

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, June 24, 2014, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 2:00 P. M.

PRESENT: Members: Dr. Donald M. Scothorn, Chairman
Mr. L. W. Leffel, Jr., Vice-Chairman
Mr. John B. Williamson, III
Mr. Billy W. Martin, Sr.
Mr. Todd L. Dodson

ABSENT: Members: None

Others present at the meeting:

Mr. David Moorman, Deputy County Administrator
Mrs. Kathleen D. Guzi, County Administrator
Mrs. Elizabeth Dillon, County Attorney

The Chairman called the meeting to order at 2:01 P. M.

Dr. Scothorn stated that there are many unsung heroes and secret warriors in the County. He noted that these individuals have worked for the County for many, many years.

Dr. Scothorn noted that he recently attended a State sports tournament held at Lord Botetourt High School at which teams from Augusta County and Harrisonburg participated. He noted that the participants commented on the differences of the ballfields, how well maintained the fields were to play on, and the ease of finding bathroom and concession facilities.

Dr. Scothorn noted that the County staff works hard to make these facilities look nice and the County has done well in hiring and retaining these employees. He noted that they have done a great job for the children and visitors to the County. Dr. Scothorn asked that the public let the staff know of their appreciation for their hard work.

He then asked for a moment of silence and then led the group in reciting the pledge of allegiance.

Dr. Scothorn then asked that Mrs. Barbara Ennis, County Bookkeeper, and Mr. Tony Zerrilla, Director of Finance, come to the front of the room. Dr. Scothorn noted that Mrs. Ennis has served over 30 years with the Schools and the County as a Bookkeeper and she is retiring as of June 30, 2014. He noted that Mrs. Ennis has been responsible for payroll and accounts payable and other duties related to the Finance Department, as well as providing support for all County and Constitutional departments. He noted that she has shown professionalism in her position and has met challenges associated with monthly timelines.

Dr. Scothorn thanked Mrs. Ennis for the years of service that she has given to Botetourt County and wished her happiness in her retirement and the years ahead. He then presented her with a watch with the County seal on its dial.

Mr. Zerrilla also expressed his appreciation to Mrs. Ennis for her dedication, efforts, professionalism, teamwork and "all the things that go unnoticed." Mr. Zerrilla noted that he has relied on her for 13 years to handle the many issues, deadlines, and audit requirements associated with her position. Mr. Zerrilla stated that he appreciated everything that she has done during her years of service to the County.

Mr. Williamson noted that he stole Mrs. Ennis from the School Board over 25 years ago and hired her to become the County's Bookkeeper.

Mrs. Ennis thanked the Board for their comments.

Dr. Scothorn then noted that the County had recently been informed that Mr. Zerrilla had been awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.

Dr. Scothorn noted that there are many individuals that contribute toward the creation of the County's audit each year including Bill Arney, County Treasurer, and Rodney Spickard, Commissioner of Revenue.

He then read the following press release regarding this award, "The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the County of Botetourt by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. An award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to Anthony G. Zerrilla, Director of Finance. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive 'spirit of full disclosure' to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The GFOA is a nonprofit professional association serving approximately 17,500 government financial professionals with offices in Chicago, IL, and Washington, DC."

Dr. Scothorn congratulated Mr. Zerrilla on this award and noted that his achievements and teamwork efforts are appreciated by the County and the Board of Supervisors.

Mr. Zerrilla noted that the audit preparation is a collaborate effort and requires participation by all departments and the school system to complete.

There being no discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the minutes of the regular meeting held on May 27, 2014, were approved as submitted. (Resolution Number 14-06-01)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of transfers and additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that there were four transfers, eleven pass through appropriations, and three regular appropriations for the Board's consideration this month. He noted that the transfers were for prescription rebates received for the employee health fund and transfers of budgeted funds from the Van Program and Public Works to related departments to cover fiscal year-end expenditures.

Mr. Zerrilla stated that the appropriations included requests for cost reimbursements, receipt of sponsorship funds, collection expenses, grant reimbursements, upgrade work on the Roanoke Regional sewage treatment plant with the proceeds to be received from the project's VRA loan, and Sheriff's property seizure proceeds funds. He noted that the regular appropriations were for employee hospital and medical costs which were above the original budgeted amount as the Board were informed in October 2013, juvenile detention activity in excess of the

FY 14 budget amount due to an increase in the number of detentions, and increased Department of Forestry charges that were not included in the FY 14 budget.

After questioning by Mr. Williamson regarding the Juvenile Detention appropriation, Mr. Zerrilla noted that this increase was noted during the FY 15 budget development process and he is comfortable with the \$85,000 budgeted for these costs in FY 15. After further discussion by Mr. Williamson, Mr. Zerrilla stated that the County's juvenile detention expenses were over \$100,000 in FY 14; however, the County's costs are down currently as there is only one County juvenile at the Coyner Springs Detention Facility at this time.

Dr. Scothorn noted that he had a question regarding the fund transfer from the Van Program; however, this question was previously answered by staff.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the following transfers and additional appropriations. (Resolution Number 14-06-02)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Transfer \$654.00 to Central Purchasing – Store Supplies, 100-4012530-6021, from various departments as follows for store supplies usage:

- \$ 50.00 County Admin. – Office Supplies, 100-4012110-6001
- \$ 82.00 County Admin. – Marketing, 100-4012110-5840
- \$ 93.00 Deputy Co. Admin. – Marketing, 100-4012121-5840
- \$ 20.00 Deputy Co. Admin. – Office Supplies, 100-4012121-6001
- \$350.00 Sheriff – Other Operating Supplies, 100-4031200-6014
- \$ 12.00 Development Services – Office Supplies, 100-4034000-6001
- \$ 47.00 Parks & Rec. –Other Operating Supplies, 100-4071000-6014

Transfer \$16,444.35 from General Fund – Undesignated Fund Balance to Botetourt County Employee Health Fund. These are prescription rebates that will be utilized to offset future claims.

Transfer budgeted funds of \$20,000 from Van Program – 100-4171500 to the following departments: \$12,000 to Sports Complex – 100-4071300; and \$8,000 to Parks & Recreation, 100-4070000. These funds will be used to cover fiscal year end expenditures.

Transfer budgeted funds of \$77,000 from Public Works, 100-4040000, to Division of Waste Management, 100-4042400. These funds will be used to cover expenditures primarily relating to leachate costs.

Additional appropriation in the amount of \$1,834 to Sheriff's Department – RAID Patrol, 100-4031200-5830. This is a quarterly reimbursement of RAID program expenses for the Botetourt County Sheriff's Office Alternative Program.

Additional appropriation in the amount of \$500 to Parks & Recreation – Other Operating Supplies, 100-4071000-6014. These are funds received from Gary Foster for disc golf sponsorship.

Additional appropriation in the amount of \$3,160 to Treasurer – Payment for Collection Services, 100-4012410-3160. These are funds received to cover collection payments.

Additional appropriation in the amount of \$250 to Tourism – Marketing, 100-4081600-5840. These are funds received from Carilion Clinic for Water Trail Fest sponsorship.

Additional appropriation in the amount of \$4,540 to Tourism – Marketing, 100-4081600-5840. This is the third reimbursement in the form of grant funds received from Virginia Tourism Corporation.

Additional appropriation in the amount of \$19,752.04 to Tourism – Marketing, 100-4081600-5840. This is an advance pass-through appropriation representing the fourth reimbursement of grant funds to be received from Virginia Tourism Corporation. Total approved grant funds of \$36,596 are being used for several projects, all of which will serve to promote tourism in the County.

Additional appropriation in the amount of \$34,233.90 to Utility Fund CIP – Roanoke WPCP Flow Upgrade, 502-4094412. These funds cover the balance of the FY14 activity; proceeds will be received for these costs.

Additional appropriation in the amount of \$2,942.48 to Sheriff's Department – Subsistence & Lodging, 100-4031200-5530. These are funds reimbursed by the State for extradition expenses.

Additional appropriation in the amount of \$32,500 to Revenue Refunds – Refunds, 100-4092000-5999. This appropriation covers June 2014 revenue refund activity.

Additional appropriation in the amount of \$1,365 to Botetourt Sports Complex – Marketing, 100-4071300-5840. This is to cover tournament admission fees collected on behalf of and provided to Lord Botetourt High School.

Additional appropriation in the amount of \$60,000 to the Property Seizure Proceeds Fund – Sheriff's Office. This is to cover expenditures made in FY14 that exceeded the original appropriation approved by the Board in July 2013.

