

February 8, 2011

**Virginia:**

AT A REGULAR SCHEDULED MEETING of the Nelson County Board of Supervisors at 2:00 p.m. in the Circuit Courtroom located in the Nelson County Courthouse.

Present:

Allen M. Hale, East District Supervisor  
Constance Brennan, Central District Supervisor  
Thomas H. Bruguiera, Jr. West District Supervisor - Vice Chair  
Joe Dan Johnson, South District Supervisor – Chair  
Thomas D. Harvey, North District Supervisor  
Stephen A. Carter, County Administrator  
Candice W. McGarry, Administrative Assistant/Deputy Clerk  
Debra K. McCann, Director of Finance and Human Resources  
Maureen Kelly, Director of Tourism and Economic Development

Absent: None

**I. Call to Order**

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

- A. Moment of Silence
- B. Pledge of Allegiance – Ms. Brennan led the Pledge of Allegiance

**II. Recognition of Nelson County High School One-Act Play Ensemble (R2011-01)**

Mr. Johnson acknowledged the presence of the Nelson County High School Drama Team to be recognized for the State Championship win in the One-Act Play Ensemble category.

Ms. Brennan then moved to approve Resolution **R2011-01** Recognition of the NCHS Drama Team One Act Play Ensemble State Championship and Mr. Harvey seconded the motion.

The Board members each offered their congratulations and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2011-01  
NELSON COUNTY BOARD OF SUPERVISORS  
RECOGNITION OF THE NCHS DRAMA TEAM  
ONE ACT PLAY ENSEMBLE STATE CHAMPIONSHIP**

**WHEREAS**, the Nelson County High School one-act play ensemble won the state championship for their one-act play entitled “The History of Tom Jones”, based on the novel written by Henry Fielding, at the Virginia High School League Group A One Act Play Festival in December 2010; and

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**WHEREAS**, the team competed for the championship against eight other schools; having earned first place in district competition and first place in regional competition earlier in the year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Nelson County Board of Supervisors does hereby recognize and congratulate Nelson County High School's Drama Teacher Ms. Diana Driver and the Drama Team – One-Act Play Ensemble consisting of:

Daniel Dennis, Bradley Carter, Annie Saunders, Kaitlin Ashley, Rachael Shepard, Taylor Goff, Ashlynn Watson, David Withers, Martina Cook, Colin Bruguere, Ben Spitler, James Saunders, DJ Crocker, Tye Saunders, Schuyler Hughes, Natalie Campbell, Madison Carter, Juliet McConkey, and Zach Clarkson for the outstanding performance of "The History of Tom Jones" that earned them the state championship at the VHSL Group A One Act Play Festival.

Mr. Johnson then read aloud the resolution and distributed original copies to Ms. Diana Driver and each of the team members present.

### **III. Consent Agenda**

Mr. Johnson noted the items to be considered under the consent agenda. There was no discussion and Ms. Brennan then moved to approve the consent agenda and Mr. Bruguere seconded the motion.

Mr. Johnson asked that Ms. McGarry be sure that the minutes reflected that he requested that the "35mph speed limit ahead" signs be removed. Ms. McGarry noted this and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolutions were adopted:

A. Resolution – **R2011- 08** Minutes for Approval

**RESOLUTION-R2011-08  
NELSON COUNTY BOARD OF SUPERVISORS  
APPROVAL OF MEETING MINUTES  
(January 11, 2011)**

**RESOLVED**, by the Nelson County Board of Supervisors that the minutes of said Board's meetings conducted on **January 11, 2011** be and hereby are approved and authorized for entry into the official record of the Board of Supervisors meetings.

B. Resolution – **R2011- 09** FY10-11 Budget Amendment

**RESOLUTION R2011-09  
NELSON COUNTY BOARD OF SUPERVISORS  
AMENDMENT OF FISCAL YEAR 2010-2011 BUDGET  
NELSON COUNTY, VA  
February 8, 2011**

BE IT RESOLVED by the Board of Supervisors of Nelson County that the Fiscal Year 2010-2011 Budget be hereby amended as follows:

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**I. Appropriation of Funds (General Fund)**

<u>Amount</u>	<u>Revenue Account</u>	<u>Expenditure Account</u>
\$ 20,000.00	3-100-001303-0019	4-100-081020-5402

**II. Transfer of Funds (General Fund)**

<u>Amount</u>	<u>Credit Account (-)</u>	<u>Debit Account (+)</u>
\$ 20,000.00	4-100-999000-9901	4-100-012040-3002
\$ 29,650.00	4-100-999000-9901	4-100-031020-1006
\$ 2,270.00	4-100-999000-9901	4-100-031020-2001
\$ 5,361.00	4-100-999000-9901	4-100-031020-7013
<u>\$ 57,281.00</u>		

**IV. Public Comments and Presentations**

**A. Public Comments**

Mr. Johnson opened the floor for public comments and the following persons were recognized:

1. Mr. Dale Rogers, Roseland VA, and Virginia Tax Payers Association (VTA)

Mr. Rogers indicated he was representing Mr. Kenneth White, President of the VTA to read aloud his prepared statement as follows:

My name is Dale Rogers, 176 Toms Lane, Roseland, Va. 22967. I am a member of the Virginia Taxpayers Association. I am speaking today for Kenneth White who is at the Lovingston Health Care Center recovering from streptococcal pneumonia and cannot attend today. His progress and recovery are coming along very well and we anticipate that he will be able to speak at the Board's March regular meeting as has been his practice for the last 23 months consecutively to speak at every regular Nelson County Board of Supervisors monthly meeting.

