

**BOARD OF SUPERVISORS MINUTES**

**JULY 26, 2016**

At a regular meeting of the Orange County Board of Supervisors held on Tuesday, July 26, 2016, beginning at 5:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: Lee H. Frame, Chairman; R. Mark Johnson; James K. White, and James P. Crozier. Absent: S. Teel Goodwin, Vice Chairman. Also present: R. Bryan David, County Administrator; Thomas E. Lacheneay, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: ADOPTION OF AGENDA

On the motion of Mr. White, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the agenda, as modified. Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: SPECIAL PRESENTATIONS AND APPEARANCES

RE: PRESENTATION OF A RESOLUTION OF APPRECIATION FOR P. NIGEL GOODWIN

Chairman Frame read the Resolution of Appreciation and presented a signed, framed copy to Mr. Nigel Goodwin.

Collectively, the Board thanked Mr. Goodwin for his service on the Planning Commission.

RE: CONSENT AGENDA

On the motion of Mr. Crozier, seconded by Mr. White, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the Consent Agenda, as presented.

RE: FY16 BUDGET AMENDMENTS (SUPPLEMENTALS AND TRANSFERS)

As part of the Consent Agenda, the Board approved the following budget amendments, as presented:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BUDGET	BUDGET CHANGE	AMENDED BUDGET
49140001-45920	Reserve - FY17 CVRJ Bud.	\$ 130,025.00	\$ (2,229.00)	\$ 127,796.00
43320001-46900	Central Va. Regional Jail	1,333,389.00	2,229.00	1,335,618.00
30033505-31675	GBES - Fundraising	(2,703.00)	(7,775.00)	(10,478.00)
45342102-46520	Fundraising Supplies	2,237.00	3,900.00	6,137.00
45342102-46800	GBES Sp. Evts. Expenses	2,455.00	3,875.00	6,330.00
30033505-31700	GBES - Field Trip	(1,167.00)	(417.00)	(1,584.00)
45342102-46800	GBES Sp. Evts. Expenses	2,455.00	417.00	2,872.00
30033505-31750	OES - Fundraising	(1,482.00)	(4,712.00)	(6,194.00)
45342202-46520	Fundraising Supplies	1,102.00	3,400.00	4,502.00
45342202-46800	OES Sp. Evts. Expenses	1,376.00	1,312.00	2,688.00
30033505-31775	OES - Field Trip	(475.00)	(50.00)	(525.00)
45342202-46800	OES Sp. Evts. Expenses	1,376.00	50.00	1,426.00
30033505-31785	LGES - Fundraising	(100.00)	(1,532.00)	(1,632.00)
45342302-46520	Fundraising Supplies	73.00	825.00	898.00

45342302-46800	LGES Childcare Expenses	2,021.00	707.00	2,728.00
30033505-31790	LGES - Field Trip	(1,631.00)	(1,101.00)	(2,732.00)
45342302-46800	LGES Childcare Expenses	2,021.00	1,101.00	3,122.00
30025501-31780	LGES - Fees	(84,686.00)	(4,930.00)	(89,616.00)
45378001-41322	Wages - Part-Time	331.00	1,300.00	1,631.00
45360001-43100	Services - Crime Control	19,879.00	3,200.00	23,079.00
45370001-45540	Tuition/Registration	500.00	230.00	730.00
45370001-46000	Office Supplies	4,500.00	200.00	4,700.00
30033505-33100	Fundraiser – OOH	(207.00)	(9,950.00)	(10,157.00)
45370101-46800	Child Abuse Prevention	0.00	557.00	557.00
45370101-46000	Office Supplies	1,076.00	1,893.00	2,969.00
45370101-46800	Child Abuse Prevention	0.00	7,500.00	7,500.00
30033505-33575	Don. - Yth. Sub Abuse Prog.	(531.00)	(6,151.00)	(6,682.00)
45371001-46000	Office Supplies	531.00	6,151.00	6,682.00
30033505-33600	Donations - At Risk Program	(331.00)	(365.00)	(696.00)
45378001-41322	Wages - Part-Time	331.00	365.00	696.00
30034001-34025	Insurance Recovery	(25,997.55)	(41,618.00)	(67,615.55)
43120001-43360	Vehicle Repair/Maint.	142,802.42	41,618.00	184,420.42
49140001-45920	Reserve - FY17 CVRJ Bud.	130,025.00	(94,291.00)	35,734.00
43320001-46910	Rapp. Juv. Det. Center	189,834.00	94,291.00	284,125.00
<b>TOTALS</b>		<b>\$ 1,849,028.87</b>	<b>\$ 0.00</b>	<b>\$ 1,849,028.87</b>

