proposal is centered on moving 50 – 55 employees into the Greenfield Education and Training Center facility while the offices of approximately 180 employees would remain in Fincastle. Mr. Clinton stated that, while the Circuit Courthouse is renovated, the County Administration offices, along with the Commissioner of Revenue and Treasurer would relocate to the ETC.

Mr. Clinton stated that consolidation of County offices into one building is long overdue and will improve County operations, citizen access, and employee comfort.

Mr. Martin thanked the Budget Subcommittee for ensuring that adequate CIP funds were budgeted to conduct this facilities study. He noted that the County's administrative office space has reached the end of its functional life, there are accessibility issues, and structural renovations are needed to the Circuit Courthouse due to water infiltration and HVAC issues. Mr. Martin stated that consolidating offices in the ETC would offer more convenient public access to government operations.

Dr. Bailey stated that it is important to note that this is an effort to improve the Courthouse facility, the employees' work environment, and accessibility for the public. He noted that Fincastle will remain the County seat; however, certain government operations have outgrown their current space.

Mr. Sloan stated that this project has been needed for a long time.

Dr. Scothorn stated that the Board considered the Courthouse's structural situation for a long time as well as the health and safety of the County's employees and the citizens' accessibility to the offices.

Mr. Martin then reported on the Board's strategic planning retreat. He noted that the Board held a two-day strategic planning retreat in early March at the Natural Bridge Hotel to update the County's Vision Statement and develop strategic priorities for directing the County's future. He noted that the Board reaffirmed their 2040 Vision that was adopted in 2014. Mr. Martin stated that the County has grown and changed in the past few years and he is amazed at what the County has accomplished during that time.

Mr. Martin stated that only two of the current Board members participated in the 2014 strategic planning retreat with Mr. Sloan and Dr. Bailey being in their first terms and Mr. Clinton serving his first term after being off of the Board for four years.

Mr. Martin noted that the Board will work with County staff to develop work plans for the 10 priorities contained in the Vision Statement. He stated that the Board is excited about these future projects and he appreciates the team attitude of the current Board of Supervisors.

Mr. Tony Zerrilla, Director of Finance, and Mr. Cody Sexton, Assistant to the County Administrator, then conducted a work session on the proposed FY 19-20 County budget.

Mr. Zerrilla stated that this work session would include an overview of major budget considerations, revenues, expenditures, School funding, and the Capital Improvement Plan. He noted that the FY 20 budget development process began in October 2018 with review of estimated revenues. Mr. Zerrilla further noted that for the first time a budget task force consisting of various County employees was created to help review budget requests. He noted that the draft budget, as developed by the task force, was then forwarded to the County Administrator, who made revisions before it was sent to the General Fund Budget Subcommittee for review. Mr. Zerrilla noted that this Subcommittee consisted of Mr. Martin, Mr. Clinton, and Mr. John Williamson, who served as a citizen member. He noted that this was a very good budget development process.

Mr. Zerrilla stated that major considerations in the FY 20 draft budget include a reduction of \$1.7 million (5%) in the departmental operations budget requests, a \$1.6 million (42%) decrease in the CIP requests, funding for the schools, revenue increases from the primary tax base (real estate, personal property, machinery and tools), funding for facilities' needs, personnel additions and compensation adjustments, providing a balanced budget, and no recom-

mended increase in taxes. He noted that there is an anticipated \$3.1 million (5%) increase in revenues in FY 20; phase 2 of the County/Constitutional employee salary adjustments would be implemented (\$600,000) as of January 1, 2020; there is an anticipated \$330,000 increase in the employer premiums for hospital/medical costs which includes a 7% increase for the new health insurance plan year which begins December 1, 2019; four new positions were added including conversion of two positions from part-time to full-time status (total increase of \$151,000); and a \$2.2 million CIP which focuses on general government projects, building maintenance, public safety, and technology requirements.