Thanks to deliberate censorship by the Nelson County Times, which is working for the New World Order, the Nelson County, Virginia Board of Supervisors voted tyrannically January 27, 2011 to consider all your constituents "possible terrorists".

It has been customary for the Nelson County Board to introduce new items for decision under the heading "New Business" at one meeting, where the facts of the case would be brought up along with a draft resolution on the matter for approval at a second meeting, following a public hearing. But on January 27, 2011 there was no notice printed in the Nelson County Times under the usual Legal Notices heading but simply "Presentation of New Business". Therefore there was no public hearing, and the Board simply made the decision as in a local dictatorship much like Mubarak's in Egypt.

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The Nelson County Times knew what was going to be discussed, because under "Presentation of New Business" there was a line stating "Nelson County Courthouse Security Project" but the Times deliberately omitted advising their readers that this had to do with the new main entrance to the Courthouse which we in Virginia Taxpayers Association had already made a controversial matter. But the Nelson County Times did not want to give the Virginia Taxpayers Association any credit for bringing up this important subject.

Citizens of Nelson County are not yet sufficiently aroused about this outrage, but they will be when all the facts are explained to them, as they will be, On radio broadcasts on Central Virginia's most widely heard radio program, The Schilling Show, Radio WINA. Charlottesville, heard every weekday, and also printed on Virginia's top news web page, www.VirginiaNewsSlorree.com and through Virginia Taxpayers Association's other contacts.

Since the Board of Supervisors is already in violation of your Oaths of Office to obey and support the Constitution of the United States, and the Commonwealth of Virginia and the Posse Comitatus Act, -- a fact which you have admitted and never even tried to deny, as thoroughly documented in my Affidavit "A", duly recorded in the office of the Nelson County Circuit Court clerk, dated April 9, 2009 - this further despicable action by the Board of Supervisors combined with totally unnecessary expense in the Nelson County Sheriff's Office, will cause a groundswell of opposition which you cannot stop.

The Board already knew that the subject of what should be placed at the new entrance to the Courthouse was a controversial matter, since this had been fully set forth by me, a member of the Virginia Taxpayers Association Board of Directors, publicly before the Board at the Board's January 11, 2011 regular meeting, when I demanded a public hearing on the question in order to make Nelson County Courthouse the friendliest Courthouse in the United States. Instead the Board of Supervisors voted as if everyone of your constituents is a "possible terrorist". So we shall see how long it takes for Nelson County citizens to tell this Board: "Get out, Get out, Get out, just like Mubarak who cannot possibly hold his beleaguered seat as Egypt's dictator!" This concludes my statement.

2. Linda Calhoun, Virginia Taxpayers Association

Ms. Calhoun clarified the intent of Mr. White's statement by stating that he was trying to inform the public as to what is going on in order to protect the public's civil rights. She noted that Mr. White's goals were to make friends and bring awareness to citizens on what is going on around the country. Ms. Calhoun complimented Mr. Roger's delivery of the statement and added that the Nelson County Times was not responsible for all content delivered in its classifieds. She noted that Mr. White would be back next month and was recuperating well.

3. Glen Carroll, Cow Hollow Rd. Roseland

Mr. Carroll noted that he would like a portion, approximately .3 miles, of Cow Hollow Rd. road tarred. He stated that he thought that they had the traffic count, given that in the last year and a half, they have four new homes on the road. Mr. Carroll also noted his grandson was on dialyses and trucks were coming in several times a week in order to provide him treatment. He stated that he would like to get this road on the VDOT Six-year plan if possible. He added that there was a canopy of trees keeping the road wet for a while and he asked for the Board's advice as to what to do.

Mr. Bruguere suggested that the Board discuss this matter under the VDOT Report section.

4. Larry Whitaker of Lovington

Mr. Whitaker indicated that he had a two-part question, noting that he was concerned about the permitting and application of biosolids. He asked if there was regulation and tracking of the locations of these applications. He then inquired about pesticides – noting that there were nicotine based pesticides that were being applied and affecting pollinators, specifically honeybees. He asked if there was a way to find out who was applying these and tracking its application.

There being no other persons wishing to be recognized, the public comments session was closed.

Mr. Carter addressed Mr. Whitaker's questions and advised him to speak with DEQ, who regulates the application of biosolids. He noted that a local ordinance was in place to monitor the application of biosolids within the county. Mr. Carter then reported that six (6) farms in the county were in the process of receiving final approval for applications from Synagro. He then reiterated that DEQ was the authorizing agency and that the County's contact was in the Harrisonburg office. He added that Peter Brechlin of the County's Building Inspections Department was appointed as the monitor. Mr. Carter also related that the six farms' applications may be within the 100 days notice period right now. He added that public information meetings were held and the applications were advertised several times by DEQ.

In response to Mr. Whitaker's second question, Mr. Carter noted that DEQ also regulated insecticides. Mr. Whitaker was advised by Board members to also contact Michael LaChance in Extension.

B. VDOT Report

Mr. Carter reviewed VDOT's report as follows:

**MAINTENANCE (For the next 30 days):**

- **Over the next month, VDOT will focus on the following:**
  1. Customer Service Requests
  2. Brush Cutting
  3. Machining Stabilized Roads as Weather Permits
- **Recent or ongoing activities:**
  1. Reviewing maintenance issues from the January 11, 2011 Board of Supervisor's Meeting.
  2. Route 647 at Route 626 – Road closed during bridge deck repairs.

**CONSTRUCTION 0029-005-130,C501,B645 – Tye River Design-Build Bridge Rehabilitation (UPC 76552)**

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- North/Southbound traffic will use the southbound lanes of Route 29 during the bridge rehabilitation. The work zone will be in place through late 2012.