Additional appropriation in the amount of \$300,000 to Hospital & Medical Costs – account # 2300, various departments. This appropriation is necessary due to health claims activity over and above original budget, as conveyed to the Board at its regularly scheduled October 2013 monthly Board meeting.

Additional appropriation in the amount of \$52,072.52 to Juvenile Detention Center, 100-4033200-3800. This appropriation will cover County juvenile detention activity in excess of original budget.

Additional appropriation in the amount of \$1,019.03 to Environmental Management, 100-4082000-3800. This appropriation will cover additional charges from the Department of Forestry due to an updated funding calculation that was not considered in the original FY14 budget.

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 payable totaled \$1,871,876.79; \$1,405,056.21 in General Fund expenditures; \$550 in Debt Service Fund invoices; and \$466,270.58 in Utility Fund expenditures. He noted that the Short Accounts Payable list totaled \$182,357.12; \$172,326.58 in General Fund invoices; \$3,055 in Debt Service Fund expenditures; and \$6,975.54 in Utility Fund invoices.

Mr. Zerrilla stated that this month's large expenditures included \$104,774 for insurance payments for the volunteer fire and rescue units; \$45,000 to Magic City Motor Company for a F550 vehicle to be used as an Emergency Services brush truck replacement; \$54,298 to Physio-Control, Inc., for the purchase of defibrillators of which the County will receive \$12,000 in grant funds toward this cost; \$66,135 to Botetourt County Health Department as a quarterly FY 14 budget payment; \$307,000 to English Construction from the Utility Fund CIP for the final payment on the Tinker Creek Interceptor project; and \$65,248 to the Western Virginia Water Authority for the County's 6.5% of costs associated with the Roanoke Regional Sewage Treatment Plant upgrade project.

There being no discussion, on motion by Dr. Scothorn, seconded by Mr. Williamson, 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 14-06-03)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of the FY 14-15 budget appropriation resolution. Mr. Tony Zerrilla, Director of Finance, stated that this resolution is to appropriate the total budget amount to each categorical departmental area. He noted that the FY 15 budget anticipates \$200,000 less in revenues and expenditures compared to the FY 14 budget. Mr. Zerrilla stated that the resolution includes \$100,000 in contingency funds and the use of \$1.2 million in funds from the unassigned General Fund balance.

Mr. Zerrilla stated that the Board is also being requested to approve the FY 16 – 19 Capital Improvements Plan for planning purposes.

After questioning by Mr. Williamson, Mr. Zerrilla stated that there have been no changes to these figures since the budget was adopted in April. After further questioning by Mr. Williamson regarding the delayed approval of the State’s budget, Mr. Zerrilla stated that the State budget was approved yesterday and his review of the available information did not indicate any negative ramifications for the County.

Mrs. Guzi noted that the State revenue figures appear to be similar to what the County used during the budget development process. She noted that the School System may receive slightly more revenues (approximately \$20,000) than what was budgeted.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved the following FY 14-15 budget appropriation resolution.

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 14-06-04

WHEREAS, the General fund, School Budgets, and Tax Levies have been approved for Fiscal Year 2014-2015,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Botetourt County hereby makes the following categorical appropriations for Fiscal year 2014-2015 for the functions, as indicated; and the Treasurer of Botetourt County is authorized to transfer local funds, as needed, not to exceed \$22,549,282 to the School Operating Fund, \$775,462 to the School Operating Fund for Literary Fund debt service, and is also authorized to transfer local funds in the amount of \$1,857,389 to the Virginia Public School Authority:

100-4011010	Board of Supervisors	223,316
100-4012110	County Administrator	370,842
100-4012121	Deputy Administrators	402,899
100-4012310	Commissioner of Revenue	379,727
100-4012320	Assessor	190,800
100-4012410	Treasurer	422,873
100-4012430	Financial Services	356,902
100-4012510	Management Systems	707,022
100-4012530	Central Purchasing	89,521
100-4012560	Central Garage	68,715
100-4013300	Electoral Board/Registrar	279,468
100-4021100	Circuit Court	57,751

100-4021200	General District Court	34,166
100-4021300	Magistrate	905
100-4021600	Clerk of Circuit Court	611,443
100-4022100	Commonwealth's Attorney	738,481
100-4031200	Sheriff	4,623,108
100-4031700	Dispatch	797,565
100-4032200	Volunteer Fire & Rescue	1,572,300
100-4032421	Western Va. EMS Council	6,722
100-4033100	Correction & Detention	3,634,870
100-4033200	Juvenile Detention Center	85,000
100-4033300	Probation Office	5,600
100-4034000	Development Services	680,427
100-4035100	Animal Control	503,422
100-4035500	Emergency Services	2,870,356
100-4035600	Emergency Communications	209,244
100-4040000	Public Works	402,275
100-4042400	Division of Waste Management	629,452
100-4043000	Maint. of General Bldgs. & Grounds	717,811
100-4051100	Local Health Department	329,252
100-4052500	Blue Ridge Behavioral Healthcare	38,743
100-4053500	Comprehensive Services	1,181,018
100-4053710	Total Action For Progress (TAP)	1,000
100-4053716	Brain Injury Services	2,500
100-4053745	Botetourt County FFA Alumni	1,000
100-4053775	Botetourt Resource Center	6,500
100-4053780	League of Older Americans	11,000
100-4068000	Community Colleges	35,072
100-4071000	Parks & Recreation	1,203,923
100-4071300	Botetourt Sports Complex	403,151
100-4071500	Van Program	79,529
100-4072215	Roanoke Valley Conv. & Visitors Bureau	57,026
100-4072240	Botetourt Co. Museum/Historical Society	9,000
100-4072241	Standing Room Only	6,953
100-4072242	Attic Productions	6,953
100-4073100	Library	1,015,487
100-4081210	Planning District Commission	26,634
100-4081220	Economic Devel. Partnership	68,917
100-4081230	Botetourt County Chamber of Commerce	4,500
100-4081600	Tourism/Marketing	231,225
100-4082000	Environmental Management	19,155
100-4083000	Cooperative Extension Program	66,994
100-4091503	Wellness Program	50,000
100-4092000	Revenue Refunds	150,000
100-4094000	Capital Projects	774,000
	TOTAL GENERAL FUND	27,452,515
206-4053000	SOCIAL SERVICES FUND	1,694,566
400-4095000	Debt Service- County/VP SA	3,641,037
400-4095299	Debt Service- School Literary Fund	775,462
	TOTAL DEBT SERVICE FUNDS	4,416,499

	Contingency	100,000
502-4041500	Public Utilities	1,741,565
502-4094000	Capital Projects	484,500
502-4095000	Debt Service	965,949
	Transfer to Utility Capacity Fund	198,490
	TOTAL UTILITY OPERATING FUND	3,390,504
203-4060000	School Operations	47,501,233
	Self Sustaining Funds	6,108,493
	TOTAL SCHOOL FUND	53,609,726
	TOTAL ALL FUNDS	90,663,810

After discussion, on motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the Capital Improvements Plan for Fiscal Years 2016-2019 as advertised for planning purposes only. (Resolution Number 14-06-05)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of Virginia Retirement System (VRS) employer contribution rate resolutions. Mr. Tony Zerrilla, Director of Finance, noted that the State budget was adopted yesterday and Item 467(l) of the 2014 Appropriation Act provides an option for budget relief for localities to choose the VRS employer contribution rate for the biennium beginning July 1, 2014. He noted that the County was also given this option for the last biennium budget which began on July 1, 2012.

Mr. Zerrilla noted that the Board has been provided with two resolutions for their consideration today—one for the County's VRS rate and one concurring with the School's rate.

Mr. Zerrilla stated that the County has been given two retirement rate options: 11.78% and 10.02%. He noted that the 11.78% rate was recently certified by the VRS Board of Trustees and would allow the County to fully fund its pension obligation for the next two years. Mr. Zerrilla stated that the 10.02% rate is 85% of the VRS Board-certified rate and would be considered a "temporary relief measure" but does not eliminate the County's long-term obligation of adequately funding the employees' retirement account. He noted that the 10.02% rate, if adopted would result in increased VRS contributions by the County in future years.

Mr. Zerrilla noted that the staff recommends that the Board approve the 11.78% rate.