Regarding revenues, Mr. Zerrilla stated that local revenues are anticipated to increase by 5.1%, State revenues will increase by 3.4%, and federal revenues will increase by 4.5% in FY 20. He noted that growth in the local economy, including meals taxes, investment earnings, and EMS cost recovery collections has resulted in an expected 5.1% increase in local revenues versus the current budget. Mr. Zerrilla stated that Categorical Aid revenues include a 6% increase due to State Compensation Board reimbursements and EMS grants and a projected 2% increase in other Categorical Aid from welfare and Comprehensive Services funds. He further stated that no commitment has yet been received regarding anticipated federal Payments in Lieu of Taxes (PILT) funds; however, based on past years, he has budgeted a \$27,000 increase. Mr. Zerrilla further stated that federal welfare payments are budgeted to increase \$17,000 and an interest rate subsidy for the school system's energy project (VA Saves) is scheduled to increase \$4,000.

Mr. Zerrilla stated that local revenues are anticipated to grow 5% and State revenues by 3%. He noted that the Public Service Corporation revenues have increased due to recent and ongoing utility infrastructure improvements within the County.

Regarding expenditures, Mr. Zerrilla stated that the January 2020 salary adjustments are included in these calculations. He noted that General Government Administration expenditures are expected to increase 5.2%; Judicial Administration by 2.9%; Public Safety by 10.2%; Public Works should decrease by 1.6%; Health and Welfare should decrease by 1.2%; Parks, Recreation and Cultural expenditures should increase by 7.1%; Community Development by 8%; and Non-Departmental/Debt Service should decrease by 6.6%.

He stated that General Government Administration includes the accounts for the Board of Supervisors, County Administration, Human Resources, Commissioner of Revenue, Treasurer, Finance, Technology Services, Purchasing, Central Garage, and Electoral Board/Registrar. Mr. Zerrilla further stated that expenditures of note in these departments include a full-time HR training coordinator as of January 1, 2020 which will be partially funded by part-time wage and benefit savings, funding of the second year of the reassessment, converting one technology services position to a website support position as of January 2020, converting the full-time vacant GIS position to part-time, and increases in election officer and operating costs due to three upcoming primaries/elections.

Mr. Zerrilla noted that the Judicial Administration category includes the Circuit Court, Circuit Clerk, General District Court, Magistrate, and Commonwealth's Attorney's offices. He stated that their budget increases are due to part-time wages, maintenance service contract costs and employee salary adjustments that were effective in January 2019.

Regarding the Public Safety category, Mr. Zerrilla stated that this includes the Sheriff's Department, Dispatch, Fire and EMS (including volunteer units), Jail, Juvenile Detention Center, Probation, Building Official (40%), Animal Control, Emergency Communications, and certain

Community Organizations. He noted that these budgets increased due to a new School Resource Officer position as of January 2020, replacement of CAD workstations, displays, and furniture in Dispatch, increases in doctors' contracted salaries, food and medical supplies, and capital outlay costs for the Jail, an increase in the per diem rate/activity at the Juvenile Detention Center, compensation for the Colonial Elementary School's project manager, a new Combination Building Inspector position (FY 20 full year funding versus FY 19 one-half year funding), increases in regional animal shelter expenses, replacement of self-contained breathing apparatus, purchase of 2 new ambulances, a primary tow vehicle, and a new Volunteer Coordinator position as of January 2020.

Mr. Zerrilla noted that the Public Works category consists of the Waste Management and Maintenance departments and includes funding for current convenience center operations, an increase in trash disposal and leachate treatment costs, and an increase in repair and maintenance service contract costs.

He stated that the Health and Welfare category includes the Health Department, Social Services, Comprehensive Services, Van Program, and certain Community Organizations. He noted that the CSA budget is projected for the same level of youth services case activity as occurred in the FY 19 budget, and the Social Services budget is proposed to decrease due to a reduction in the auxiliary grants program and a nonrecurring FY 19 vehicle purchase.

Regarding the Parks, Recreation, and Cultural category, Mr. Zerrilla stated that this includes the Recreation and Facilities Department, Sports Complex, Library, and certain Community Organizations. He noted that expenditure increases are due to the conversion of 2 part-time secretary positions to 1 full-time position, maintenance service contracts, agricultural supply costs, the FY 20 impact from the January 2019 salary adjustments, and hospital medical costs.