### **TRAFFIC ENGINEERING ISSUES**

- Issues from the January 11, 2011 Board of Supervisor's Meeting forwarded to Traffic Engineering for their review.
- Route 631 - SCHOOL BUS STOP 800 FEET Signs installed on January 13, 2011 in advance of Silver Lane for both directions of traffic.
- Route 631 - Traffic Engineering Review recommended that WINDING ROAD Signs with 15 MPH advisory speed plates be installed just south of Route 6 for southbound traffic and just north of Route 840 for northbound traffic.
- Route 709 - Request for reduced speed limit on the remaining portion.

Mr. Bruguere inquired as to when the Board will review the Six Year Plan and Mr. Carter noted that Mr. Hamilton has indicated that it would be soon. Mr. Carter then advised Mr. Carroll of Cow Hollow Rd. to write a letter of request to the Board, so that it would be on record for consideration when the Six Year Plan is reviewed. He noted though that there was little improvement work being done; but that the Board did have discretion on the use of secondary Six Year Plan improvement funds.

The Board, Staff and Mr. Carroll discussed that transportation funding was a big issue in the County and in the State. Mr. Carroll noted that school buses go down the road and turn around in his driveway and Mr. Harvey noted that VDOT may have money left over in snow removal that could go towards nuisance projects such as these. He added that the mail carriers and bus driver could help by calling in about it.

Mr. Bruguere noted that he would also like to discuss Donahue Lane near the Bryant state shed and would like to address mowing issues along unpaved roads when looking at the Six Year Plan.

Mr. Carter then noted that once VDOT has advised staff that they are ready to proceed, the Board will receive the funding report for the next five (5) years and will designate its priorities which will then be woven into the plan. He noted that VDOT based the funding under several categories and public meetings would be held on this.

Mr. Bruguere concluded by stating that he was upset that VDOT decided to put up traffic counters in winter when there was the least amount of traffic. He noted that this was not fair or an appropriate time to do this in the county. It was noted that it was a good time for the North District, given the traffic flow to Wintergreen.

### **V. New Business/ Unfinished Business**

- A. Economic Development Authority Bond Issue – Turman Tye River, LLC (R2011-10)

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Mr. Carter noted that the EDA had been working with a company who was seeking industrial development bonds through the EDA. He noted that the EDA had proceeded with steps to issue \$700,000 in these bonds. He advised that the EDA was the conduit for the funding and that it was not an obligation for the County or the Board of Supervisors. He reported that all necessary actions had been taken and the next step was review and approval by the Board. He concluded by noting that the EDA's Bond Counsel had developed all of the paperwork and Board approval was needed to move forward.

Mr. Carter noted that should the company default on repayment of the bonds, the procedure would likely be that the bank would step in and secure the property and that this was defined in the bond documents. He noted that the money went from the bank to the business and they remitted payments to the bank; with the EDA to oversee it and make sure. Ms. Maureen Kelly noted that the EDA receives 1/8th of 1 percent for facilitating the bond issue. Mr. Carter added that other costs were taken care of right up front per the bond documents and that there was no future obligation on the part of the County. He concluded by saying that state law required the Board's review.

Mr. Bruguire then moved to approve Resolution **R2011-10**, Resolution Approving the Issuance Bonds by the Economic Development Authority of Nelson County, Virginia, for the Benefit of Turman Tye River, LLC. Mr. Hale seconded the motion and there being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2011-10**  
**RESOLUTION APPROVING THE ISSUANCE OF A BONDS BY THE ECONOMIC**  
**DEVELOPMENT AUTHORITY OF NELSON COUNTY, VIRGINIA, FOR THE**  
**BENEFIT OF TURMAN TYE RIVER, LLC**

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS  
OF NELSON COUNTY, VIRGINIA

**WHEREAS**, the Economic Development Authority of Nelson County, Virginia (the "Authority"), has considered the request of Turman Tye River, LLC ( the "Company"), whose principal place of business is 776 Thomas Nelson Highway, Arrington, Virginia 22922, for the issuance of the Authority's industrial development revenue bond in a maximum amount of \$700,000 (the "Bond") to finance the acquisition, renovation and equipping of a dry-kiln lumber facility, approximately 134,061 square feet in size, for the drying and finishing of hardwood lumber (the "Project"); and

**WHEREAS**, the owner and operator of the Project will be Company; and

**WHEREAS**, the Project is and will be located at 776 Thomas Nelson Highway, Arrington, in Nelson County, Virginia (the "County"); and

**WHEREAS**, the Authority held a public hearing after reasonable public notice on such request by the Company on January 6, 2011; and

**WHEREAS**, the Authority has requested the Board of Supervisors of Nelson County, Virginia (the "Board of Supervisors") to approve the issuance of the Bond to comply with Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") and Section 15.2-4906 of the Code of Virginia

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of 1950, as amended (the "Virginia Code"), which provide that the governmental units having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of the private activity bonds is located must approve the issuance of the bonds; and

**WHEREAS**, the Authority issues its bonds on behalf of the County, the Project is located in the County, and the Board of Supervisors constitutes the highest governmental unit of the County; and

**WHEREAS**, a copy of the Authority's resolution approving the issuance of the Bond, a summary of the comments made at the public hearing, if any, and a fiscal impact statement relating to the Project have been filed with the Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF NELSON COUNTY, VIRGINIA, AS FOLLOWS:**

1. The issuance of the Bond by the Authority for the benefit of the Company is hereby approved, to the extent required by Section 147(f) of the Code and Section 15.2-4906 of the Virginia Code, to permit the Authority to assist in the financing of the Project.