Mr. Zerrilla stated that the second resolution is an acknowledgement by the Supervisors of the School Board's adoption on June 12, 2014, of their employer contribution rate of 12.13% instead of the alternate rate of 9.82%.

After questioning by Dr. Scothorn, Mr. Zerrilla stated that the contribution rates are different for the County and the School's retirement plans because each governmental unit has different components than the other and the School system has a different calculation rate.

After questioning by Mr. Williamson, Mr. Zerrilla confirmed that both rates are actuarially determined.

After questioning by Mr. Dodson, Mr. Zerrilla stated that the recommended percentages for the County and Schools were included in the FY 15 budget amounts.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the attached resolution establishing that Botetourt County has elected to contribute the VRS Board-certified rate of 11.78% effective July 1, 2014. (Resolution Number 14-06-06)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Dr. Scothorn, seconded by Mr. Leffel, and carried by the following recorded vote, the Board of Supervisors adopted the attached resolution concurring with the Botetourt County School Division's election to pay the VRS Board-certified rate of 12.13% effective July 1, 2014. (Resolution Number 14-06-07)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on a HIPAA Hybrid Entity resolution. Mr. David Moorman, Deputy County Administrator, stated that the federal Health Insurance Portability and Accountability Act (HIPAA) requires employers to protect the confidentiality of their employees' health information. He noted that the County is included in this requirement; however, the County may designate itself as a "hybrid entity" and restrict the application of the Act's Privacy Rule which regulates the management of protected health information to only specific County departments. Mr. Moorman noted that the only County departments that receive protected health information are fire and EMS, human resources, county administration, and information systems and these departmental employees will be properly trained in the handling of such information.

Mr. Moorman noted that this action would not impose any new regulations or costs on the County. He noted that the County Attorney drafted a resolution to this effect which was included in the Board's information packets.

After questioning by Mr. Williamson, Mr. Moorman noted that, through this designation as a "hybrid entity," the County does not have to provide HIPAA confidentiality training for all departments—only the four that he designated in his earlier comments.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the following resolution designating Botetourt County a hybrid entity for purposes of HIPAA and the HIPAA Privacy Rule.

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 14-06-08

WHEREAS, the County is committed to compliance with all applicable laws and regulations relating to privacy and security, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("HIPAA Regulations"); and

WHEREAS, the County is a "covered entity" as that term is defined under HIPAA, because the County offers a group health plan to its employees and due to its ambulance/EMS activities; and

WHEREAS, the Board of Supervisors has determined that the County may more effectively and efficiently administer its policies and procedures for HIPAA compliance by designating the County as a “hybrid entity” as that term is defined under HIPAA, 45 C.F.R. § 164.103; and

WHEREAS, the County’s Fire & EMS Departments have in place adequate training, policies, and procedures for HIPAA compliance; and

WHEREAS, the County has contracted with a third party to administer its group health plan, such that no County employee responsible for administration of the plan normally has contact with “protected health information” as that term is defined under HIPAA, 45 C.F.R. § 164.103; and

WHEREAS, all third parties contracting with the County and receiving, processing, or transmitting protected health information of the County will be required to execute a “Business Associate Agreement” as required under HIPAA, 45 C.F.R. §164.308(b)(3), thereby agreeing to treat “protected health information” of the County in compliance with HIPAA;

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Botetourt, Virginia, hereby designates the County as a “hybrid entity,” pursuant to of the HIPAA Privacy Rule, 45 C.F.R. § 164.105; and be it

FURTHER RESOLVED, that the following are hereby designated as the health care component of the County’s hybrid entity: (i) the County of Botetourt, Fire & EMS Departments; and (ii) the County employee group health plan. The group health plan is defined for purposes of HIPAA as those County employees responsible for administration of the health plan, including the County Administrator and Human Resources Department, only to the extent that their duties involve administration of the plan; and be it

FURTHER RESOLVED, that the following departments are designated as part of the health care component of the County’s hybrid entity only to the extent that they receive protected health information from the Fire & EMS Departments or group health plan in the course of providing support services to the Fire & EMS Departments or the group health plan: (i) the Human Resources Department; (ii) the Information Technology Department; and (iii) the County Administrator’s Office; and be it

FURTHER RESOLVED, that departments providing support services to the health care component of the County’s hybrid entity shall receive a level of HIPAA training commensurate with their level of access to protected health information.

Mr. Kevin Hamm, VDoT’s Maintenance Operations Manager, Mr. Brian Becker, Exit 150 Project Manager, and Mr. Tommy DiGiulian, Architect/Engineering Manager II, were then noted as being present.

Mr. Becker then gave the Board a presentation on the Exit 150 project which will be advertised for bids in December. Mr. Becker stated that the northbound Exit 150A off-ramp onto U. S. Route 11 south will be reconfigured into a right-turn only ramp. He noted that this will eliminate the traffic congestion issues caused when vehicles and tractor trailers block several lanes to access the left-turn lane onto Route 11 north. Mr. Becker stated that the current Exit 150B northbound ramp will be closed and a new ramp constructed near the Cracker Barrel restaurant.

After questioning by Dr. Scothorn, Mr. Becker stated that the purpose of a roundabout is to decrease vehicular speed to deter accidents. After further questioning by Dr. Scothorn, Mr. Becker noted that he does not think that it will take too long for drivers, especially everyday traffic through this area, to become acclimated to using a roundabout.

Mr. Becker noted that, once the truckstops facility is demolished, the area will be planted in shrubs, trees, and grass and there will be a raised curbing border between the property and Route 11 to keep vehicles from entering the property.

Mr. DiGiulian noted that the lanes from southbound Route 11 onto U. S. Route 220 north are one of the heaviest traffic movements at this interchange.

Mr. Becker noted that as part of the Exit 150 improvements a new roadway (Gateway Crossing) will be constructed from the roundabout on Route 11 to near the Norfolk Southern Railroad tracks on Alternate 220.

After discussion, Mr. Becker stated that, for an intersection with as much traffic volume as Exit 150 experiences, a roundabout is much more effective than a traffic signal. He noted that a traffic signal would result in stop-and-go traffic that could back up onto I-81's off-ramp and I-81 itself. He stated that several different design alternatives were considered for this project and the level of service for a signalized intersection instead of a roundabout was unacceptable.

After questioning by Dr. Scothorn, Mr. Becker stated that VDoT is in the process of finalizing the acquisitions of all needed properties for this project. He noted that VDoT has acquired the truckstops property but are leasing the site back to Travel Centers of America through November 2014 instead of the previously scheduled August 2014. Mr. Becker noted that this November date "is not set in stone" as TCA has not signed the new agreement for this lease extension. He further noted that the November date has created some scheduling difficulties for VDoT on this project.

After questioning by Mr. Williamson, Mr. Becker stated that, as a result of the construction of Gateway Crossing, there will be some interior parcels located behind Hardee's that will be accessible from this new, four-laned roadway.

After questioning by Mr. Dodson, Mr. Becker stated that this roadway will be a divided highway containing a grassy median and a crossover to access these interior parcels. Mr. Becker stated that VDoT has been working with Mr. B. Painter, owner of some of these parcels, on a development plan for this area to ascertain the best location for the crossover.

After questioning by Mr. Williamson, Mr. Dodson noted that this proposed crossover location "works" topographically with the entrance onto Mr. Painter's property

After discussion, Mr. Becker stated that VDoT has also worked with the owners of Country Cookin' and the Kangaroo gas station on Route 11 on the reconfigured entrances into their properties. He noted that the new access will be right turn in/right turn out only.

After questioning by Mr. Dodson regarding access to the trucking business located at the Route 11/220 intersection adjacent to Country Cookin', Mr. Becker stated that the entrance into this lot will be relocated from Route 11 to the reconfigured Country Cookin'/Kangaroo Mart entrance road. After further questioning by Mr. Dodson, Mr. Becker stated that the corner entrance to Robert Young's towing business at the Route 11/Alternate 220 intersection will be closed; however, the southernmost Route 11 entrance to Mr. Young's property will remain open.

Mr. Becker stated that the roundabout's design has been "cleaned up" after obtaining opinions from County staff.

After questioning by Mr. Martin, Mr. Becker stated that the roundabout is designed to allow tractor trailer traffic to make the same traffic movements that they do at the present time.

After questioning by Mr. Williamson, Mr. Becker stated that their peak traffic study simulations indicate that the traffic will move smoothly through the roundabout.