Mr. Zerrilla noted that the Community Development category includes Economic Development, Planning/Zoning (60%), Environmental Management, Cooperative Extension, and certain Community Organizations. He stated that these expenditures increased \$99,000 (8%) and include transitioning of agriculture development-related costs to a future-year CIP, hiring an Assistant Economic Development Director, increases in professional services, 60% of the costs associated with the Colonial Elementary School Project Manager, and the previously mentioned Combination Building Inspector position.

Regarding the school budget, Mr. Zerrilla stated that the draft budget includes an increase of \$400,000 (1.6%) in County funds (\$24.9 million). He noted that, at the time of developing this presentation, no formal funding request has been received from the Schools.

Regarding the County's transfer to the Economic Development Authority, Mr. Zerrilla stated that \$397,500 is proposed for economic development incentive payments to Eldor, Pratt Industries, and Altec Industries in FY 20.

Regarding the non-departmental and debt service category, Mr. Zerrilla stated that there is a 6.6% decrease proposed due to a reduction in debt service payments for school-related projects and a reduction in Contingency funds.

Mr. Zerrilla stated that there are no Consumer Price Index (CPI) salary increases included in the proposed budget, no new funding for non-contractual community organizations, and only increases in funding for regional organizations with funding formulas based on per capita contributions.

Mr. Zerrilla stated that the CIP is proposed to increase by \$1.2 million which includes \$500,000 for the first year costs of the Circuit Courthouse's renovation project, \$250,000 for development of a facility master plan, continued funding for the PC/laptop, portable/mobile radios, and cardiac monitor replacement plans, matching funds for the Recreation Incentive Program, maintenance for County facilities, leachate storage tank repairs (\$300,000), the third year's contribution to the Daleville YMCA, and matching funds for Greenfield Historical Preservation Committee projects.

Mr. Zerrilla then stated that the outlook for the FY 20-21 budget includes impact of the reassessment, new Colonial Elementary School debt service amount increase (\$700,000), continued exploration of opportunities to attract and retain new businesses in Greenfield, impact of new housing development projects, the Courthouse renovation project, and the employee salary adjustment plan.

Mr. Zerrilla then reviewed the budget calendar and noted that the budget and tax rate public hearing is anticipated to be held on April 10 and the budget's adoption is planned to be held on April 23.

After questioning by Mr. Martin regarding the Colonial Elementary School debt service payment increase in FY 21, Mr. Zerrilla stated that the County will be making payments on the loan's principal amount beginning in FY 21 as total debt service for the project will increase \$700,000 in that year.

After questioning by Dr. Bailey regarding the transfer of agriculture development funds in the Economic Development budget into a future-year CIP, Mr. Zerrilla stated that there was previously a line item in the department's budget primarily for an Agricultural Development Coordinator position. He noted that this position has not been filled and \$150,000 in funds are planned to be reallocated to the FY 21 CIP as a placeholder so "we don't lose site" of this future position.

After questioning by Dr. Bailey, Mr. Zerrilla stated that this line item is not being removed from the budget.

Dr. Bailey also asked that the proposed facilities study include a proposed event/agricultural/community center facility in the County.

Mr. Zerrilla noted that the Budget Subcommittee discussed including this event center in the facilities study.

The Board thanked Mr. Zerrilla for this presentation.

There being no further discussion, on motion by Mr. Martin, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized staff to advertise for a public hearing on the FY 19-20 County and School budgets and the 2019 tax rates on Wednesday, April 10, 2019, at 7:00 PM at the Greenfield Education and Training Center. (Resolution Number 19-03-15)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

There being no further discussion, the meeting was adjourned at 5:00 P. M. until 6:00 P. M.

The Chairman called the meeting back to order at 6:00 P. M.

A public hearing was then held on a request in the Valley District from Jackie R. and Virginia A. Farmer for a Special Exception Permit, with possible conditions, for a second accessory structure (carport) in the Low-Density Residential R-1 Use District in accordance with Section 25-123. Uses permissible by special exception of the Botetourt County Code on a 0.5 acre parcel located at 176 Chivas Drive (State Route 1424), Roanoke, identified on the Real Property Identification Maps of Botetourt County as Section 107E(1), Block 2, Parcel 30.