2. The approval of the issuance of the Bond, as contained in this Resolution, does not constitute an endorsement of the Bond, the financial viability of the Project or the creditworthiness of the Company. Further, as required by Section 15.2-4909 of the Code of Virginia of 1950, as amended, the Bond shall provide that neither the Commonwealth of Virginia, nor any political subdivision thereof, nor the Authority nor the County shall be obligated to pay the principal of, premium, if any, the interest thereon, or other costs incident thereto except from the revenues and monies pledged therefor and any applicable security, and neither the faith, credit, nor the taxing power of the Commonwealth or any political subdivision thereof shall be pledged thereto.

3. This Resolution shall take effect immediately upon its adoption.

**B. Part-Time/Seasonal Position Job Descriptions (R2011-11)**

Mr. Carter noted that this resolution was for approval of job descriptions for three part-time, seasonal positions in the Recreation Department: Site Supervisor, Scorekeeper, and Timekeeper. He noted that the Recreation Department has been employing these individuals and the job descriptions were needed for these to be formalized. He added that the fourth job description is for a Part-Time Animal Shelter Attendant. He reviewed the salary scale grades for each position and referred to the salary scale that was provided in the Board's packets. He added that the recreation positions were paid out of the Parks and Recreation Department budget.

Mr. Harvey noted his concern that the County was paying for everything to be done in recreation and that it appeared the County was paying a lot for the supervision of adults. Mr. Carter noted that most of the supervisory costs were for youth sports such as basketball and soccer. He added that they are regularly scheduled to practice and someone had to be there 2-4 nights per week and at the games on Saturday; adding that it was impossible for two people to keep up with. He added that they could not guarantee that volunteers would be reliable.

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In response to questions, Mr. Carter noted that these positions would continue to be paid on an hourly basis and that for the position of Shelter Attendant, a High School diploma was preferred, but experience would be taken into consideration.

Following discussion, Ms. Brennan moved to approve resolution **R2011-11**, Approval of Job Descriptions: Site Supervisor, Scorekeeper, Sport Timekeeper and Animal Shelter Attendant. Mr. Bruguiere seconded the motion and the Board's ensuing discussion included some members agreeing that the jobs in the Recreation Department should be filled by volunteers instead of being paid and whether or not having job descriptions for these was that important. Conversely, other members noted their importance and that in other leagues in the area it had been impossible to get volunteer umpires and money was collected to pay them. Additionally, it was noted that if the County was to have organized recreation, there needed to be reliable employees to run the programs or participation would be lost. Ms. McCann reported that the recreation fees covered these costs in most cases.

There being no further discussion, Supervisors voted unanimously (5-0) by roll call vote to approve the motion and the following resolution was adopted:

**RESOLUTION R2011-11**  
**NELSON COUNTY BOARD OF SUPERVISORS**  
**APPROVAL OF JOB DESCRIPTIONS:**  
**SITE SUPERVISOR, SCOREKEEPER, SPORT TIMEKEEPER**  
**and ANIMAL SHELTER ATTENDANT**

**WHEREAS**, the County of Nelson has a position classification plan that includes job descriptions for full and part-time employment positions;

**WHEREAS**, there are seasonal and part-time positions that are already established which do not have formalized job descriptions;

**NOW THEREFORE, BE IT RESOLVED**, that the Nelson County Board of Supervisors hereby incorporates the job descriptions for Site Supervisor, Scorekeeper, Sport Timekeeper, and Animal Shelter Attendant into the County of Nelson position classification plan and that the noted job descriptions as attached are hereby made a part of this resolution.

Job Title: **Recreation Site Leader (Seasonal)**

Grade **7**

Supervisor's Title **Director of Parks & Recreation Exempt**

FLSA Status **Non-**

Department **Parks and Recreation**

Date \_\_\_\_\_

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**Purpose of the Job:** Oversees site for a Nelson County Parks and Recreation Department (NCPRD) event including supervision of participants and spectators.

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**Essential Responsibilities.** The major responsibilities that must be performed in order to accomplish the purpose of the job and that account for the majority (75% to 95%) of the employee's time.

**Percentage of Time.** The percentage of the employee's time that is typically devoted to meeting the responsibility over the course of a typical week, month or year.

**Importance.** The importance of each essential responsibility to the overall purpose of the job using the following scale:

Important 1 — 2 — 3 — 4 — 5 Very Important

	Essential Responsibility	% of Time	Importance Rating
1	<i>Supervises participants and spectators to ensure the NCPRD rules and policies are followed.</i>	65	5
2	<i>Provides or requests first aid when needed and submits required paperwork to Department using the proper form.</i>	3	5
3	<i>Responsible for site opening &amp; closing as scheduled</i>	2	5
4	<i>Enforces NCPRD policies at recreational activities and refers any problematic situations to Recreation Technician or Director of Parks and Recreation .</i>	20	5
5	<i>Performs other duties such as assisting with concessions and collecting participant fees as needed.</i>	3	5
6	<i>Maintains a safe and controlled environment in which the safety of the general public and participants are taken into consideration during the use of the facility</i>	7	5

**Formal Supervisory Responsibility.** Employees in the following positions report directly to the Recreation Site Supervisor

<i>Job Title of Direct Reports</i>	Number of FTE Employees In The Job
None	

**Routine Decision-Making.** The following reflect examples of specific decisions routinely made in this job.

<b>Examples Of Specific Decisions Routinely Made</b>
Implements program rules and regulations as instructed by NCPRD
Decides which department policies and procedures apply in a particular situation
Decides when a situation warrants referral to Director of Parks and Recreation or Recreation Technician

**Formal Policy-Setting Responsibilities**

- [X] No formal responsibility. The policies associated with the job’s purpose and essential responsibilities are set by others.
- [ ] Formally responsible for providing input into policies associated with the job’s purpose and essential responsibilities.
- [ ] Formally responsible for making recommendations regarding policies associated with the job’s purpose and essential responsibilities.
- [ ] Formally responsible for setting policy associated with the job’s purpose and essential responsibilities.