RE: FY17 BUDGET AMENDMENTS (SUPPLEMENTALS AND TRANSFERS)

As part of the Consent Agenda, the Board approved the following budget amendments, as presented:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BUDGET	BUDGET CHANGE	AMENDED BUDGET
30045060-35950	State Share - Libraries	\$ (149,313.00)	\$ (4,224.00)	\$ (153,537.00)
47310001-46016	Off. Supp. - Software - Publ.	4,150.00	1,500.00	5,650.00
47310001-43210	Data Processing Serv.	71,838.00	2,000.00	73,838.00
47310001-46470	Supplies - Public	400.00	350.00	750.00
47311001-46470	Supplies - Public	400.00	374.00	774.00
30045010-35825	ICAC Program Proceeds	0.00	(4,000.00)	(4,000.00)
43120010-46800	Int. Crimes Against Children	0.00	4,000.00	4,000.00
30026002-31830	Vending Machine Sales	0.00	(2,200.00)	(2,200.00)
47120001-43300	Fees & Charges - Other	0.00	2,200.00	2,200.00
30033511-33250	ED Wrksp./Prog. Revenue	0.00	(2,250.00)	(2,250.00)
48150007-46800	Prog. Exp. - ED Workshops	750.00	2,250.00	3,000.00
30052001-39900	Appropriated Fund Balance	(311,000.00)	(53,221.00)	(364,221.00)
43320001-46900	Central Va. Regional Jail	1,428,923.00	53,221.00	1,482,144.00

49310006-47740	Transfer to BBA Fund	0.00	170,270.00	170,270.00
49400001-48060 C1025	Wireless Bband Solutions	0.00	(170,270.00)	(170,270.00)
<b>TOTALS</b>		<b>\$ 1,046,148.00</b>	<b>\$ 0.00</b>	<b>\$ 1,046,148.00</b>

RE: CARRY FORWARD REQUEST FROM FY16 TO FY17 FOR SHERIFF'S OFFICE  
As part of the Consent Agenda, the Board approved the following budget amendments for carry forwards, as presented:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BUDGET	BUDGET CHANGE	AMENDED BUDGET
30052001-39900	Appropriated Fund Balance	\$ (311,000.00)	\$ (55,000.00)	\$ (366,000.00)
49400013-48260 C1018	Vehicles & Equip. - Sheriff	275,000.00	55,000.00	330,000.00
49310001-47312	To County Capital Project	1,273,491.00	55,000.00	1,328,491.00
30051003-39100	Transfer from General Fund	(1,273,491.00)	(55,000.00)	(1,328,491.00)
<b>TOTALS</b>		<b>\$ (36,000.00)</b>	<b>\$ 0.00</b>	<b>\$ (36,000.00)</b>

RE: RESOLUTION OF APPRECIATION FOR WALLACE GOODMAN  
As part of the Consent Agenda, the Board adopted the following resolution, as presented:

A RESOLUTION OF APPRECIATION FOR  
*Wallace Goodman*

WHEREAS, Wallace Goodman faithfully served the citizens of Orange County as a Porter Road Collection Site Attendant for twelve (12) years, beginning his service in July, 2004; and

WHEREAS, Wallace Goodman prided himself on being the first employee to report for work and the last employee to leave, all while maintaining his bright smile and positive attitude; and

WHEREAS, during his service, Wallace Goodman treated every citizen with courtesy and respect, offering a helping hand to anyone who visited his site, and was always sure to keep patrons happy and entertained, which earned him a number of positive compliments; and

WHEREAS, some words often used to describe Wallace Goodman include likeable, outstanding, cheerful, prompt, committed, loyal, energetic, pleasant, service-oriented, dedicated, and friend; and

WHEREAS, Wallace Goodman has, at all times, demonstrated a keen interest in the welfare of his community and its citizens, and has left an indelible mark on Orange County through his service and dedication;

NOW, THEREFORE, BE IT RESOLVED, on this 26th day of July, 2016, that the Orange County Board of Supervisors hereby extends its admiration and appreciation to Wallace Goodman for his determination, dedication, and devoted service as an employee of Orange County, and to the well-being of the County's citizens.