It was noted that the Planning Commission had recommended conditional approval of this request.

Mr. Jerod Myers, County Planner, stated that the applicant would like to construct a second accessory structure (a detached carport) on this lot which requires a Special Exceptions Permit from the County.

He noted that the Planning Commission members had some discussion on this request as the application's site plan showed that the carport was close to the 5' side yard minimum setback line. Mr. Myers stated that this discussion resulted in a condition that a sealed survey be conducted showing the exact location of the structure in relation to the required setbacks as well as requiring the applicant to obtain a building permit for this structure.

After questioning by Mr. Sloan, Mr. Myers stated that the building permit application could not be approved without the structure complying with the minimum 5' side yard setback requirement.

After questioning by Mr. Sloan, Mr. Farmer, applicant, stated that he is agreeable to these conditions and is aware of the 5' setback requirement.

After questioning by the Chairman, it was noted that there was no one else present to speak in regard to this request. The public hearing was then closed.

On motion by Dr. Scothorn, seconded by Dr. Bailey, and carried by the following recorded vote, the Board approved a request in the Valley District from Jackie R. and Virginia A. Farmer for a Special Exception Permit for a second accessory structure (carport) in the Low-Density Residential R-1 Use District in accordance with Section 25-123. Uses permissible by special exception of the Botetourt County Code on a 0.5 acre parcel located at 176 Chivas Drive (State Route 1424), Roanoke, identified on the Real Property Identification Maps of Botetourt County as Section 107E(1), Block 2, Parcel 30, with the following conditions: (Resolution Number 19-03-16)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

1. The applicant must obtain a sealed survey indicating the location of the structure in relation to the required front, side, and rear setbacks.
2. The applicant must obtain an approved building permit from Botetourt County.

A presentation was then given on the Fire Station Feasibility Study. Chief of Fire and EMS Jason Ferguson stated that his department has been working with BIRCHbark Strategic Consulting since last summer to review the County's fire and EMS operations, response, facilities, etc., to develop projections for the future.

Ms. Nelsie Burch, President and CEO, then introduced Mr. Paul Brooks and Mr. Greg Grayson to the Board. Ms. Burch thanked the Board for their support during this process. She noted that a study of this type is progressive and today's presentation is to explain how they

came about compiling this study, derived its recommendations, and how their analysis can be used in developing future budgets.

She presented the Board with copies of the 70 page report. She noted that they also developed a model/matrix for the County to use which can also be updated when situations change in the future. Ms. Burch stated that this presentation will include their approach to this study, community engagement efforts, existing facilities, and recommendations.

She stated that Mr. Greg Grayson, a former fire chief in Greensboro and Asheville, North Carolina, Mr. Paul Brooks a former chief in Greensboro, North Carolina, and Mr. Robert McNally, also provided expertise in compiling this report. Ms. Burch noted that her background is in budgeting, performance management, and planning.

Ms. Burch stated that their approach to developing this report included visiting the County for two days last fall to meet with career and volunteer fire/EMS personnel to gather data, reviewing planning documents, and physically visiting sites in the County. She stated that they returned last month to conduct a public input session, trend analysis, and to gather additional data to finalize their recommendations for future fire/EMS station locations in the County.

Mr. Grayson stated that he appreciated the opportunity to work with the staff and volunteers during this review and qualitative data gathering process. He noted that an important part of this strategic planning process is obtaining information on what the citizens feel is needed in their fire/EMS response.

Mr. Grayson noted that they also conducted an on-line 9-question public survey and held two focus group sessions to obtain information from the public on emergency services' needs. He noted that this specifically-designed survey received 148 responses from all areas the County. Mr. Grayson stated that 50% of the survey's respondents had received fire or EMS response in the past 5 years, 61% said that they were satisfied or very satisfied with the service, and comments related to growth, the changing dynamics regarding the volunteer units, and capital needs for a station in the Daleville area were submitted.