**Required Knowledge.**

<b>Knowledge Or Information Required For Completely Satisfactory Performance</b>
Knowledge of NCPRD’s policies & regulations regarding the type of program being supervised
Knowledge of first aid & CPR methods. Certification in either is helpful.
Knowledge of rules of the game or event
Knowledge of scorekeeper and time keeper responsibilities

**Required Skills or Abilities.**

Skills And Abilities Required For Completely Satisfactory Performance
Ability to communicate courteously and effectively with the public
Ability to communicate with staff , coaches, participants, and spectators
Ability to instruct coaches and spectators in the policies and regulations of NCPRD
Ability to follow written and oral instructions
Ability to handle money collected for program participation
Ability to collect and receipt money for program participation, if necessary

**Formal Education.** Formal education is usually associated (though not required) with completely satisfactory performance in this job.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Less than a high school education | <input type="checkbox"/> Four-year college education                     |
| <input type="checkbox"/> High school education                        | <input type="checkbox"/> Graduate level education                        |
| <input type="checkbox"/> Technical or vocational school education     | <input type="checkbox"/> Professional school (e.g., law, medicine, etc.) |
| <input type="checkbox"/> Junior college/two-year college training     | <input type="checkbox"/> Other (Please specify): _____                   |

**Working Conditions.** The conditions under which this job is usually performed do not subject the employee to a greater risk of physical discomfort or harm than a general office environment

**EEOC Classifications.** The EEOC classification for this job is as noted below:

- Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

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- Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
- Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and brokers, stock and bond salesworkers, demonstrators, salesworkers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- Office and Clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual through some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- Craft Workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations and kindred workers.
- Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

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**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

**Service Workers.** Workers in both protective and non protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, users, public transportation attendants, and kindred workers.

Job Title: **Sport Scorekeeper (Seasonal)**

Grade **1**

Supervisor's Title **Director of Parks & Recreation Exempt**

FLSA Status **Non-**

Department **Parks and Recreation**

Date \_\_\_\_\_

**Purpose of the Job:** Keep score for Department's scheduled games

**Essential Responsibilities.** The major responsibilities that must be performed in order to accomplish the purpose of the job and that account for the majority (75% to 95%) of the employee's time.

**Percentage of Time.** The percentage of the employee's time that is typically devoted to meeting the responsibility over the course of a typical week, month or year.

**Importance.** The importance of each essential responsibility to the overall purpose of the job using the following scale:

Important 1 — 2 — 3 — 4 — 5 Very Important

	Essential Responsibility	% of Time	Importance Rating
1	<i>Keep score for assigned games</i>	95	
2	<i>Assist Site Leader as needed</i>	5	

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**Formal Supervisory Responsibility.** Employees in the following positions report directly to the Scorekeeper

<b><i>Job Title of Direct Reports</i></b>	<b>Number of FTE Employees In The Job</b>
None	

**Routine Decision-Making.** The following reflect examples of specific decisions routinely made in this job.

<b>Examples Of Specific Decisions Routinely Made</b>
Determines when a point is scored or foul occurs
Determines which player earned the point or foul
Determines the final score

**Formal Policy-Setting Responsibilities**

- [ X ] No formal responsibility. The policies associated with the job's purpose and essential responsibilities are set by others.
  
- [ ] Formally responsible for providing input into policies associated with the job's purpose and essential responsibilities.
  
- [ ] Formally responsible for making recommendations regarding policies associated with the job's purpose and essential responsibilities.
  
- [ ] Formally responsible for setting policy associated with the job's purpose and essential responsibilities.

**Required Knowledge.**

Knowledge Or Information Required For Completely Satisfactory Performance
Knowledge of the rules of basketball and NCPRD's modifications
A thorough knowledge of the basketball rules and scoring procedures

**Required Skills or Abilities.**

Skills And Abilities Required For Completely Satisfactory Performance
Ability to communicate courteously and effectively with NCRPD staff, referees, coaches and the public
Ability to pay very close attention to the game and accurately record each point in the game
Math skills
Ability to represent the department in a professional manner

**Formal Education.**

- Less than a high school education                       Four-year college education
- High school education     Graduate level education
- Technical or vocational school education                       Professional school (e.g., law, medicine, etc.)
- Junior college/two-year college training                       Other (Please specify): \_\_\_\_\_

**Working Conditions.** Must be able to think and react quickly in spite of excessive noise and pressure from coaches and spectators. Must be able to sit for multiple games

**EEOC Classifications.** The EEOC classification for this job is as noted below:

- Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

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- Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
- Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and brokers, stock and bond salesworkers, demonstrators, salesworkers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- Office and Clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual through some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- Craft Workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations and kindred workers.
- Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

**Service Workers.** Workers in both protective and non protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, users, public transportation attendants, and kindred workers.