RE: MINUTES

As part of the Consent Agenda, the Board approved the following minutes:

- April 23-24, 2016 Retreat
- July 12, 2016 Worksession
- July 12, 2016 Regular Meeting

RE: NEW BUSINESS

RE: AUTHORIZATION OF APPLICATION TO VIRGINIA RESOURCES AUTHORITY (VRA)

R. Bryan David, County Administrator, explained that a potential re-financing opportunity for the County's 2007 bonds was previously identified and presented by Davenport & Company, the County's financial advisors. Although market conditions were favorable at the time, a recommendation was made to wait until the fall in order to realize additional cost savings.

Mr. David noted that the Financial Policies Subcommittee, with the assistance of the financial advisors, explored a comprehensive financing strategy, which was previously presented to the Board. The resulting analysis demonstrated the County's ability to achieve the refinancing savings and finance the capital projects currently being considered, while still remaining compliant with recommended debt ratios.

Glenda Bradley, Assistant County Administrator for Finance and Management Services, indicated that because the Virginia Resources Authority (VRA) was one of the financing vehicles that could be used to complete the re-financing, staff was seeking the Board's approval to submit an application prior to the fall sale deadline on August 5, 2016. Ms. Bradley added that the application would not commit the County to participation, but would provide the opportunity should the Board decide to move forward.

Discussion ensued among the Board regarding: the issuance of new debt plus refinancing of existing debt; estimates for the projects included in the new debt; and when the final amount for the new debt had to be "locked-in."

On the motion of Mr. White, seconded by Mr. Johnson, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board authorized staff to file an application with the Virginia Resources Authority (VRA) for the re-financing of the 2007 Bonds as well as approximately \$21,191,500 in additional project costs prior to the August 5, 2016 deadline, with the understanding that further action by the Board would be necessary prior to any actual financing.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: CONSIDERATION OF ADDITIONAL FINANCIAL POLICIES FOR DEBT

Glenda Bradley, Assistant County Administrator for Finance and Management Services, explained that the Board had previously adopted Financial Policy Guidelines in January, 2015. She added that a placeholder had been included in the debt policy section in conjunction with the consideration of additional debt-funded projects.

Ms. Bradley indicated that in addition to the recent completion of the comprehensive financing strategy, the County's financial advisors made recommendations for amendments to the Financial Policy Guidelines. These amendments would address several key ratios that served as an indicator of the County's responsible use of debt and its overall financial position. She presented the amended language to the Board for its consideration.

Ms. Bradley reviewed each of the suggested changes, noting that the comprehensive financing strategy demonstrated the County's ability to meet and maintain compliance with all of the policies. Therefore, staff was seeking and recommending adoption of the amendments.

Discussion ensued among the Board regarding: credit agency ratings; peer comparables; the fact that the guidelines were achievable; and consensus from the Financial Policies Subcommittee.

On the motion of Mr. Crozier, seconded by Mr. Johnson, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the amended Financial Policy Guidelines in order to establish responsible and sustainable limits to the County's future use of debt financing, and to establish a mechanism for annual monitoring of its compliance with those limits, as presented.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: PERFORMANCE AGREEMENT FOR KNO CORROSION TECHNOLOGIES, LLC

Tommy Miller, Economic Development Director, presented a Performance Agreement to the Board for its consideration. He indicated that the Agreement was for a Machinery and Tools Tax Grant in the amount of \$30,000 for Kno Corrosion Technologies, LLC. The company intended to invest \$2.2 million to equip, improve, and operate its new facility and create thirty (30) new jobs over a three (3) year period.

Discussion ensued among the Board regarding: the tax grant; and review and approval by both the County Attorney and Economic Development Authority.

On the motion of Mr. Crozier, seconded by Mr. White, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board authorized the Chairman to execute the Performance Agreement with KNO Corrosion Technologies, LLC, as presented.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: RESOLUTION OF SUPPORT FOR COMPLETION OF INTERSECTION AND SIGNALIZATION IMPROVEMENTS AT ROUTE 3 AND LAKE OF THE WOODS WAY/GOODWIN DRIVE

R. Bryan David, County Administrator, presented a Resolution and Project Administration Agreement to the Board regarding completion of intersection and signalization improvements at Route 3 and Lake of the Woods Way/Goodwin Drive. He explained that there was currently \$150,000 available from a condition of the Walmart Special Use Permit. Mr. David added that the current project estimate totaled about \$143,000, but there was a clause in the Project Administration Agreement that required approval from the Board before any project overages could be incurred. Lastly, he stated that the Resolution and Agreement would authorize the funding and allow the project to begin.