After questioning by Dr. Scothorn, Mr. Becker stated that VDoT can provide the County with a rendering of how the truckstops property will look after the buildings have been cleared and the site seeded. He noted that the property will be landscaped and a berm, not a fence, will be located along Route 11 to keep vehicles off of the property. After discussion, Mr. Becker stated that designs of the roundabout can also be forwarded to the County.

After questioning by Mr. Dodson, Mr. DiGiulian stated that VDoT is putting the final touches on the project's construction plans and public information meetings will be held this fall to present more details of the project's design to area businesses and the public. Mr. DiGiulian noted that VDoT has received questions regarding the staging of this construction project and future questions can be directed to VDoT at 540-387-5353.

After questioning by Mr. Williamson regarding the truckstops property being used as the location of a "Park and Ride" facility, Mrs. Guzi noted that the staff discussed this issue with VDoT.

Mr. Becker stated that there would be traffic flow and funding issues associated with locating a "Park and Ride" lot on this property as the site will have limited access once the truckstops facility is removed.

After questioning by Mr. Leffel, Mr. Becker stated that he believes that the truckstops property contains a total of approximately 11 acres and VDoT will need to landscape approximately 7 acres once the buildings are moved.

After questioning by Troutville Mayor Bill Rader, Mr. Becker stated that Route 11 access to the County's water tank located behind Hardee's will still be permitted during and after this construction project.

Dr. Scothorn thanked Mr. Becker and Mr. DiGiulian for their presentation.

Mr. Hamm then stated that, if the Board would like similar presentations on any of VDoT's projects, to let him know and he can make the necessary scheduling arrangements.

After questioning by Dr. Scothorn, Mr. Hamm stated that last week the Commonwealth Transportation Board approved \$78 million for safety improvements to U. S. Route 220 between Gala and Iron Gate.

Mr. DiGiulian stated that this project was approved on the Primary System's Six Year Plan. He noted that this 10 mile stretch of Route 220 will be improved in three phases with the middle section, consisting of approximately 3 miles, being fully funded in the FY 15 – 20 Six Year Plan. Mr. DiGiulian further stated that VDoT will be advertising for a consultant for this project which will consist of a two lane, high-speed (60 mph) roadway with full (10') shoulders. He noted that the consultant will also review all of the intersections and turn lanes for possible improvements.

After questioning by Mr. Williamson, Mr. DiGiulian stated that the middle section will be constructed first, followed by the southern section, and then the northern portion of this project. After further questioning by Mr. Williamson, Mr. DiGiulian stated that the area known as "Dudley Stretch" is located in the middle section of this project and will be constructed first.

Mr. Hamm then reviewed VDoT's monthly report. He noted that Etzler Road (Route 672) is closed through July 22 to allow the contractor to proceed with work on the intersection improvements with Catawba Road (Route 779). Mr. Hamm noted that five headwalls are being removed along Route 220 from Eagle Rock to Iron Gate with the work estimated to be completed by the end of this month. He stated that the southern portion of the Lee's Gap Road (Route 666) Rural Rustic Road (RRR) project has been completed and work crews are com-

pleting repairs to pavement damaged on the northern portion of this roadway by the construction vehicles. Mr. Hamm further noted that the project to replace three bridges on Jennings Creek Road is underway and should be completed by the end of July.

Mr. Hamm then reviewed various land development projects and land use permits. He noted that VDoT has issued five utility entrance permits, four private entrance permits, and one special sign permit since May 17, 2014. He stated that the Fringer Trail realignment project was completed approximately a week ago. Mr. Hamm stated that the center portion of this roadway was surface treated as a part of this project; however, both ends of this roadway remain gravel. Mr. Hamm stated that the portion of this roadway between Lithia Road and the Norfolk Southern railroad tracks is narrow and does not comply with their RRR regulations. He noted that the Board may receive calls from the residents requesting paving of the gravel portions of this roadway.

After questioning by Mr. Williamson, Mr. Hamm stated that there are 3 miles of roadway on one end of Fringer Trail and one mile on the opposite end that remains graveled.

After questioning by Mrs. Guzi, Mr. Hamm stated that the Lithia Road/railroad portion of this roadway does not meet VDoT's RRR requirements to be paved. He noted that it would not be cost-effective to have this portion of the roadway paved.

Mr. Hamm then stated that as of July 1, 2014, the maximum statutory speed limit on nonsurface-treated gravel roads will be reduced from 55 to 35 mph. He noted that the State Code does not require VDoT to post these roadways at the new reduced speed limit.

After questioning by Mr. Williamson, Mr. Hamm stated that he will work with Jason Bond in VDoT's public relations department to "get the word out," but encouraged the Board members and the County to notify the public.

Mr. Martin then asked that the potholes on Rainbow Forest Drive from Mountain Pass Road to Laymantown Road be repaired.

Mr. Hamm noted that VDoT had to relocate the paving crews that were working in the Blue Ridge area to pave Glebe Road due to damage caused by the construction vehicles on the 779/672 intersection project. Mr. Hamm stated that the paving crews will be redeployed to Blue Ridge as soon as feasible.

Mr. Leffel then stated that there is a traffic safety issue with the passing lane on Route 220 north in Gala located in front of Kelley's Market. He noted that traffic turning out of the Market going south on Route 220 are having problems with northbound drivers who are allowed to pass slower traffic in this same area. Mr. Leffel noted that there is the potential for head-on collisions and suggested that VDoT consider lengthening the no-passing zone further northbound.

Mr. Hamm stated that he would have their staff review this situation.

After questioning by Mr. Martin as to why the paving contractors were removed from Mountain Pass Road and moved to Glebe Road, Mr. Hamm stated that the pavers concentrate on the high-volume roads first and then work on the smaller subdivision streets.

After questioning by Dr. Scothorn regarding the section of British Woods Drive that is not State-maintained, Mr. Kevin Shearer, County Engineer, stated that County staff has met with VDoT on-site to review this private road in order to ascertain what work would be needed to bring the road up to VDoT standards for acceptance into the Secondary System. Mr. Shearer stated that there is language on the subdivision's recorded plat that the residents are responsible for bringing this road up to VDoT standards, not the County. Mr. Shearer noted that they are

gathering information to provide a cost estimate for the residents. He further noted that this project is estimated to cost over \$100,000 at a minimum.

Mr. Hamm stated that this section of British Woods Drive was platted as a private road and the County is not eligible to use Rural Addition funds on a private road.

Dr. Scothorn stated that the Board needs to consider the issue of private roads in subdivisions in the future.

Mr. Williamson noted that the issues have been occurring with this section of British Woods Drive for 30 years.

After questioning by Mr. Williamson, it was noted that there are 21 residences on the private portion of this roadway. Mr. Williamson noted that there was previous language in the State Code that allowed localities to enact a special taxing district in order to obtain funds necessary to improve private roads in subdivisions.

There being no further discussion, the Board thanked Mr. Hamm for his attendance at today's meeting.

Ms. Lisa Moorman, Tourism Manager, and Ms. Katie Conner, Tourism Program Coordinator, then gave a presentation on Tourism marketing materials and website updates. Ms. Moorman stated that FY 14 has been an exciting and challenging year for tourism. She noted that their office was relocated from Back Street to Main Street in Fincastle, they replaced staff members, and have been working over the past several months to update the County's tourism marketing materials.

She noted that the department is focusing on community education on the County's amenities and attractions and programs have been implemented to ensure that marketing materials are available throughout the County. Ms. Moorman then gave an overview of the steps, marketing, and advertising efforts to date. She noted that they appreciate the help provided by the Board, citizens, and their partners in this process.

Ms. Moorman stated that the County's revenues from hotel/motel and meals taxes have increased over the past year. She noted that the hotel/motel tax revenues to date for FY 14 are \$315,000 and the meals tax revenues are \$1.08 million.

After questioning by Mr. Williamson regarding recent 2% meals tax increases in Roanoke City that were used to fund their school budget, Mr. Zerrilla stated that he would provide Mr. Williamson with information on the revenues generated by a Botetourt County increase in the hotel and meals taxes.

Ms. Moorman noted that the Tourism Department uses digital and paper advertisements in publications with a combined circulation of 1.5 million. She noted that this effort has resulted in 6,600 leads to date.

After questioning by Mr. Williamson, Ms. Moorman noted that the informational cards that are included in various magazines result in their largest number of inquiries from the public on the County and its activities.

After questioning by Mr. Dodson on whether there could be tracking data generated from the leads, Ms. Moorman noted that they cannot always link the visitors to the County back to an advertisement or article in a specific publication.