## **VI. Reports, Appointments, Directives, and Correspondence**

### **A. Reports**

#### **1. County Administrator's Report**

Mr. Carter distributed and presented his report as follows:

**A. Courthouse/Government Center Project:** Blair Construction is focusing its work on completing the building's interior and to the extent possible (i.e. weather conditions) on exterior installations. An advertisement for furniture bids was issued this week. Bid proposals are due on March 4<sup>th</sup> with an anticipated six to twelve week delivery/installation period. The change order for construction of the second floor bridge to connect the 1940s to the 1960s additions to the Courthouse is in process. The Sheriff's Department is proceeding with employment and training of security personnel.

Mr. Carter noted that there may be some disconnect between the building being ready and furniture being installed. He indicated that there were elements that could cause delay in the building's readiness. He added that the Connector change order extended Blair's contract by thirty (30) days, security personnel would go to training for eight (8) weeks, and Judge Gamble would issue an order regarding security needs. He added that the County would pay for the training and would pay them while they were there.

**B. Broadband Project:** Work on all facets of the project is ongoing. Icon Engineering is focused on final design of the fiber network and completing preliminary work (environmental assessment) on two of the three tower towers that will be constructed with project funding. Acquisition of tower sites (two) is pending (final negotiations for one location and securing the final location for a second installation). The third tower (at CVEC's Martins Store substation) is planned to be a long term lease agreement with CVEC. The County has received notice from VA-DHCD that it has been awarded \$200,000 in 2010 CDBG-Local Innovation grant funding for the overall project. Contract documents for the CDBG grant are pending receipt.

Mr. Carter added that the County was moving along on getting permission from property owners and he thanked Mr. Harvey for his extraordinary efforts.

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He added that ICON was having environmental assessments done at the two (2) known tower sites and they were still trying to determine the best location in the Massies Mill/Roseland area, with a decision to be made in the next few weeks.

**C. 2012 General Reassessment:** In process.

Mr. Carter added that the preliminary data from Blue Ridge Mass Appraisal Company (BRMAC) did not indicate a steep decline in values at this point, which was encouraging, but that the numbers were still eight (8) months away from being finalized. He noted that the BRMC staff was available to come to town hall meetings in the Board's districts to make presentations.

**D. Blue Ridge Medical Center – CDBG Project:** In process. Construction has begun on the major addition to the BRMC, which is being funded with \$5.0 million in federal grant monies. The renovation of the existing BRMC facility to establish a dental clinic, which will utilize the CDBG funding awarded to the County, is planned for commencement in the fall of 2011.

Mr. Carter added that the County had 2-3 years to spend CDBG funds so things were in good stead there.

**E. Blue Ridge Tunnel & Blue Ridge Railway Projects: (Tunnel)** – Property appraisals for acquisition of trail easements have been forwarded to the property owners on either side of the tunnel. Their input is pending receipt. A second grant application for \$100,000 in funding has been submitted to VA-DCR for additional monies to facilitate completing the easement acquisitions. Woolpert, Inc. is continuing work towards completing the project's final design. **(Railway Trail)** – Receipt of the grant award contract for the ensuing phase of the project is pending from VDOT.

Mr. Carter added that Mr. James Boykin, DCR's appraisal consultant had minor comments that were addressed by our appraiser and that the values did not change, but it took a couple of weeks of back and forth work to have them approved. He added that County staff and the committee could negotiate the deals. He also noted that he had advised the property owners that very valid appraisals had been done and Mr. Hale indicated that he would like to participate in the negotiations.

**F. Information Systems:** See attached report (inclusive of multiple subjects).

**G. FY 09-10 CAFR (Audit):** An electronic copy of the final audit report for FY 09-10 has been received from RFC Associates. Bound copies are pending receipt.

Ms. McCann added that the changes in Board Members at the front of the CAFR had been made.

**H. FY 11-12 Budget:** Development of the FY 11-12 Budget proposal is in process. Submittal to the Board of Supervisors is tentatively planned for mid-March.

Mr. Carter added that the draft budget was 50-60% complete. He noted that the revenues had been run and staff was working on the expenditures. He noted that staff had a general meeting with Dr. Collins and Shannon Irvin who noted that the School Board was to possibly approve their budget at their next meeting. Mr. Carter noted that at the next meeting, staff could report on its projections prior to introducing the budget and noted that year-to date, the revenue side should exceed the budget

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projections. He added that the expenditures were within budget and historically come in at or under the projected amounts. He noted that the County should be in a good position at the end of the year. In regards to the school budget, he noted that it did not include costs related to the final remedy of the two elementary school projects. Mr. Johnson suggested that if there were savings, they could be put into the capital projects fund. Mr. Carter reported that the schools did not have any savings last year which they had been made aware of.

Ms. Brennan inquired about pending Hold Harmless funding legislation, and Mr. Carter noted he was not sure of its status and that they were watching progress on the Line of Duty Act with VML and VACo. He reported that staff had been told that this would cost \$239 per person/volunteer and the expected total cost to the County came to approximately \$25,000. The cost per person was derived from .25 of a full time position. Mr. Johnson inquired about Social Services funding and Mr. Carter reported that so far he thought that there had been a 5% cut, but was not sure. Additionally, he noted that Ms. McCann would soon be providing the agency notebooks to the Board.

It was mentioned that maybe the Board could have the retreat, including a work session, after they got the budget.

**I. Region 2000:** The Regional Water Supply Plan work group will resume meeting on 2-24 to receive input on VA-DEQ's review of the regional plan submitted to the Department approximately one year ago. Secondly, the Region 2000 Services Authority is continuing work towards permitting; construction and operation of land fill cells in Campbell County (as the Lynchburg Landfill is nearing final capacity). Tentative plans call for a mid to late 2012 start up of the Campbell County location.