Discussion ensued among the Board regarding: use of State forces to complete the work; and the idea that there could be project variables or unknowns that affected cost and timeline.

On the motion of Mr. White, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the following resolution, as presented:

RESOLUTION OF SUPPORT FOR COMPLETION OF INTERSECTION AND SIGNALIZATION IMPROVEMENTS AT ROUTE 3 AND LAKE OF THE WOODS WAY/GOODWIN DRIVE IN ORANGE COUNTY, VIRGINIA

WHEREAS, when Walmart's Special Use Permit (SUP 11-05) was approved, Condition 4(j) stipulated that the company deposit \$150,000 with the County of Orange, to ultimately be used toward improvements at the Route 3 and Lake of the Woods Way/Goodwin Drive intersection in Orange County, Virginia; and

WHEREAS, the funds were received and deposited with the County prior to site plan approval in 2012; and

WHEREAS, intersection improvement plans were submitted and approved by VDOT, and it was determined that VDOT would use state forces to construct the turn lane and signalization improvements, as opposed to hiring a private firm; and

WHEREAS, the County Attorney worked with VDOT to finalize an agreement for disbursement of the \$150,000 to fund the project; and

WHEREAS, lastly, VDOT has respectfully requested that the County adopt a resolution, as required, to commit to the funding of the project and authorize the County Administrator to execute the agreement with VDOT;

NOW, THEREFORE, BE IT RESOLVED, on this 26<sup>th</sup> day of July, 2016, that the Orange County Board of Supervisors hereby agrees to fund its share of the total cost of construction for this improvement project pursuant to the terms of the Project Administration Agreement with VDOT, and in accordance with the project financial documents; and

BE IT FURTHER RESOLVED, that the County Administrator is hereby authorized to execute the Project Administration Agreement on behalf of Orange County, Virginia.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: OLD BUSINESS

RE: VOLUNTEER/CAREER STATION RESPONSE STANDARD OPERATING GUIDELINE (OCFCA-SOG-011); ORANGE COUNTY FIRE CHIEF'S ASSOCIATION

John Harkness, Fire and EMS Chief, presented the revised Standard Operating Guideline to the Board. He explained that the SOG had been discussed at the worksession on July 12, 2016, at which time the Board had suggested minor changes. Chief Harkness reviewed the changes and explained that he had received no objection from the Volunteer Fire Chief's Association to-date.

Discussion ensued among the Board regarding: examples of when various agencies could deviate from this SOG; how the language in the SOG would be applied; the requirement of a three-member crew; the vote and recommendation from the Volunteer Fire Chief's Association; the idea that the policy was exceeding its original intent; the fact that the policy was developed by the Volunteer Fire Chief's Association, and not the County; the County's role in this policy; and accountability.

The Board decided to take no action on this matter.

RE: CLOSED MEETING

At 6:00 p.m., Mr. Lacheney read the following motion authorizing Closed Meeting:

WHEREAS, the Board of Supervisors of Orange County desired to discuss in Closed Meeting the following matter:

- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711(A)(7) of the Code of Virginia

WHEREAS, pursuant to §2.2-3711 (A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County hereby authorized discussion of the aforesated matter in Closed Meeting.

On the motion of Mr. Johnson, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the resolution authorizing Closed Meeting as presented. Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: CERTIFICATION OF CLOSED MEETING

At 6:42 p.m., Ms. Simpson read the following resolution certifying Closed Meeting:

WHEREAS, the Board of Supervisors of Orange County has this day adjourned into Closed Meeting in accordance with a formal vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Meeting was conducted in conformity with the law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Orange County hereby certified that to the best of each member's knowledge, i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applied, and ii) only such public business matters as were identified in the motion by which the said Closed Meeting was convened were heard, discussed or considered by it.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: DEPARTMENT DIRECTOR / CONSTITUTIONAL OFFICER REPORTS

RE: TOURISM QUARTERLY REPORT

Leigh Mawyer, Tourism Manager, presented the Tourism Quarterly Report to the Board, which included information on the following topics:

- Visitor Center visitation statistics;
- Website visitation statistics;
- The recent visit from a Canadian film crew for a golf legend;
- Progress to-date on the LOVE Artwork project;
- An update on the re-design of the Tourism website; and
- A recap of the VACVB Meeting that was hosted in Orange.