Regarding the focus group sessions, Mr. Grayson stated that over 50 citizens attended these meetings which focused on the "system," their perceptions of the County's fire/EMS units, and their comments were used in a SWOT (strengths, weaknesses, opportunities, and threats) analysis.

He noted that the strengths were identified as: personnel (paid and volunteer), level of service, collaboration with County staff, appreciation of the development of this plan when there was not no crisis was occurring, quality of equipment, and assistance between County departments (mutual aid). Mr. Grayson noted that the weaknesses were listed as: need to educate residents about the fire/EMS level of service, varying levels of population density, and communications coverage. He noted that the opportunities were listed as: re-engaging the departments within their core communities—being a "hub" for the community, be more in touch with the community, need for non-traditional roles for volunteers, higher use of social media, higher engagement in the high schools, and appreciation of Fire/EMS by elected officials. Mr. Grayson stated that the perceived threats were identified as: increases in call volume, leadership transition within the fire/EMS departments, keeping volunteers actively engaged, loss of property and life due to staffing levels and response times, and County growth may be outpacing growth in fire/EMS services.

Mr. Books then stated that this is his 45<sup>th</sup> year in fire service and this project became personal to him in October when he met Ray Sloan and a County contingent at the Fallen Firefighters Memorial in Maryland.

Mr. Brooks noted that, in his portion of this presentation, he would review the quantitative data involved in this report's creation including methodology, development and growth in the County, station location study, and recommendations. He stated that growth is occurring, it is having an impact on the County's fire and EMS departments, and predictions need to be made on where the growth will occur in the future.

Mr. Brooks stated that the County has excellent, long-serving fire departments and their methodology in developing this report was to determine where did we come from, how did we get here, and what does it mean for the future. He noted that 7 years of call response data was acquired from the Sheriff's Dispatch office and used to project the County's emergency services call volume 5 years into the future. He further noted that there were limitations on some of the incident occurrence data. Mr. Brooks stated that they reviewed previous reports and studies, including the County's insurance ratings, and met with community development and economic development staff. He stated that, for a fire/EMS system such as the County's with both rural and suburban areas, the County has a good fire insurance rating.

After discussion, Mr. Books commended the Troutville Volunteer Fire Department for their previous research on a new fire station location. He noted that BIRCHbark representatives also visited every fire station in the County.

Mr. Brooks stated that regression analysis, which employs economic drivers to make growth predictions, was used to create a matrix containing 130 service area grids which was overlaid on a map of the County. He noted that, among other parameters, this analysis included some national standards for comparison/reference, e.g., communications, organization of fire services for career and volunteers, fire insurance ratings, etc.

Regarding development and growth, Mr. Brooks stated that they used community demographics. Mr. Brooks stated that the County has an older average population; however, he believes that this particular demographic will change after the 2020 census data is released. He noted that the County is becoming more urbanized and communities are being developed that appear to appeal to young professionals, average household income levels are approximately \$64,000, and the County has a better educated community.

Mr. Brooks then displayed a map which showed that approximately 80% of the County's population density is less than 500 people per square mile. He noted that in 2017 the County had a population of approximately 33,000 and the Fire/EMS Department responded to approximately 4,800 calls. He further noted that, while the population in 2023 is estimated to be a similar figure (33,300), it is anticipated that there will be a 24% increase in emergency services calls to over 5,000 per year.

Mr. Brooks stated that the station location study reviewed current and future service demand and response times and anticipates a 17% increase overall with 80% of responses being medical-related. He noted that the Gateway Crossing grid (#14) on their service area map is currently the highest call area for the County's fire/EMS units.

After discussion, Mr. Brooks stated that the ISO (Insurance Services Office) insurance ratings are based on a preferred travel distance of 1.5 – 2 miles or 4 minutes from the closest fire station. He noted that there are areas in the County with a significant population and risk but there are no resources in those areas, e.g., Daleville and Greenfield. He further noted that

there are only a few areas in the County that are within the ISO standards for travel time/distance from a fire station.

Regarding basis for deployment, Mr. Brooks stated that the outcome of a fire is directly related to the response time and confining the fire to the room of origin. He further stated that, regarding survivability of a cardiac event, if CPR and a defibrillator are used within 8 minutes of a medical incident a person's chance of living is only 20%.