Mr. Carter added that the transition to the Campbell County landfill from Lynchburg was upcoming and a lot of work was being done on this. He noted that the Authority budget ramped up the County's tipping fee by \$1 per ton and planned to move to Campbell midyear of 2012. He added that staff would have to plan for budgeting these additional transportation costs.

Mr. Johnson inquired about the new E911/GIS alert system and if the E911 mapping was in place to notify sections of the county of a specific emergency. Mr. Carter reported that they had been unable to get it to work properly, but that they were now back on point. He added that the system could notify the whole county or pinpoint certain areas of the county.

## 2. Board Reports

Mr. Bruguere reported that he would be going to the EMS Council Meeting.

Mr. Hale reported that the Service Authority infrastructure improvements at Wintergreen were top priority now and that the Board was going to request an RFP for Engineering Services. He added that the Department of Health had reported that the water usage had exceeded 80% of capacity and that they had to come up with a plan to resolve this. He noted that the last quarter of 2010, they were well below the 80% capacity threshold. He noted that this had taken the heat off of the Rodes Farm impoundment and they could address this ongoing. He reported that the two (2) major projects that they were pursuing were a new pumping station for raw water and increasing the storage capacity at the top of mountain to have a 94 day reserve. He added that these projects should take place in next several years.

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Mr. Harvey noted that he did not have anything to add to Mr. Hale's report but that the Service Authority was in good hands with Mr. Otis being on the committee.

Ms. Brennan reported the following:

1. Attended Rockfish River TMDL meeting, where a local steering committee was formed and has met once.
2. Reported that the Piedmont Regional Pilot Project (PRPP) met in Richmond with DCR about what they hoped to see was a regional collaboration on a solution. She noted the letter to Mr. Johnson regarding an upcoming PRPP meeting and the Board would need to appoint someone to attend.
3. Attended JABA Board meeting – discussed putting in place the PACE program to allow for comprehensive healthcare with savings to be had by all.
4. Attended Piedmont Workforce Council (PWC) meeting where Mike Harvey, Director of the Thomas Jefferson Partnership for Economic Development reported on changes being made at the state level and how to better improve job opportunities.
5. Attended Senior Action Committee meeting - discussed ongoing projects and that JAUNT was now going to the food pantry which has been very successful and they may add another bus.
6. Attended Planning District Commission meeting.
7. Attended Legislative Day along with Mr. Johnson in Richmond. She noted that crossover day was now and that things were changing rapidly.
8. Attended meeting about the Festy, which was a good meeting with lots of dialogue and solutions forthcoming from amongst them. She added that she wanted to have the noise meter fixed and someone trained to use it.
9. Reported that there was a new business in town and that the Board had not gotten a list of new businesses from the Commissioner of Revenue. She reported that Anytime Fitness needed 300 members and they have 200 members already. She noted that the gym was accessible 24 hours a day.

Mr. Johnson reported the following:

1. Attended Legislative Day in Richmond and reported that he told Watkins Abbitt that he would be inviting him to meet with the Board of Supervisors, maybe in the fall. He added that he would like to formally invite legislators to come talk to the Board before they got into legislative mode.
2. Attended Board Chair training in Richmond. Noted that he would like to look at the Board's calendar for the year and formalize it to know what lies ahead. He indicated that he may email Board members for ideas on topics to look at throughout the year and may consider making a biennial calendar. He reported that he met with the Albemarle County Board Chair who was in favor of a bypass around

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Charlottesville and he spoke to the lawyer who is working on the Verizon suit who noted that he was feeling cautiously optimistic. He reported that they discussed that Verizon was not providing adequate cellular service since acquiring ALLTEL.

3. Reported that Social Services was quiet this time of the year and there was not much change in their service numbers.

4. Attended Mayors and Chairs meeting and discussed various initiatives faced throughout the year. He noted that Fluvanna built a \$79 million high school and a significant tax increase was expected, Louisa County was sitting tight, City of Charlottesville was considering a 2% salary increase, and Albemarle County was considering a 1% salary increase. He noted all were concerned about TMDL impacts.

Mr. Carter advised that a calendar had been prepared and could be added to. Mr. Johnson indicated that he would like to add in the Board's retreat and other discussion items etc.

Mr. Bruguere commented on the Rockfish River study that focused on E.coli pollution and he noted that it did not identify sources. He noted that where the river converged at woods mill, there was no pollution, so it must have cleaned itself naturally in his opinion. He stated that the whole thing was upsetting to him and he thought that the testing was not uniformly done.

Ms. Brennan noted that they picked two (2) or three (3) rivers per year and the selection was based on data previously collected. She noted that they had previously found degradation in the water quality in the Rockfish River and that it should not take much to clean it up. She noted that she was happy that a local committee was formed to decide how the clean up should be done.

Mr. Johnson noted that the PRRP meeting mentioned in Ms. Brennan's report was February 16th at 8:30 am but he was not sure where. Mr. Bruguere noted that he would attend as did Ms. Brennan.

## B. Appointments

Ms. McGarry reported that the only new vacancy was that of the James River Alcohol and Safety Program Board seat that had been vacated by Mr. Ralph "Buddy" Moore.

Ms. McGarry reported that Mr. Moore had been appointed for one year in 2010 and that she had been advised that the term of that seat was actually three (3) years and that he needed to be appointed through 2013. She then noted that when contacted by her, Mr. Moore indicated he did not wish to be reappointed for the remainder of the term expiring 1/12/2013. She added that the James River ASAP Policy Board Director was notified and the vacancy would now be advertised.

Ms. McGarry noted that the existing vacancies continued to be advertised in the Nelson County Times and on the County's website; additionally there were no regular Board or Commission terms expiring until May 2011.