Ms. Moorman noted that the Tourism Office also receives direct inquiries from potential visitors.

After questioning by Mr. Dodson, Ms. Moorman stated that her department is working on acquiring better demographic information from the local attractions on the visitors to their specific business/activity.

After questioning by Mr. Williamson, Ms. Moorman noted that the leads that the Tourism Department receives are from the advertisements that are placed with that particular organization. She noted that the cards that are placed in the magazines are completed by an individual and mailed back to the magazine and then they forward the data/contact information to the County for response.

Ms. Moorman noted that the department also uses other avenues of marketing. She noted that this includes placement of County tourism brochures in six of the State's welcome centers, digital kiosks, and banners that were placed at the Troutville I-81 rest stop.

Mrs. Conner stated that the Department posts upcoming tourism-related event information on 15 different electronic calendars offered by organizations such as the Virginia Tourism Corporation, the Roanoke Valley Convention and Visitors Bureau, the Roanoke Times, local television channels, The Roanoker magazine, etc. She noted that they also use social media outlets such as Facebook, Pinterest, Twitter, and YouTube. Mrs. Conner noted that they have 380 followers on Twitter and the Facebook "likes" have increased 50% since September 2013.

She then reviewed website inquiry data from July 2013 to date. Mrs. Conner stated that the County's tourism website (visitbotetourt.com) has had 14,556 visits, the Upper James River Water Trail's website has had 16,781 visits, and the Botetourt Wine Trail's site has had 3,311 visits during this period.

After questioning by Dr. Scothorn, Ms. Conner stated that there has been a significant increase in access to the County's tourism-related websites over the past three years.

Ms. Moorman noted that there are few visits to the "Downtowns of Botetourt" websites and they intend to review this site to see if it needs to be revisited or changes made to the data.

After questioning by Mr. Dodson, Ms. Moorman stated that the "Downtowns of Botetourt" website has been on-line since at least 2008; however, it has not been marketed as much as it could have. She noted that they will review this site to see if changes/upgrades are needed.

After questioning by Mr. Dodson, Ms. Moorman noted that the Virginia Tourism Corporation has demographic information that she and Mrs. Conner can refer to in order to determine which publications to place advertisements/articles in order to receive the best response. She noted that they consider the target audience for each publication that they advertise in.

After discussion, Ms. Moorman noted that networking and partnerships are key and the staff plans to schedule educational workshops to inform the County's hotel, motel, restaurant, etc., staff on what activities the County offers so they can pass this information on to visitors. She stated that on the State level the County partners with the VTC to place information on the County and its activities/attractions on their website and, on the regional level, the County is now a partner with the Roanoke Valley Convention and Visitors Bureau (Virginia's Blue Ridge) which allows the County's businesses to be listed on the CVB website.

After questioning by Mr. Dodson, Ms. Moorman stated that the County is also working with Rockbridge County on tourism efforts. She noted that the new owner of the Natural Bridge properties lives in the County and staff is partnering with them and Twin River Outfitters in Buchanan on various projects. She further stated that the County also works with Bath County and other jurisdictions when necessary.

Ms. Moorman noted that the County is considered to be located in the “toe” of the Shenandoah Valley as well as in the Blue Ridge Highlands so the tourism staff considers how they can “fill the niche” of both unique areas.

She stated that the County works with the CVB on various media writers’ tours of the area. Ms. Moorman noted that these media representatives are required to write a story if they visit the area and the County could not afford to write/publish these stories itself. She stated that 72 of the 202 journalists that visited the area from October 2010 through November 2013 visited Botetourt County. Ms. Moorman noted that the journalists previously visited the County for only a couple of hours; however, now they stay for the entire day.

Ms. Moorman noted that the Department also partners with other regional programs including Fish Virginia First, Hunter’s Raid Trail, Wilderness Road, and Fields of Gold.

Mrs. Conner stated that new County tourism brochures were provided to the approximately 80 businesses, restaurants, and commercial establishments in the County. She noted that under a Brochure Ambassador Program the County has been divided into six areas (Buchanan, Blue Ridge, Daleville, Fincastle, Eagle Rock, and Troutville) and locations in these areas have been/will be provided with a display rack to hold these brochures.

Ms. Moorman noted that this is a volunteer program and volunteers check the racks quarterly to restock them.

Mrs. Conner noted that there are also displays on the County’s attractions in the various libraries. She noted that Fields of Gold is a new initiative this year which promotes agritourism in the Shenandoah Valley. She noted that agriculture-related businesses (such as Blue Ridge Vineyard, Flying Mouse Brewery, Ikenberry Orchards, Jeter Farm, Pomegranate Restaurant, etc.) that are open to the public at least partially during the year can participate in this program.

Ms. Conner further noted that the Appalachian Trail kiosk in Troutville has been completed. She noted that the kiosk’s panels include general information on the Trail, safety tips, area flora and fauna, local amenities, and other offerings for hikers. Ms. Moorman noted that this kiosk was completed in time for the Troutville Trail Days events held earlier this month.

She further stated that Departmental staff began meeting with representatives of the County’s various hotels/motels last fall to make them aware of the County’s amenities and attractions so that they could provide information to their guests. Ms. Moorman noted that an amenity map and a welcome letter for guests from the County’s Tourism Department, among other information, were provided and scheduling tours were discussed with the staff members so that the “front line employees become familiar with the County’s events and attractions” and can pass on this information to their guests.

Ms. Moorman noted that some hotels/motels have brochure racks on their premises; however, they are managed by a service company which charges a fee for the placement of brochures. She noted that it is too expensive for the County to place brochures in these hotels/motels but the staff has been working to have the brochures placed in the hotels while still following their corporate policies. She further noted that the Sheraton in Roanoke contacted the Tourism Department about setting up a tour of the County for their staff to become familiar with our amenities and attractions as many visitors staying at the hotel visit or attend sports tournaments in Botetourt County.

After discussion, Ms. Moorman noted that the Department received a \$36,596 grant in August 2013 from the Virginia Tourism Corporation which has helped to fund this new advertis-

ing campaign including the new visitors guide, new website design, etc. Ms. Moorman noted that the County has several partners on this grant including the towns and vineyards.

Ms. Moorman stated that the types of experiences in Botetourt County have been categorized (adventure, history, flavor, culture, and sports). She noted that they focused on using County residents in the scenes/photos for this advertising campaign including videos for each "Bot-e-type." She then played one of the videos for "culture."

She stated that a new, fresh, and updated tourism brochure is being printed, new advertisements have been designed and placed in publications, and a new tourism website will be launched in early July. Ms. Moorman noted that "each will cohesively complement the other."

After discussion, Ms. Moorman stated that the County will also apply for a grant in July to further develop/update its social media campaign and the Department is working with Virginia's Blue Ridge (RVCVB) which is also launching a new tourism campaign. She then presented the Board with a draft of the new visitors guide, postcards, and buttons.

Ms. Moorman noted that if the Board had any questions regarding today's presentation to please give her a call.

There being no further discussion, the Board thanked Ms. Moorman and Mrs. Conner for this presentation.

The Chairman then called for a 5 minute break.

The Chairman called the meeting back to order at 4:10 P. M.

Consideration was then held on a resolution to approve lease refinancing for the Botetourt/Craig Counties Public Safety Facility. Mr. Tony Zerrilla, Director of Finance, noted that Mr. Webster Day, bond counsel, was also present at today's meeting on this issue.

Mr. Zerrilla stated that in June 2006 the County executed a financing lease with the Virginia Resources Authority (VRA) for construction and equipment for the County's public safety and regional jail facility. He stated that of the \$17,570,000 in permanent financing, at an interest rate of 4.68%, \$15 million remains as outstanding principal.

Mr. Zerrilla noted that periodically over the past few years VRA has offered refinancing options for the County's consideration; however, these refinancings were not considered beneficial by the County in terms of generating debt service savings. He noted that the County's financial advisors, Davenport and Company, believe that this current refinancing opportunity allows a beneficial savings due to recent declines in market rates. He further noted that the anticipated true interest cost on this refinancing is 3.1%

Mr. Zerrilla noted that due to a bond call date, which is the date on which a bond can be redeemed before maturity of November 1, 2016, there is a portion of the remaining principal (\$1,565,000) that will not be eligible for refinancing. He stated that this leaves \$13,440,000 of this lease issuance principal that is considered eligible for refunding.