The Board thanked Ms. Mawyer for her presentation.

RE: APPOINTMENT OF TOURISM ADVISORY COMMITTEE MEMBERS

Leigh Mawyer, Tourism Manager, explained that Jay Billie, Chairman of the Tourism Advisory Committee, was unable to attend tonight's meeting. She reviewed each of the recommended appointees for the various vacancies and expired terms on the Committee, and added that a formal memorandum would be presented to the Board for its consideration in the coming months.

The Board took the information regarding the Tourism Advisory Committee under advisement, and there was no action taken at this time.

RE: ECONOMIC DEVELOPMENT QUARTERLY REPORT

Tommy Miller, Economic Development Director, presented the Economic Development Quarterly Report to the Board, which included information on the following topics:

- Unemployment statistics;
- Orange Workforce Center statistics;
- Quarterly prospect activity;
- Website statistics; and
- Highlights of other activities throughout the last quarter.

The Board thanked Mr. Miller for his presentation.

RE: E-911 CENTER SEMI-ANNUAL REPORT

Nicola Tidey, E-911 Center Director, presented the E-911 Semi-Annual Report to the Board, which included information on the following topics:

- Phone call volume for both hardline and wireless 911 calls;
- Statistics for 911 calls for service;
- Staffing levels and retention rates;
- The operating status of all E-911 Center systems;
- Accomplishments for FY16; and
- Upcoming projects.

The Board thanked Ms. Tidey for her presentation.

RE: PUBLIC COMMENT

At 7:15 p.m., Chairman Frame opened the floor for public comment.

There being no speakers, public comment was closed at 7:15 p.m.

RE: DEPARTMENT DIRECTOR / CONSTITUTIONAL OFFICER REPORTS (Continued)

RE: P-CARDS NEXT STEPS AND IMPLEMENTATION POLICY

Glenda Bradley, Assistant County Administrator for Finance and Management Services, noted that the Board had previously considered the implementation and use of a Purchasing Card (P-Card) program in lieu of credit cards. She presented a draft policy to the Board for its consideration regarding implementation and use of said P-Cards.

Discussion ensued among the Board regarding: inclusion of language regarding e-cigarettes and vapes in the tobacco section; the purchase of alcoholic beverages; and certain exceptions that may be acceptable.

On the motion of Mr. White, seconded by Mr. Crozier, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adopted the Purchasing Card (P-Card) Policy, as defined in Section 8.3 of the County's Personnel Policies, to govern the use of Purchasing Cards by County employees, as presented.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: VDOT'S SMART SCALE (ROUND 2) FUNDING – PROPOSED SAFETY IMPROVEMENT PROJECTS FOR FLAT RUN ROAD (ROUTE 601)

Josh Frederick, Planning and Zoning Director, reminded the Board of the House Bill 2 (HB2) funding through the Commonwealth Transportation Board, which had recently been re-

branded to be known as Smart Scale. He reviewed some of the criteria in order for a locality to be eligible for said funding.

Mr. Frederick noted that the current application cycle opened on August 1, 2016, and the County had indicated to VDOT its intent to apply for two (2) projects on Flat Run Road (Route 601). The applications would seek to realign two (2) low-speed curves that represented safety hazards and greatly hindered the functionality of Flat Run Road as a major collector.

Mr. Frederick stated that the County would be submitting a Notice of Intent to Apply by the August 15, 2016 deadline, and applications were not due until September 30, 2016.

Discussion ensued among the Board regarding: the idea that the two (2) proposed projects were not very favorable projects according to VDOT's rating; what efforts would be required in order to apply; and the criteria and weighting used to rate a project.

The Board took the information regarding the Smart Scale projects under advisement, and there was no action taken at this time.

RE: COUNTY ATTORNEY'S REPORT

The County Attorney had nothing to report on at this time.