Mr. Brooks then stated that several evaluation factors were used to score the 130 County map grids created by their data including growth factors, service demands, and performance/capability, and these factors were used to develop their recommendations. He noted that rural areas are challenges to efficient station deployment and growth in the County follows the location of infrastructure (water/sewer/natural gas).

He stated that the top two scoring grid areas were Gateway Crossing and Fincastle. He noted that the Fincastle grid area has an estimated population of 1,720, consists of 1.4 million square feet (sf) of structure space, has \$180 million in property valuation, and handles 262 calls per year all of which take more than 4 minutes in response time. Mr. Brooks stated that the Daleville Town Center grid has an estimated population of 1,066, has 1.2 million sf of structure space, \$214 million in property valuation, and 213 calls per year with none of those call locations being reached within 4 minutes.

Regarding the study's recommendations, Mr. Brooks stated that a new fire station is proposed to be located along the Route 220 corridor between Daleville and Greenfield. He noted that this location will give the County flexibility for operations. After discussion, Mr. Brooks recommended that the building only be designed for a 20 – 30 year lifespan/usage, not 50 as is normally the case for these types of facilities. He also stated that, due to the large industries located in this area, a ladder truck is probably needed at this station. He also noted that their research indicates that the County's fire/EMS staffing levels are below national standards.

Mr. Brooks stated that additional recommendations included in the study indicate that the Blue Ridge and Read Mountain stations are not in the most advantageous locations for call response. He suggested that the Read Mountain station be relocated to Route 11 to offer better protection to the Gateway Crossing area. Mr. Brooks noted that the County's other stations are not in the worst areas but BIRCHbark's study matrix should be used when the stations are considered for replacement in the future. He stated that the County's fire/EMS plans should focus on the urban/suburban areas and how to catch up with the development in these areas.

After questioning by Mr. Clinton regarding response times and staffing requirements, Mr. Brooks stated that national accreditation standards for cardiac response are 4 minutes. After questioning by Mr. Clinton regarding whether those standards apply to any community in average conditions, Mr. Brooks stated that their study evaluated a year's worth of calls to determine the units' response times.

Mr. Grayson noted that the national standards do recognize urban areas and have separate standards for volunteer/combo departments. He stated that both types of fire/EMS unit classifications have the same response-time standard for urban areas.

Mr. Martin stated that he does not think that a 4 minute response time is fair for the County's responders. He noted that it takes a long time to respond to a cardiac call on a rural road.

Mr. Brooks stated that he agrees with Mr. Martin's statement and noted that the 4 minute response time is for planning purposes and to allow the County to determine where "hot spots" for calls are located. He suggested that the County use this model as a way to plan for the future.

Mr. Martin stated that BIRCHbark has done a good job in compiling this report and the Board appreciates their work.

After questioning by Mr. Clinton regarding the citizen survey responses, Mr. Grayson stated that 50% of the survey's respondents had personally experienced a fire/EMS call in the last 5 years. Mr. Grayson noted that this is a high survey response figure.

Mr. Brooks stated that it shows that those respondents thought it was important enough to participate in the survey or they had an affinity for the station and the experience.

After questioning by Mr. Clinton, Mr. Grayson noted that the 61% of survey respondents who said that they were satisfied or very satisfied with the fire/EMS service received in the previous 5 years is a good response level.

Chief Ferguson thanked the BIRCHbark staff for the time and work that they have invested in this report and stated that he appreciated the support provided by the citizens and survey contributors. He noted that obtaining this study's data was a community effort and will help the County's Fire/EMS Department to look at the future and evaluate their options.

The Board then thanked Ms. Burch, Mr. Brooks, and Mr. Grayson for their presentation.

There being no further discussion, on motion by Mr. Sloan, seconded by Dr. Scothorn, and carried by the following recorded vote, the meeting was adjourned at 7:30 P. M. (Resolution Number 19-03-17)

AYES: Mr. Clinton, Mr. Sloan, Mr. Martin, Dr. Bailey, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None