Mr. Zerrilla noted that on the analysis provided by Davenport and Company on the chart included in the Board's information packets, a total of \$1,437,000 would be realized from savings (average of \$75,000 per year) through FY 33 on this refinancing. He noted that this type of advance refunding can only be initiated once and therefore, the staff is recommending that the County pursue this advance refunding at this time.

After discussion, Mr. Zerrilla stated that the resolution to be considered by the Board "sets out the particulars" of this refinancing and noted that Mr. Day is present to answer any

questions regarding this process. He noted that the County staff recommends that the Board adopt this resolution.

After questioning by Mr. Williamson, Mr. Day stated that the fee simple title to the Regional Jail facility is in the name of the Board of Supervisors and the front lease is with VRA. He noted that VRA has released the title to the Supervisors.

Mr. Williamson noted that section 10 of this resolution (Annual Budget) indicates that the Board “states its intent to make annual appropriations for future fiscal years in amounts sufficient to make all such payments and hereby recommends that future Boards do likewise.” Mr. Williamson noted that the Board cannot make binding commitments on these payments beyond the current fiscal year.

Mr. Day noted that this is correct and this section reflects the County’s moral obligation to provide annual appropriations for these payments.

After further questioning by Mr. Williamson, Mr. Day stated that, if these payments are not made, the financing would be in default under the conditions of the lease and VRA could take possession of the facility and “put the County out.”

Mr. Martin noted that an anticipated \$1.5 million savings over the life of the financing is a very positive issue and questioned if there were any negatives to refinancing.

Mr. Day stated that there are no negatives to this lease refinancing and reminded the Board that this advance refinancing can only be done once.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Williamson, and carried by the following recorded vote, the Board adopted the attached resolution approving the lease refinancing of costs of constructing and equipping the County’s Public Safety and Regional Jail Facility and authorizing the execution and delivery of amendments to a prime lease and a financing lease, and other related actions. (Resolution Number 14-06-09)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

A public hearing was then held to change the polling place in the Mill Creek Precinct from Wheatland Lutheran Church to Mill Creek Baptist Church. Ms. Phyllis Booze, Voter Registrar, stated that due to an advertising issue in May, this public hearing had to be readvertised and rescheduled for this month.

She stated that in 2011 the County relocated the polling place for the Mill Creek Precinct to Wheatland Lutheran Church due to construction at Mill Creek Baptist Church. Ms. Booze noted that this construction has now been completed and the Electoral Board is requesting that the polling place be relocated back to Mill Creek Baptist Church. She noted that this site has additional space available to conduct elections and adequate voter parking and is handicapped accessible.

Ms. Booze noted that, if approved, new voter registration cards will be mailed to all registered voters in the Mill Creek Precinct notifying them of this polling place change.

After questioning by Dr. Scothorn, it was noted that there was no one present to speak regarding this matter. The public hearing was then closed.

After questioning by Mr. Dodson, Ms. Booze stated that there were no other costs associated with this polling place relocation other than printing new voter registration cards.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the following resolution to change the polling place in the Mill Creek Precinct from Wheatland Lutheran Church to Mill Creek Baptist Church.

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 14-06-10

WHEREAS, Virginia Code §24.2-307 requires each polling place be established by ordinance; and,

WHEREAS, in 2011 Botetourt County established Wheatland Lutheran Church, 1560 Wheatland Road, Buchanan, Virginia 24066, as the polling place for the Mill Creek precinct due to construction at Mill Creek Baptist Church; and,

WHEREAS, this construction project is now completed; and,

WHEREAS, Mill Creek Baptist Church, 11475 Lee Highway, Fincastle, Virginia 24090, has agreed to make its building available as a polling place and is accessible to qualified voters as required by the provisions of the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act related to public services,

NOW, THEREFORE, be it hereby ordained that the polling place for the Mill Creek precinct is changed from Wheatland Lutheran Church, 1560 Wheatland Road, Buchanan, Virginia 24066, to Mill Creek Baptist Church, 11475 Lee Highway, Fincastle, Virginia 24090.

Consideration was then held on approval of an easement with Lumos to install a fiber optic line to the Greenfield water tank property. Mr. Kevin Shearer, County Engineer, stated that Lumos Networks is in the process of strengthening and improving their high-speed fiber optic data communications and Verizon is in the process of expanding and improving wireless cell phone coverage in their service areas.

He noted that the Board previously gave approval to Verizon to install an aerial antenna and equipment at the Greenfield water tank, Mr. Shearer stated that Lumos will be providing data connection from this Verizon antenna to the Lumos network and other land lines from their fiber optic line located along Route 220 in front of Greenfield. He noted that this installation will improve the fiber service capabilities in Greenfield by providing infill and two redundant fiber optic feeds to the property. Mr. Shearer stated that Lumos will bury their fiber optic line in an existing 10' utility trench which parallels the AEP electrical easement to the water tank. He noted that a new 5' X 7' easement is needed to allow Lumos to install an H frame and an associated switching equipment rack for this purpose.

After discussion, Mr. Shearer noted that Mr. Tim Agee from Lumos was present to answer any questions in this matter. He further noted that the staff is recommending that the Board approve this deed and plat.

After questioning by Mr. Williamson, Mr. Agee noted that this easement is necessary to allow the location of electronics that will be used to "light" the fiber optic cable.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the 5' X 7' utility easement with Lumos Networks for the installation of a fiber optic line to the Greenfield water tank property and

authorized the County Administrator to sign the easement and record the deed and associated plat as presented. (Resolution Number 14-06-11)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on acceptance of an access easement to the Dal-Nita Hills Subdivision water tank. Mr. David Moorman, Deputy County Administrator, stated that the Board previously approved the development of a new well for the Dal-Nita water system. He noted that the new well is expected to be put into service by early next month.

Mr. Moorman noted that included in the development plans and budget funding was the construction of an access road to the new well site. He noted that there was a temporary access easement in place to the site during construction and the landowners (Jerry and Virginia Shaver) have offered a permanent 20' access easement which avoids the need for additional construction.

Mr. Moorman stated that the easement would remain in force and effect as long as the tank/well lot is used and a price of \$18,000 has been negotiated for this easement. He noted that funding is available in the Utility Fund CIP budget. Mr. Moorman recommended that the Board approve the deed, authorize approval of a payment of \$18,000 for this easement, and authorize the County Administrator to execute any documents necessary regarding this access easement.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized the County Administrator to execute the deed of access easement and any other necessary documents for the purchase a 20' easement from Jerry B. and Virginia A. Shaver as described in the deed for a price of \$18,000, upon the review and approval of the deed by the County Attorney. (Resolution Number 14-06-12)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Williamson then updated the Board on the recent activity of the Strategic Pre-Planning Committee. Mr. Williamson stated that he and Mr. Martin are serving on this committee and presented the members with a copy of the agenda from their meeting held earlier this month.

Mr. Williamson noted that four topics were discussed at the meeting: Committee and Administration pre-retreat activities and action items; Proposed timeline and budget; Proposed plan horizon; and Five proposed areas of plan focus. He noted that the staff will create an electronic folder of background data for review and preparation for this strategic planning process which will include the Economic Development Study, Parks and Recreation Master Plan, demographic and trend data, historical and projected financial data, Virginia governmental structure and the role/power of local government; benchmarking of key areas with other local governments, self assessment of current County operations including strengths, weaknesses, key opportunities, etc.

Mr. Williamson stated that the staff has recommended a couple of facilitators for these strategic planning sessions and they have asked for proposals from these firms/individuals for the Committee to review.

After questioning by Dr. Scothorn, Mr. Williamson stated that he will discuss the Committee's budget needs shortly.

Mr. Williamson requested authorization for the Committee to proceed with selecting a facilitator. He noted that they believe that this process will take multiple sessions and recommended that these meetings be held at the Greenfield Education and Training Center.

After questioning by Dr. Scothorn, Mrs. Guzi noted that the press has to be notified 48 hours prior to these meetings being held.

Mr. Williamson stated that the meetings will be open and they intend to invite department heads, constitutional officers, and the School Board as needed to participate in these meetings. He noted that it is estimated that four or five sessions consisting of 3 – 4 hours each will be needed within a proposed July - October timeline.

Regarding the proposed plan horizon, Mr. Williamson stated that the proposal is to develop a 25 year vision and set 5 to 10 year key goals for focus areas such as size and role of government, economic development, quality of life, land use, and education. Mr. Williamson noted that the Planning Commission will begin work to update the Comprehensive Plan later this year and the land use goals developed by the Board will be forwarded to the Planning staff for consideration during this update.