RE: COUNTY ADMINISTRATOR'S REPORT

RE: UPDATE ON DEPARTMENT OF LABOR CHANGES REGARDING OVERTIME

Alyson Simpson, Chief Deputy Clerk, explained that the Department of Labor had previously announced its intent to review the regulations used to determine whether or not an employee could be considered "exempt" from overtime. The changes focused primarily on the salary threshold used as a factor in making the determination. She reported that the current salary threshold was \$23,660 and the final rule adopted in May, 2016, set the threshold at \$47,476, effective December 1, 2016.

Ms. Simpson indicated that upon analysis of the County's current positions, there were eight (8) employees affected by the new ruling. She added that staff was reviewing the options related to the change. In the coming months, staff would be determining how to best address the affected employees, at which time a plan of action would be presented to the Board for consideration.

The Board took the information regarding the Department of Labor's changes under advisement, and there was no action taken at this time.

RE: ASSIGNMENT OF SPECIFIC CONTRACTS BY BOARD OF SUPERVISORS TO ORANGE COUNTY BROADBAND AUTHORITY

R. Bryan David, County Administrator, explained that upon discussion with the County Attorney, it was determined to be appropriate for the Board of Supervisors to formally assign contracts to the Broadband Authority on an as-needed basis. These would be contracts for professional services and capital equipment acquisition for the public safety communications system, and contracts related to the E-rate fiber optics project.

Mr. David noted that the only contract necessary for assignment at this time was the contract with Federal Engineering for Radio Engineering and Consulting Services. Other contracts would be identified and brought forward at the appropriate time.

On the motion of Mr. Crozier, seconded by Mr. Johnson, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board authorized the County Attorney and the County Administrator to do those things necessary to assign the management of Contract No. SE-00-17NT with Federal Engineering for Radio Engineering and Consulting Services to the Orange County Broadband Authority.

Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

RE: GERMANNA-WILDERNESS AREA PLAN (GWAP) UPDATE

R. Bryan David, County Administrator, and members of the GWAP Steering Committee provided an update to the Board regarding the recent Steering Committee meeting and the work completed to-date, particularly as it related to the draft language for various overlay and land use zoning districts.

The Board took the information regarding the Germanna-Wilderness Area Plan (GWAP) under advisement, and there was no action taken at this time.

RE: BOARD COMMENT

Chairman Frame commented on the availability of various policies on the County's website, and recommended that staff make updates to the website so that policies were more readily available to the public and interested parties.

RE: INFORMATIONAL ITEMS

The Board received the following correspondence for its information:

- Thank You Letter from Foothills Housing Corporation for Budget Contribution
- June 7, 2016 Culpeper Soil and Water Conservation District (CSWCD) Minutes
- Virginia Aviation News Release – Launch of Airport Sustainability Plan

RE: APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

By consensus, the Board appointed Daniel Rogers as the District 1 Representative on the Orange County Airport Commission, filling the unexpired four-year term of Candace Pack, with said term commencing immediately, and expiring on December 31, 2016.

RE: CALENDAR

The Board received copies of its calendar for the months of July 2016, August 2016, and September 2016.

RE: HOME OCCUPATION / ENTERPRISE APPLICATION PROCESS

Josh Frederick, Planning and Zoning Director, explained that the Board had previously adopted an amendment to the Zoning Ordinance to provide for a definition of Home Enterprise. Subsequently, the Board discussed the process used by Planning and Zoning staff to administer Home Occupation and Home Enterprise requests. As such, Mr. Frederick indicated that this matter had been scheduled for further discussion by the Board. He reviewed the materials that had been provided to the Board for reference.

Discussion ensued among the Board regarding: the historical activity and process for issuing Home Occupations; the process when a complaint was received; additional policies and language that was created; the use of a complaint-based system; the desire for staff to enforce only such language included in the definition adopted by the Board; re-doing forms to include only the language in the Ordinance; desired changes; and the desire to provide additional guidance to staff.

By consensus, the Board requested that this matter be carried over to the August 9, 2016 Worksession for further discussion.

RE: ADJOURN

On the motion of Mr. Johnson, seconded by Mr. White, which carried by a vote of 4-0, with Mr. Goodwin being absent, the Board adjourned the meeting at 8:33 p.m. Ayes: Johnson, White, Crozier, Frame. Nays: None. Absent: Goodwin.

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Lee H. Frame, Chairman

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R. Bryan David, County Administrator