## C. Correspondence

### 1. Pledge Deed of Gift, D. Sturt

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Mr. Carter noted that this correspondence related to the deed of gift of land in the County to be used as a recreation area from Mr. Sturt. He noted that the Sturt family had sent communication through Mr. Payne and would like the Board to acknowledge a change in the conveyance of the property gift from now until after Mr. Sturt is deceased. He noted that Mr. Sturt's lawyer had provided a draft response from the Board and would like it sent back as a courtesy. He noted that the documents clearly show that he will convey 300 acres to the County for open space.

Mr. Johnson noted that his understanding was that the land was semi restricted for recreation; which Mr. Carter confirmed.

Mr. Carter then recommended that they agree to have Mr. Johnson send the draft response letter back and Ms. Brennan suggested that all of the Board members should sign the letter. Mr. Hale suggested that the Board should go ahead with sending the letter now, with some minor changes, and then do a follow up resolution because of the health concerns of Mr. Sturt.

Mr. Hale noted that he had two word changes he'd like to make, but then moved that a letter be prepared for signature by the chair utilizing the draft language with a few minor changes and sent off to the trustee for the Sturt Trust.

Ms. Brennan seconded the motion and it was confirmed that the County would take possession of the land upon Mr. Sturt's death and that a draft deed had been prepared to finalize the conveyance. Mr. Hale noted that the Board was responding that they were making a commitment that this would be a County Park. It was acknowledged that this was fairly open-ended and the Board could build recreational buildings, with no restrictions in that regard.

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

Mr. Hale then noted that he would consult with Mr. Sturt's lawyers prior to initiating a follow up resolution to be considered by the Board.

There was no other correspondence presented for discussion.

#### D. Directives

Ms. Brennan had the following Directives:

1. Ms. Brennan inquired about an update on the mold situation at the two elementary schools or the results of the forensic study.

Mr. Carter noted that Dr. Collins was working on that and that the environmental study was being done including air quality monitoring. He noted that there was mold present at each of the buildings that would have to be addressed; however it was not impacting anyone and the air quality testing had shown that the air quality inside the buildings was better than outside. He noted that the schools wanted to address this issue in summer when school was out and that the balance of the windows to be replaced would also be done then.

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Ms. Brennan noted that she wanted a copy of the memo or report on this from the environmental consultant. Mr. Harvey noted that he hoped that the School Board had the money to cover it and reiterated that the Board had not obligated any funds for this part of the project. Mr. Carter noted that the environmental report was insightful but not definitive; however he would forward it to Board members.

2. Ms. Brennan inquired as to the status of the towers on Devils Knob.

Mr. Carter reported that they were still working on one tower, which was summarized in Susan Rorrer's report. Mr. Harvey added that the plan was to construct one tower now and then when AT&T was ready, they would go back to the Park Service and seek approval. He noted that it was possible that they would still need two towers. Members discussed going to the Congressman if necessary, and Mr. Johnson noted that he had advised the Blue Ridge Parkway people that they would have to loosen restrictions to cell phone use in an unobtrusive way, and Mr. Bruguere suggested that cell towers could be put on private property along the Parkway. Ms. Brennan noted that the view-shed was very important.

3. Ms. Brennan noted that she wanted to meet any new County employees at the next meeting.

4. Ms. Brennan asked that the Tax Help information included in a flyer provided to staff be put up on the County's website

5. Ms. Brennan inquired as to whether or not financial policy guidelines had been looked at recently and Mr. Carter noted they had not and were passed by when submitted to the Board. He indicated that these were different from the purchasing policy and went back to 2000 when the Board was working on financing the Middle School project and they were not endorsed by the Board at that time.

6. Ms. Brennan inquired about the schedule on redistricting and Mr. Carter noted that staff was working on it and the Board was obligated to do this by the end of June 2011. He noted that there was a sixty (60) day notice period once the new districts were adopted by the Board. Mr. Carter noted that he was not sure, looking at the potential of where each district stands in relation to where the census numbers are. He noted that today there may be three (3) data sets that had to be merged and then staff would have to get the Nelson County numbers from that. He noted that the South, Central, East and West Districts appeared to be impacted and the North was ideal.

Ms. Brennan noted that she wanted to have work on the redistricting scheduled.

Mr. Harvey and Mr. Hale had no Directives

Mr. Bruguere inquired as to exactly what the Board wanted him to tell the EMS Council that the Board wanted from them with regard to financial accountability.

Mr. Johnson stated that the main thing was to let them know that the Board was checking on who gets money from the County such that they are meeting their public obligations. He noted that the Board had discussed using IRS form 990 for them to report on. He added that they also had discussed getting twelve (12) months of bank statements; with the basis being that they want public disclosure.

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Members and staff again discussed the merits of using the IRS form 990 versus looking at bank statements or both. Mr. Hale noted that all of these agencies have to have a Treasurer who manages the bank account and one report is done for the EMS Council for reimbursement of expenditures. He suggested that Mr. Bruguere gather information on who is doing the IRS form 990 that is a requirement.

In conclusion, Ms. Brennan suggested that a goal would be to see how they could help them better spend the money and to be accountable to citizens for every penny that the County spends for not just them, but for all agencies. It was discussed that most of the larger organizations that receive County funds are audited and do provide this information.

## **VII. Adjournment**

At 4:00 pm, Mr. Harvey moved to adjourn and Mr. Hale seconded the motion. There being no further discussion, Supervisors voted unanimously by voice vote to approve the motion and the meeting adjourned.

Note: The evening session had been previously cancelled by consensus of the Board.