After questioning by Mr. Dodson, Mrs. Guzi stated that the County had hoped to have begun work on the Comprehensive Plan update by this time but, due to the hiring of a new Planning Manager, this work will now begin later this fall.

After questioning by Dr. Scothorn, Mr. Williamson requested that the Board consider funding not to exceed \$8,000 from the Supervisors Professional Services budget to fund these strategic plan expenses.

Mr. Dodson stated that he believes that the Board should have at least one off-site meeting to minimize distractions and so that the five Board members start this process "on the same page." He suggested that either the first or second meeting be held off-site.

Mr. Williamson noted that the Committee will discuss this issue with the facilitator once that individual/firm is chosen.

Mr. Dodson further stated that he thinks that the Board will need "to go further out" than 25 years in setting their vision.

Mr. Williamson stated that projections of this type that are made beyond ten years "get fuzzy." He noted that a 50 year vision for long-range land use planning makes sense but with economic development 50 years is not a good idea.

After questioning by Dr. Scothorn, by consensus of the Board, the Strategic Pre-Planning Committee is authorized to spend up to \$8,000 toward the costs associated with planning/scheduling strategic planning sessions by the Board of Supervisors.

After questioning by Mr. Dodson, Mrs. Guzi noted that background/demographic information and studies will be provided to the Board through an electronic folder as soon as possible.

Discussion was then held on various appointments.

Mrs. Guzi noted that, after discussing the Transportation Safety Commission and the Social Services vacancies with the Board, she would like to request that these two appointments be tabled until the next regular meeting.

Mr. Leffel then stated that Mrs. Donna Vaughn has resigned as the Fincastle District representative on the Library Board of Trustees effective immediately due to personal family reasons.

After discussion, on motion by Mr. Leffel, seconded by Mr. Williamson, and carried by the following recorded vote, the Board appointed Mrs. Amy Baker of 3400 Salt Petre Cave Road, Eagle Rock, as the Fincastle District representative on the Library Board of Trustees to complete a term to expire on December 31, 2014, and directed staff to send a letter to Mrs. Donna Vaughn thanking her for her previous service on the Library Board (Resolution Number 14-06-13)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

After questioning, the Chairman stated that the Board is waiting for additional information prior to considering a resolution regarding federal legislation promoting fairness in marketplace taxation.

On motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the Board went into closed session at 4:40 P. M. to discuss or consider the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; to discuss a prospective industry not previously announced; and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected as per Section 2.2-3711A (3), (5), and (6) of the Code of Virginia of 1950, as amended. (Resolution Number 14-06-14)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman called the meeting back to order at 5:31 P. M.

On motion by Mr. Dodson, seconded by Mr. Leffel, 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 14-06-15)

AYES: Mr. Martin, Mr. Leffel, Mr. Dodson, Mr. Williamson, Dr. Scothorn

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.

A presentation was then given from the Roanoke Valley Broadband Authority on its Phase II Report: Draft Business Plan. Mrs. Guzi noted that the County joined the RVBA in late

2013. She noted that the Authority, consisting of Botetourt and Roanoke counties and the cities of Roanoke and Salem, agreed that a business plan was needed. Mrs. Guzi stated that a request for proposals was issued and Blue Ridge Advisory Services Group of Blowing Rock, North Carolina, was hired to prepare this plan and assist with the implementation of broadband service to the member localities.

Mrs. Guzi noted that Mr. Robert Picchi, who was a founding member of the firm, has been making this presentation to the participating jurisdictions over the past week and is present today to give this presentation to the Botetourt Board of Supervisors.

Mr. Picchi stated that BRASG is a professional services firm that provides consulting services to the energy and telecommunications markets. He noted that the company is a Certified Management Consultant and have a sworn code of ethics. Mr. Picchi noted that the company began working with electrical and gas utilities and there has been a lot of interest over the past few years in telecommunications activities.

He stated that their Virginia clients include Mid-Atlantic Broadband Cooperative, the LENOWISCO Planning District, Future of the Piedmont Foundation, Virginia Coalfield Coalition, and Dominion Power. Mr. Picchi stated that their objectives are economic development, sustainability, and expand broadband coverage to solve the problem of the underserved communities in the Roanoke Valley footprint. He noted that 27 communities in this area have been identified as underserved and there is a capital constraint of less than \$10 million in available funding.

Mr. Picchi stated that their business strategy is to consider the strengths, weaknesses, opportunities, and threats (SWOT) of the broadband proposal. He noted that the strengths include shared understanding, existing assets, capabilities, massive right-of-way, demographics, and market acceptance; weaknesses include capital constraints, needs of major users being served, unserved markets, inexperience; opportunities include growing markets, additional stimuli, receptive markets, and collaboration with other regional initiatives; and threats include incumbents, community expectations, market changes, and emerging technology.

Mr. Picchi stated that wireless service is growing at a 78% compounded rate. He noted that the total retail telecommunications market revenue stream for the Authority is about \$600 million annually and the addressable market (telecommunications assets and service) in this region is approximately \$100 million. He noted that most of this amount involves assets owned by Mid-Atlantic Broadband Cooperative.

Mr. Picchi noted that one of the project's weaknesses is that there are eight providers serving this region but their services are not intended to be a residential retail operation. He noted that the plan is to foment the existing businesses. Mr. Picchi stated that there is an economic advantage in the Roanoke Valley which makes this broadband project less risky and their study recommendation is that the Authority "concentrate on the low-end of the value curve." He noted that they are not going to compete for retail services but "go after" the new businesses (addressable market) that are emerging every year (\$8 million).

After discussion, Mr. Picchi stated that BRASG has identified 94 high-priority sites including 16 business parks and 73 schools in the region. He noted that their approach is to begin designing the network at the nearest carrier co-location point to access the known demand and build the network to reach the business parks and co-location centers. Mr. Picchi stated that, where practical, they will opportunistically pass schools.

Mr. Picchi then displayed a network plan map. He noted that the initial network plan is 61 miles which will be expanded to 90 miles in three years with an estimated capital expenditure of \$7.2 million. Mr. Picchi further stated that Mid-Atlantic Broadband has agreed to enter into a discussion with the Broadband Authority on the use of their line which was installed through this region several years ago (Route 460/Alternate 220, Route 220/Route 606 to New Castle and then to Blacksburg/Virginia Tech).

He noted that an additional \$1 million will be required to supplement negative cash flow over the first six years of operations. Mr. Picchi stated that the Authority should plan for an initial capital contribution of \$8.2 million (estimated) over the first six years. He then reviewed a cash flow from investment graph which includes EBITDA (earnings before interest, taxes, debt and amortization) and a chart showing the capital requirements of the Authority which indicated several years of cash flow shortfall after the initial capital spending for this project.

After questioning by Mr. Williamson, Mr. Picchi stated that this plan does include lighting the fiber optic line and there are plans to include active electronics in six locations. He further stated that there are terminus points at all business points but the active electronics will not be put in place until the businesses become actual customers.

After further questioning by Mr. Williamson, Mr. Picchi stated that Botetourt Center at Greenfield does not have fiber optic capability at this time. Mr. Williamson then stated that the Western Virginia Water Authority has over 3,000 miles of right-of-way in this area and questioned if they have the legal ability to put fiber optic lines in the WVWA rights-of-way.

Mr. Picchi stated that he has not reviewed the WVWA's easement language but they will recommend to the Water Authority that they install conduit in any new utility easements. Mr. Picchi noted that there probably will have to be some work implemented to perfect the easement language.

Mr. Picchi then reviewed BRASG's recommendations for operation. He noted that this is a small enterprise and the RVBA should be operated as an independent entity, hosted by the WVWA. He noted that this operation will not have economies of scale. Mr. Picchi further noted that, as the groups have similar skill sets, the RVBA will benefit from this association and they can negotiate a shared-services agreement with the WVWA "hoteling" the RVBA's offices. He recommended that the Authority contract out the network operations centers and host the principal electronics in Salem Electric's data center. Mr. Picchi further recommended that the four governmental members of the Authority equally share all costs of this enterprise.

Mr. Picchi stated that the next steps are to engage legal counsel to provide support for regulatory issues, begin engineering and permitting the network, develop a request for proposals for furnishing and installation of the network, hire a general manager, execute the necessary pole attachment and right-of-way agreements, and explore fiber lease and fiber swap opportunities to avoid overbuilding.

Mr. Williamson then questioned if this broadband network would serve existing businesses that want additional fiber optic capacity or serve a new industry that needs fiber optic service. He noted that this information would help the Board understand what services will be provided by the facility. He further stated that it is his understanding from this presentation that the broadband service will focus on supplying industrial/commercial applications instead of residential service.

Mr. Picchi stated that he understands that the organizational notion that was originally explored was a retail residential service provider; however, this business plan is not geared to

that result. Mr. Picchi stated that their plan is that broadband service be used by the localities' economic development staff as a tool to attract new prospects and foment expansion of business/industry in the region.

After discussion, Mr. Picchi stated that their proposal is that this be an open-access network similar to that installed previously by Mid-Atlantic Broadband but he does not believe that the RVBA will have more than 20 – 30 customers.

After questioning by Mr. Martin regarding how the residential customers would obtain service to their homes, Mr. Picchi stated that other businesses would "ride this network" to serve these types of customers.

Mr. Picchi stated that Mid-Atlantic Broadband now has over 740 miles of cable and have \$100,000,000 in network plant and service. He noted that the RVBA proposal is a small opportunity but it will help to attract other businesses in the future.

After further questioning by Mr. Martin, Mr. Picchi stated that Salem Electric was suggested as the principal network POP (Point of Presence) as they already have 25 miles of fiber optic cable deployed. He noted that Salem's fiber optic line has 144 strands but they are only using 24 strands at this time and could lease a part of the remaining system for use by the RVBA.

There being no further discussion, the Board thanked Mr. Picchi for his presentation.

Mrs. Guzi stated that the RVBA will be taking up this matter at its July meeting and will consider development of the next steps in this process. She noted that the business plan will be used to "see how it affects the individual communities."

A public hearing was then held on a request in the Fincastle District from Russell C. Anderson (with Earl I. Austin, tenant) for a Special Exception Permit, with possible conditions, for a private dog kennel for up to twenty (20) dogs in an Agricultural A-1 Use District on 1 acre portion of the 65.24 acre parcel located at 787 Brahma Road, Eagle Rock, approximately 0.79 miles southeast of the Brahma Road (Route 706)/Tucker Farm Road (Route 705) intersection, identified on the Real Property Identification Maps of Botetourt County as Section 34, Parcel 54.

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

Mr. Jeff Busby, County Planner stated that no one spoke in opposition to this request at the Planning Commission meeting and the applicant had obtained signed letters from the neighboring property owners in favor of this proposal.

He stated that the actual location of the one-acre site for this kennel was not clarified; therefore, the Commission recommended approval of this request with the following condition, "The applicant shall locate the kennel as shown on the site plan with the application package dated 03/20/14."

Mr. Busby stated that Mr. Austin is proposing to house up to 20 hunting dogs in an existing kennel on this property near Oriskany. He noted that part of this 65 acre property is in the 100 year Flood Zone but not this specific site.

After questioning by Mr. Williamson, Mr. Busby stated that the need for a SEP for a kennel is necessary if there are more than four dogs over six months of age on the property.

Mr. Busby then reviewed the zoning map for the area around this property which shows that all of the land is zoned either as Agricultural A-1 or Forest Conservation FC use districts.

Mr. Isaac Austin, tenant, then stated that he had no further comments to add to Mr. Busby's presentation on this request.

After questioning by Mr. Williamson, Mr. Austin stated that he raises beagles and English Hounds. He noted that the English Hounds are used to hunt bear.

After questioning by Dr. Scothorn, it was noted that there was no one else present to speak regarding this request. The public hearing was then closed.

Mr. Leffel stated that he is aware of the location of this property and he sees no problem with allowing this use on this site. He noted that there is no better place in the County to have such a use as it is very remote and has few close neighbors.

After questioning by Mr. Dodson, Mr. Austin stated that he currently has seven dogs and may have as many as 20 in the future.

After questioning, Mr. Busby noted that citizens discover that they need a SEP permit for more than four dogs when they try to obtain a kennel license from the Treasurer's Office.

There being no further discussion, on motion by Mr. Leffel, seconded by Mr. Martin, and carried by the following recorded vote, the Board approved a request in the Fincastle District from Russell C. Anderson (with Earl I. Austin, tenant) for a Special Exception Permit for a private dog kennel for up to twenty (20) dogs in an Agricultural A-1 Use District on 1 acre portion of the 65.24 acre parcel located at 787 Brahma Road, Eagle Rock, approximately 0.79 miles southeast of the Brahma Road (Route 706)/Tucker Farm Road (Route 705) intersection, identified on the Real Property Identification Maps of Botetourt County as Section 34, Parcel 54, with the following condition: (Resolution Number 14-06-16)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

1. The applicant shall locate the kennel as shown on the site plan with the application package dated 03/20/14.

A public hearing was then held on a request in the Amsterdam Magisterial District from the Botetourt County Board of Supervisors and Lawrence Transportation Systems, Inc., to rezone a 120.233+/- acre tract from Planned Office Park POP Use District and 674.484+/- acres of Industrial M-2 Use District to a Research and Advanced Manufacturing RAM Use District, with possible proffered conditions, to revise the use of this property to include research, design, manufacturing and fabrication within Botetourt Center at Greenfield, on property located along International Parkway (Route 839) in Daleville, approximately 0.6 miles west of the intersection with Roanoke Road (U. S. Route 220), identified on the Real Property Identification Maps of Botetourt County as Section 88, Parcels 20, 20C2, 20D, 20E, and 20B.

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

Mr. Dodson stated that he would abstain from voting on this request as he is employed by Lawrence Transportation Systems, Inc.

Mr. Busby stated that Botetourt Center at Greenfield is currently zoned POP and M-2 and this request is to rezone the acreage owned by the County and LTS to a Research and Advanced Manufacturing RAM Use district.

Mr. Busby noted that Mrs. Betty Jo Vest lives on the south side of this property and expressed concerns at the Planning Commission meeting about any discharges from the existing and future businesses in Greenfield and their potential impact on her wells. He stated that

Mrs. Vest was informed that all appropriate Health Department and Virginia Department of Environmental Quality guidelines/permits would be followed/obtained for any businesses that locate on this property.

Mr. Busby stated that this rezoning request includes all of the POP and M-2 zoned property at Greenfield except for the Education and Training Center and Altec Industries.

Mr. Busby then noted that there is a 100' buffer zone/conservation area around the entire Greenfield property. He noted that the Planning staff did receive a couple of telephone calls regarding this buffer. Mr. Busby further noted that the County held a community meeting on this request in late May and approximately 10 citizens attended with questions regarding this proposed change in compatibility. Mr. Busby stated that permitted uses in the Industrial M-2 Use District are allowed in the RAM zoning district.

After questioning by Mr. Williamson, Mr. David Moorman, Deputy County Administrator, stated that the RAM ordinance was approved by the Board last month with amendments regarding allowing accessory uses such as if a biotech company wished to grow a crop that is used in their research and development operations. He noted that there are no further amendments to the ordinance being proposed at this time.

After questioning by Dr. Scothorn, it was noted that there was no one present to speak regarding this request. The public hearing was then closed.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Botetourt County Board of Supervisors approved this request as submitted. Therefore, be it ordained by the Botetourt County Board of Supervisors that the Botetourt County Zoning Ordinance and the Botetourt County Real Property Identification Maps be amended in the following respect and no other: (Resolution Number 14-06-17)

AYES: Dr. Scothorn, Mr. Martin, Mr. Leffel, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: Mr. Dodson

**BOTETOURT COUNTY BOARD OF SUPERVISORS
and
LAWRENCE TRANSPORTATION SYSTEMS, INC.**

In the Amsterdam Magisterial District to rezone a 120.233+/- acre tract from Planned Office Park POP Use District and 674.484+/- acres of Industrial M-2 Use District to a Research and Advanced Manufacturing RAM Use District to revise the use of this property to include research, design, manufacturing and fabrication within Botetourt Center at Greenfield, on property located along International Parkway (Route 839) in Daleville, approximately 0.6 miles west of the intersection with Roanoke Road (U. S. Route 220), identified on the Real Property Identification Maps of Botetourt County as Section 88, Parcels 20, 20C2, 20D, 20E, and 20B.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the meeting was adjourned at 6:20 P. M. (Resolution Number 14-06-18)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None